

# The Parish of Three Saints PCC Minutes Extra-Ordinary Meeting

**Thursday 10<sup>th</sup> May 2018 at 7.00 – 9.00pm  
at the Methodist Church, Brent Knoll**

**Tea and coffee will be available from 6.45 pm**

**Present:** Gwen Hatton, Mike Smith, Nikki Burns, Frances James, Kathy Quinnell, Max Bashford, Anthony Barkle, Barbara Foti, Della Brewer, Ged Keele, Ginnie Soffe, Sally Wingate, Sarah Cole, Sarah McLean, Tim Hannah, Jim Hanmer, Carole Carter (Minutes), Paul McLean.

**Apologies:** Victoria Daintree, Dot Coles, Nick Bashford

No		
A.	Welcome and apologies  Opening Prayer	Gwen H  Nikki B
<b>B</b>	<b>DISCUSSION AGENDA</b>	
B1	Accounts – Independent Examination Query 2017 A/c's	<p>Paul McLean explained that he had not yet signed off a/cs because of an Assets &amp; Liabilities issue. He confirmed that Jim's figures were accurate &amp; clear and the bank &amp; ledgers agree and it appears that controls are in place. Paul explained that we use the Diocesan supplied spreadsheet for our accounts. However, under the Section 133 Charities Act, an Asset &amp; Liability Statement is required because of our investments. The investment in question is the Unit Trust Fund held in the name of Friends of St Michael's which Tim H explained is a separate charity &amp; not owned by the PCC, although income from the fund is donated to the St Michael's Church heritage a/c.</p> <p>Paul confirmed that if this is the case then he will produce a report stating that the only asset the PCC have is the bank accounts no such statement is required &amp; he will sign off accordingly.</p> <p>Paul was thanked for his work and commitment to us.</p>
B2	General Data Protection Act (GDPR)  Update on new regulations	<p>Ged produced a policy review on GDPR which was circulated before the meeting &amp; was discussed at length &amp; although no decisions were required at this meeting it was an information overview.</p> <p>Carole &amp; Ged will start to produce forms with the appropriate wording &amp; authorisation on.</p>

	<p>(GDPR continued)</p>	<p>Revised Electoral Roll forms will be produced later in the year ready for the ER review due in early 2019.</p> <p>Max asked that we utilise forms available through the Diocese to save us work &amp; we can 'TPOTS' them for our own use in a similar way to the Safeguarding Policy recently done.</p> <p>Ged was thanked for all his comprehensive work on this project so far.</p>
B3	<p>RPOT - Update re grants etc.</p>	<p>Gwen has spoken with Archdeacon's Secretary who confirmed on behalf of the Archdeacon that we can proceed with the project during our Interregnum. The Churches Trust grant of £7000 needs to be used before November 2018 &amp; under the terms we have to make a total spend of minimum £14,000 before we can claim it.</p> <p>There is a Steering Group meeting on 22nd May @ 4.30 with George Chedburn (Architect). Group currently consists of George C, Jim H, Barbara F &amp; Hugh Mackay.</p> <p>Paul McLean has offered to produce a Business Plan for us and the DAC have stated they will not approve any work without one as they need to ensure any scheme will work. Therefore it was agreed that Paul be invited to join the group.</p> <p><b>ACTION:</b> Carole to write to Paul &amp; formally invite him to join group &amp; next meeting.</p> <p>After the meeting the PCC will be updated with next steps. Jim H confirmed that the RPOT works done would incorporate Quinquennial works required.</p>
B4	<p>Parish Profile - Discuss &amp; appoint team</p>	<p>Parish profile is a document used by Parishes to act as a shop window to attract a new incumbent.</p> <p>Mike also confirmed that there is someone from the Diocese whom we can use to assist and support us in this process.</p> <p>Mike asked that we create a team of 3/4 people to commit to this. The PCC meeting on 30th May with the Archdeacon will explain this in more detail.</p> <p>PCC members were asked to consider whether they could be involved in any way and let Mike know.</p>

