

St James's Church Bramley

Parochial Church Council

Meeting: 7th May 2019

Minutes

V3: Final

Present:

Steve Day, John Crampton-Hayward, Ian Evett (Secretary), Sarah Hodnett, John Lenton (Chair), Michael Luck, Sarah Mitchell, Ken Payne, Jonathan Large, Jeremy Masson.

Apologies:

Jerry Adams, Stephen Ball, Nairn Glen, Ranil Jayawardena, Alison Jones, Malcolm Knowles, Ruth Saunders

Welcome and prayer

John read from Hebrews 12 and this was followed by prayer

Actions

Minutes of last meeting (previously circulated)

The minutes of the March meeting were approved and signed

19/19 **Matters arising**

19/2 (2) John to seek advice from Gordon Randall on appealing to the congregation about increased level of giving (JRL)

John reported that Gordon Randall is giving up his present role but there is shortly to be a Diocesan meeting on giving and John will endeavour to attend.

JRL

19/2 (4) John to ensure that Pam Luck is thanked at the APCM for all her hard work as Cross House manager over several years (JRL).

Done

19/7 Preparation of new electoral roll and destruction of old (IWE)

Done.

19/7 Re-elections to PCC (JRL and IWE).

Wren Vaughan and Karen Bentall decided not to seek re-election. Alison and Nairn duly re-elected at the APCM

JJM

19/10 Draft letter to Archdeacon re succession (JJM)

John said that the proper way to proceed would be first to discuss our concerns with Stephen Ball. Jeremy undertook to arrange an opportunity for him and John to meet Stephen informally. We will follow Stephen's guidance on how to proceed further.

19/11 Letter to Clift Meadow Trust re proceeds of fete (FNG)

See Treasurer's report.

19/12 Cross House fire upgrade quotation (MK)

This work has been completed and was paid for by the Parish Council. John has written to the Parish Clerk to thank her and he is planning to attend the next PC meeting.

19/13 Cross House: note on anniversary for magazine (JL)

Done

19/14 DBS checks update (RMS)

Ian to remind Ruth to institute the process for Steve Day and Michael Luck

IWE

19/15 Speak to Steve Day about possible PCC membership (IWE)

Done.

19/16 Annual Report for APCM (IWE/JRL)

Done.

19/17(a) Write to Colin Harbidge about CMF payments (FNG)

See Treasurer's report.

19/17(a) Pay insurance premiums (FNG)

See Treasurer's report

19/17(b) Draft pMAP report (JJM)

See 19/25 below.

19/20 ***Cross House – various matters***

Report by Steve Day:

1. Steve asked for his sincere thanks to Pam Luck to be recorded for a well organised and smooth handover of the processes for Cross House.
2. Steve said that he would like to re-instate the Cross House Management Committee (CHMC). This committee can address issues to do with the on-going maintenance of the building, cleaning, marketing and other issues that might affect the long-term use of the building. As a suggestion the Committee would include the following, but this is open for discussion:
 - a. Cross House Administrator (CHA)
 - b. Church Wardens
 - c. Others co-opted for specific purposes (e.g. events, upgrades etc.)

There was general agreement to Steve's proposal.

3. Fire Regulations – The physical work to update Cross House in order for it to comply with the Fire regulations has been completed and was funded by a grant from the Parish Council. The Church Wardens and Steve are working through the remainder of the recommendations, which are mainly procedural. The Booking Terms and Conditions are being updated to include the Fire Regulations.
4. Invoicing and payments. As we need to keep up to date with modern payment methods, we should have the facility for taking payments electronically for the use of the premises, even for Private Hire. At the moment, we only offer BACS payment for regular users, and not for Private Hire. Steve has had a conversation with the Treasurer regarding gaining electronic access to the Cross House account so that a check can be made before handing over the keys. At the moment only BACS payments will be considered. In the future the use of credit or debit cards can be considered.

During a general discussion there was some uncertainty over whether or not there was a separate Cross House account. The notion of buying a third card reader for Cross House receipts only was discussed. Steve undertook to discuss this with Nairn on his return and report back in due course.

SKD

5. Energy Usage – Cross House energy usage is relatively low as it is not used full time. However currently all the lighting in Cross House uses High Energy Bulbs that are no longer sold, and it should be incumbent on us to replace these with Low Energy Bulbs to keep the Energy Costs down. Many bulbs can be replaced easily with Low Energy Equivalents, however there are 4 strips of spotlights in the Main Hall and one strip in the Board Room. These are no longer supported, and would need to be replaced. As 2 of these strips in the main hall are on dimmer switches, there will be a need to replace the switch unit, as Dimmer Switches for low energy bulbs are different from their high-energy equivalents. Is there a need to still have dimmer switches for any lights in the main

hall? A quote has been obtained for the replacement of the Strips and the Switches.

It was agreed that Steve should continue with changing bulbs over as the need arises. He will report on quotes for replacing the strips of spotlights.

