

CHURCH OF SAINT PETER, HENLEAZE



Lives transformed through following Christ in love and service

PAROCHIAL CHURCH COUNCIL

Minutes of Meeting held on Thursday 20th October 2016

Ex-Officio Members	
Clergy	
The Revd Canon Mark Pilgrim	Present
The Revd Iain McColl	Present
Lay Ministers	
Ian Love	Apologies
Sarah Thomas	Present
Kathy Kilgour	Apologies
Churchwardens	
Ian Perry	Present
David Cottrell	Apologies
2014 Deanery Synod Reps	
[Ian Perry]	[Present]
Sarah Thorne	Present
Richard Winn	Present
(vacancy)	

	Elected Members	
2016	Mary Goronwy	Present
	Catherine Leask	Present
	Wendy Young	Present
	(vacancy)	
	(vacancy)	
2015	Peter Dyer	Present
	Sandy Hollinghurst	Present
	Judy Winn	Apologies
	Joy Ludlow	Apologies
	Erik Dirdal (Secretary)	Present
2014	Emma Bolton	Present
	David Fenna (Treasurer)	Present
	[Kathy Kilgour]	[Apologies]
	Barbara Lewis	Apologies
	(vacancy)	

Attendance 14 / 20 = 70%

Note: The required quorum for the meeting is one third of the members, i.e. 7.

Guests attending in part:

Oliver Home, David Froude

1. Welcome:

The meeting was chaired by the Vicar. We welcomed the presence of Oliver Home and David Froude to join us for part of the meeting to discuss the Parish Share.

2. Reflection and Prayer

The PCC gathered around the altar and shared in an abridged Taize prayer led by the curate.

3. Apologies for absence

Apologies were received from Barbara Lewis, Kathy Kilgour, Judy Winn, David Cottrell, Joy Ludlow and Ian Love.

4. Minutes of the meeting held on 21st September 2016.

The minutes of the meeting of 21/09/16 were accepted, and signed by the chair.

5. Matters Arising

It was noted that a formation of a social committee will require a leader and currently there is no-one identified. However gratitude was offered to Judy for raising the issue.

6. MLT Report

The latest meeting was cancelled. Nothing to report.

7. Parish Share

David Froude summarised the position throughout the Diocese. Some parishes pay more, some pay less, for a wide variety of reasons. It was noted that Henleaze benefits from having one of the lowest levels of deprivation in the City of Bristol.

The Treasurer explained that with the current projections an increase in the parish share of just 5% would lead to a shortfall of £34,500 within three years.

It was also explained that it has been an expensive year for the church in order to maintain its fabric, some of which was a requirement of the DAC.

The Giving in Grace initiative has increased revenue successfully in many other parishes (up to 20% in some cases) and it is hoped that the members of St Peter's will respond with similar generosity.

Oliver Home and David Froude departed.

It was agreed by the PCC to take a vote on the matter.

Resolution: *"That St Peter's pledges a Parish Share for 2017 amounting to £92,610 (an increase of 5%) payable in 12 monthly instalments"*

Proposed by David Fenna

Seconded by Peter Dyer

This was carried unanimously.

8. F&S Report

Refer to report (attached).

- 8.1 It was explained that a graphic designer is required to help update our media output, including the signs outside the church, letterhead template, website, and the suchlike. Laura Ferguson (wife of one of the Trinity students) is a trained graphic designer. It was agreed that a quotation would be sought from her, and others.
- 8.2 It was explained that for matters of PCC business to be voted on required the item to be on the agenda circulated one week prior to the meeting, or have the agreement of 75% of those present.
- 8.3 New chairs – a working group would be chaired by Iain McColl to consider the scope and the costs. Pete Dyer agreed to assist and Ian Perry agreed to comment on the findings. There are grants available for “community use” from the Neighbourhood Partnership. Progress will be reported next month.
- 8.4 The “Soul Survivor” initiative was brought to the attention of the PCC and this is something in which SPH should take an interest.

9. Giving in Grace (GiG)

Resolution: *“That this PCC will lead a Giving in Grace Financial Stewardship campaign in early 2017 as a fundamental component of St Peter’s seeing lives transformed by following Christ in love and service in Henleaze, the Diocese of Bristol and beyond”*

Proposed by Mark Pilgrim
Seconded by Emma Bolton
This was carried unanimously.

10. Refreshments

11. Safe and Welcome

Sandy Hollinghurst circulated a report.

It was felt that a central repository for key documents would be useful.

There remains some training to be carried out.

MP promised to contact Dan Jones (Diocesan Children’s and Youth Adviser) with regards to our youth work.

DBS clearance has been received for the following:

- Geoff Hammond
- Barbara Hammond

Jean Williams is to write to confirm that the trinity students already have DBS clearance.

Sandy described the Churchapp as a convenient database for all matters related to the running of the church affairs. It requires a subscription. All the leaders for Club and Young Seekers are enthusiastic about this. It was suggested that Rob Denton could assist with the implementation of this.

12. Uganda

Ricky Winn described the recent and very successful visit by our guests from Uganda.

