**St Swithun’s Church, Sandy**

**Minutes of Parochial Church Council Meeting**

**Tuesday, 6th February 2024 at 7.30 p.m.**

**PART A: NON-CONFIDENTIAL MINUTES**

**1. Attendance and Apologies:**

Present: Colin Osborne (Chair), Rev’d Philip Macaulay, Sandra Watson, Jennifer Watson, Elizabeth Adams, Julia Bickerdike, Elizabeth Gammell, Anthony Lock, Ruth Lock, Carole Martin, Jean Peckham, Lynsey Sheppard, Sandy Sopher, Karen Varley

Apologies: Matt Bushby; Stephen Snow

**2. Introduction and Opening Prayer:**

Colin thanked everybody for coming and asked Philip to open the meeting with a prayer, which he did.

**3. To note the resignation of Anthony Bell:**

The meeting noted that Anthony Bell had resigned from the position of Church Warden on 8thJanuary, 2024. The Bishop had accepted the resignation so there was no need for a notice period.

**4. The revised Minutes of the Meeting held on 5th December 2023 and the further revised Minutes of the Standing Committee Meeting of 11th August 2023**:

Both sets of minutes were approved.

**5. The Minutes of the Meeting held on 2nd January 2024 and the Annual Vestry Meeting held on 21st January 2024**:

Both sets of minutes were approved as correct.

**6. Matters Arising from 2nd January 2024**:

6a PCC Membership: Our current Secretary is standing down from both that position and the PCC with effect from the Annual Meeting; to date no-one has come forward to take the position. We need to give this some thought.

6b Bell Chamber: The lights for the Ringing Chamber are now available for fitting by the electrician. However this will entail drilling some 8 holes and it seems the permission of the Diocese is required. Sandra will make further enquiries. Once fitted, there will be one old but working light unrequired; it is suggested that this light be fitted in the Lady Chapel to replace the one there which no longer works. The replacement light is black and the other light already in place is white but it was agreed that this was hardly likely to be noticed.

6c Funeral Fees: It is understood that all outstanding funeral fees have been collected and the relevant portion remitted to the Diocese.

6d Drainage to Church Building: It was confirmed that our corporate membership of the National Churches Trust is up to date. Jean Peckham will look into the possibility of applying for a grant. There may need to be supporting paperwork in relation to the drainage. She will speak to Archie Russell about this. It may be that a letter could be written rather than having to have a further formal inspection report, which might prove expensive, or simply using the information provided in the Quinquennial Report may be sufficient.

6e Card Machines: Phil has been looking into this matter and has identified 3 possible systems which might work for our Church. He needs to do further work on this but hopes to come back to the next meeting with a report which will include costings. He will also look into the possibility of grant support from the Diocese.

6f Pinnacle: REDACTED At present, therefore, there is nothing to be done. Responses to the questionnaire have been coming in and await Adrienne’s attention on her return from New Zealand.

**7. Finance Report**: Confidential to Part B

**8. Safeguarding**: Confidential to Part B

**9. Vacancy Update**:

Colin advised that when the advertisement closed, there was a number of applications for the post. These were considered by the Interviewing Panel on 1st February 2024 with two applicants being invited for interview on 19thFebruary.

The arrangements for interview would be broadly as on the previous occasion, bearing in mind that the interview date falls in half-term week. Elizabeth Gammell was working on the timetable and the other aspects of the day would fall into place when this was finalised.

**10. Fundraising**:

Coffee Mornings and Craft Evenings: Lynsey and Karen reported that the coffee morning on 3rdFebruary was better attended with some 24 people being present at one time. Everyone seemed to be enjoying themselves and there was a good atmosphere in the room. It seems the event is becoming better known. Indeed, there were people there who do not come to Church but had seen the advertisement on Facebook. There had been only one Craft Night since Christmas, the other having to be cancelled because of illness. So far, the sum of about £100 has been raised from these events.

The Summer Fete: This will be held on Saturday, 13th July 2024, hopefully outside and on a beautiful sunny day.

