

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 19 October 2017
at 7.30pm in the Parish Centre

Present: Revd. Canon Jonathan Triffitt (JT), Revd. Neil Robertson (NR), Dan Roberts (DR), Barbara Curtis (BC), Sophie Crompton (SC), Carolyn Telford (CT), Anne Shire (AS), Philip Whitcomb (PW), Anita Roberts (AR), Chris Curtis (CC), Rodney Smith (RS), Graham Poynter (GP), and Sara Loch (SL).

Annabelle Valentine (AV) was present to talk about the Church Christmas Card which was taken as first item.

1. **Opening Prayer:** NR opened the meeting in prayer

The PCC congratulated JT on his appointment as Canon of Salisbury Cathedral

2. **Apologies:** Heather Stringer (HS), Clive Newlin (CN) and Pat Ellen (PE)

3. **Minutes of Last PCC:** The minutes of the PCC meeting held on 14 September 2017 were amended so that CMG minutes read that the plastic shed had been approved but not yet purchased. These were then agreed and signed as a true record.

The minutes of the extraordinary meeting held on 15 October 2017 were agreed and signed as a true record.

4. **Matters arising from the minutes of 14 September 2017:**

Christmas Card: AV circulated the finished Christmas Cards. 1000 Cupola cards have been printed. The selling price would be £1.50 per card or £10 for 8 cards. They will be available from the office, at Sunday services.

The PCC thanked AV for her time and generosity and agreed that she would keep the originals until May 2018 when she will donate them to the church.

Following AV's departure it was agreed that CT would organise flowers for AV as a thank you.

Bicycle rack: CC circulated some information about pricing, design and recommendations from Church Care website. SL had heard that the Town Council were installing bike racks outside M&S in the shape of trains and would find out more details.

Organisational Structure: PW reported that he had met with BC and NR to consider the various strands of church organisation including strategy, worship, pastoral, administration, finance and parish life. Before the next PCC the group will meet to provide a more detailed chart.

Home Groups: NR has had a positive meeting with the leaders.

Matters arising from the minutes of 15 October 2017:

Repairs to the Parish Centre heating: RS reported that the work was now complete but had cost an extra £130 as KJC Heating had encountered a problem.

5. **Correspondence:**

Salisbury Sudan Partnership: BC had received a note from Salisbury Sudan's Committee with an update on the current situation.

Christmas Fair in aid of the Salisbury Sudan Medical link: This is being held on 25 November by The Chase Benefice at Tarrant Keyneston Hall, 11-2pm.

6. **AOB:**

LPA: The PCC supported the proposal for D and D Griffiths to be licensed as LPA Communion Assistants.

Work on Curate's house: Since the PCC meeting of 14 September the PCC approved, by email, for security work to be completed on NR's house.

Prayer Diary: AR had been asked to raise this subject. JT had received an email and will respond.

7. **Safeguarding:**

External Review will take now place in November.

The diocese has updated their safeguarding policy and this will replace the existing policy when it comes up for review.

JT reported that an information chart with helpline phone numbers and advice for domestic abuse sufferers would be displayed in the church and centre toilets.

8. **Reports:**

Financial Report:

- Compared to this time last year there is more money in the bank by some £40,000. £33,000 of which is being held specifically for Cupola/Disabled access;
- On income standing orders into the Bank have been consistent throughout the year but the Gift Aid through envelopes and other planned giving is up in September from August;
- On the expenditure side, we are up to date on the payments towards the Parish Share. We have, however had notification that the Parish Share for 2018 will increase to £45,000;
- The Utilities for both the Church and the Parish Centre remain consistent though due to the work undertaken at the Parish Centre this week the electricity costs for the Parish Centre (£948 in the last quarter) should come down;
- Finally, we have received notification from HMRC of a repayment through Gift Aid claim of £8,000 and this together with savings on expenditure means that the budget deficit for the year has reduced.

Christmas Tree Festival

- Organisers had requested money to print banners and leaflets and for prizes. PW proposed a budget of £500 for the committee, JT seconded and all agreed.

Parish Giving Scheme

- Letters will go out first to those who give by standing order. Sermons and service themes in November will be on giving.

Expenditure Policy

- As trustees of the Church and a Charity we have a duty to spend money wisely. Therefore any large expenditure needs comparable quotes and anything over £500 needs to be approved by the PCC. The standing committee is allowed to authorise smaller amounts and larger ones in an emergency.

Reserves Policy

- There should be a reserves policy in place which should include 2-3 months worth of salaries. PW will update the policy for next meeting.

Charity Commission

- The information is now up to date and the annual return has been submitted.

Budget

- PW will draft a proposed budget for 2018, after talking to budget holders, and will bring this to the November meeting.

Wardens Report:

- The gutter has had its annual clean
- An anonymous donation has been made to replace the yellow carpet up by the altar. PCC are happy to accept the donation.
- Discussion followed about reducing the size of the dais at the same time. PCC requested that SL and RS cost up the removal of the front dais to allow for wheelchair access. Any extra carpet that is required will be bought with money from the fabric fund.

Centre Management Group:

- Plastic shed will cost £630 from Wickes and PCC approved this expenditure.
- PCC agreed that the charge for the use of Centre following Richard Lancaster's funeral will be waived.

Cupola Project:

- List of donors for the work on the tower and Cupola will be temporarily displayed in the porch. This is a requirement of HLF
- Bishop Nicholas was impressed that the Cupola repair work had made the short list for an architectural award.

Deanery Synod:

- Next open meeting 23 November at Blandford St Mary School. 7pm for 7.30.

9. **Next PCC Meeting:** 30 November (JT gave apologies). JT to circulate dates for 2018 meetings.
10. **Closing Prayer:** JT closed the meeting with prayer at 9pm