

St Peter and St Paul, Blandford Forum

Our Mission: **Transforming our Community, one life at a time.**

Our Vision: **Growing and Nurturing Disciples who are confident, Connected and Compassionate.**

Minutes of PCC meeting held on Thursday 24 November 2016
at 7.30pm in the Parish Centre

Present: Rev. Jonathan Triffitt (JT), Graham Poynter (GP), Dan Roberts (DR), Heather Stringer (HS), Carolyn Telford (CT), Rodney Smith (RS), William Triffitt (WT), Anita Roberts (AR), Barbara Curtis (BC), Sara Loch (SL) and Sophie Bowerman (SB)

1. **Opening Prayer:** Led by JT

2. **Apologies:**

Pat Ellen (PE), Clive Newlin (CN) Sue Metelko (SM)

3. **Minutes of Last PCC:**

The minutes of the PCC meeting held on 20 October 2016 were agreed and signed as a true record.

4. **Matters arising from the minutes:**

Carols on the Green: JT to write to local supermarkets requesting donations of mince pies etc.

Family Film Night: Less adults but more children attended this month. Film was screened in 2 rooms but Roberts Electricals need to come back to sort out the sound. Next film will be Arthur Christmas on 11th December and January's film will be The BFG.

Baptisms: There will be one during Sunday's service by request of the family and another one at 12 noon, immediately after the service.

Proposal: Since the last PCC meeting the following proposal was circulated with voting required. PCC unanimously approved:

SL proposed, and Jonathan seconded, that our treasurer is given approval to pay Norman and Underwood. For accounting purposes the money will be taken from the Friends and Fabric Funds, with the last bit coming out of general funds. This is on the understanding that when the expected money is received from the VAT repayment and the HLF grant it is allocated to these funds before the surplus is put into the cupola fund.

5. **Correspondence:**

Websites: Chris Curtis requested permission from the PCC to use the Adobe Creative Cloud Apps on his home iMac as he would find this easier for administering the Church websites. PCC approved this request.

Allsorts Craft Club: Janet Winder requested permission to use the Club's entrance money to purchase fabric to make more drain bags for Dorchester hospital breast cancer patients. PCC approved that expenses, with receipts, may be taken from the entrance money and the balance paid to the Church.

Churches Together: The programme will follow a different format next year with a sunrise service on Easter Sunday and a United Service for Pentecost. Consideration is being given to Easter events for 2018.

Crabtree catering: Request to use the parish Centre for free on 22nd December as they are providing a free lunch for the elderly. PCC declined this request but approved that they should be charged the charity rate as then they will be in receipt of the full terms and conditions for hire of the hall.

6. **AOB:**

Centre Caretaker: A job description for this position was circulated. Suggestions for the expected tasks/job specification included:
Maintaining electrical equipment
Other appropriate tasks as deemed necessary.
DBS checked.

HS pointed out the impact of the Living Wage from next April. It was recommended that costings for this role should include consideration for future differentiation in pay and the possibility of extra hours being needed.

JT proposed, DR seconded and PCC agreed that an advert should be placed for 10 hours per week in Keynotes, website, Facebook, Schools' newsletter. **Action: JT** to draft and circulate advert before publication.

Parish Office: Discussions have taken place about

- moving the Parish Office from the Church up to the Centre from next Easter
- Rescoping the Office roles.

This should be seen as a positive/strategic move as the Centre would become a Church hub. The Church would remain open during the day but unmanned.

PCC were in favour of this and agreed that from January the Bookings Diary and costings would need to be considered prior to the move.

Marriage and Funeral Fees: The fee for these events is split between the PCC and the Diocese. Currently the charges are a set fee but JT thinks

there should be flexibility to meet individual needs and prices should be adjusted accordingly. HS also raised the issue of payments for roles undertaken at these services. It was agreed to be an agenda item in January. **Action: BC**

Welcome and refreshment follow up: Postponed to January's meeting

PCC Profile: CT asked about photoboard. Any outstanding photos to be sent to RS asap. Prior notice of meetings to be published in keynotes and parishioners invited to raise concerns. They should contact BC in the first instance. Agreed minutes from previous meetings will be on the church website. **Action: BC**

Social/Fundraising with Langton Long: Langton Long would like to undertake some joint activities. Jean Collins will be leading this.

7. **Safeguarding:**

JT to check with JC about current DBS situation.

8. **Reports:**

Financial Report: Gift Aid has been claimed to end of October and the Parish Share is paid to end October. In January PCC will have a discussion on Mission Giving as this is an annual payment.

Wardens Report:

Research on notice boards is in hand.

Clock Maintenance £194 per annum from Smiths of Derby. SL to check whether this includes VAT and repairs. If so it sounds to be good value.

7th December, SL and CN are proposing to clean the loose stonework over the North door.

Centre Management Group: Defibrillator needs to be fixed to the wall. DR would appreciate names of people who have fitted them elsewhere in Blandford.

Cupola Project: The proposal from the Cupola Committee meeting is aspirational and needs the full support and backing of the PCC through prayer and practical help. Both priorities fully agreed.

Priority 1:

Following a meeting with Marcus Chantrey (Church Architect) the Cupola Committee asks the PCC to approve and support the following priorities for 2017:

- *Apse Roof - funding sourced and work completed*
- *Church Roof funding application submitted to HLF early 2017 with a view to work commencing 2018*

- *Disabled access completed*
- *Pillars at front re-built*
- *Start the process of possibly setting up apprenticeship working on external stonework.*

Priority 2:

The Cupola Committee proposes that any surplus funds not allocated to specific works, be set aside for the internal re-ordering.

HS to set up a Cupola general fund for any surplus money.

DR asked about the vaults under the kitchen and thinks it could generate good publicity.

9. **Next PCC Meeting:** JT to send dates for 2017 to BC for circulation.
10. **Closing Prayer:** The meeting ended with prayer at 9.35pm

2017 Meetings: