

All Saints Parish Church, Writtle – Parochial Parish Council

Minutes of meeting held on 16th March 2015

Present:	Rev'd Jo Jones	Andrew Brewster	Pam Butt
	Geoff Clarke	Diana Day	Andrew Merchant
	Andy Middleton	Pauline Montague	Chris Pendrill
	Tony Ripton	Nanette Wright	

Opening devotions

1. Apologies: Sally Cansdale and Margaret Pedlar.

2. Vicar's report:

Rev'd Jo reported that the Wedding Prep day in February was very well attended and the feedback from couples was very positive. The Lent course is going well too and is well-supported. I have planned the Holy Week and Easter services and hope that the wide provision of worship across the area of Writtle Highwood and Roxwell will enable as many people as possible to journey through that week with others in at least one of the three Anglican churches and one URC. There are still the longer term issues of worship patterns to be considered, and no firm timetable for joining with Roxwell as yet.

Jo noted that she is still in 'observing and discerning' mode in terms of mission action planning and ministry development with the PCC, so although we are already seeing *some* changes to *some* things, there is no intention of hurried or ill-prepared change (especially in the light of Sally's temporary absence).

The PCC agreed the following matters that Jo proposed:

- that worship patterns on Wednesday change slightly, with the service time slightly earlier at 10.00am, with effect after Easter, which the communicants were all in agreement with;
Action: Diana to put in The Link and on the website
- that Richard Oscroft undertake the authorised local preacher training;
- that a list of Eucharistic ministers who have been authorised by a Bishop .be available in the parish office.. **Action: Tony** to provide Jo with a list of people who have been authorised by a Bishop.

Jo intends to recommission All Saints' Eucharistic ministers during a service. She noted that there are various ministries which need wider consideration, so it will be important to raise awareness stewardship of our various gifts in the coming 18 months.

3. Churchwardens' report:

Tony had nothing to report.

4. Safeguarding Policy:

Wendy Beach had drafted a Safeguarding Policy for All Saints . After consideration it was proposed by Nanette, seconded by Tony and adopted unanimously. To deliver this policy, the PCC will

- a. Review the implementation of the policy annually
- b. Invite the Parish Safeguarding Representative (Wendy Beach) to attend the PCC each year to report on Safeguarding for the parish
- c. Ensure that all authorised to work with children and vulnerable adults are appropriately **recruited** according to safer recruitment practice, and are adequately supported.
- d. Ensure that all those authorised to work with children and vulnerable adults are **trained** appropriately for their roles
- e. Ensure that an **Activity Plan** and **Risk Assessment** is completed and reviewed (at least annually for each activity associated with either children or vulnerable adults and run in the name of the church
- f. Comply with Data Protection Principles, specifically in storing information about the ‘church workforce’, including volunteers, who have completed a confidential declaration and/or undergone DBS checks, and for Safeguarding Agreements of offences and others who may pose a risk.

Action: Nanette to ask Wendy if she willing to undertake the wider role, including reviewing the various church activities , support the relevant groups in completing activity plans and risk assessments annually, and attend the PCC in July 2015 to report update on progress of risk assessment and her contentment with the activity plans.

5. Finance:

The 2014 annual report of accounts was considered, and subject to small amendments, they were proposed by Pam, seconded by Diana, and agreed by the PCC.

The 2015 budget – a balanced budget of £82,761 – was proposed by Geoff, seconded by Andy and agreed. Pauline noted that a legacy of £3,000 had been received and allocated to Special Funds. Also that EIG Insurance had increased the cover for the roof and lead to £25,000.

Jo thanked Pauline on behalf of the whole PCC for managing the church accounts through the year.

The PCC agreed that the new Communications sub-committee will usefully consider how best to highlight deficits to the congregation.

6. Heating Options:

The PCC considered a comprehensive report from the Fabric Committee about various heating options for the church, and agreed that the following principles should be used for decision – that any solutions should:

- allow for re-ordering the church for flexibility in worship at some point in the future
- fit with the church’s stewardship of the environment, balancing efficiency with long term costs (re: wider church fabric such as keeping the rafters dry etc) and comfort.

The Fabric Committee was asked to pursue the following:

- Glazing the Nicholas Chapel and installing silent heating, to create a small space for worship, prayer and meetings;
- Replacement of the current heating pipes with low level radiators around the outside walls;
- Replacement of the four very old brown heaters in the church;
- Potential use of solar panels for heating.

Chris and Roger were thanked for all their help in providing facts and figures, and in their on-going work in keeping our heating system going.

7. Communications:

The PCC agreed the need to foster an atmosphere of openness and find different ways of communicating with the wider village and community groups as well as with the church, preferably with one person leading communications for All Saints. Jo suggested that after the AGM a working party be established to audit current arrangements and identify gaps and opportunities for two-way communication, which will include the village and church websites and the Writtle Voice Facebook page as well as Writtle News. **Action: Jo** to highlight this forthcoming work at the AGM.

8. Annual Church Meeting preparations:

It was noted that:

- Andy M has completed his 6 years as an elected member,
- Pauline wishes to be the third Deanery Synod rep but would willingly be an elected member instead or as well,
- Tony R has offered to stand for a further year if there nobody else comes forward for the role of church warden, providing continuity – this would require the time limit to be waived at the PCC, but the aim would be to ensure another is available in 12 months' time,
- There will still be four vacancies (max of 12 elected members for our size of church).

