

# All Saints Parish Church, Writtle – Parochial Church Council

## Minutes of meeting held on 11<sup>th</sup> January 2016

<b>Present:</b>	Rev'd Jo Jones	Sally Cansdale	Tony Ripton	Allan Ellis
Andrew Brewster	Margaret Bruce	Pam Butt	Geoff Clarke	Diana Day
Pauline Montague	Chris Pendrill	Bernard Smart	Nanette Wright	

### *Meeting began with opening devotions*

**1. Apologies:** Andrew Merchant.

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

Allan Ellis proposed the adoption of the revised Standing Orders, Margaret Bruce seconded the motion, and the PCC voted unanimously in its favour, subject to the insertion of annual budget figures each year.

**Action: Nanette** to insert the new year's budget figures this and each future January, and display it on the Parish Office noticeboard.

### **3. Vicar's report:**

Rev'd Jo noted her pleasure in her full involvement in the Christmas Tree Festival this year – a well-organised, well-attended event involving the wider community, and with great future potential. She has completed her first year in Writtle and Highwood, and latterly as PIC of Roxwell, and thought the enjoyable December hospitality she had offered the three PCCs could be repeated after Easter. She and Rev'd Susan Ives recognise the need to bring our congregations and wider parishes together in the context of worship, outreach and social activities, and for better communication to avoid diary clashes with Roxwell in 2016.

There was general agreement that the Christmas services had been gone well, been well publicised and well supported. The 8.00am service on Christmas morning was cancelled when it became apparent that none of the usual early communicants would be attending. Sally noted that those attending the Crib Service had appreciated the way the Christmas story had been told.

The new votive stand has been installed, and the supplier recommended spraying the stand with silicone regularly in order to help with removal of any dripped wax.

Rev'd Jo noted the support she had received from many people during 2015, and in Jan/Feb she plans to reflect on the year that's gone and to plan some priorities for her ministry in 2016, as well as developing our church vision for mission & ministry with the PCC on our away day and beyond. She has a senior staff review with +John in March and will be requesting feedback from some members of the congregation in preparation for his visit.

### **4. Worship – Festivals:**

Rev'd Jo advised, and received PCC agreement to the following:

- St Paul's Patronal festival - will take place at Highwood on 24.1.2016 replacing the 10.45am service at All Saints

- Candlemas service - will take place at Roxwell on 31.1.2016, again replacing the 10.45am service at All Saints
- Toy Service – Jo is currently reviewing possible alternative dates, to enable All Saints to properly travel through the advent season
- Carol service – Jo plans to include a candlelit carol service in December 2016, and will recommend that Writtle Singers consider Saturday Christmas concerts.

Rev'd Jo noted that she will be reviewing the Sunday worship booklets, and how we might increase our use of the screen. Bernard noted his need for dates when the church will use the Christian Centre, and was advised that Palm Sunday is on 20<sup>th</sup> March 2016.

### **5. 2016 Mission Event:**

Rev'd Jo reminded the PCC of the Bishop's expectation that each parish hold an annual mission event. She offered the following options to the PCC, and noted that they would each need lay leadership as she does not have capacity to organise them herself:

- Teddy jump from the church tower during the Writtle Fayre on 9.7.2016
- Put on a play condensing the Bible into 90 minutes available from the Wild Goose Publications, which can involve many people in the village with All Saints offering hospitality (not a fundraising event)
- Have a Wash Day, which could mean the congregation offering to wash cars or clothes, clean shoes etc.

The PCC agreed that these three options should all be explored by the Mission Committee, and acknowledged that each would need volunteers to drive them forward.

### **6. Retirement of Archdeacon:**

Rev'd Jo proposed that the PCC donate £100 towards a retirement gift for Ven David Lowman, who retires on 31.1.2016, to be in addition to any individual donations. Allan seconded this proposal and there was unanimous agreement by the PCC.

### **7. Chaplaincy at Westminster Abbey:**

Westminster Abbey have invited Rev'd Jo to become a duty chaplain for one week each year, when she would be away from parish duties from Sunday evening through to Friday evening. Margaret Bruce proposed that the PCC agree to this appointment, Pam Butt seconded the motion, and the PCC was unanimous in its agreement.

The possibility of an evening pilgrimage to the Abbey during Jo's week there was received enthusiastically, and she noted another potential pilgrimage to St Albans some time. **Action: Church wardens** to explore the evening pilgrimage when Jo has confirmed the dates.