Summer Festival: Elizabeth Gammell raised a suggestion for a Summer Festival between the Wednesdays of 10th July and 17th July, starting with a concert by the Sandy Community Choir and closing with a concert by St Swithun’s Singers. This would incorporate the Summer Fete, with perhaps an evening featuring bells, a massed school choirs concert, a morning concert from Luke and the Essential Elements Quartet. Obviously, this will involve a great many people and require some tactful approaches to others. Elizabeth will undertake some of this; Karen and Lynsey were happy to help too.

**11. Church Wardens’ Report**:

Sandra said that she had heard nothing further from our insurers about the claim made by REDACTED and believes that the three month period to claim now has passed.

Colin raised a number of items, starting with a discussion arising from the Quinquennial inspection of the Rectory and the garages the previous week. In particular water remaining on the flat roof above the porch (which does not drain since there is no down spout) and the leak in one of the garages had been raised with the architect.

We are still awaiting the bell and clock report; the engineer came on 15th January, 2024. Sandra will chase this up.

Colin advised that the Diocese has been asking for our statistics for their Mission report; that is how many people come to services, broken down into adults and children, how many are communicants and so on. They have extended the deadline to 16th March. Colin has spent some time working these figures out and hopes to have this information ready by the end of the month. It was agreed that he should deal with this.

Colin also raised the work done by Rosemary Bentley, the Deanery Lay Chair for the Church during the interregnum. She has conducted a number of funerals but has received no fee or expenses whatsoever, but nor has she raised this matter. Colin suggested that a token sum should be given to her as an expression of appreciation for all her work. This was agreed in the sum of £100.

**12. Quinquennial Report**:

This lengthy report from David Llewellyn has been circulated. Colin had sought further information from Mr. Llewellyn about the roofs. It was noted that the condition of the two smaller roofs will need to be dealt with in the next five years, and the rest of the roof in about ten years. It may be necessary to set up a small working group to consider the best course of action.

In this connection, mention was made of the floor of the Bell Chamber and whether this needed to be checked. Rather than approach Mr. Llewellyn again, with the consequent costs, it was decided to approach a competent local carpenter for advice. Karen undertook to do this.

**13. Curate’s Report**:

Phil said that he now appreciated that there needed to be a formal rota for administering the holy sacrament, and perhaps to ask for volunteers to join the rota. He did not think there would be any restrictions on anyone being trained to do the chalice, but he would check this point out.

Phil has recommended Elizabeth Gammell for a course “Lay Leaders in Worship”. This still has to be approved.

Phil also reported that there have been a number of funerals lately; in addition he has had a number of enquiries about baptisms and the issuing of banns.

As to services, the Ash Wednesday service will be held at 10.30 am; the Civic Service is fixed for 3.00 pm on 7th April; Open the Book have been asked to take the service on 2nd June, when there is no Junior Church; and Derwyn Williams is coming to take the 8.15 am and 9.30 am services on 30thJune 2024. This Church will host the Deanery Evensong service on 25th February, Archdeacon Dave will be preaching.

The Tuesday evening prayer group has now ceased, with the hope this will develop into home prayers.

Trixie Cooper had raised the question of whether there should be flowers in the Church during Lent. It was agreed that there should not be flowers during Lent, except for Mothering Sunday, and for wedding and funerals, when the flowers should be removed immediately after the occasion. This would allow for an amazing blaze of colour on Easter Day. Jean will advise Trixie.

**14. Deanery Synod Report**:

Julia reported that the Deanery will be supporting Chums again as their charity for this year. She suggested that Nick Demetriades be asked to come and speak to the congregation again. This was agreed. She will contact Nick and ask him to contact Phil to arrange a date.

The Deanery Lent services and lunches have already been listed in the February Notice Sheet.

The next Synod meetings are scheduled for 7th March, 3rdJuly and 8th October, 2024.

The Blunham book sale is to be held on 17th February, 2024.

**15. Any Other Business**:

Easter Day Services: Disappointment was expressed that there was to be only a 10.00 am combined service on Easter Day. Phil agreed to do a 8.15 am service.

**15a. Update on surface drains**: This issue was dealt with under item 6.

**16. Date of Next Meeting**:

The date of the next meeting will be Tuesday, 5th March 2024.

There being no other business, the meeting closed with The Grace.

**Signed Correct**: **Date**: