

**St Peter and Sat Paul's Church – Shepton Mallet**  
**Minutes of PCC Monday 8<sup>th</sup> May 2017      2<sup>nd</sup> draft**  
**Venue: St Peter Street Rooms**

**PCC Present**

|                            |                       |                       |
|----------------------------|-----------------------|-----------------------|
| Nick Bennett (NB)          | Dave Crisfield (DC)   | Sue Crisfield (SC)    |
| Wendi Davis (WD)           | Matthew Dawkins (MJD) | Vivien Goode (VG)     |
| Jonathan Hunter Dunn (JHD) | Sylvia Ingham (SI)    | Vaughan Ives (VI)     |
| Stephen Jarrett (SJ)       | Maggie Massey (MM)    | Andrew Mortimore (AM) |
| Pat Penn (PP)              |                       |                       |

**In attendance Present**

|                    |                    |                      |
|--------------------|--------------------|----------------------|
| Richard Brook (RB) | Helen Bennett (HB) | Robert Goodhand (RG) |
|--------------------|--------------------|----------------------|

**1 Welcome**

JHD opened in prayer. 1Co11 concerning meetings in division. 1John – sin, truth, confession and forgiveness. Communion held. Welcome to new arrivals and thanks to departees.

**2 Apologies**

None

**3 PCC Secretary**

No volunteer at present. Action JHD to check if "legally" necessary. DC proposed and seconded to be Lay Chair. Passed unanimously.

**4 Minutes Previous Meeting**

Agreed accurate. No queries.

**5 Matters Arising**

See Appendix A (Churchwardens' Report)

*Condition of Basement*

Reported largely dry and cleared. Few remaining items to be skipped. Clarified rat poison if necessary can be used. **Action** Fan to be installed by wardens

*Heating System in PSR*

Operating at maximum capacity and barely effective on top floor. 10° temperature drop over that run. No immediate "solution" – operate at maximum when necessary. Keep under review. **Action** JHD to test motors in Autumn

*Andrew Rainsford – Giving Survey*

New initiative put together. JHD recommended that F&GP evaluates.

## **6 Fabric**

### *Quinquennial*

NB reported. John Beauchamp has inspected and report awaited. Impressed with overall condition of Church particularly roof. There will be some immediate actions and other long term recommendations in report when received.

### *Organ*

AM reported. NB and VI commissioned report. £2000 original reparations estimate. New issues have arisen related probably to deteriorating wiring and relays which generally is not encased and protected. Certain functions not operating. A patch will be possible but detailed work often turns up additional issues. May be out of action for Wed 10<sup>th</sup>. Possible interim keyboard through PA. This organ is quite special and grants are available to support repair. Like-for-like replacement would be £1.5 million. Discussions and advice sought from specialists.

### *Clock*

Branden has stood down as clock keeper but continues inspections. Some minor issues corrected. Service visit cancelled but engineer coming 11<sup>th</sup> May. Currently not chiming as the bells are up. **Action** JHD/HB Tower capt. Andy Mead to be asked to leave bells down

### *Audio-Visual*

Currently investigating and costing portable systems upgrade. Setting up present system is time-consuming. Ultimately seeking to move to an integrated system where sound reinforcement and service recording take place at one location. VG proposed we seek new volunteers to support Alan. Passed.

**Action** NB to cost up new system

### *Reordering*

Covered by VI at AGM. More ideas sought from other Churches. Further visits in hand. No expense to Church at this stage. Full consultation with Church members and town will take place in due course.

## 7 Treasurer's Report

Welcome to SJ. RB reported. Handover to SJ in process and will be completed by July. Interim report raised but not widely distributed. Reserves currently stand around £65k – stable with income and expenditure in balance. First quarter expenditure well below budget. Some increase in giving. While unusual, budgets will be adjusted to give SJ a “clean” start.

Document issued (Appendix B) to adjust and clarify expenditure authorisation.

Principles are

- a) Closely related people should not jointly manage the same account
- b) Individuals should not sign cheque for own expenditure.