SKD

6. Steve handed over to Michael Luck to speak about facilities for audio-visual links between the church and Cross House. It was agreed that he would proceed with drawing up an operational requirement after talking to all of those with an interest and bearing in mind the current state of commercial offerings. It was agreed that further action would be determined by addressing potential expenditure within the context of all of the other financial demands that face us in the near term future.

ML

7. Cross House 25 Year celebration. The anniversary falls on 16th July. It was agreed that it should be celebrated on the Sunday before with a thanksgiving as part of the main morning service, followed by a barbecue: conveniently, this corresponds to the plans that John was already considering for the annual church barbecue. It was agreed that the management committee should meet with Jonathan and John to consider the plans in more detail

SKD/JL/JRL

John thanked Steve for a very comprehensive report.

19/21 ***Installation of Rev'd Stephen Ball as Rector***

John said that Stephen's installation as Rector would take place at a 15 minute service at St Leonards, 7.30pm on Thursday 11th July. The Duke of Wellington and the Bishop will attend. Stephen has asked that an invitation should be extended to all church members in the benefice.

19/22 ***Meeting dates for the year***

These were agreed and are recorded below.

19/23 Reports (a) Treasurer

Nairn is away on holiday but e-mailed the following report:

I am sorry I will not be able to attend the PCC meeting on 7 May. Actions down to me from the last meeting have been addressed as follows.

I drafted a letter for John to sent to Simon Gill proposing that we should return 50% of the half share of surplus relating to 2017 (£1125) in line with what had been verbally proposed but not actioned. As the church's finances were somewhat constrained we would retain the half share we had received for 2018 but would not take any share in the surplus for 2019 or future years on the grounds that this was really a village event for the benefit of the

community in general. Should the fete committee wish to make a grant towards the church this would, of course, be gratefully received. This letter was sent and Simon Gill accepted the proposals. We subsequently returned £1125 to the Clift Meadow trustees in respect of 2017.

The contribution to Common Mission Fund has been increased to £4000 per month as recommended at the last meeting.

The insurance policies were renewed at the rates proposed.

Report on Church Finances

The accounts for 2018 were approved at the APCM and have been submitted to the Diocese. The online return of parish finances was also completed and submitted.

It came to my attention that a decision taken in 2017 to contribute annually to four charities had not been fully implemented. Following discussion with John Lenton the following payments have now been made

SSAFA £1090 representing the cash collection taken at Remembrance Sunday services in 2017 and 2018

Yelldall Manor £600 representing £200 per annum for 2017, 2018 and 2019

Lighthouse Group £600 - also £200 per annum for 2017, 2018 and 2019

Tearfund £430 representing the surplus from the collection and lunch proceeds at Harvest Festival in 2018 (The equivalent amount re 2017 had been paid in 2018)

J & D Childrens Centre £250 representing the collection taken at Mothering Sunday this year

One payment remains outstanding; the sponsorship of a student at Carlile College in Kenya. In 2018 some £1900 was paid and I am awaiting details of the exact amount due for this year from John Lenton

A further payment has been received in respect of the Pilates classes in Cross House.

On 10 April the amount received from the Parish Giving Scheme was substantially above previous levels. Almost £8000 was received compared to about £3000 in recent months. It is not clear whether this represents additional regular giving or if it is a one-off payment. I am trying to clarify this with PGS but, if it turn out to be new regular donations it will transform our financial position and, in all probability, allow us to meet our Diocesan CMF payments in full.

Finally I am very pleased to report that the Parish Council has reimbursed us with the cost of the floor cleaner bought last year for Cross House and has also verbally committed to fund the costs of complying with fire regulations in Cross House.

Overall this is a much more positive position than previously reported.

General appreciation was expressed to Nairn for a comprehensive report.

19/24 **Reports (b) Deanery Synod**

Jeremy and Sarah have attended a Deanery Synod meeting entitled "Setting God's People Free". The overall aim was to move away from the culture of thinking that everything happens on a Sunday. The thinking that emerged from this will encourage ideas for our own pMAP. Jeremy has documentation which he will be pleased to share with all who are interested.

19/25 **Reports (c) Parish Mission Action Plan**

Thoughts on the pMAP continue to crystallise. Jeremy will present an outline draft for the next PCC meeting.

JJM

19/26 **Reports (d) School**

John reported that he had recently participated in an "Open the Book" enactment with Ken and others: he was struck at how effective this was as a means of engaging the children

The school have said that they would like both Stephen and John to take a more active role in school worship and they will both be delighted to respond to this.

Jeremy said that he hoped that as a result it would be possible to achieve even greater integration between school and church.

19/27 **Any other business**

(a) Ranil (via e-mail): Easter Sunday was also the birthday of HM The Queen. It seemed very odd to me that we didn't pray for her, let alone sing the National Anthem (as I know another church in the area did, which seems fitting).

