

**PARISH OF ST MARGARET OF ANTIOCH,
HARPSDEN CUM BOLNEY
MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING**

St Peter's Vestry at 18.00 on Monday 3rd September 2018

Agenda Circulated to PCC Members with pre-reading material before the meeting.

Attendees The Rev Robert Thewsey (RT) Chair, Tilden McKean (TM), Paul Barrett (PB), Jane Burt (JB), Karen Drakeford-Lewis (KDL), Jonathan May (JM) Treasurer, The Rev Sarah Nesbitt (SN), Jo Taylor(JT), Sue Wright (SW)

1. Welcome and Opening Thoughts
RT led the PCC in a prayer and opened the meeting.

2. Apologies for Absence
There were no absentees.

3. Signing of the PCC minutes following the meeting on Monday 4th June

The minutes had previously been electronically approved by PCC members as being an accurate record of the meeting. The minutes, following electronic approval, had also been posted. RT signed the minutes for the record.

4. Matters Arising and Correspondence

(i) Traffic Calming Signs. TM has written to the Parish Council requesting the installation of traffic calming signs. A copy of his letter is attached to these minutes. He will continue to chase this matter. **ACTION: TM**

(ii) Compliance certificates and guarantees for boilers. TM has checked that these are in the Log Book.

(iii) Safeguarding course. This still needs to be completed by several members of the PCC. SW agreed to resend the link to the course. **ACTION: SW**

(iv) Preparation of a faculty to dispose of redundant church furniture. Still to be done. **ACTION: TW**

(v) Safeguarding Systems. JC is continuing to set up systems. **ACTION: JC**

(vi) Broken window in vestry. TM has this in hand.

(vii) Appointment of someone to carry out Verger's duties at Weddings, Baptisms and Funerals. Valerie Nicholson and Susan Hunt will help with this. RT has in hand the allocation of other duties of the Verger.

5. Fabric, Cemetery and Health and Safety Report

- (i) Church – TM has got rid of the hornets. There will be a working party at the Church and Cemetery on the 6th of October. **ACTION: ALL**

There was a discussion about the lack of a damp course and it was agreed that the brick aprons around the downpipes should be carefully cleared of grass and (possibly) re-pointed. RT was concerned that a high level rain gutter might be broken. TM will investigate and if necessary get a quote for repair to ensure that water damage is prevented.

- (ii) Cemetery. Grass mowing and care well in hand. JB is aware of the need for a replacement company to mow next year.
- (iii) Health and Safety. Tony Clark had asked the meeting to review the procedures for handling candles and other naked flames. SW agreed to go back to him to find out exactly what he was suggesting. **ACTION: SW**

TM always checks that escape routes are not permanently obstructed every time he is Churchwarden, and this task is listed for those who act as substitute Churchwarden in his absence.

TC had suggested converting the main entrance door and the door from the priest's vestry to open outward. It is impossible to do this as they are historic fabric. It was, however, agreed that it was necessary to do a little work on the priest's vestry door – possibly with some WD40 to make it easier to open. **ACTION: TM**

6. Treasurer's Report

JM ran through the current figures which are attached to the minutes. There were no queries.

- Benefice costs 2017 – a further £1,000 has been paid, leaving £1,000 still due.
- Benefice costs 2018 – SwD to advise as soon as possible.
- Parish Share 2018. There was a long discussion about the percentage of the Parish Share we would be able to pay. RT proposed that we should pay 92.5% in 2018. We would then have a small excess left over at the end of the year to possibly put towards paying 100% of the Parish Share next year. He also suggested we use some of the excess in the Reserve Fund to bolster our payments in the first few months of 2019 when, traditionally, our income fell below the level necessary to fund the Parish Share in full each month. RT thought that if we undertook at the beginning of the year to pay 100% of the Parish Share we would receive a 5% rebate from the Diocese. (Secretary's Note: JM subsequently established that the rebate would be 1%.) It was agreed to discuss this matter again at the next meeting in November.
- There are presently 2 Bank Accounts: both with Lloyds, one being an old TSB account, taken over by Lloyds. JM would like to change out of the Lloyds/TSB one but it is the account into which most parishioners pay their payments and it would be difficult to get them (parishioners) to change this. However PB felt that the introduction of the new Parish Giving Scheme would be an opportunity to encourage people to change the way they donate to the Church.
- 2018 Charity payments totalling £3,000 (£1,000 x3) to be concluded in November, 2018 PCC Meeting
- Paul and Jonathan attending the Autumn Financial Briefing in October, 2018

7. Safeguarding

There are no events to report. See under Items 4 (iii) and (v) above.

8. Fundraising

- (i) The Bric-a Brac sale raised £777.70
- (ii) The (virtual) Tea Party £1,000
- (iii) Patronal Festival £2,203 (without Gift Aid); £2,678.75 (with Gift Aid)
- (iv) Fete £4,750
- (v) Quiz Night (hopefully) £1,000
- (vi) PB advised that Jonathan Farnhill, Generous Giving Officer, Oxford Diocese, would be speaking about the Parish Giving Scheme at an Open Meeting of the Henley Deanery Synod on Thursday September 13th at 7.30pm at Dunsden Church to which everyone is invited. He would also be addressing the same subject to launch the new Scheme at a Benefice Service at Harpsden at 9.30am on Sunday September 30th.

9. Data Protection

Nothing to report.

10. Any Other Business

(i) Pipe Organ

JT reported that the Organist found that the organ was playing some dud notes and wondered if it would be possible to obtain an electronic organ which could then be positioned facing the choir. It was felt that such an organ (at a cost of approximately £12,000) was a non-starter. It was suggested that the Organist should speak to the Organ Repair Company to ask for the organ to be checked for problems. JT will pass this on to the Organist. **ACTION: JT**

(ii) Church Cleaning

JT reported that the monthly cleaning of the church would be replaced by a more thorough clean approximately every quarter. (This cleaning is very kindly paid for by the Mosawi Foundation.) The meeting wished to convey their thanks, once again, to the Mosawi Foundation for their generous help in this matter.

(iii) YMCA 175 year Anniversary

JT told the meeting that the YMCA was celebrating its 175th Anniversary in 2019 and proposed that the PCC sponsor members of the Henley YMCA (which falls in the Parish of Harpsden) to attend the celebrations at a cost of £180 pp. It was agreed that JT would invite Lisa (who runs the YMCA) to the next PCC Meeting so that she could keep us informed of what they are doing and how we can help.

ACTION: JT

(iv) Church Burial Site Mapping

This has not been updated since 2015. TM is working on this with Valerie Nicholson. PB told the meeting that Myles Carter has a map of the burial sites, which he will pass on to TM.

ACTION: TM, PB

(v) Photography and videos during weddings

There was a discussion of intrusive photography and videoing during weddings. RT explained that he sets out the ground rules for this before the ceremonies, but that if people overstep the mark there is nothing he can do.

(vi) Evensong

There was a discussion about the lack of support for Evensong. SW asked if it was necessary to have Evensong on a day when there had already been a morning service. However it was felt that having only one service in the day might not increase the numbers much. RT felt strongly that he wanted to keep Evensong in the calendar. A vote of thanks was passed to K-DL for producing the delicious tea before the recent Evensong. The tea had been greatly enjoyed by the participants, but they had mostly been choir members!

The meeting closed with the saying of Grace at 8.15 pm.