

# Minutes of Marshfield PCC Meeting on 26<sup>th</sup> June 2018

**PCC Members Present:** Rev S. Wheeler (SW), P. White (PW), E. Pullin (EP), S. Barendt (SB), J. Sanderson (JS), L. White (LW), P. Mills (PM), P. Sawyer (PS), P. Brunyate (PB), M. Hardy (MH), D. Colbourne (DC) and A. Gammie (AG)

**1) Opening Prayer** PM opened the meeting with a prayer.

**2) Apologies for absence:** A. Hart (AH), J. Pullin (JP), S. Chillcott (SC) and K. Bushell (KB)

**3) Approval of Minutes 2<sup>nd</sup> May 2018:** These were both approved and signed.

## **4) FOCUS OF OUR MEETING: Marshfield Church in 2019**

Discussion of our Vision and Priorities: Engaging Younger Generations.

**a) New Breakfast Service:** Feedback from sub-committee (SW, AG, MH & Lynne Godfrey). This will be launched September 16<sup>th</sup>, 08.30-09.15am. A format has been agreed with resources being gathered. A team to help with the catering is needed and the new service would be an opportunity to involve teenagers/young people to help. Café style; breakfast to include bacon cooked off premises. All ages welcome but particularly targeting families with children involved in sports on Sundays and for people who would like to come to church on Sundays but can't (who may have been part of the church family in the past).

**Action:**

Publicise in July & August issue Cotswold Edge **PS**

Publicise via Facebook, at August church hall breakfasts, All Around Marshfield **MH**

Sub-committee to meet and continue plans **SW, LG, AG & MH**

Consider helping as part of a team & encourage others to help and come along **ALL**

SW familiarised PCC with a booklet produced by Bristol Diocese 'Making disciples in your parish' which suggests six ways church can create connections and make disciples. All PCC asked to reflect on these practices in the light of what we are doing, and could do better. Copies at the back of church and on the diocesan website: [www.bristol.anglican.org](http://www.bristol.anglican.org)

**b) Kids Club Venue:** Feedback from the sub-committee (SW, PW, PS & MH).

The DAC visited 20<sup>th</sup> May. They suggested we pursue options but warned us it would very much depend on the planners and recommended the following:

1. Drawings - obtain quotes from architects

To contact George Chedburn, Moss Pod Company (who provide their own architect) and at least one other **PW, SW**

2. Contact South Gloucestershire Planners with drawings

A resolution was passed that the PCC would go ahead with obtaining quotes from several architects and present subsequent plans and drawings to South Glos planners to seek planning permission. PB proposed, DC seconded.

Note: SW mentioned that there had been a recent consultation about designated green spaces. If a pod or something similar is being planned, then this would not be allowed (or indeed the existing shed) if we were a designated green space. SW raised her concerns which registered as an objection. This coincided with a separate debate about the land behind the churchyard which is an historical area of greenery within the village. SW wished to clarify that the objection was only about the designation of the churchyard as a green space and the DAC agreed this was a wise action.

## **5) WITNESS**

### **Seasonal Outreach and Events**

#### **a) Feedback:**

*Ascension Prayer & Praise:* the opportunity for informal praise was appreciated by those who attended. More opportunities for informal praise would be explored.

*Experience the Lord's Prayer:* The primary school came to St. Mary's, class by class, to explore

the Lord's Prayer in more depth and the staff and pupils really enjoyed learning more about this central Christian prayer.

*Church Fete:* A great success. EP thanked the PCC for 100% support. Good to have so much help and support from the wider community. PS raised issue of some members of public hoping to bring their dogs to the event. This information (ie. no dogs allowed except guide dogs) should be made clear prior to next year's fete. JS reiterated the importance of publicity which was excellent this year. SW noted her appreciation to Pauline Miller who ensured the church was a welcoming place for those visiting on the day. SW thanked EP for his contribution to the day.

