

St James's Church Bramley

Parochial Church Council

Meeting: 16 May 2018

Minutes

Final 2nd July 2018

Present:

John Lenton (Chair), Jerry Adams, John Crampton-Hayward, Ian Evett (Secretary), Sarah Hodnett, Nairn Glen, Alison Jones, Malcolm Knowles, Jeremy Masson, Ken Payne, Ruth Saunders,

Apologies:

Stephen Ball, Karen Bentall, Ranil Jayawardena, Sarah Mitchell, Jonathan Large

Welcome and prayer

The reading was Mark 4: 30.

John welcomed Ken Payne and John Crampton-Hayward as new members of the PCC.

Actions

Minutes of last meeting (previously circulated)

Approved and signed by John

18/20 Matters arising

17/42(b) Notices for Sunday at Nine. (JRL)

John has sketched a draft board advert about all the services. He passed copies round and invited comments. Alison agreed to add some design flair to make it suitable for the noticeboards in the church porch and Cross House.

18/05 Contact with children at Hurst school. John to speak to vicar at Tadley.

John has had a conversation with the vicar at Tadley. Also, Alison made contact with a member of the Tadley church at her recent PCM course and will stay in touch with any activities planned. No further action needed.

18/07 (c). John to speak to Tony Durrant about welcome pack

John has spoken to Tony Durrant, who is open to the idea of enclosing Parish Council information/welcome in the pack.

18/07 (i) Notice advertising Sunday@nine (JRL). See 17/42(b) above.

18/12 Updates of the work of Carlile College (JRL).

JJM

The Principal of Carlile College will be the main guest speaker at the AMADET tea at Wolvesey Castle on Saturday 9th June. John will ask her for a brief

JRL

update on Michael Phiri, the Carlile student whose fees we have paid as our overseas charitable donation.

18/12 Jeremy to talk to Nairn about the timing of charitable donations (JJM)
In hand.

18/13 Data protection and safeguarding (RS). See 18/22 below.

18/13 Should an individual with more than one role have more than one DBS?
RS and JRL

Ruth has raised this question with the Diocese and received the following reply:

If the role is for a like for like job i.e. the Sunday school teacher is now also going to help with the youth club, then no further DBS check required. However, if the Sunday school teacher now helps with parish visiting then a check would be required as we wouldn't have checked the adults side of things for the work as a Sunday school teacher. That also works the other way a parish visitor now helping with children's work would need a new check.

18/17 Hive remote heating control system (JRL)

This has been done and is working well.

18/21 **Card reading technology (Michael Luck)**

John welcomed Michael Luck who gave a short presentation on the potential for card reading technology in the church's handling of: fees for weddings and funerals; Cross House hiring; collections in services.

A report from the National Stewardship team and a copy of Michael's slides are circulated separately

In response to a question from Nairn, Michael said that the mechanisms for handling Gift Aid were built into the currently available systems.

It was generally agreed that if we are to adopt this technology then a considerable amount of detailed planning would be needed. It would be for the PCC to decide on whether the benefits justified the cost and effort. John asked Nairn to take a lead on this.

FNG

John thanked Michael for a clear and concise introduction to the topic.

18/22 **GDPR – papers from IWE**

A draft privacy notice and a note on legitimate interest assessment had been circulated. Ian reported that a privacy notice would be posted on the notice board in the church by 19th May. John agreed to include a short note in CFN drawing attention to the notice. Alison undertook to post a copy on the website. A copy is also attached to these minutes as an appendix.

JRL
IWE/AJ

It was agreed that a dedicated e-mail was necessary so that anyone who wished to could contact the Data Protection Officer direct IWE

Ian also reported that a data audit was in progress, which included legitimate interest assessments where relevant. This was planned to be completed by 25th May and will be circulated among PCC members. To be discussed at the next meeting. IWE

There is also a data policy document which was agreed by the PCC at its November 2017 meeting. This will be updated and put to the next meeting for discussion and approval IWE

18/23 Insurance, fire and quinquennial inspection (SH)

Sarah (H) has received the insurance assessment. One of the actions from that led to a fire risk assessment which generated a large report. There are a lot of things to be done to get Cross House up to compliance with the current fire regulations. Actions for the church will need faculties.

