

# Parish of Shiplake with Dunsden

Minutes of the Parochial Church Council Meeting held in The Ark, Shiplake  
on Monday 30 July 2018 at 7.30pm

1.	<b>Present</b> Robert Thewsey (RT; Rector and Chair); Judy Coulson (JC); Cyril Crouch (CC); Hugo Gamble (HG); Linda Glithro (LG); Pippa Hughes (PH); Rosemary Jones (RJ); Sarah Nesbit - Curate) (SN); John Penrose (JP); Yvonne Watson (YW); Wendy Robinson (WR)	Action
	RT opened the meeting, lighting a candle and asking for guidance on how the PCC should carry out God's work in the parish and benefice. We prayed for Vera Bodman, who is in Royal Berks Hospital and for John.	
2.	<b>Apologies for absence:</b> John Bodman (JB); Philip Chaimbault (PC); Neill Cotton (NC); Jane Gordon (JG); Absent: Alistair Washbourn (AB)	
3.	<b>Signing of the minutes</b> Minutes of the meetings held on 22 May 2018 and agreed by email were signed by RT.	
4.	<b>Matters arising</b> (not covered elsewhere) Item 10 – Website: The new website has now been live for over a month. CC reported that Martin has made many further improvements and urged the PCC to look at it if they have not done so.	All PCC
5.	<b>Safeguarding and GDPR</b> Two lockable filing cabinets have been installed in the church office to which JC has access. JC thanked several members of the PCC for completing the C0 and C1 safeguarding modules and sending her the certificates. <b>Remaining PCC members are asked to complete both parts and to contact JC if they need help to access the course.</b> GDPR continues to progress slowly.	JC/Some PCC
6.	<b>Rector's report</b> RT welcomed Sarah Nesbit, the new curate, to her first PCC meeting and thanked her for her contribution to the benefice to date.	
7.	<b>Secretary's report</b> Dates for PCC meetings, 7.30pm in The Ark, Shiplake Tuesday 2 October 2018 Thursday 29 November 2018 Monday 28 January 2019 Thursday 7 March 2019 (Adoption of annual accounts) Sunday 24 March 2019 APCM Monday 20 May 2019 – first meeting of the new PCC following the APCM	
8.	<b>Finance report</b> RT welcomed John Penrose (JP) who is acting as Financial Liaison Officer between the PCC and John Ralfs, Bursar at the College. JP shared account summaries comparing the first six months of 2018 with the first six months of 2017 and the whole of 2017. <b>Expenditure</b> for this year is similar, if the £30K Dunsden repairs are set aside. <b>Income</b> is up for 2018 so far, thanks to a single donation of £5K and to an increased number of weddings and funerals. Shiplake College have not yet made any payment for 2018 and there is still an amount outstanding for 2017. However, we have not yet been charged for their bursarial services. A great deal of work has been required to sort out the financial situation RT inherited, exacerbated by the fact that Marjorie White's legacy put our income last year into the next band of tax regulations. The MW legacy is for Shiplake only and should be restricted so that it is not used for Dunsden. RT reminded the PCC that this has been done for the majority of the legacy. Investment income appears down because the PCC agreed, in a previous meeting, that income from this should be reinvested. The last of the MW legacy needs to be removed from the current account. RT will endeavour to agree the annual bursarial charge before Gregg Davies' retirement,	RT