Noted

(b) Ranil (via e-mail);, on the 'Church Family News', it set out that 'Church@9' is the family-friendly service. By implication, it told people that the 10.30 service is not family friendly. When we discussed this at PCC previously, we agreed not to use such wording, so I was disappointed to see it here.

John responded to this: he said that he had been responsible for the notice, which was an oversight, and fully accepted Ranil's point.

(c) Michael said that he had taken on the commitment to provide a weekly "Bramley" column for the Gazette. He has used this as an opportunity to

mention the church services. Anyone who wishes to utilise this source of free publicity should contact Michael.

(d) Sarah (H) has heard from Arthur Rawlinson that £650 is needed for repairs to the North wall of St Stephen's. So far, a £50 donation towards the cost. John reported that he had written to the Archdeacon about the whole question of the future of St Stephen's, in order to seek his advice. Stephen Ball and he would be meeting with the Archdeacon in late June.

(e) Sarah (H) has nearly completed a "reflection" based on her attendance at the recent BCM course. She will arrange for it to be circulated. Sarah will be commissioned at a service in Winchester in October.

(f) Steve reported that the British Legion had acquired a new standard. There was a need for a service to dedicate it and also to make provision for laying up the old standard. Steve to discuss with John. SKD

(g) Jeremy reported that the Royal Society of Church Music have designated 16 June as "Music Sunday". He suggested that we should consider doing something to mark this occasion. Any ideas to Jeremy.

The meeting closed at 9.25 pm with the saying of The Grace.

Next meetings

17th July, 11th September, 18th November, 6th December (PCC Christmas dinner), 15th January 2020, 16th March, APCM tba.

Appendix:

Reflections on BCM- pastoral

Sarah Hodnett

When it was suggested that I should be part of the BCM I felt that it would be good for me as, although I am open and friendly, it tends to be on a superficial level, rarely getting very much deeper. I feel that we are a very caring church, I am concerned that the care can be patchy and just a response to sudden need, rather than a parish wide enterprise caring for all. I know there are many involved in this but it appears to be fragmented.

Having attended the sessions, and I have learnt from my peers as much as from the speakers, I realise we need to consider the mission in our parish from many different directions.

Visiting can be at many different levels, from the occasional drop in chat, through regular visits to the lonely, housebound or unwell which may or may not lead to 'difficult' conversations.

The emphasis on listening at the start of our sessions was important, and reminded me of the importance of eye contact, and silences. It was interesting to reflect on the difference between a conversational chat and really listening. I was struck by the realisation that there may be many chatty conversations before there is confidence to reach the 'difficult' conversation. It needs thought and prayer to be able to give space to people to make that leap.

There was a session on the elderly, we are an aging population after all. Many of our visits will be to the elderly, as we get older, we are more likely to be bereaved, more likely to be concerned about our future... death and beyond. It was useful to consider what support is available for the elderly and for their families, different groups with worries and concerns looking at the same problems with different eyes. This is particularly relevant for those with dementia, although many other problems of aging also need to be considered sympathetically. Some of my thoughts were reinforced by the session on bereavement, thinking about all those who are affected by the death.

The sessions seem now to be part of a whole, but perhaps because of the timing, a few longer gaps due to the time of year, I felt that some of our action learning sets discussions were not very reflective on the previous session, or accompanying homework. They were useful in understanding and listening to the problems of others, but any questions the homework had raised had to be answered within that small group. I did however find that time to reflect on the sessions was useful, and although I wouldn't want anyone to read my diary, it has shown me a lot about myself, and led my prayers.

While discussing homework, there was one that none of our group managed to achieve: the visit to another church, we were given the homework as we handed in our badges, with no comment made, so we had no time to organise with others. On the Monday, one possible Sunday missed, we were asked if email addresses could be shared, but nothing further was heard. The following Sunday I was already committed to my own church; I was not the only churchwarden on this programme and I think we could have done with that homework being flagged in a very early session.

I think I will be using the reading lists in the future, but my notes are sometimes separate from the handouts, it would have been good to have them at the start, particularly those which gave space for notes!

As a result of this programme, I now feel that as a church we need to extend the remit of our pastoral team. It needs to

- meet regularly, so that it can offer support to its members,
- be visible so that the congregation can communicate problems
- expand so that the work load is spread, and different people can use their individual strengths
- consider how it can help the mission of the Church

These thoughts have become more crystallised during the programme, my reflections, and prayers, have shown that this needs to be an effort by more than one person, so I will encourage others to do the BCM course.

The one area in which I think I, and probably our church, may need further help would be visiting families. Our area is growing rapidly, we need to visit and help them. Many have had to move from their families for work reasons and we need to welcome them into the church family.

In conclusion, this programme has made me think, it has made me aware of my shortcomings as a listener, but equally it has shown me how I think we should go forward, it is now important to find out if others have the same vision.