## **b) Planning:**

**Harvest Supper at Community Centre (29<sup>th</sup> September)** Feedback from sub-committee (DC, MH, LW & JP) Progress and Suggestions:

- Community Centre is booked.
- Ukele band and Male voice choir booked.
- Meat and baked potatoes to be provided.
- Bring a salad or pudding to share
- Bring your own plate/cutlery? Or should we provide and pay someone to wash up
- This will be a ticketed event (£3/ticket) to cover cost of food and encourage commitment
- Should there be a cash bar or just BYO?

**More help needed for planning and on the day ALL**

*To liaise with Angela Gent about hire fees* **PM**

*To prepare a table quiz for both adults and children* **PW**

*Next sub-committee meeting 3<sup>rd</sup> July* **Action MH LW JP & DC**

*(please contact MH if you can come)*

**Remembrance WW1 100yr celebration (10<sup>th</sup> – 11<sup>th</sup> November)** PB explained plans are underway.

*To consider stewarding the church over the weekend* **Action ALL**

**Gift Day:** Feedback from sub-committee (PB, PS, JS & MH)

- Sat 20<sup>th</sup> October proposed as Gift Day

*To check with Richard Shreeve re: availability of church* **MH**

- Gift day should be linked to a source of interest eg. plans for the future kids club venue
- Leaflets to be updated, posters & publicity in Cotswold Edge/All Around Marshfield **PS & MH**
- The possibility of producing a short film (1-2 minutes) to be shown on new portable television

*To ask young adults/anyone with necessary skills* **ALL**

*To seek help via Sunday Post/Cotswold Edge* **PS**

- Tea/coffee/biscuits to be provided throughout the day *To co-ordinate* **LW**

One question raised at the sub-committee meeting was whether it was time to form a 'Friends of Marshfield Church' for people interested in maintaining the structure of the building and who could help us in that direction. A thought for consideration in the future.

*Next sub-committee meeting 5<sup>th</sup> September* **Action PS, MH, JS & PB**

**Rocks Family:** The family return to the UK in November for a few months.

*To contact Tim Bell from church in Wick to organise a joint evening event with St. Mary's Church*

**SW**

## **6) WORSHIP**

### **a) Our Giving:**

#### **Financial Update & Parish Giving Scheme**

- PM was unable to give a financial report due to the changeover to the new Parish Giving Scheme. Pam to send one electronically once it is ready **PM**
- PM has had positive responses from church members with some increasing their giving significantly and others interested in giving on a regular basis who had not previously. PM would like it noted that Gift Aid is not necessary to join the PGS. Non-tax payers can also join.

Collection Plate: it was noted that the collection plate is not always being brought forward for offering during the relevant hymn. Sidespersons and ministry team to be reminded EP & SW  
A reminder of new collection plate system in August's issue of Cotswold Edge PS

PM shared thoughts following last week's Deanery Synod meeting.

PM suggested we review our donation to the Holiday Club for 2019 so that there is no charge to families in case it stops some children coming. PS & SW explained that Marshfield Chapel, St. Mary's Church, the Parish Council and the Educational Fund give money annually to cover the majority of the cost. A minimal charge is therefore requested with provision made for those who cannot afford it. DC suggested and PW proposed that we should still offer the Holiday Club at no cost to the families attending from 2019. It was agreed that this needs to be discussed with Marshfield Chapel SW

PM proposed that a mission section be added to our standard agenda of 'Witness, Worship and Welcome', to encourage the church to be more actively involved with the pastoral needs of the community. PB seconded. SW suggested that 'Mission' be an agenda item under 'Witness' in future. To consider ways in which this may be approached ALL  
To be added to the agenda at the next PCC meeting MH