Sarah has quotes for much of the necessary work. Sarah and Malcolm are currently working on this SH/MK

Sarah has also recently received the Quinquennial Inspection report. There are no major recommendations. Some work to be done over the next few months, some can be spread over 18 months. The most expensive matters relate to roof tiles and Sarah is having some difficulty in getting quotes from roofers. SH/MK

18/24 Faculty for broken window (SH)

Sarah reported that the faculty for repairing the broken window in the tower has been granted. She has contacted the company that provided the quote and is awaiting a date from them for carrying out the work.

18/25 Dates for future meetings

The dates for meetings for the rest of the PCC year were set at 2nd July, 11th Sept, 12th Nov, 8th Dec (provisional) – PCC Dinner, 15th Jan 2019, 13th March, 14th April (Palm Sunday) for APCM

18/26 Reports

School

John had attended a governors' meeting the previous evening.

The school's finances are in order, though the three-year plan is showing a deficit.

SATS tests are being held next week

There have been extensive developments in the school grounds, including new exercise areas and disabled access.

Behaviour has dramatically improved in the playground

It was suggested that the school may be eligible to apply for S.106 funding from the local authority. John will pass this suggestion on to the school for them to investigate.

Deanery Mission Action Plan

AJ/JJM/JRL

The dMAP is complete and it is time to start development of the pMAP. Jeremy and Alison agreed to make a start by reviewing the old pMAP and consulting with John on the way forward. It is to be expected that the Deanery will have ideas that will influence our plans.

18/27 Any other business

(a) At the March meeting we had agreed on holding a PCC awayday to formulate a future policy for the provision of church services (18/14). This was fixed for Saturday, 22nd September (9.30am to 2.00pm). Location to be arranged.

JRL

(b) Item 18/03: Bishop's commission for Mission (AJ).

Alison reported on the BCM course which she recently attended. (Full report at Appendix 2). It was quite intensive but very well put together. Alison recommended the course highly to others who wished to follow this path. She has written a short paper giving her personal reflections (circulate separately). To complement the work, Alison is undergoing safeguarding training. There will be a commissioning service for the course attendees in October. Date to be advised.

Alison thanked the PCC for their support.

John thanked Alison for taking the course: he will be encouraging others to attend either a future BCM Worship or Pastoral course. A number of other possible courses are under development by the Diocese.

The meeting closed at 9.40pm with prayer.

Next meetings

2nd July, 11th Sept, 12th Nov, 8th Dec (provisional) – PCC Dinner, 15th Jan 2019, 13th March, 14th April (Palm Sunday) for APCM

APPENDIX 1: Data privacy notice

The Parochial Church Council of St James's Church, Bramley and St Stephen's Church, Little London

Data Privacy Notice

19th May 2018

This note is written for all those who attend services at either of the two churches. It explains what data we hold relating to people, what we do with that data, how we store it and the rights of any individual whose data are used in that way.

The Electoral Roll

The Electoral Roll is a register of electors in our two churches. It is the list of those who are qualified to attend and to vote at the Annual Parochial Church Meeting (APCM), where an Annual Report is presented by the Parochial Church Council (PCC), where elections take place for the PCC for the coming year and also for the parish's representatives on the deanery synod.

A new Electoral Roll is prepared every 6 years. The last was in 2013, so we expect a new one in 2019. The roll is updated in the interim as people leave the parish and as new people join the parish. The application form calls on you to confirm that you are either a member of the Church of England, or of a Church which subscribes to the doctrine of the Holy Trinity. In the past, each member was asked to provide their name, address, e-mail and phone number. The new forms provided by the Diocese seek only name and address. So, for the current version of the Electoral Roll we have deleted all e-mail addresses and phone numbers and the computer file contains only the names and addresses of its members. The Roll, at present, is only used to keep a record of those entitled to vote at the APCM. It is not used for communicating with members and it is not shared with any other person or organisation other than the PCC. It is not used for any kind of marketing or research exercise.

The PCC copy of the Electoral Roll is held in an encrypted file on the password protected laptop of one of the members of the PCC. All of the paper records collected since 2013 are kept under lock and key in office furniture. You are free to remove yourself from the Electoral Roll at any time by speaking to one of the churchwardens, the Minister, the Secretary or any of the PCC members who are listed in the Annual Report, or by emailing the address at the bottom of this note. In that case, arrangements will be made for your name and address to be permanently removed from the computer record and for the paper copy of your application to be securely shredded (or returned to you, if you prefer).

