

# ALL SAINTS PARISH CHURCH – PAROCHIAL CHURCH COUNCIL

## MINUTES OF MEETING HELD ON 9 November 2016

**Present:** Rev'd Jo Jones      Tony Ripton      Sally Cansdale      Allan Ellis  
Andrew Brewster      Andrew Merchant      Chris Pendrill      Margaret Bruce      Pam Butt  
Geoff Clarke      Pauline Montague      Nanette Wright

### *The meeting opened with devotions*

**1. Apologies:** Bernard Smart

### **2. Standing Orders:**

A draft was discussed and final amendments agreed, and appended to these minutes.

### **3. Home Communions:**

Jo explained that the church needs more capacity to offer home communions to as many people as want it, and the PCC unanimously approved the following people for Eucharistic Ministry:

#### **Names of those proposed to be Assistants in Church Services only:**

Derek Judd  
Michele Moody  
Nick Parton  
(Mike Rose has ceased exercising this ministry)

#### **Name of those to be Assistants in both Church Services and the Community:**

Vanessa Brett  
Pam Butt  
Sally Cansdale  
Geoff Clarke  
Richard Oscroft  
Andrew Middleton  
Tony Ripton

**Action: Jo** to ask the Bishop to authorise all of the above for this ministry, and then ensure that DBS checks are in place and appropriate training is given to all involved in extending All Saints' home communion ministry.

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

Having almost completed her first full year as Parish Priest at All Saints, Jo thanked everyone on the PCC for their support and partnership working. Summarising some of achievements and issues that have arisen in her first year, she reminded the PCC that:

- we are beginning to address issues in the Serving with Accountability paper
- we are beginning to refresh the vision for All Saints
- work is still to be done on vocations
- we still need to address our finances
- we are building on patterns of worship across the three parishes, as currently we are being supported by retired clergy
- there are signs of growth in faith and members
- priorities are nurturing spirituality and faith at All Saints.

## 5. Churchwardens' Report:

The wardens had received a great deal of positive feedback about the Remembrance Day service and all retiring to the Christian Centre together for refreshments afterwards. £108.25 will be sent to Help the Heroes from this service and the previous week's breakfast.

Sally reported that everyday matters are progressing as normal. She hosted two short but enjoyable visits from a primary school in Stepney Green, where children were visiting Writtle as part of a project comparing city life with that in the country.

Sally attended a meeting at Ascension, having an early look at developing the Mission and Ministry Unit to the west of Chelmsford (All Saints, Roxwell, Highwood, Ascension, All Saints Kings Road and St Andrew's Melbourne). It was a small meeting, but a positive start was made. Another meeting will be scheduled for the New Year.

## 6. Treasurer's report:

In addition to the monthly budget, which predicted a year end surplus of £6,145, a number of other matters were raised for decisions:

- PARISH SHARE: There was unanimous agreement to the motion (proposed by Diana and seconded by Pauline) to bring payment to 75% by the end of the year, assuming that so doing would not put the year end accounts into deficit
- HANDBELLS INSURANCE: After discussion, 11 of the 13 PCC members present voted that the church be responsible for the increased costs of fully insuring the new handbells
- PAROCHIAL FEES: After considerable discussion the PCC decided that it would be desirable in future not to charge a member of the congregation (or their estate) the PCC fee for use of the church for either their funeral, wedding or renewal of vows. The decision about to whom this will apply will rest with the Parish Priest in consultation with the church wardens. The fees for organist, choir, bells and vergers remain payable in full at the usual rates unless they themselves offer to waive or reduce them (which they are under **no** obligation to do)
- FEE LEVELS FROM JANUARY 2016: The following was unanimously agreed:
  - The joint verger fee will be £30
  - Wedding blessings and renewal of vows (other than during a regular Sunday service) will be £100
  - Choir fee will be £90
  - Organist fee will be £60
  - Bellringing for weddings – fees to remain £200 for eight bells and £240 for ten
  - Church hire fees will be reviewed in January
- GRASS CUTTING PAYMENTS: There was unanimous agreement that a £150 fee would be paid during the season, to include the graveyard (weekly) and Garden of Rest (fortnightly)
- 2015 ACCOUNTS: To be considered at the January PCC meeting
- 2016 DRAFT BUDGET: Pauline noted that:
  - giving has been adjusted down
  - music licence payment level should remain the same
  - Parish share should be £76,906, and that we will aim to pay a minimum of £54,000 (£4,500 per month) – equivalent to 77%

- FUNDRAISING FOR QUINQUENNIAL REPAIR WORKS: Nick is leading this activity, and being assisted on the faculty preparation by Richard Oscroft
- BEQUEST FROM BARONNESS PLATT: Jo noted that there is to be a meeting with Vicky Platt, after which the proposal for use of this bequest will be put to the PCC.

## 7. REPORTS FROM COMMITTEES AND TEAMS:

### 7.1 Fabric Committee: Work continues on the following:

- Faculty application for Quinquennial repair works – Nick Parton and Richard Oscroft are preparing this with a target date for submission of 3.12.2015, for DAC's 15.12.2015 meeting. Tony is organising a meeting with the builders in early December
- Glazing and independent heating of Nicholas Chapel – Isabel Clarke and Andy Middleton are preparing detailed costed proposals for the PCC's consideration in early 2016, and will lead on preparing the faculty application, fundraising, and driving the project to completion
- Creating more space in the Nave:
  - Temporary reordering involving moving the pulpit and lectern, and creating space at the back of the church was noted
  - Removal of pew front and front pew is dependent on a solution about the heating pipes, and an early view on the plumber's feasibility report was not encouraging.  
**Action: Tony** to ask the Fabric Committee to consider the report and alternatives and report back to the PCC
- Gates – maintenance work has begun on Romans Place gates, and quotes awaited for restoring Loves Walk and Church Lane gates
- Bush clearance – successful morning's work on Pump Lane boundary, and another planned for opposite side of the graveyard.

