

# St James's Church Bramley

## Parochial Church Council

Meeting: 2<sup>nd</sup> July 2018

### Minutes

*Final: 24<sup>th</sup> September 2018*

#### **Present:**

John Lenton (Chair), Jerry Adams, Karen Bental, Ian Evett (Secretary), Nairn Glen, Ranil Jayawardena, Alison Jones, Malcolm Knowles, Jeremy Masson, Ken Payne

#### **Apologies:**

Stephen Ball, John Crampton-Hayward, Sarah Hodnett, Jonathan Large, Sarah Mitchell, Ruth Saunders, Wren Vaughan

#### **Welcome and prayer**

John read from psalm 127: "Unless the Lord builds the house, the builders labour in vain..." – what is true for a house is also true for a household, and, of course, a church.

#### Actions

#### **Minutes of last meeting (previously circulated)**

Approved and signed by John

#### 18/28 **Matters arising**

From 18/20 (Matters arising 16 May)

17/42b Notices for Sunday at Nine

Alison has created a notice, with input from John. There was some discussion about the use of the phrase "family friendly" and whether it might create misconceptions. Alison and John agreed to consider an appropriate modification.

AJ  
JRL

18/12 John to ask the Principal of Carlile College for an update on Michael Phiri

John played a video of a conversation he had had with the Principal that included an update on the progress of Michael Phiri. In his second semester of a two-year programme, he is very energetic and enthusiastic. After completing his course, he will return to his diocese in Malawi. John will put the video on the website and flag it up in CFN

JRL

18/12 Card reading technology (FNG)

Nairn will speak to Michael Luck and report to the next meeting.

FNG

#### 18/22 GDPR

Privacy notice posted in porch (IWE)  
Short note in CFN drawing attention to privacy notice (JRL) – done  
Copy of privacy notice on website (AJ) – done  
Dedicated e-mail for DPO (IWE) – done  
Data audit (IWE)– see 18/31  
Data policy document (IWE) – see 18/31

#### 18/23 Insurance, fire and quinquennial (SH and MK)

Malcolm reported on a number of issues to do with Cross House which he and Sarah (H) have in hand.

John explained that, even if something is flagged up in the quinquennial inspection, it is necessary to obtain a faculty for the necessary work. However, this can often be done quickly – There is a new Secretary for the Diocesan Advisory Committee who is keen to respond to requests speedily.

#### 18/24 Faculty for broken window (SH)

See 18/32

#### 18/29 ***Appointment of Standing Committee for 2018/2019***

The Standing Committee receives delegated authority from the full PCC to make quick decisions when necessary: this includes authorising expenditure and commissioning work at short notice. The Committee has the responsibility of reporting back to the full PCC at the earliest opportunity.

Proposed by Ranil, seconded by Karen that the Standing Committee should comprise: John, Nairn, Sarah(H), Malcolm and Ian. Carried unanimously.

It was also agreed informally that Sarah (H) should be deputy chair of the PCC and would stand in for John at any time that became necessary.

#### 18/30 ***Report on safeguarding workshop (MK)***

Malcolm reported on a Diocesan safeguarding workshop that he and Sarah (H) had attended. There were two points that should be brought to PCC attention: First, the workshop emphasised the importance of risk assessments, particularly where young and vulnerable people are involved. Risk assessments must be completed in advance of any events for such groups, in conjunction with the safeguarding officer.

Second, it seems that the Diocese considers DBS checks to be necessary for wider categories of people than St James PCC presently covers. For example, it was stated that all house group leaders should be subject to DBS checking. It was also claimed that all PCC members should be DBS checked. This led to a lively debate from which the consensus emerged that this was completely unnecessary. John undertook to speak to the Archdeacon on the subject.

JRL

Alison reported that she is taking the level 2 safeguarding course at Winchester next week.

Jeremy said that the PCC didn't appear to have a vulnerable adults policy at present. Ian agreed to ask Ruth if she would draft a policy for consideration at the next PCC meeting.

IWE/  
RMS

18/31 **Data audit and policy (IWE)**

Ian reported that the PCC Data Protection Policy document had been updated in the light of developments since the original was approved last November. The new version has been circulated among PCC members. It was approved unanimously and signed by John and Ian. Ian will pass a copy of the new draft (v3) to Alison to post on the website. (This is in addition to the Privacy Notice, which is already on the website)

IWE

Ian pointed out that the Data Audit had flagged up a number of matters for improvement. He will e-mail those concerned and, if necessary, discuss the issues with them. The Data Audit document replaces the Register of Data Collection. It was agreed that it should be reviewed annually and updated as necessary. The current version (v3) was circulated to PCC members on 25<sup>th</sup> May 2018

IWE

18/32 **Belltower window and masonry (MK/JRL)**

Malcolm reported that the glaziers who came to repair the window in the bellchamber found that the surrounding masonry has deteriorated to the point where it needs serious attention. Sarah H had spoken to the secretary of the DAC who has said that he will add this work to the faculty that has already been granted for the window repairs. We await guidance from the DAC on approved masons for carrying out such work.

