

# St John the Evangelist, Waterbeach

## Parochial Church Council

<b>Date and Time</b>	Thursday March 3rd 2016 at 7.30 p.m.
<b>Present</b>	Paul Butler (PB, Associate Vicar, Chair), Jan Littlewood (JL), Dorothy Druitt (DD), Jennie Brandon (JB, minutes), Jane Williamson (JWS), Michael Williamson (MW, Treasurer), Stuart Morris (SM, Vice Chair), Adrian Wright (AW), Linden Leeke (LL), Katy Astley (KA), Sarah Edwards (SE), Sheila Lynn, (SL), Mark Tatton (MT), Chris Campbell (CC),
<b>Apologies:</b>	Hannah Cons (HC), Ben Cons (BC), Ingrid Tregoin (IT)

Reports distributed:

- Treasurer's budget report
- Draft Annual Parish Report for 2015 including the financial report

### 1 Opening prayers

### 2 Apologies for Absence – See above.

Congratulations were recorded on the birth of William Cons, born to Ben and Hannah Cons the previous week

### 3 Further Items of AOB for discussion at end of meeting

MW asked if he could throw away the old keyboard which is defunct

### 4 Minutes of the PCC meeting held on Jan 7<sup>th</sup> 2016

#### 4.1 Approval of minutes

Proposer and seconder: AW and MT. Motion carried.

#### 4.2 Matters arising from minutes

Discussion summary – DD mentioned the Pastoral team. A discussion had been requested at the November meeting but it did not come up on January's agenda. PB added it to 6.4

### 5 Approval of the Annual Parish Report for 2015 including the financial report

#### Approval of Main Report

**Discussion** – MT picked up that FairTrade™ and fairly-traded goods were not the same thing.  
Craft and Chatter – PCC decided to remove a reference to dying babies and just to refer to the neonatal unit.  
DD pointed out that not all the charities we donate to are reported on. SL will amend this. Assistant Church Wardens and Chalice assistants are not thanked in the report.  
PB will thank these at APCM

**Action:** PB agreed to add to the list of people who should be thanked.

SL will amend Craft and Chatter report, amend charities report and add Assistant Church Wardens and Chalice assistants

**Proposer and seconder** – approval subject to amendments – KA and LL

## Finances

MW talked the PCC through the accounts which are overall positive and are on track to be completed by end of March. PB recorded thanks to MW for work as treasurer.

## 6 Minister's Items (PB)

**6.1 Jane Oakes Pioneer ALM** – Jane has applied to train for the ALM.

**Motion** – to approve Jane's application for the qualification of ALM.

**Proposer and Seconder**- CC and DD, unanimous

## 6.2 Christian Aid Collection

**Discussion** – DD asked if we still supported this. CA Week is in May. Volunteer support is now very low. Could it be reduced to a few streets? Just done in church?

Suggestions – have CA as an annual church charity, take a collection that week in services and at groups. CC found it a good way to make connections with new people. People could arrange in their immediate local area and reach out to neighbours.

PB has thanked Jane Williams for her service in this and will thank her again at APCM.

## 6.3 Queen's 90<sup>th</sup> birthday celebrations

**Discussion** – volunteer power is limited but The Waterbeach Feast is also that weekend.

**Action:** CC will organise a tea party for the children on the Sunday afternoon.

PB will use that Sunday as a mission-focussed service using the C of E produced liturgy. He will consider inviting uniformed organisations.

## 6.4 Publishing the Minutes

**Discussion** - PB suggests we publicise the minutes with confidential items redacted. They can be put on the website and in church but they will only go on the website once approved at the next PCC. Unapproved version will be clearly marked as draft. PCC will agree what is confidential at each meeting.

**Motion** – to publish redacted PCC minutes in church after the meeting and on the website once approved at following PCC

**Proposer and Seconder**- AW proposed. MT seconded

**Action:** JB to print minutes once complete and add to website once approved.

## 6.5 Church Family Weekend

**Discussion** - PB updated the PCC on progress to date. He is liaising with Christian Osbourne re children's work and the speaker re requirements. Booking forms should be out on 13<sup>th</sup> March. It was suggested that Christian Osborn come over the Sunday before to meet the children. On the 22<sup>nd</sup> May, there will be one joint service only at Waterbeach (the following week we are all at Landbeach for the 5<sup>th</sup> Sunday Benefice Communion.)

**Action:** PB to speak to Christian about attending on previous weekend.

## 6.6 Pastoral Care Team

**Discussion** – The team met for 3 sessions with PB and did training together. PB will commission the team on 10<sup>th</sup> April. David Chamberlin would preside and Ray preach at the service and the launch would be for both parishes. PB needs to finalise the Pastoral Care policy with data protection and confidentiality and safeguarding policies. We also need to produce volunteer contracts for this but will extend these to other roles too. These define responsibilities and the support available. AW pointed out that the pastoral care team would need a lone worker policy too.