**7.2 Worship Development Committee:** The second meeting of this group, due this week, will discuss the year so far.

**7.3 Mission and Outreach Committee:** To be formed in the New Year. **Action: All PCC members** to think and pray about who might be co-opted to this important committee.

**7.4 Christian Centre Committee:** Nothing to report as September's meeting was postponed, and the next planned meeting will be on 16.11.2015.

**7.5 Social and Fundraising team:** The committee has reviewed a busy 2015 in which it organised Lent lunches, 3 purely social events and 4 fundraising events (making almost £1800), as well as assisting at May's organ concert and raising nearly £1500 for the Friends with refreshments at the Open Gardens.

Early plans for 2016 include New Year's Day rally on the Green, New Year's walk, games afternoon, pancake supper, Lent lunches, film show, event on the Queen's 90<sup>th</sup> birthday, safari supper and a charity shop fashion show.

**7.6 Charity team:** Unfortunately there was no organiser for an Advent Sleep out, and a local charity to be supported at Christmas is yet to be determined. **Action: Chris** to recommend a Christmas charity and obtain PCC agreement by email.

The team is pleased to note that nearly £600 was raised for Water Aid, our Harvest charity.

**7.7 Worship team:** Things are progressing well – a new recruit has joined the team. During the service on 15.11.2015, decorations will be made for a Christmas tree to be entered in the Christmas Tree Festival.

**7.8 Healing ministry team:** Further progress has been made with the introduction of an explanatory and encouraging leaflet re Christian Healing Ministry laminated prayer card, and the St Luke's-tide focus. We are really sad to lose Margaret, but will remain inspired by her devotion to this ministry.

**7.9 Christmas tree festival team:** Plans are in place for what we hope will be another successful festival next month. Evening reception for those entering trees starts on 7.30pm on Friday evening, and the trees will be open to the public on Saturday 10-5pm and Sunday 12-5pm. The craft fair will again take place on the Saturday. The whole event will end with a short carol service on Sunday at 5pm. This year Beresfords' boards will promote the event around the village, and Dave Monk will be joining us for the opening.

**7.10 Churchyard conservation team:** There have been offers of potential help from the Community Pay Back Scheme, whose work will be under the direction of Vanessa and Jonathan Brett.

**7.11 Friends of Writtle Church update:** There has been a review of the Open Gardens' success, and Friends are now planning a similar event for 2017.

## **8. Minutes of previous meeting and matters arising:**

Minutes of the last meeting were agreed. Matters arising not already discussed were:

- **WRITTLE HERITAGE:** A signed agreement about how they will conduct their business with due reverence whilst working in the churchyard is now in place
- **TEMPORARY RE-ORDERING:** A licence for this was received prior to the trialling of furniture moves
- **VOTIVE STAND:** A delay in viewing potential stands has arisen due to sickness leave
- **PROBATION SERVICE:** The Community Pay Back Scheme is happy to undertake periodic works, but need more lead in time than recently given. The PCC discussed further possible tasks for them, including polishing pews, cutting back overgrown hedges, and agreed that asking for their assistance should be considered more regularly
- **SERVING WITH ACCOUNTABILITY:** Amendments to the draft response were agreed. **Action: Sally** to submit our final response.

## **9. Any other Business:**

- **RETIREMENT OF ARCHDEACON REV'D DAVID LOWMAN:** Agreed the contributions be requested via the Link. **Action: Diana** to include wording
- **PRIORITIES FOR 2016-2018:** **Action: All PCC members** to pray about what these should be
- **LENTEN PRAYER EVENT:** Jo noted that All Saints will participate in this if at all possible
- **WRITTLE COMMUNITY MISSION EVENT:** **Action: All PCC members** to consider possible ideas for this

- WRITTLE PATIENTS' GROUP: It was agreed that Diana will be the church representative in this group, following the faithful service of Margaret Pedlar
- DIARY DATES:
  - 29<sup>th</sup> November 2015 – Joint Advent Service at Roxwell at 4pm
  - 7<sup>th</sup> December 2015 - Jo and Keith invited the PCCs of All Saints, Highwood and Roxwell to evening refreshments at the vicarage at 8.00pm on 7<sup>th</sup> December 2015. **Action: All PCC members** to note in the diaries.
  - 6<sup>th</sup> February 2016 – PCC away day. Venue to be confirmed but will run from around 10.00-3.00pm with people bringing packed lunches. Jo noted that she hoped as many PCC members as possible will attend this. **Action: All** to ensure date noted in their diaries
  - 24<sup>th</sup> April 2016 – Annual Church Meeting
  - 25<sup>th</sup> June 2016 – Andrew Merchant's ordination
  - 26<sup>th</sup> June 2016 - Roxwell Flower Festival is being planned as their mission event, and will mark HM Queen's 90<sup>th</sup> birthday (26<sup>th</sup> June 2016). The PCC looks forward to planning joint events in the future
  - 31<sup>st</sup> July 2016 – Picnic and Praise on the Green – to be a joint event involving the wider village

**10. Date of next meeting:**

The next PCC meeting will take place on Monday 11<sup>th</sup> January 2016 – 7.30pm refreshments for a 7.45pm start. **Action: Sally** to prepare opening devotions.