MK/SH/  
JRL

18/33 **Reports:**

**a) School**

John said that there was little to add to the report presented at the last meeting. The school is fully staffed for September, when 50 new pupils will be coming in. There are no plans for further expansion at present. The school summer fete was held last Saturday and Alison reported that it had been a great success. The school leavers service is to be held on 13<sup>th</sup> July.

**b) Treasurer**

Nairn presented a report which summarised the current state of PCC finances. (Attached as Appendix 1). Particular points made by Nairn were:

The large increase in the Common Mission Fund (formerly known as Parish Share) means that we will run into serious problems in a year or two if we do not find a means of increasing regular giving substantially.

Collecting fees for advertising in the magazine continues to be a struggle. Rachel Barclay Smith and Keith Dillway are doing all they can to get the cash in but this remains a concern.

There is very little income from Cross House lettings. At present, Nairn sees little justification for keeping Cross House finances in a separate account. He will keep this under review. Ranil suggested that it might be useful to look for organisations that are prepared to provide financial support to community facilities. John has some information on this and will pass on the details to Nairn.

JRL

**c) Deanery and Mission Action Plan**

As reported at the previous meeting, the dMAP is complete. Alison and Jeremy are starting work on reviewing the pMAP and will bring a draft to the next meeting of the PCC

AJ/  
JJM

18/34 **AOB**

( a) Jeremy pointed out that problems with the current system of rotas (for, e.g.. sidespersons, coffee, church cleaning, chalice). They are independently owned and this means that sometimes difficult or even impossible clashes occur. We need a smarter way of administering the rotas. Jeremy and Alison undertook to investigate the potential for using the latest technology for doing this and will report at the next meeting.

AJ  
JJM

(b) Alison pointed out that there had been a break-in at the Clift Pavilion. We should keep the security of Cross House under careful consideration. Malcolm to report back to the next meeting.

MK

(c) It has become necessary to change the dates of the September and November meetings. They were re-arranged to 24<sup>th</sup> September and 21<sup>st</sup> November.

(d) John reported that a new laminator was needed. Approved.

The meeting closed at with the saying of the grace.

**Next meetings**

24<sup>th</sup> Sept, 21<sup>st</sup> Nov, 8<sup>th</sup> Dec (provisional) – PCC Dinner, 15<sup>th</sup> Jan 2019, 13<sup>th</sup> March, 14<sup>th</sup> April (Palm Sunday) for APCM

## BRAMLEY PCC TREASURER'S REPORT 2 JULY 2018

### Bank Account

- The balance on the main account at 30 June was £23,602 compared to the balance at the start of the year of £29,379. This is despite many of the magazine advertisements having been paid in advance.
- A contributory factor in the decline was the failure to pay Winchester Diocese their share of wedding and funeral fees throughout 2017. This is now up-to-date but some £4,800 paid in May mostly relates to 2017.
- Another reason for the decline is that our Parish share increased to £4,384 per month for 2018 whereas the amounts received through the Parish Giving Scheme and individual standing order receipts averaged only £3775 per month in the first 5 months of the year.
- Other significant outgoing in the first half of the year include
  - Charitable payment to Carlisle College £1909
  - Replacing ropes for bells £1223. Although covered by the Bellingrings Fund, this comes out of the bank account as these funds are no longer held separately
  - Hazelwood S&V upgrade to A/V systems £2154

### Parish Share

- The increase in the Parish Share (now renamed Common Mission Fund) has been flagged up at previous PCC meetings and is obviously a concern given it is not covered by our regular giving.
- The latest receipt on the Parish Giving Scheme shows an increase of around £200 which is positive but we are still well short of meeting our increased CMF payment
- Given our reasonably healthy bank balance this is not an immediate issue but it will become one in a year or two's time if regular giving doesn't increase
- It is worth noting also that we are very dependent on about 10 individuals who each donate over £100 per month and represent some 55% of total receipts.

### Magazine finances

- Most advertisers have renewed their business for 2018 but there are still quite a few who have not paid despite all fees being payable in advance from March – the start of the magazine year. Rachel and Keith Dilliway are doing all they can to get the cash in but it remains a concern.

### Cross House finances

- It seems to me that there is relatively little being received from Cross House lettings. I have agreed with Pam Luck that she will give me a monthly report on lettings and cash received so I will keep an eye on this and report again at a future meeting.

### Banking

- There seems little point maintaining a separate bank account for Cross House as it is not financially self-supporting and operating expenses have to be paid out of the main church bank account.
- It may make sense to redesignate the Cross House account to the magazine which has more transactions.