

# All Saints Parish Church, Writtle – Parochial Parish Council

## Minutes of meeting held on 15<sup>th</sup> January 2015

### Present:

Rev Jo Jones	Andrew Brewster	Pam Butt	Geoff Clark
Diana Day	Andy Middleton	Pauline Montague	Margaret Pedlar
Chris Pendrill	Tony Ripton	Nanette Wright	

*Also in attendance: Richard Oscroft*

### **Opening devotions**

**1. Apologies:** Sally Cansdale

### **2. Parish Priest's report:**

Five weeks into her new post, Jo explained she is still at the stage of listening, observing and getting to know the Parish, and needs to consider her ministry at All Saints, Highwood and perhaps Roxwell, nurturing her time with God. She thanked the Churchwardens for their warm welcome and a lovely Licencing service, and PCC members for their support and welcome. Jo asked that all PCC members support the spiritual development of the church as well as doing the business of the church.

Jo plans to use Lent to nurture the congregation and grow its spirituality and faith, and hopes to focus on what we have to offer as we are, well as addressing the gaps in our age profile.

### **3. Churchwardens' report:**

Sally and Tony noted their thanks to everyone who helped in any way with the Licencing Service and then the various Christmas services. Discussions have begun with Jo Jones, and they look forward to working with her in the coming weeks and months.

Application forms for PCC members' DBS checks have been requested and will be circulated in due course. Clarity was requested about why the Diocese advises all PCC members are checked. The Diocese Child Protection Guidance states: *In the church all PCC members are eligible for an enhanced DBS disclosure, without a check of the child or adult barred lists. . . . Otherwise the eligibility of other church roles for a DBS check relies entirely on whether the role includes any 'Regulated Activity'. Formal Diocesan advice is that a minimum of 3 people on each PCC should have up to date DBS clearance.* It was agreed that any PCC members' DBS checks should be processed after the Parish AGM in April.

### **4. Treasurer's Report:**

- DRAFT YEAR END REPORT OF GENERAL FUND – Shows a year end surplus of £6,177, and it was agreed that an additional payment towards the Parish Share will be decided at March PCC for payment in April 2015, as agreed at the last PCC meeting.
- RECARPETING AT VICARAGE - Following a previous decision to contribute towards the cost of re-carpeting the hall, Diana proposed £1,200 (the budgeted sum). This was seconded by Tony and agreed by the PCC.
- LIGHTNING CONDUCTOR CERTIFICATE – Bacons had advised Pauline that the certificate (needed for the insurance reimbursement) has been sent to the person they had dealt with. **Action: Pauline** to ask if Laurie and Sally have received it, and then forward to the insurers for the reimbursement.
- CHARITABLE GIVING – Pauline noted that All Saints’ charitable giving is limited to specific appeals at Christmas, Lent and Harvest. The PCC discussed options of church donations to charity in the context of our partial payment of our Parish Share, and agreed to revisit this again at a later point in time.
- STATISTICAL SUBMISSION TO THE DIOCESE – Pauline advised this has been made.
- CHANGES IN REPORTING – The PCC agreed to Pauline’s proposed that the 2015 accounts be prepared in line with the rules and regulations set out in the FRSSE.
- PARISH PRIEST EXPENSES GUIDELINES – The PCC agreed the proposed guidelines for payments, with a 90/10 split with Highwood, paid directly by All Saints and reclaimed from Highwood (proposed by Pauline, seconded by Nanette). It was noted that this is subject to agreement by Highwood’s PCC later in January.
- 2015 BUDGET – The PCC discussed Pauline’s draft budget, and requested £515 be allocated to Repair and Maintenance, leaving a balanced budget of £82,761 – revised draft attached. Richard suggested Colchester CVS be used as Independent Examiner if no other is available. (Last Standing Committee had noted that a member of the congregation was to be approached to undertake this task.) Jo thanked Pauline for the considerable work and effort expended in preparing the accounts and draft budget for 2015.
- CHURCH HIRE RATES – Following Writtle College’s request to use All Saints for two awards ceremonies, a one off flat fee was agreed. It was further agreed that the PCC needs to address its hire rates for the coming year.

**5. Organ Refurbishment:** To be carried forward for Sally to advise at the next meeting.

## **6. Worship:**

Following Bishop John’s comments to the All Saints congregation that the current pattern of worship between Writtle and Highwood would probably need to change, Jo confirmed that the times of the three Sunday services are unsustainable. She noted that the pattern means she is unable to prepare properly before the Eucharist, gives issues throughout the morning from 8am through all three services (for e.g. in spending time with congregation) and that

she has had comments from young families about the difficulty of a 9.30am start for the third Sunday all-age worship. It will be important that the PCC give thought to the pattern of services going forward, and in the meantime, temporarily John Howden will take some services at Highwood, and Andrew Merchant will take some non-Eucharistic services. Jo emphasised the importance of an education process for the congregation to ensure that we reshape the service pattern well, and avoid the need for a second change if Jo is to take Roxwell as well.

Geoff advised that it was refreshing to hear of the importance placed on worship and the need to consider how to resolve the issues together with Highwood PCC.

Jo explained that there are no solutions as yet, but that we may need to trial different arrangements, and suggested the formation of a Worship Committee from the new PCC once it is formed. This to be a sub-committee of that new PCC. This was agreed with a suggestion that terminology be addressed to avoid confusion - calling the new subcommittee the Worship Development Committee should ensure clarity.