### **8. Quinquennial repair works:**

Following a meeting with the Diocesan architect Simon Marks, the PCC discussed the following points:

- Start date of 1.3.2016 is dependent upon the agreement of the CDM (Construction & Design Manager). **Action: Tony** to ensure that this legal agreement is received in advance

- Faculty application must be submitted by 1.2.2016, following DAC's agreement to proceed, in order that the notice can be displayed for 4 weeks. Nick Parton has this in hand
- Toilet facilities during the building works – the PCC agreed that the builders should supply a mobile toilet, and should not have access to the church toilet (which would mean their access during Edward Bear meetings)
- Christian Centre parking – need to notify users of reduced parking facilities. **Action: Bernard** to notify Christian Centre users. **Action: Sally** to remind the congregation during late February
- Management plan to safeguard the roof – options were discussed and the following agreed:
  - Parish Council to be asked to replace the light bulb at the church end of Church Lane
  - Security cameras – The Christian Centre car park is already covered by their CCTV. **Action: Andrew B** to ensure there is a camera on the tower door
  - Roof alarm can be switched at the end of each of the builders' working days. **Action: Sally and Laurie** to discuss the potential facilities with the roof alarm supplier and report back
  - Church insurer – when there is clarity to the roof alarm point above, **Action: Pauline** to discuss cover during the works with church insurers.
- Original tender price needs to be confirmed. **Action: Pauline** to arrange for confirmation in writing.

## 9. Churchwardens' report:

Price received for cutting the grass in the churchyard and Garden of Rest - £4,096. Around half has previously been paid by the Parish Council. Sally proposed that the PCC agree this price, Margaret seconded it, and the PCC agreed unanimously. **Action: Pauline** to seek Parish Council agreement to fund half of this cost.

## 10. Treasurer's report:

**2015 Accounts:** Pauline had previously circulated the end-December accounts showing income of £89,937, and £81,663 expenditure, leaving a surplus of £8,274.

**2016 Draft budget:** Various matters were discussed:

- Planned giving:
  - The PCC noted the importance of promoting the Envelope Scheme.
  - Gift Aid envelopes – the PCC also agreed that the Gift Aid envelopes be used more widely. **Action: Churchwardens** to ensure that Gift Aid envelopes are available in all pews (not just at the back), and that they be handed out at the door before all large services
  - Rev'd Jo suggested that the PCC look at how other churches with ancient buildings address costs and giving. **Action: Pauline and Allan** to explore with the new Finance Committee and report back to the PCC
- Parish Share – after Rev'd Jo's explanation to the PCC, it recognised the significant risk of overall giving relying heavily on a few individuals. **Action: Jo** will explain the Parish Share to the congregation as part of her vision for 2016
- 2016 Parish Share payments - full share for 2016 should be £75,623. The PCC acknowledged the importance of returning to a position where All Saints pays its full Parish Share – Jo proposed that at this point the PCC commits to pay at least £55,000 in 2016, representing 70% of the Parish Share requested. Diana seconded this and the PCC agreed unanimously

- Additional one-off Parish Share payment – Jo proposed the PCC make an additional payment of £3,000, topping up our 2015 contribution. This would represent a total of 75% of the 2015 Parish Share requested. Tony seconded this and the PCC agreed unanimously
- Scrutiny of PCC costs and monthly budget figures – Jo proposed that the PCC form a Finance committee to perform this function, thus supporting the Treasurer. Tony seconded the motion and the PCC unanimously agreed to it. **Action: Pauline and Allan** to form the committee and co-opt two other appropriate people, to an absolute maximum membership of FIVE. **Action: Nanette** to add this committee to the PCC's Standing Orders.
- Organ Restoration – After Sally's proposal and Andrew B's seconding, the PCC agreed unanimously that the £700 donated for this purpose, and the grant received, be allocated to the designated fund
- Independent examiner – Pauline noted that Steve Wright will perform this role for 2016 only, and that she will seek another for 2017
- Pauline proposed that the draft 2016 budget be accepted, subject to final adjustments discussed. Allan seconded the motion and the PCC agreed unanimously. Pauline was thanked for her work on this.

**Church hire fees:** After discussion it was agreed that the fees for hiring the church should remain unchanged for the third year, and that they should be reviewed for 2017.

## 11. Reports from Committees and Teams:

### 11.1 Fabric Committee:

- **Glazing the Nicholas Chapel and installation of independent heating:** Work is proceeding to bring preliminary drawings and indicative costs to the next PCC meeting
- **Creating more space in the nave:** Committee is pleased with extra space created at the front and back with temporary furniture removals (approved to 31.12.2016). After disappointing news that the heating pipes down the centre aisle cannot be shortened to allow for the removal of the pew front and first pew, the PCC accepted the committee's recommendation that any further deliberations about making the worship and social space more flexible should be put on hold until the Nicholas Chapel works have been completed (noting that other priorities may arise in the 2016 Quinquennial Report)
- **Churchyard gates:** Quotations are being sought for repairs to the Church Lane gate posts and gates. Loves Walk needs a new gate and posts, and the PCC asked that the option of a removable post be explored. **Action: Tony** to ask the Fabric Committee to explore potential for a removal lockable metal centre post
- **Two productive DIY mornings:** The committee is grateful for the involvement of several members of the congregation in making these successful events.