The PCC agreed the proposal of establishing one or two Deputy Churchwardens, which would help with succession planning and preparation. **Action: Nanette** to prepare nomination form for new members and deputies.

9. Reports from Committees and Other groups

9a. Fabric Committee: Several matters were highlighted and decisions made:

Quinquennial report priority external works – Upon consideration of the specification for roof repairs (required by the most recent Quinquennial Report) prepared by Simon Marks, and the three quotations received following competitive tender, Tony Ripton (Chair of Fabric Committee and Churchwarden) proposed that the PCC proceed with a Faculty application for these works. This was seconded by Nanette Wright and agreed unanimously by the PCC. The PCC considered the three quotes and agreed to proceed with Bakers of Danbury, and confirmed its request that Richard Oscroft drafts the on-line Faculty application on behalf of the churchwardens. Identifying who will lead on grant applications will be brought forward until after the late April workshop. Meanwhile, of the required £35,000, it was noted that this could largely be under-written by balances currently held by the Friends, in the Fabric Fund and Special Projects funds. **Action: Nanette** to agenda fundraising at May PCC meeting.

- DIY day was successful and spring cleaning day planned for late March. **Action: Andy** to fix hooks onto the noticeboard doors to avoid damage or injury
- The PCC reviewed findings on the condition of the churchyard gates, was clear that they should all be maintained, and asked the Fabric Committee to maintain and obtain costings for repair
- Grass cutting has commenced, although the arrangement is subject to Parish Council agreement

9b. Social and Fundraising Committee: Following an enjoyable a social event of fun and games in January, February was busy. We supported the marriage preparation day lunches, arranged an enjoyable church family evening on Shrove Tuesday, and held a Film Show which raised £514 towards church funds, for which huge thanks go to John Howden. Lent Lunches are currently under way in aid of Chess, All Saints' Lenten charity.

9c. Charity Committee: Jo outlined proposals to involve the youth organisations in supporting Water Aid for Harvest, and the PCC agreed to this choice. The Charity Committee will continue to identify a potential Advent charity.

9d. Christian Centre Committee: Accounts for 2014 discussed and approved. Hire charges and "free days" for All Saints clarified. Risk assessment done. Pam explained that All Saints is entitled to three pre-booked weekend lettings, but that the committee felt that fundraising sessions should be charged at reduced rates. **Action: Pam** to explore whether the Quiet Room can be used for church committee meetings (eg PCC) at no cost.

9e. Christmas Tree Festival Committee: The team has reflected on lessons learned from the 2014 Festival and finalising a range of changes which we hope will make the next one more successful. The next meeting is to be held on Friday 22nd May.

9f. Friends of Writtle Church: The AGM has taken place where Heritage Writtle was welcomed, but no additional volunteers came forward to assist in the committee's work.

9g. Worship team: The work of the team is progressing as usual.

9h. Healing Ministry team: It was good to welcome Rev'd Jo to our meeting on 22nd Jan, and to hear of the importance she attaches to healing being part of the Parish Mission statement. We expect to progress the practicalities of healing ministry in further meetings during the year. Minutes are available on request.

9i. Churchyard conservation group: Nothing to report at present, as conservation work will start later in the year.

9j. Deanery Synod: Fr Tom Page has been licensed as Rural Dean and Robert Hammond as Lay Chairman. The motion to proceed with establishing Mission and Ministry Units was carried. Unit 1 comprises:

Chelmsford North:

- Writtle with Highwood
- Roxwell
- St. Andrew's
- Ascension with All Saints.

Chelmsford South:

- Galleywood
- Widford
- Moulsham St John
- Moulsham St Luke

10. Minutes of last meeting (15.1.2015):

Agreed subject to a typographical correction.

11. Matters arising from the last meeting not already covered::

- Lightning conductor – Pauline received certificate so will now reclaim insurance premium
- North aisle roof condition – **Action: Tony** to check
- Split of Vicar's expenses – Highwood has agreed 10/90 split with All Saints
- Security during services – Andrew Merchant highlighted thefts at other churches during services and checks were made about access through the Tower door
- Noted date of Handbell Ringers' Jan-May 2015 bookings:
 - 31st January Oxney House afternoon Tea - fundraising event
 - 28th Feb. Willow mead care home - concert
 - 14th Mar. Dukes Orchard coffee morning - fundraising event
 - 17th Mar. Oxney House - concert
 - 18th Mar. Margaretting over 60's - concert
 - 20th Mar. Larch wood residential home - concert
 - 5th April. Church - play during communion
- Jo reminded the PCC of the importance of advising her when people are sick or in other need. **Action: All** to remember to advise Jo promptly on hearing such news.
- Change in meeting dates, mostly to first Mondays:
 - PCC: 11th May, 6th July, 7th Sept, 9th Nov
 - Standing Committee: 1st June, 3rd August, 5th Oct, 7th Dec

12. Date of next meeting: Monday 11th May, venue to be confirmed. (Apologies received from Andy Middleton, Andrew Brewster and Pauline.

The meeting closed with The Grace