## **7. Mission and Outreach:**

Our current priorities and practices will need to be reviewed and renewed, especially in the light of planned joining with Roxwell. Jo mentioned that the ministry units planned across the deaneries of Chelmsford North and South, and the further development of re-imagining ministry proposals, will bring challenges but also opportunities. We can pray and actively seek out the blessings that may come from these changes.

## **8. Role of Andrew Merchant:**

Jo explained that Andrew has offered himself as a candidate for locally deployed ministry within this Parish, and will be considered by a Bishops' Advisory Panel in March 2015. If recommended for training, he would have 12 months formational and theological training at a local college whilst in his current role, and ultimately be ordained Deacon in 2016 and Priest in 2017 for ministry in Writtle. Without hesitation, there was unanimous agreement that *the PCC of All Saints, Writtle supports Andrew Merchant in his candidature for training for ordained ministry, is committed to supporting him during training, and would warmly welcome his ministry as a Locally Deployed Minister in this parish.* It was agreed that a support group involving Jo and 2-3 others would be set up for Andrew to offer encouragement and practical help, and to educate the congregation about the curate's role.  
**Action: All PCC members** to prayerfully consider who would be part of the group.

## **9. Reports from PCC Sub-committees and other groups and teams:**

### **9a. Fabric Sub-Committee:**

- Quinquennial work - Having considered Simon Marks' specification and schedule of works, he has now been asked to obtain 3 quotes for the 2 groups of priority works outstanding from the last Quinquennial report.
- Tree work – The contractor will complete this work by the end of February.
- DIY day – Planned for 7th March, and a separate spring cleaning day, involving as many other volunteers as possible, will be organised later in the spring.

**9b. Social and Fundraising Sub-Committee:** A variety of social events, some fundraising, are planned for 2015. The Austin 7 club New Year's Day meeting raised £116.92, and the next two events are purely social – fun and games on 24<sup>th</sup> January, and Pancake evening at Geoff and Isabel's on Shrove Tuesday. Lent lunches will run through lent and a fundraising film show will take place on 28<sup>th</sup> February.

**9c. Charity Sub-Committee:** Various options had been considered for the Lent charity, and the PCC agreed the proposal that All Saints supports CHESS, the local charity for homeless people, about which John will show a film during the Lent Lunches.

**9d. Christian Centre Sub-Committee:** The committee decided to defer its last meeting to allow Bernard to finalise the year end figures, and as such has not met since the last PCC meeting. At the February meeting the committee will review the number of free sessions available to the church.

**9e. Christmas Tree Festival Sub-Committee:** The committee has yet to finalise its review of the 2014 festival, but we can confirm that (after allowing £43 for church office expenses) there was a net surplus of £4,738.44, a 5% increase on the previous year.

**9f. Friends of Writtle Church:** The AGM will take place on Wednesday 11.3.2015, and forthcoming events are the Open Gardens on Sun 21.6.2015 and Angelis Choir on 27.6.2015. Richard noted the group's ongoing need for a new chair and minute secretary.

**9g. Worship team:** Following meeting with Jo Jones, the team is now to consider how to build on the third Sunday services, and expand the team's work to attract that service's congregations to other services each month.

**9h. Healing Ministry team:** Nothing new to report - the team expects to continue to build on previous themes. Next meeting will be 22<sup>nd</sup> January.

**9i. Churchyard conservation group:** Nothing further to report since last PCC.

**9j. Deanery Synod:** The PCC noted the new proposals to mix the north and south Chelmsford Deaneries, option 1 being a Mission and Ministry Unit combining Writtle,

Highwood and Roxwell with St Andrews and Ascension, Galleywood, Widford and Moulsham St Luke and St John. Jo explained that this was all part of the Bishop's Reimagining Ministry, and it was acknowledged that there was no viable alternative. Thus the PCC agreed that its guide to Deanery Synod reps would be to agree Option 1.

#### **10. North Aisle Roof:**

The PCC received a report from Richard Oscroft into the appropriateness and feasibility of applying for monies from a new one off fund for roof repairs on historic listed places of worship. After careful consideration, as the masonry work for which quotes are currently being sought are Priorities A and B, and the roof a Priority D in the last Quinquennial report, and the deadline for submissions is 31.1.2015, it was agreed not to proceed with an application. Jo thanked Richard for his time and effort in reviewing the potential for an application to this fund. **Action: Tony** to check the roof timbers specified within Richard's paper in case there is urgent need for some attention.

#### **11. Minutes of the last meeting and matters arising:**

These were agreed as an accurate record, subject to amending the Parish Share figure to £4,225. There were no matters arising that had not been covered during the meeting.

#### **12. Any other business:**

- WEBSITE – Redesign was agreed as desirable but low on the priority list at present. However there are some factual inaccuracies which need to be checked. **Action: Diana** agreed to work through the current website to ensure these are corrected.
- PARISH PRIEST'S DAY OFF – Jo's regular day off will be Fridays.
- MEETING DATES - Jo noted that the days of some meetings and the composition of the Standing Committee will be reviewed with the new PCC.
- LENT GROUPS – Will take place on Thursday evenings in the church
- WELCOME TO JO FROM THE BELLTOWER – The bellringers will attempt a peal at 9.30am on Sat 24<sup>th</sup> January to welcome Jo to the Parish, and have invited Jo and Keith to join them at the beginning.

#### **13. Date of next meeting:**

Monday 16<sup>th</sup> March 2014 at the Vicarage, beginning at 7.45pm.