The document's acceptance was proposed by SJ and seconded by SI. Passed with one abstention. Fees account continues unchanged for now. SJ briefed

- 1) SJ's email on treasury business is [treasurer@sheptonbenefice.org](mailto:treasurer@sheptonbenefice.org)
- 2) To be signatory on all cheques for next 6 months to gain appreciation cash flow.
- 3) Will be bookkeeper for next 6 months to establish compatible systems
- 4) Issued pamphlet Appendix C for general edification.

JHD raised issue of outstanding small charities. Letter to be issued to 3 solicitors.

Thanks to Linda Holder in this area.

## 8 Safeguarding

No issues raised. Prayers offered for thanks and protection.

### *Training*

WD issued guidance documents Appendix D

WD gave comprehensive report. New diocesan appointee – Vicky Christophers coming to grips will have many issues. WD has had trainer training. WD and Martin can then train internally.

Need to appoint a representative in each parish to cover vulnerable adults.

**Action** JHD to consider suitable individuals and approach.

All of PCC need C0 training. Can be done at home but you really need two computers and be ICT savvy. WD will run group schemes at PSR – 1 ½ hours.

**Action** WD to produce sign-up list

If PCC members did HB's training last year then excused. Diocese doesn't recognise training by any other organisation.

To summarise C1 is for people who have DBS, C2 for Martin, WD and three new appointees, C2/C3 delivered by diocese. Lay worship assistant may be excused C3. C1 + C2 is equivalent to C3. Form for reporting safeguarding concern needs slight amendment and to include body map and clarification of process to be written on form

**Action** WD to arrange

JHD thanked WD for the excellent effort put into this important area.

## **9 Health and Safety**

JHD reported one incident of a lady tripping over a walker. PCC briefed on specifics. Need to identify a storage area discussed.

**Action** JHD to complete accident report

**Action** Wardens to ensure clear aisles during services.

## **10 Benefice Administrator's Pay**

(NB & HB temporarily left the meeting) JHD proposed a 2% rise in accord with guidelines issued. Proposed SJ Seconded MM and passed unanimously. RB briefed on pension obligations; there will be a requirement to offer a pension which HB may or may not accept.

## **11 Correspondence**

None

## **12 Rectory Relocation**

Report Appendix E previously issued. JHD summarised. The current rectory doesn't meet Green Guide standards and is deficient in areas of hospitality, safeguarding, disabled access and location. Agreed to commence process of seeking alternative.

## **13 Photocopier Replacement**

Possible upgrade to colour discussed. Seeking new supplier to buy out existing contract with 16 months still to run. PCC gave broad approval to proceed subject to final cost. Suggested cards replace PINS as amore secure option. AM voted to be authorised signatory for contract.

**Action** F&GP authorised to sign best lease in due course

## 14 AOB

### *Sub Committees*

The pastoral and social committee had been dissolved – pastoral aspects now incorporated under safeguarding - but a pure social committee needs reinstating

**Action** AM to define membership of F&GP committee as discussed.

### *Data Protection*

Need to be re-registered.

### *Information*

- Revd Sam Denyer appointed new vicar of St Cuthbert's Wells
- New Archdeacon of Wells Anne Gell to be inaugurated 20May'17 3pm Wells Cathedral.
- After the Bishops' 'Community Conversation' JHD had made a suggestion about focus and content of subsequent events. Bishop Peter thanked JHD for the suggestion which had been taken on board.

### **Dates of Future Meetings (amendments in bold)**

**PCC** Mon 3<sup>rd</sup> July (PSR)      Mon 4<sup>th</sup> September(PSR)      Mon 6<sup>th</sup> November (PSR)  
**FGP** **Thu 15<sup>th</sup>June** (Lyde's)      Tue 3<sup>rd</sup> October (??)      Tue 5<sup>th</sup> December (??)

### **Footnotes of Minutes' Secretary**

The presumption is that Actions are first proposed and seconded and unless stated to the contrary are passed unanimously

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