	<p>(likely to be approaching £3K pa).  RJ has been working on Gift Aid Income back to 2016. RT will complete this work when his Master's thesis has been submitted. Once this is sorted, he may look back before 2016.  HG asked if the Dunsden building works had been paid for. RT confirmed the bill had been paid from general reserves, although there should be a significant amount (about £14K) that was given for the work on the West Wall by Lord Phillimore – to be followed up. There is however £2K outstanding for work on All Saints windows.  JP to ask JR to prepare a report showing amounts that are Shiplake only, Dunsden only, and joint Parish funds for the meeting on 02 October.  After the meeting, JP offered to prepare a report for 02 Oct, showing the total amount that Dunsden has spent on maintenance for each of the last 3 years, and the sources of funding to pay for this expenditure.  The Parish Share was paid in full in July. This will show on the next account figures.</p>	<p>RT</p> <p>JP</p>
9.	<p><b>Dunsden</b>  <b>Dunsden Owen Walks:</b> Walks have been requested via the Dunsden Owen Association and via the Church. LG reported a recent DOA committee discussion of protocol. DOA is adamant that the trail itself must be free and there should be no expectation that walkers have refreshments. However, obviously, the church should charge appropriately for opening up the church and car park, and for refreshments if requested by groups. Discussion followed on charges. A minimum of £20 was agreed for opening and locking the church and car park, to cover volunteer time, talk, electricity etc.; tea/coffee and cake - £4 a head; Ploughman's - £6 a head. These charges can be reviewed.  <b>Royal British Legion Women's Section Standard:</b> Shiplake &amp; Dunsden RBL Women's Section has been disbanded and they have requested permission to 'lay up' the standard at All Saints. RT has been investigating this request. There is already one in Shiplake and it may be that RBL require that this one be destroyed before a second can be laid up. It will require a faculty.  RJ proposed that, RBL rules permitting, the faculty be applied for so that the standard can be laid up at Dunsden. Seconded by WR and agreed by all.  <b>Dunsden Opening:</b> Now that the renovations are complete, RT requested that the church be opened again at weekends. It will be opened on Saturday morning and left open until about 5.00pm on Sunday. LG will draw up a rota for the five PCC members who have offered to facilitate this opening. More volunteers welcome!  <b>Churchyard East Boundary Wall:</b> JB reported (by email) that there are five patches of recently fallen flints on the car park side of this wall. The mortar has completely failed and more flints look likely to fall. JB has contacted Allan Strong who has completed previous boundary wall repairs and he has quoted 10 days work at £120/day plus approx. £60 for materials. JB suggested that the work be completed using restricted funds. The PCC felt that the work could not be sanctioned until JR has shared the details requested in Item 8, although they acknowledge the urgency and the fact that delay may result in a bigger bill.  <b>Decorating the church:</b> Darren Douglas, a reputable local decorator, has quoted £12K for decorating All Saints from the bottom of the windows up. (Below this level will be completed by volunteers). Tim Coulson (TC) pointed out that this quote did not include the cost of scaffolding which will be substantial. RT informed us that a faculty is required for decoration and requested that JC ask TC to firm up the figures for decorating for the next meeting.  <b>Dunsden Funds:</b>  The possibility of using the capital from the Rampton and Palmer funds was discussed. Lottery funding could be sought if there is someone who can take on the application. (NB Shiplake has its own substantial dedicated Fabric Fund).</p>	<p>RT</p> <p>LG</p> <p>JC/TC</p>
10.	<p><b>Shiplake</b>  <b>Churchyard</b>  As discussed at the last meeting, the separate fund could be dissolved and all dealt with through PCC with ring-fenced monies. However, the fund has a very favourable 4.5% interest rate which could not be replicated. Decision still pending. Gregg Davies is investigating College pupils looking after part of the churchyard as part of their Gold Duke</p>	

	<p>of Edinburgh Award. Boys have cut the part that John and Allan used to manage twice now. Brown Brothers are not interested in taking on this additional area.</p> <p><b>Walls:</b> The emergency work has been completed and HG presented the invoice. Emergency patch repair has been charged at £150 per day. A quote for the remaining work has just been received. Six projects have been identified with a total repair cost of £2985. This will address everything from the Rectory to the College. (Separate agreed removal of the tree should not affect the bow in the east wall, while leaving it may cause further damage). WR proposed that the work on the wall be carried out, seconded by HG and agreed unanimously.</p> <p><b>Church Room:</b> NC &amp; RT met with Gregg Davies and Paul Jones (new deputy). As agreed, Savills will investigate independent and joint development of the site.</p> <p>As stated at the previous meeting, one last challenge is being made by Cordelia Hall (Diocesan solicitor) concerning the extra land. This will cost £800 and if this fails, we will know that we tried everything.</p> <p>RT reported that income from the hall has fallen, because the playgroup that used the hall has closed due to lack of children.</p> <p><b>Pews:</b> No progress since the last PCC meeting.</p> <p><b>Music Director Post:</b> RT has discussed the post with Gregg Davies, who has taken the proposal to the Governors. RT has contacted Sherborne Abbey, but not heard back from them. Robert Prance worked at Sherborne and told RT that the post worked very well there. The College can provide accommodation for a single person in a shared house. RT hopes that Sherborne will be able to help with the complex Job Description e.g. disparity in holidays with college and church. Hopefully links with Shiplake School will lead to a choir.</p>	RT, NC, PC, JP
11.	<p><b>Deanery Synod</b></p> <p>The next synod meeting is Thursday 13 September at Dunsden, an open meeting with Jonathan Farnhill, Generous Giving Officer for Oxfordshire Diocese speaking. Refreshments will be required. Details to be shared via the Pew Sheet to encourage additional attendees.</p>	LG
12.	<p><b>Health &amp; Safety</b></p> <p>A safety report was circulated prior to the meeting. CC highlighted some issues. He has now looked at the Church Room, completed some repairs and given a report to RT. The February 2017 Electricity Report was discussed. Action needs to be managed within the larger project of renewing the electrics. Problems mainly concern lack of RCDs and outside lighting. RT invited CC to work with him on preparing a statement of requirements. These would be addressed in a renewal project. Bob Partridge to be invited to advise. Gutter work at both churches was carried out by Maurice Robins in 2017 (£1K per church).</p>	CC
13.	<p><b>Shiplake School Report</b></p> <p>No report from the school. RT informed us the school was 12th in the country for English last year. A moving Leavers' Service was held recently. A number of teachers left this year.</p>	
14.	<p><b>Good News</b></p> <p>Sarah!</p> <p>Teas after Dunsden Services are proving very popular with a warm, friendly atmosphere.</p>	
15.	<p><b>AOB</b></p> <p>CC gave JP information on projected costs for Shiplake Fire Safety measures next year. HG asked that time be devoted at the next PCC meeting to discuss getting children into church. He proposed that at least four family services are offered between the two churches over the year e.g. Mothering Sunday, Harvest Festival.</p>	
	RT closed the meeting with the Grace at 9.20pm. Next meeting Tuesday 02 October	