

## PCC Minutes November 21<sup>st</sup> 2018

**Present:**

James Kennedy (Chair) **(JK)**

Graham Povey **(GP)**

Mark Knight **(MK)**

Kathryn Walton **(KW)**

Robert Freeman (Treasurer) **(RF)**

Bill Rees **(BR)**

David Bishop **(DB)**

Jamie Bell **(JB)**

Chris Mitchell **(CM)**

Peter Williams (Secretary) **(PW)**

Nicola Riley **(NR)**(Lay Chair)

Tim Woolcock **(TW)**

Toby Artis **(TA)**

- 1. Worship:** Toby led our worship with a reading from Philippians 2: 1,2 following on from the previous Sunday morning sermon focus – persecuted Christians who have a focus on Christ, a vision of Christ. We all have different skills but are united as one body in Christ. We sang together 'Jesus be the centre' and Toby opened the meeting with prayer.
- 2. Apologies:** Mary Smith **(MSm)**, Jo Graves **(JG)** Judith Marshall **(JEM)**

**3. Notification of any other business - None**

**4. The Minutes of the PCC Meetings on 19.9.18 and 31.10.18**

The minutes, previously circulated, were received and signed as a correct record.

**5. Notification of any RIDDOR reportable incidents since last PCC meeting - None**

**6. Conflict of interest for any PCC member involving any item on this agenda - None**

**7. Items**

**7.1 Budget Setting (including Mission Support)**

The following papers, previously circulated, were received:

Budget Summary 2019

Budget Income 2019

Budget Expenditure 2019

Treasurer's Notes to the PCC – 19<sup>th</sup> November 2018

Budget Schedule Maintenance and Work Church/Parish Rooms/ 137, Cornish Road – 2019

Mission Group's Suggestion to the PCC – November 2018

**RF** spoke about his notes and amplified them answering a variety of questions as they arose.

- Parish Share was up
- Note extra staff costs.
- Be aware of promised salary increases.
- Perhaps more caution in expectations of increased giving this year if we are about to begin a major fund raising for building development.
- 10% increase in income based on an increased number of people giving.
- ‘Pandemonium’ not included – external funding? Grants? Gifts? Depending on desirable repeats in the future.
- Look to the ‘Friends of St Mary’s’ for contributions between £3,700 and £6,000. They have approx. £14,000 in savings.
- There was a query about the increase in worship budget.
- Variable income from the CNACT noted.
- Finance available for promised, and previously budgeted for, cooker in kitchen?
- What level of deficit are we happy to include in the budget?

**RF** proposed and **JB** seconded that we adopt the proposed budget for 2019 as presented, to include an approach to the Friends. Everyone was in agreement.

Discussion centred around the Mission Group’s suggestions for financial support during the coming year. It was suggested that, for 2019, we should continue to support

- Bruce and Jan Rossington (Bible translation projects with **AIM**, and teaching in Rift Valley Academy) (£3000)
- **Open Doors** (supporting the Persecuted Church) (£3000)
- **ZOE** (Zimbabwean Orphans with Extended Arms) - **Tearfund Connected Church** (£4000)

In addition,

- A further £100 should be added to support Rev Stephen Blake and the provision of study bibles for Long Lartin Prison
- We should also support **Frontiers “Najoom”** – Jonathan and Lucy Simpson, recommended by Ursula and Roger Simpson, (£1000) and
- Innovista International recommended by Mary Smith (£1000).

**NR** proposed and **RF** seconded that we adopt the Mission Group’s recommendation.

A majority was in agreement and there was one vote against.

## **7.2 Annual Review of Health and Safety Policies**

The following policy documents,

HEALTH AND SAFETY - St Mary’s Chipping Norton  
ST MARY’S CHIPPING NORTON – FIRE SAFETY POLICY  
ST MARY’S CHIPPING NORTON FIRE RISK ASSESSMENT – 2013

ST MARY'S CHIPPING NORTON DISABILITY ACCESS POLICY  
ST MARY'S CHURCH CHIPPING NORTON ACCESS AUDIT CHECKLIST  
ST MARY'S CHURCH AND ST JAMES' OVER NORTON CHURCH RULES FOR LIFTING#  
ST MARY'S PARISH CHURCH, PARISH HALL RISK ASSESSMENT  
ST MARY'S MINIS HEALTH AND SAFETY POLICY AND RISK ASSESSMENT

previously circulated, were received.

- There was a query about some of the requirements stated in the policies particularly regarding the responsibilities of the PCC. Were they up to date and were the requirements carried out.
  - **MK** offered to examine the documents and report back with queries.
  - Regarding the Fire Safety documents, **CM** offered the support of his son who was Chief Fire Officer for Oxfordshire. Who needs to be trained and in what?
  - Query trial evacuations? Emergency exits?
  - New training was in-hand for members of the Welcoming Team.
  - Important messages about fire safety could be displayed on the screen before services.
  - Asbestos checks would be necessary before the installation of the screens in the Parish Rooms.
  - Regulations had changed recently regarding the covering of plug sockets and child protection.
  - Annex B in the Fire Risk Assessment had been omitted.

### 7.3 Buildings' Project Progress

**NR** reported on her discussions/findings re. Project Manager contract.

- It will be a Contract for Services (not contract for employment).
- **AE** will be a contractor independent to us.
- No ongoing risks for us.
- Clear documentation including billing procedures.
- Contract between **AE** and the **PCC** and its representatives.
- Contract to be sent to Treasurer for signing.
- Employed for twelve and a half days a month.
- **JK** to contact the Diocese to establish the terms of the loan from them.
- Flexibility with **AE** for work undertaken as required in areas other than building development.
- Calendar Year Contract with possibility for extending.

Survey about to be completed (Friday this week). To be reported within two weeks.  
December 5<sup>th</sup> **JK** to walk round with the architect. PCC not included because access not possible at the weekend.

**AE** to be introduced to the congregation on the coming Sunday morning. The following week **AE** would report to the congregation and show visuals. This would allow for questions and answers afterwards.

**AE** to meet with stakeholders (approx. 20) before Christmas to ascertain anticipated uses/expectations for the new building. **JK** requested suggestions of people to contact.  
**JK** to contact PCC by Doodle Poll before January 16<sup>th</sup> meeting.

## 7.4 Reports

### a) Vicar

- Discipleship and Training Report – to come later
- Leadership Team Meeting Minutes – to come later. Recent focus on Welcome and Hospitality – **US** and **TA** to develop recommendations
- Staff two days away – David and Clare Macinnes led spiritual side and Deanery Administrator the practical side. A constructive two days in team development.
- A recent upbeat and warm Five Villages PCC meeting.
- Prayer Space (**PW** to write message of thanks)
- Christmas – mens', womens' and youth special activities.
- Advent Teaching – incarnation – willing to live 'in the mess', following the Lectionary Readings.
- Alpha next term – possibly two. 'Entrepreneurs Alpha' with Roger Simpson and Nick Grant
- Recent letter from the four bishops - open letter on aspects of human sexuality will lead to the need for a discussion amongst the PCC and the wider congregations. Letter can be read at <https://blogs.oxford.anglican.org/clothe-yourselves-with-love/>

### b) Churchwardens'

**GP** expressed thanks to all involved in helping with the Remembrance Service.

### c) Fabric Committee

The report, previously circulated, was received.

### d) Worship

The report, previously circulated, was received.

### e) Families and Children

The report, previously circulated, was received.

**The meeting closed with the Grace at 9.35 p.m.**

**Date of next bi-monthly meeting: Wednesday, January 16<sup>th</sup>.**

Signed .....

Date .....