

The Parochial Church Council of the Parish of Marcham with Garford

Minutes of the committee meeting held on

Wednesday 24 March 2021 via Zoom

Present

Neil Rowe (NR) Ruth Atkins (RA) Tamsin Gilbert (TG) – Chair for the meeting Kevin Mentzel (KM) Tim Jack (TJ) Caroline Manders (CM)		Pamela Carter Moore (PCM) Barney Stevens (BS) Ann Southwell (AS) Chris Nutman (CN) Danni Grady (DG) Bryan Eccles (BE) Carolyn Whiting (CW) Alicia Davies (AD)	
Item			Action
1.	Welcome and opening prayer TG opened the meeting with a prayer.		
2.	Bible reading TG read from Hebrews 12 and gave her reflections.		
3.	Apologies for absence Apologies were noted from: Charles Gaisford, Chrystal Poon, Mark Newman, and Jill Rowe as she is on her sabbatical. TG informed members that CL has resigned from the PCC with immediate effect. TG said the PCC is grateful and appreciates her service to the PCC and all the work she did as treasurer. She was a valued member of the PPC and will be greatly missed.		
4.	Declarations of Interest There were no declarations of interest.		
5.	Approval of minutes from last meeting The minutes of the Parochial Church Council meeting held on 24 February were approved as an accurate record.		
6.	Matter Arising Covered on the agenda.		
7.	Finance - BE		
7.1	<u>Financial strategy</u>		

	<p>This document had been circulated prior to the meeting. We are going to have to curtail every part of our expenditure as much as we can. We have to ensure we can cover the costs of being a single parish on an ongoing basis.</p> <p>7.2 <u>Summary of finances for 2020</u> This was shared prior to the meeting. The accounts are now ready for the Independent Examiner.</p> <p>7.3 <u>Jan-Feb 2021</u> This was shared prior to the meeting.</p> <p>New parishioner has shared with BE about Amazon Smile and if the church registers this could be another route for a percentage income from people's purchases who log the church code.</p> <p>7.4 <u>Report back from the giving sub-committee</u> A report was shared prior to the meeting which covered general giving, legacy funding and welcome to Marcham programme and St Luke's Garford.</p> <p>7.5 <u>Legacy giving</u> The document was shared prior to the meeting.</p> <p>Action: The finance group were asked to come up with a clear document which outlines how we use and manage our finances. This will be of benefit to the PCC and all our church family.</p>	BE
8.	<p>Fabric – TG</p> <p>8.1 <u>St. Luke's</u></p> <ul style="list-style-type: none"> • Have had donations from Garford village residents for a bench in the churchyard, so will be putting that in. List B permission has been obtained. • There may be some excess funds from these donations that could be used to buy the oil and paint needed to protect the north door of St. Luke's. A volunteer would be found to do the work. List B permission already gained. <p>8.2 <u>All Saints</u></p> <ul style="list-style-type: none"> • On 12 April, the Diocesan Advisory Committee (DAC) will visit All Saints' to look at the pews in the gallery to decide if we can progress that faculty. <p>8.3 <u>Both churches</u></p> <ul style="list-style-type: none"> • NR is organising a check of the roofs and gutters of both churches. Once done we will obtain quotes for any necessary work. • A number of windows in both churches need looking at – we have organised for a glazier to come and do this and quote for repairs where needed. • All non-essential fabric work is paused until we have more funds. 	

	PCM said they are some broken/missing tiles at St Luke's which will need replacing. List B permission will be needed.	
9.	<p>Safeguarding Policy – TJ</p> <p>9.1 <u>Policy approval</u> The policy was approved by the PCC</p> <p>9.2 <u>Appointment of Parish Safeguarding Officer (PSO)</u> A job description is currently being written – anticipated hours are included in it.</p>	
10.	<p>Health and Safety</p> <p>10.1 <u>Covid risk assessments</u></p> <ul style="list-style-type: none"> • Covid risk assessments for both churches have been checked and updated before we restart in-person services. • PCM thanked TG for all her help with the Covid risk assessment. <p>10.2 <u>Fire risk assessment</u></p> <ul style="list-style-type: none"> • Fire risk assessment has been completed, fire escape and safety notices in church have been updated. An updated fire escape plan has been written <p>Action: please read the Fire Escape Plan before the April meeting and let Tamsin know if there are any questions or mistakes.</p> <ul style="list-style-type: none"> • Training for sides people and wardens will be needed. 	All
11.	<p>Eco church</p> <p>The wardens have been discussing the idea of us becoming an Eco Church. Both All Saints' & St. Luke's have been registered. By completing a questionnaire, we can see if we are able to gain an award.</p> <p>If you care about how we as church help to care for the world around us and are interested in getting involved in this initiative, then please do sign up on the Eco Church website. You sign up yourself and then can link yourself with one or both churches. https://ecochurch.arocha.org.uk/</p>	
12.	<p>Interregnum update</p> <p>Documents were circulated prior to the meeting.</p> <p>TG & NR met with David Tyler (assistant archdeacon) on Monday 22 March to talk through the next steps of the process and roughly outlined what needs to happen:</p> <ul style="list-style-type: none"> • Section 11 meeting – 7.30pm April 28 (before normal PCC meeting) • Section 12 meeting – w/c 3rd May • Advert goes into Church Times 14 May • Shortlisting w/c 7 June • Interviews w/c 21 June 	

	If we appoint someone they could start between Sept and Oct half term.	
13.	<p>St Luke's</p> <p>CW provided an update on activity and the provisional service plan 2021-22.</p> <p>Thanks, were given to Doug Simmons for the new bell rope.</p> <p>TG gave thanks to CW and PCM for all they have done in relation to St. Luke's.</p>	
14.	<p>AOB</p> <p>14.1 <u>Mission</u> Action: please read and respond to Mark's paper before 19 April.</p> <p>14.2 <u>Trustees Annual Report</u> RA has agreed to look at this and is aiming to have it ready for the April meeting.</p> <p>BE asked if it is available earlier to go with the accounts it would be appreciated.</p> <p>14.3 <u>Date of APCM</u> Looking at this taking place on 6 June</p> <p>Some people are coming to the end of their 3 years on the PCC and TG will be emailing. All are welcome to stand again.</p> <p>14.4 BE advised CL is happy to be the bookkeeper for the Church and will work with him. Her support is invaluable and appreciated.</p>	<p>All</p> <p>RA</p>
15.	KM closed the meeting in prayer.	
16.	The meeting closed at 21:14	

The next meeting is on Wednesday 28 April 2021 with the Section 11 meeting first and will be a virtual meeting.

Date of next meeting:
May 26th