

**ST MARY MAGDALEN, KNIGHTON**

**PAROCHIAL CHURCH COUNCIL**

**Minutes of the meeting held at 7:30pm on  
25 November 2021**

**Present:** Revd Adrian Jones (Chairman), Revd Matthew Gough, Amanda Beck (Treasurer), Beryl Bonfield (Churchwarden), Josh Crick de Boom, Sian Howard (Churchwarden), Michael Kirk, Andrew Oldershaw, David Palmer, Lorna Pollard, Judith Rudd, Bob Rutland, Nigel Siesage (Secretary), David Stanyer and Ida Stanyer.

**Apologies for absence** were received from Revd Matthew Gough.

**21/109 PRAYERS AND REFLECTION**

The Vicar opened the meeting with a reading from Psalm 78.

**21/110 SAFEGUARDING**

The PCC carried out its annual review of safeguarding. It received and approved the safeguarding policy document, Promoting a Safer Church, previously approved by the PCC at its meeting on 5 December 2019. It considered the checklist for annual reporting on safeguarding and agreed that all the appropriate items could be ticked. Two names in the list of personnel with level 1 safeguarding training required to be checked by the Vicar. The draft safeguarding action plan for 2022 was approved subject to the addition of provision for safeguarding refresher courses.

**Action:** AJ

**21/111 LEGACIES**

The PCC reviewed its policy for receiving legacies and other gifts in wills, previously agreed in 2018. Renewal of the policy was approved subject to the substitution of 'including' for 'whether' in Key Principle no.3.

The PCC received a note of recent legacies and gifts. These included:

1. £10,000 pounds from one estate
2. £6,150 from one estate
3. £1,500 approximately from gifts in memory of Anne Squires (of which £400 had already been allocated to the Spire appeal)
4. £1,000 from one estate
5. £500 from one estate.

[The names of the testators are specified for the record in the paper before the PCC].

After discussion the PCC agreed that items 1,2 and 5 above, totalling £16,650, should be earmarked for projects to be initiated under the auspices of the new Friends of

Saint Mary's organisation which was shortly to be established; and that items 3 and 4, totalling £2,100 approximately, should be earmarked for projects involving music and worship.

The PCC noted that approval for the specific use of each legacy would still be required from the PCC. The PCC also noted that expenditure on the maintenance of the organ would increasingly need to be considered.

#### **21/112 FEES AND EXPENSES**

The Treasurer presented the annual review of fees and expenses. The PCC approved the proposed hire policy, wedding and funeral fees and clergy expenses, subject to the amendments below relating to music provision. It confirmed that a full review of reserves policy should take place at the next meeting in January.

The PCC received a paper by the Vicar proposing a new approach to fees for the provision of music in the church, which he had prepared following consultation with interested parties. After discussion the PCC agreed that St Mary's should recognise the distinction between two roles: that of organist/pianist and that of music coordinator; and that a fee of £85 should be payable for undertaking *each* role at normal services, festivals, special services, weddings and funerals. A further 50% would be payable if a rehearsal was required and approved. It was also agreed that there should be no distinction between payment for the provision of music at Eucharistic services and at other regular Sunday services.

#### **21/113 PIONEER WORKER**

The Vicar reported that he had established a small group to assist him in drafting the terms of reference and other aspects of the planned role of children and families pioneer worker. He had obtained job descriptions for a number of other similar posts and had scheduled a meeting with Louise Warner, the Diocesan Adviser. The PCC was reminded of the importance of addressing issues affecting fixed term contracts when finalising the terms of appointment.

#### **21/114A PLACE OF PEACE**

With reference to minute 21/97, the Vicar reported that he had met Tanya Willis, a member of the congregation with professional qualifications in garden design, and had discussed with her the best way of proceeding in the development of the churchyard on the lines discussed at previous meetings. He had suggested to her that it might be helpful to focus initially on two areas: a corner of the garden of remembrance which was of manageable size; and the open area on the south side of the church. She had agreed to waive her normal initial £50 consultation fee.

The PCC agreed that it would like Mrs Willis to assist with this next stage in the working up of plans. Before making a full commitment, it felt that it would benefit from the sight of some examples of her work and some further advice from her about the likely costs of the project depending on scope. The Vicar was authorised:

a) to ask her to clarify these issues as far as possible; and b) to allow her to initiate her preparatory work on how the concept might be realised.

**21/115 ECOCHURCH**

The PCC noted with pleasure that the submission for Ecochurch bronze status had been approved.

**21/116 CHURCH CLEANING**

Mrs Bonfield suggested that there was a need for regular professional cleaning of the church floor to be resumed. She asked for information on the previous arrangements and the cost. It might then be necessary to bring the matter back to the PCC.

**Action AB**

**21/117 MINUTES**

The minutes of the meeting held on 26 November 2021 were approved.

**21/118 ACTION LIST**

The revised action list was received.

**21/119 HEALTH AND SAFETY**

An issue relating to the external lighting should be raised with Mr Britton.

**21/120 SOCIAL AND FUNDRAISING GROUP**

The PCC received a report of the meeting of the Social and Fundraising Group held on 1 November 2021.

**21/121 BUILDINGS GROUP**

The report was awaited.

**Action: AJ**

**21/122 CHURCH AND PCC DATES**

A paper setting out proposed dates for PCC meetings in the coming year and certain dates for key events in the church year was received. It was agreed that the meeting of the PCC proposed for 22 February 2022 should be rescheduled to early March and further consideration should be given to the date of any standing committee meetings in that period.

**21/123 NEXT MEETING**

The next meeting would be held on Thursday 20 January 2022 at 7:30 pm.

The meeting closed at 9.36 pm with Grace.

Chairman