### 11.2 Worship Development Committee: November's meeting discussed

- Christmas 2015 – Writtle schools advertised Christmas Services and family worship schedules
- Christmas 2016 - an afternoon/evening candlelight community carol service in the church to be explored, so there will be no bookings of the church on either of the two Sundays before Christmas
- Baptism dates and implications of timings for Matins

- Proposals to share three major festivals – Jo explained the need to join together for services with a service in just one of the three parish churches, and to strengthen relationships between the congregations. Jo proposed that the festivals of Christ the King be held in Writtle, Candlemas in Roxwell, and Trinity at Highwood, which +John has approved, all replacing the main services at the other churches on those mornings. Geoff seconded the motion and the PCC agreed with just one abstention. **Action: Diana** to ensure that this is publicised on the website
- Family services – Jo will be less involved in the planning, but wherever possible will around for them
- Wacky worship – numbers vary but the meeting agreed to persevere for now until a clearer picture emerges of which is best format/time. Also considering introducing some of the music used (on CD) to third Sunday family services
- Next meeting to look at our music provision, especially for festivals, and agree a pattern for choir, organ, band and Voices
- Jo noted that the current pattern of worship has only been sustained through the help of Andrew, John and Mike, and that she could not do this in future without help.

**11.3 Mission and Outreach Committee:** This committee was to be formed in the New Year, but nobody on the PCC felt able to commit to joining Jo (as chair). Therefore it will initially be a team. **Action: Jo** to ask other members of the wider congregation who might be keen to join her, and report back to the next PCC.

**11.4 Christian Centre Committee:** Bookings are stable and the financial position is stable. The constitution has been discussed and the church position was clarified. Subject to advance arrangement with the Centre Manager, All Saints will have the use of:

- all rooms at the Centre 4 times per year, at no cost
- the small hall whenever not needed for another booking, at no cost
- the Centre on Sunday mornings for Wacky Worship / Sunday School / Junior Church, at no cost.

**11.5 Social and Fundraising team:** Rev'd Jo asked that the potential of showing a popular film in the church be explored. **Action: Margaret** to seek advice and report back.

**11.6 Charity team:** For Harvest we supported *Water Aid*, prior to which a successful workshop was held by the uniformed organisations and a lovely display of their work decorated the church. This Christmas, Advent giving is for the *Samaritans* – a large Christmas card for greetings and an Advent gift box has been provided.

*Mary's Meals* will be our charity for Lent – it provides life-changing meals to some of the world's poorest children every school day.

**11.7 Worship team:** The team is changing, has welcomed two new members (Steven Bright and Paul Summerton), and thanked Sue Howden for her work in the worship team as she steps down from it. The team is beginning to explore how best to establish connections with Wacky Worship and between the 1<sup>st</sup> and 3<sup>rd</sup> Sunday services, and how to make these Eucharistic services more accessible to young people who have been confirmed.

The team is looking forward to planning further training for its members in the coming year.

**11.8 Healing ministry team:** Has not met since the last PCC. We were represented at the Essex Christian Healing Trust's AGM in November, and will attend St Mary's (Great Baddow) 'Ministering Healing' event in January, which we hope will inform our ministry.

**11.9 Christmas tree festival team:** The 2015 festival was considered to be a very enjoyable community event for the whole village, with active involvement of much of the congregation in some way or another. It attracted at least 1150 paying visitors (although probably around 2,000 adults and children overall) and a profit of £6,031 for church funds. The committee particularly felt that:

- Rev'd Jo's presence throughout was very positively received
- Publicity from Radio Essex had undoubtedly borne fruit
- Aim to include other members of the congregation in various ways in future festival.

The team are willing to repeat the event on the 2<sup>nd</sup> weekend of advent in 2016 – 3-4<sup>th</sup> December.

**11.10 Churchyard conservation team:** Nothing to report at this time of year!

**11.11 Friends of Writtle Church:** Nothing further to report other than AGM in March.

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

- Social and Fundraising Committee request to purchase two new small tables at £80 – agreed by the PCC
- Representative on Writtle News Editorial Board – Jo asked that PCC members consider taking on this role. **Action: Jo** to make wider appeal if no offers are forthcoming from the PCC
- Delivery of The Month – Diana asked for a volunteer to deliver The Month to other churches when it is All Saints' responsibility. **Action: Sally** to collect. **Diana** to ask those who volunteered to help with deliveries last year
- PCC Away Day on Sat 6<sup>th</sup> February 2016 – Jo advised that this will be held in the Parish Council's room from 10am to 3pm. The following confirmed their attendance: **Sally, Allan, Margaret, Pam, Geoff, Diana, Andrew M, Pauline, Chris and Nanette**. The PCC agreed to fund sandwiches. **Action: Sally** to order and collect.

## **13. Need for prayer by PCC members:**

Rev'd Jo urged all PCC members to pray about the resources and help needed to grow the church and achieve the things we want to achieve. **Action: All PCC members**

## **14. Minutes of last meeting:**

These were agreed subject to one typographical amendment and the recognition that joint services include Cooksmill Green.

**15. Date of next meeting:** Tuesday 15<sup>th</sup> March at 7.30pm. Venue to be confirmed. **Action: Geoff** to prepare opening devotions.