**Action:** PB to complete Pastoral Care policy, volunteer contracts and lone worker policy

## 6.7 Minister's leave

PB will not be going to States but will take leave from 30<sup>th</sup> March to 6<sup>th</sup> April

## **7 Building for Mission: progress report (SM)**

**Discussion** – SM gave a progress report. The Faculty is waiting on planning permission for an external flue. The Victorian Society have objected again and their views have been noted but no action taken. The BfM team will have a pre-contract meeting with the contractor next week with Iain Frearson (Architect) and Chris Dumphey (plumbing). BfM have appointed Valiant for the heating job and the budget is roughly £114 K. The build dates are 20<sup>th</sup> June – 27<sup>th</sup> August to avoid weddings already booked.

### **Fundraising for heating (KA)**

KA now has the budget numbers from BC to help her plan the fundraising campaign. It is a short fundraising window as fundraising must be mostly complete before the works start. She has set a target of £35K as the Ecclesiastical Charity will pay up to £80 K. KA will target key funds and foundations. She will invite the whole congregation to donate and will approach individuals in the congregation as well. We will need a couple of large donations. There has been no major capital project since the Church Room and another is not planned in the foreseeable future (except an upgrade of the WCs). KA asked the PCC to lead by example in giving. She will publicise the fundraising in the village as well. KA and PB need to focus time on leading fundraising rather than setting up individual events (such as jumble sales or quiz nights etc.) but if individuals want to put on fundraising events, this would be welcomed. If people think of other sources of money, then they should let KA know. KA asked about the issue of recognition – should there be longer-term recognition (such as plaques) for bigger donors? AW thought that the DAC might be unhappy with a fixture. A Thanksgiving Service was suggested with names in the orders of service. There was a discussion about other sources of funding, including an application to Amey Cespa and loans from the congregation.

## **8 Mission and discipleship (PB)**

**Discussion** – PB is piloting a new pattern for Third Space. He has planned for 4 Mondays (Third Space) a year and 4 Sundays (Third Space Conversations).

## **9 Churchwardens' items (BC, SM)**

### **9.1 Churchyard maintenance/grass cutting**

**Discussion** – we no longer have a lawn mowing person so BC and SM are trying to arrange a team for regular churchyard maintenance based on success of drive maintenance team. They will also get a quote from the Parish Council and from local gardening services. SM will make proposals at next meeting

### **9.2 Update on making the minister full-time**

**Discussion** – PB started working full time on 1<sup>st</sup> Feb. He is finalising details of his contract with the Diocese. PCC will review support from the Ecclesiastical Charity annually. The next discussion will be at PCC in Jan 2017. The process of licencing PB has been delayed although PB is being paid a F/T stipend in the interim. MW wants a 5 year review period. PB thanked the PCC and church wardens for their huge effort in making his contract full-time.

**Motion** – JL proposed and SE seconded that the PCC support the payment of the associate minister from the Ecclesiastical Charity to top up their pay to a full time role (including pension contribution) on a 5 yearly basis, pending a decision on converting this role to a full time post within the deanery plan

**Carried unanimously**

## **10 Treasurer's report (MW)**

**Discussion** – the report was given in Point 5. SM mentioned that the Living Wage had been raised in November so backdated pay had been given to the church cleaner

## **11 Children's Ministry (CC)**

**Discussion** – Holiday Club planning for this year is in process. It starts on 1<sup>st</sup> August. The planning meeting is on 15<sup>th</sup> May. The next event is Explore Easter on 21<sup>st</sup> March. Volunteers are needed for everything. Saturdays starts on 14<sup>th</sup> May started by the MU. This will be 3 times a year.

SE asked for planning to start for after CC's departure as CC will now be leaving for ordination training. Was it time to employ someone part-time? PB would like to give this discussion more time on the May agenda but is exploring this option and is very keen to employ someone at least 50% P/T. MW talked about the Cup Trust endowment which currently funds Way. This fund could potentially go towards this purpose.

**Action:** PB to continue to explore funding for a Children's Minister

**12 Friends of St Johns (AW)**

AW would like to publicise the Friends day (AGM and social plus service) on May 7<sup>th</sup> with Andrew Kemp talking about the window. The Friends will need another rep from the PCC as JL is standing down from PCC.

**13 Correspondence (SL)**

**Discussion** – There is to be a collection for Jane Logan's (Assistant Diocesan Secretary) retirement. PB suggested a donation. Wardens and past wardens stressed how helpful she'd been to them. SL had also received a letter of thanks from Sripur Village in gratitude for PCC's donation

**14 Any Other Business**

**Discussion** – PB thanked JL and SL for 6 years' service on PCC as they stand down. He also thanked MT who stands down as he begins vicar training and to CC who also starts training for ordination this autumn. We will also miss having her as Children's Minister. It was agreed that MW could dispose of the defunct keyboard.