

ST. MARY MAGDALEN, KNIGHTON

PAROCHIAL CHURCH COUNCIL

**Minutes of the meeting held at 7.30 p.m. on Thursday, 5th December, 2019
in the Narthex**

Present: Rev. Adrian Jones; Revd. Matthew Gough (late arrival); Michael Kirk; Anne Squires; Andrew Oldershaw; Bob Rutland; David Stanyer; Mary Britton

Apologies: received from Tanya Willis; Sian Howard; Nigel Siesage; Ros Matthew; Angelica Amoroso

		<u>ACTION</u>
2	<p><u>Prayers and Reflection</u></p> <p>The Vicar led the meeting with readings from Acts, Ch. 2. (the day after Pentecost)</p> <p>He also reported the death of church member Peter Smith, for whom prayers were said.</p>	
3	<p><u>Annual Safeguarding Review</u></p> <p>a. It was noted that the New Model Policy and New Handbook must be followed. Relevant forms can be found online. Special emphasis must be drawn to the correct use of social media, especially with regard to safeguarding a number of new teenagers within the church.</p> <p>b. Annual Safeguarding Report - Bob Rutland noted that item 2.1 in the Report should read Parish Safeguarding Officer (not Co-ordinator), and Cora Paul is the appointee. Adrian asked us all to consider the Report. A Pocket Guide will be given to everybody who leads a church group. The adoption of the Report was proposed by Michael Kirk, seconded by Mary Britton and carried unanimously.</p> <p>c. Safeguarding Policy - Promoting a Safer Church – was agreed. David Stanyer noted that appropriate insurance is in place, with a requirement only to add further insurance for other special activities.</p> <p>d. Safeguarding Handbook – was discussed and adopted.</p> <p>e. Safeguarding Action Plan for 2020, having been agreed, will be forwarded to the Diocese. DBS checks on all those working with children are ongoing and continually reviewed. Andrew Oldershaw noted that he has not yet received a safeguarding certificate, so they need to be issued.</p>	<p>PCC/Leaders</p> <p>AJ</p> <p>PCC</p>
4	<p><u>Health and Safety</u></p> <p>Adrian has not easily laid hands on an electronic version of the policy so</p>	<p>AJ</p>

	that we can review it.	
5	<p><u>First Aid Training</u></p> <p>Andrew Oldershaw reported having contacted a training company, Skill Base, who offered a group training session for £534, or individual whole day courses at £134. Although first aiders are not strictly a requirement, Adrian proposed that two people per year, on a rolling basis, should be offered training, and the church will pay the costs. He will contact those who have expressed interest. This was seconded by Michael Kirk.</p>	AJ
6	<p><u>Finance update</u></p> <p>The Spire Appeal - David Stanyer gave an updated report as at the end of November, 2019. When the results of the Bazaar, Christmas Tree Festival, Concert, and other donations are factored in, we should be well over the half way stage of our target. We could also include the Appeal on our Website.</p> <p>Chaplaincy fees - The fee for the Leicester High School, which is not based upon any formal document or agreement, was considered. Adrian said he is not entirely comfortable with charging a fee for a service which is offered freely to many other schools, and he will talk the matter over with the Chair of Governors. In the meantime it was agreed to continue to freeze any fees for the school year 2020/21. Proposed by Andrew Oldershaw, seconded by Michael Kirk.</p> <p>Church Hire Fees and Policy – the fees had been increased by £5 during 2019. The policy and fee structure continues to provide a good base for commercial and charity hires.</p> <p>Wedding and Funeral Fees – Diocese fees are mandatory, and other fees set by the PCC will continue at 2019 rates into 2020.</p> <p>Musician Fees and Arrangements – it was agreed to hold musician fees for 2020 at 2019 rates.</p> <p>It is noted that the Knighton Free Church would like to use St. Mary's for some of their evening services, from Sunday 19th January, until Easter possibly, while alterations to their own church are undertaken. DS and AJ had agreed to request a 'hire charge' of £50 per Sunday and the Free Church had agreed and indicated they would like to contribute more. PCC members were encouraged to attend some evenings to assist in the 'settling in' process and to welcome our neighbours. Angelica offered to be present on 19th January alongside the clergy.</p> <p>Clergy Expense Rates and Policy – it was agreed to adopt Clergy expense rates and policy for 2020.</p> <p>Salary rates and possible increases for caretaking and administrative staff will be reviewed by the Standing Committee at the PCC meeting in March, 2020.</p>	

7	<p>2020 Vision – Adrian took the opportunity to stress that in the new year the PCC would be asked to discuss significant plans and ideas that relate directly to our vision of ‘Faith for Life’ and it’s objectives.</p>	
8	<p><u>Previous PCC Meeting</u></p> <p>The Minutes of the previous PCC Meeting, held on 30th October, were accepted and then signed by the Chair.</p>	
9	<p><u>Sub-Groups</u></p> <p>There were no meeting notes or minutes to consider. Matthew reported that the ‘pop-up deli-café ‘ which was run for 4 weeks during the late Autumn, had been attended by in excess of 20 people each time. Each morning included “Celtic Prayer”. He and Adrian had reviewed the initiative and it was possible that it would be repeated in the spring. The PCC might be asked to consider the purchase of a coffee machine.</p>	
10	<p><u>Matters for Future Discussion</u></p> <p>None</p>	
11	<p><u>Identification of any matters to remain confidential</u></p> <p>None</p>	
12	<p><u>Date and time of next PCC meeting:</u></p> <p>Thursday, 23rd January, 2020, at 7.30 p.m. in St. Mary's</p>	