14. AOB

- 14.1 Sarah Thomas read out a letter from Miriam Knowles (CMS) thanking us for our support.
- 14.2 David Fenna confirmed that a legacy had been received from the estate of Kathleen Brear amounting to £2,000 for the Fabric Fund to be used at the discretion of the Fabric Committee.
- 14.3 There is a shortfall for the Sidholme excursion amounting to £1,790 which will come from the Rosemary Painton-Smith Fund.
- 14.4 Harvest Plate Collection

Resolution: *“In order to correct an error made at the P.C.C. Meeting held on 21/09/16 the PCC approves granting to the Sisters of the Church the proceeds of the Cash Collection taken at the Family Harvest Service held on 9th October”*

Proposed by Pete Dyer
Seconded by Sandy Hollinghurst
In favour 10. Against 1. Abstained 2.
The resolution was carried.

For the record this amounted to £197.90. It was agreed that this could be offset from the outreach distribution. DF to act accordingly.

15. Review of meeting

- It would be useful to include times throughout the agenda.
- It felt warm in the Lady Chapel.
- It would have been nice if our guests had stayed for the full meeting.
- The candles in the centre gave an appropriate ambience.

15. Prayers

The meeting was concluded with The Grace.

The next PCC meeting is on **Thursday 24/11/16** at 7.30pm, in the church.

Next F&S meeting is on 10/11/16, 8pm, thence on 12/01/17.

These minutes issued and request for reports to be issued by the PCC Secretary by 10/11/16

Reports to be returned to PCC Secretary by 16/11/16

Agenda and reports to be issued to PCC on 17/11/16

Forthcoming PCC meetings:

2016 Thurs 24th November

2017 Thurs 26th January

~~Wed 22nd March~~

Wed 5th April

[APCM 30th April]

Wed 24th May

Thur 29th June

All commence at 7.30pm.

St Peter's Henleaze Safeguarding Team

Notes from the meeting held on 11th October 2016

1. Attendance: Georgina Cope, Amy Davies, Paula Robinson, Kathy Kilgour, Chris Taylor, Vicki Kindred, Ian Perry, Mary Goronwy, Sandy Hollinghurst
Apologies from Mark Pilgrim
Absent: Neil ~~Robinson~~ Robertson
2. We reviewed the feedback provided by the diocese in response to our Bronze Safe & Welcome Award submission. Some broad observations and suggestions emerged:
 - a. There was a general feeling that there is a need for a central repository for all relevant documents. This would include, for example, risk assessments, information about fire procedures, location of first aid materials, lone worker policy, and so on. We explored the possibility of compiling a 'volunteers' handbook' which could be distributed to all members of St Peter's who carry out any voluntary duties. Such a document would address several of the issues raised in response to our S&W submission.
 - b. In any case, we need to review the risk assessment documents for each of the groups. Ian said he would send the current risk assessment documents relating to Hall use to Kathy, Georgina, Amy and Paula, who will decide if and how these need to be adapted to suit the specific needs of their groups.
3. Children and Young People
 - a. The children and young people's checklist feedback recommends we meet with Dan Jones to discuss the report. This meeting should comprise "the Incumbent and other key people", which in our case was interpreted as being Kathy, Georgina, Amy and Paula. It was felt that it might be a good idea to make a start on the volunteers' handbook before having this meeting so that Dan could provide some reflection on its contents and use.
 - b. We had some discussion about (i) training and support for C&YP leaders, and (ii) the importance of consistency in documentation e.g. registers, information about dietary needs and medical conditions. These two issues both impact on safeguarding and safe & welcome. Sandy remembered Mark mentioning a forthcoming deanery meeting focusing on engaging young people; Dan Jones will be there and it is hoped that our C&YP groups can be represented.
We also remembered talking about Churchapp at our previous meeting and would like the PCC to investigate the feasibility of SPH subscribing to this.
4. Accessibility
 - a. The accessibility checklist feedback recommends an accessibility audit (which is also a requirement for the Silver Award). Ian suggested that this should take place once the

building work has been completed. The recommendation is for those present at the audit to be: one member of the clergy, one PCC member and ideally any disabled members of the congregation.

- b. As well as physical accessibility we also have to think about visual and aural accessibility. Visual accessibility needs some attention and we should investigate a Braille hymn book for Hazel. It seems that Hazel Sullivan can print electronic documents e.g. the weekly sheet in Braille. We should consult with her about her specific needs. We are fairly confident that aural accessibility is as good as it can be with the provision of a loop all round the church.

5. Training

- a. We reviewed the list of volunteers who have yet to complete C1 (foundation) training. There are around 12 that we know of. Sandy will find out if there are any available places on a session elsewhere nearby and if not, we will arrange another group session at St Peter's in the new year.
- b. C2 training is suspended while the diocese appoints a new safeguarding officer. We have 6 people waiting for that course.
- c. We discussed the status of various other types of volunteers:
 - i. LLMs and those with PTO (permission to officiate - i.e. Peter Chambers and Andrew Dauton-Fear). This seems to be a grey area in terms of whose responsibility it is to check that training has been completed.
 - ii. What about Ben Hughes-Game?
 - iii. We assume that students receive safeguarding training as part of their course?
 - iv. Volunteers under the age of 18.

6. DBS

- a. Vicki provided an up to date list of those with DBS clearance. There are a few people still outstanding but these are all in hand.