C	ANY OTHER BUSINESS (AOB)	
C1	St Michael's Church - churchyard path	<p>A faculty is required to replace existing pathway from the Bell Tower to the Garden of Remembrance. Quotes have been received from Chambers Services - Cheddar £2700 + vat Lukins - Cheddar £4,400 + vat Funding has already been obtained for £2700 from the Nuttall Trust &amp; Parish Council. Approval was sought for spend and to appoint Chambers Services.</p> <p>Proposed; Mike S Seconded: Kathy Unanimously Approved</p>
C2	St Christopher's Church - update on trees etc.	<p>PCC was updated on current situation with wall &amp; trees. Barbara was thanked for her work &amp; concise update.</p> <p>See last page for Barbara's report.</p>
C3	Deputy Church Warden - role approval & definition (as agreed to discuss at APCM)	<p>Discussion ensued regarding this role which was raised at APCM. Gwen has ascertained from Diocese that there is no official position for Deputy Churchwarden but there is for assistant Churchwarden. After various discussion it was suggested by Tim H that we ask that sidemen/stewards to support more during busy times.</p> <p>It was also suggested that the role of Churchwarden be advertised including job description to enable those possibly interested to make a decision before talking to anyone.</p> <p>Frances asked that two additional people be included on the list for Stewards/Sidesmen David and Kate Wilford</p> <p>Proposed: Frances J Seconded: Mike S Unanimously Approved</p>
C4	<p>Carole's Holidays –</p> <p>Monday 14th May - Thursday 24th May inclusive (5 working days)</p> <p>Friday 1st June - Friday 8th June inclusive (4 working days)</p>	<p>Carole updated the PCC that normally her 'out of office' e-mail note when she is on leave would state to contact Simon if urgent (e.g. funerals) however after talking to Sharon Crossman (Rural Dean) the message will need to be directed to the Lay Chair during our Interregnum (Gwen).</p> <p>Gwen thanked Carole on behalf of the PCC for all her support &amp; work and long hours currently being worked.</p>

C5	Worship Cover for Services	<p>Carole advised that currently she only has 4 worship slots to fill until end of August, this is ongoing.</p> <p>8 July 8 am 15 July 8 am &amp; 10 am 29 July 10 am</p> <p>It was agreed now that the notices suspending the 8 am services etc. be removed from church doors.</p> <p>Gwen thanked Carole for achieving this so far.</p> <p>Nikki confirmed she will continue to help when needed.</p>
D	<b>CLOSING PRAYER</b>	GH
E	<b>FUTURE DATES</b>	
E1	<p><b>PCC - 30th May, Wednesday, 7.30pm</b></p> <p><b>(Please note time change from usual meetings)</b></p> <p>Methodist Church, Brent Knoll</p> <p><b>Meeting with Archdeacon &amp; Rural Dean re Interregnum</b></p> <p><b>PCC Standing Committee – Thursday 5<sup>th</sup> July 7.00pm</b></p> <p><b>PCC - Thursday 19th July 7.00pm</b></p>	<p>PCC meeting changed to Monday 16th July</p>
<p><b>ACTIONS FROM MEETING</b></p> <p><b>B2 General Data Protection Act (GDPR)</b></p> <p><b>ACTION:</b> Carole &amp; Ged will start to produce forms with the appropriate wording &amp; authorisation on.</p> <p><b>B3 RPOT - Update re grants etc.</b></p> <p><b>ACTION:</b> Carole to write to Paul &amp; formally invite him to join group &amp; next meeting.</p>		

## **Attachment to minutes**

### **Item C2 - St Christopher's Church - update on trees etc. – Barbara Foti**

I had a good meeting with Dan Berry and Rosemary and Andy Carr this afternoon.

The main points that we discussed were:

The four lime trees should be felled to create an 'avenue' and prevent any tree roots from invading the Carr's garden in the future. Janette Burton (the tree protection officer) is in favour of this. Dan Berry will apply for planning permission to do this work for which the only charge might be his time if he doesn't get the job.

The existing masonry wall will be removed and the bank pulled back as discussed with John Mann.

The existing wall will be replaced with a close board timber fence with timber posts to the same approximate height.

The Carr's will allow access to the work site from their end of the property which will preclude having to remove either of the wrought iron gates.

Dan Berry is going to give the PCC prices to fell the trees and do the groundwork. He will sub contract the groundwork and do the remainder of the job himself. I explained that we would probably have to get more than one quotation for the work which he thought was acceptable. Dan is also going to give us a report on work that needs to be done over the next three to five years to the rest of the trees in the churchyard, hopefully before the next PCC meeting or at least by May 30th.

The Carr's requested that nothing be done on site until after the Open Gardens (end of June) and the village fete.

The PCC will need to approve the expenditure and three quotes will be needed for this in due course.