#### **b) Safe and Welcome update:**

- SW explained that we are almost ready to apply for the Safe and Welcome Silver Award  
To go through the checklist and action points to assess current situation  
AH, SW, EP & PW
- All PCC members have received the updated Safeguarding policy for Safeguarding Children, Young People and Vulnerable Adults (SP) together with the Child Safeguarding Guidelines (CSG). Feedback:
  - the PCC expressed their thanks to AH (and Caroline Page) for their time and effort in preparing these
  - all present were reminded that the policy and guidelines are at the back of the church, behind the information table, accessible to all
  - DC suggested wording improvement on the policy statement which the PCC approved and queried why there were no guidelines about our interface with vulnerable adults. SW explained that St. Mary's currently have no organised work alongside vulnerable adults, so it would be hard to have specific guidelines.
  - The policy and guidelines proposed by PS seconded by PB and approved by the PCC
  - SW explained the need for all PCC members to complete online C0 basic training.  
To send the website link provided by AH MH

### **7) WELCOME**

#### **a) Fabric Report Update:**

- PW explained the Quinquennial Report is pending. PW met with the architect George Chedburn (GC). Most likely future expenditure (non-urgent): ridge tiles have been lost so whole ridge requires work. GC quoted £6000.00 but grants are available. Total expected expenditure forecast to be approximately £10,000.00 due to outstanding work (previously acknowledged) on the South stone wall between the porch and tower.
- Fire Safety risk assessment is now complete.
- The Triennial Inspection is arranged for June 28<sup>th</sup>
- PW requests more mowers for the rota, preferably two mowers per week.  
To appeal in next issue of Cotswold Edge PS

#### **b) Audio Visual enhancement in church:**

- AG met with the technician from the installation company, looking into the present problems occurring with the sound system. It is thought the amplifier (which the company installed) needs replacing. The company have accepted responsibility for this and will carry out the

necessary work at no extra cost. There is still a small risk that the problem lies with the wiring which is sub-standard and 15yr old but replacing the amplifier will confirm whether or not this is the case.

- Second stage: the portable television. This would prove essential at the launch of Breakfast Church in September.

-Approximately £3000 necessary for purchase. Some money had already been pledged towards the screen and there were offers to underwrite by both PM and PW until full funds have been raised. **PM, PW & AG**

PB proposed that the PCC go ahead with the purchase of a portable television screen. PS seconded and the proposal was adopted by the PCC.

Storage suggested in cupboard at the back of church with some chairs being stored in shed.

A team of 3-4 people to be familiarised with the workings of the television screen will be necessary to provide appropriate technical support as needed **AG & ALL to seek helpers**

#### c) Use of church for non-charitable events:

MH & SW found original hard copy of the booking form which differs from the online booking page.

*To liaise with Richard Shreeve who takes church bookings* **MH**

PCC agreed to a list on the church website of PCC members names with photographs to improve communication within the church and the community. **MH & R. Shreeve**

#### 8) Matters Arising

- a) GDPR: MH confirmed that the Data Protection Policy is ready to display in porch and on church website. It was agreed that consent forms for church visitors should be available at the end of each pew, to stay in contact with those who would like to stay in touch **MH**

-PB confirmed that the tombstone deemed unsafe has been made safe with the help of Colin Eden and Nick Tayler. The shed roof has been repaired with the help of Tim Hawking.

*To send letters of thanks on behalf of PCC* **MH**

-Ride + Stride: This annual fundraiser for the Gloucestershire Historic Churches Trust takes place 8<sup>th</sup> September 2018. PM has spread the word.

*To seek support from wider community* **ALL**

-Sidespersons Guidelines

*For all sidespersons to have received a copy* **EP**

- b) Health & Safety To discuss at next meeting due to time constraints **DC**

- c) Plan future meetings Wednesday 5<sup>th</sup> September and Wednesday 14<sup>th</sup> November 2018

9) Correspondence None at present

10) Benefice News None at present

11) Deanery News A report will be available in Cotswold Edge

12) AOB

Date of next meeting will be Wednesday 5<sup>th</sup> September 7.15pm for 7.30pm start in St. Mary's Church

PM closed the meeting with prayer

Signed \_\_\_\_\_

Date \_\_\_\_\_