At present, it is intended that once the new Electoral Roll is created in 2019 the computer and paper records of the present Roll will be securely destroyed. If you wish to remain on the Roll, you will be asked again for your details in a new form and you will be fully informed of any changes in how the data are stored and used.

Gift Aid

A number of parishioners give to the Church by putting money into the blue "Gift Aid" envelopes which are provided at the end of each pew. If you provide your name, address and signature then the Church applies to Her Majesty's Revenue and Customs (HMRC) for a refund of tax equivalent to

that which you will have paid on the money you received to provide your gift. It is necessary for the PCC to keep a record of all donations that are Gift Aided in this way and we are legally obliged to share that data with HMRC. Furthermore, HMRC requires that we retain both the records and the associated envelopes for a period of six years. Our records are kept in an encrypted spreadsheet on the password protected laptop of a PCC member. The envelopes are kept under lock and key in office furniture.

We cannot offer you an “opt out” from this because of our legal obligations to HMRC. If you are unhappy about this procedure then it would be better if you did not use the Gift Aid envelopes for giving in the future. Nevertheless, please feel free to speak to any member of the PCC if you have any concerns about your Gift Aid giving.

Planned Giving

A number of parishioners give to the Church by means of direct debit to the Parish Giving Scheme. We have reassurance from the PGS that their information systems are fully compliant with the Data Protection legislation. If you wish to know more, you might like to visit their website:

<https://www.parishgivingscheme.org.uk/about/pgs-information-security/>

Safeguarding

All those who are concerned with dealing with children and vulnerable adults as part of church services and activities must be in possession of a current DBS certificate. The responsible PCC officer keeps a computer record of the name, address, e-mail and DBS number of all those registered on a personal computer. This information is stored indefinitely and shared with the Diocese. We are also legally required to share data, if necessary, with police and social service agencies.

Other activities

The PCC has responsibility for other facilities – principally the Bramley Magazine and Cross House - where people provide names and contact details as a necessary part of the functioning of those activities. We take good care of such details and keep them only as long as is necessary. They are not used for mailing lists or other commercial purposes and are not shared with third parties. If you have any concerns about details stored in this way that may refer to you, please e-mail the address below, or speak to any PCC member.

Dr Ian Evett

PCC Secretary and Data Protection Officer

bramleypccdpo@btinternet.com

APPENDIX 2: Report by Alison Jones on the BCM course (18/14(b))

Summary for PCC, 16/5/18

Bishops Commission for Mission – Worship stream

What is it?

‘This programme has been developed to support the work of parishes and deaneries by equipping lay people for service. We aim to do this by giving participants the skills and knowledge they need to pursue their vocation more effectively, whilst at the same time giving them a bigger vision for how

God might use them to bring in his kingdom. Those who complete the programme will have a greater confidence in what they are doing, and will be better equipped to bring a missional focus to bear on their area of ministry and their life.’ – from the BCM website

8 sessions, one full day at start, one half-day at end, and 2-hour weekly sessions in between. Mix of teaching, practical activities, personal and group reflection. Very powerful process. Highly recommend for others at St James.

Summary and next steps:

- I have completed my 1000-word reflection
- I’ve completed levels 0 and 1 of safeguarding training online (and informed Ruth)
- I’m booked in for levels 2 and 3 of safeguarding training on 9 July.
- I’ve supplied a role description as worship leader primarily but not exclusively at Sunday@9
- I’ve completed my DBS form and submitted it to the Diocese
- Once all the paperwork has been processed I will receive a temporary commission to mission
- Finally, in October there’ll be a special service of commission in Winchester Cathedral at which the Bishop will formally commission graduates from the course.

At St James: I have a number of ideas and insights which are outlined in my reflection and which I want to discuss with John. I see the PMAP as the starting point for any new work I might initiate at St James, so want to engage in that review process before taking any of these ideas forward.

Finally, I want to thank the PCC again for their support in allowing me to take this course, and encourage them to consider it for other lay leaders in the church.