

MINUTES

of the Parochial Church Council meeting
of St. John the Baptist Church
held in church on 15th May, 2018 at 7.30 pm

I. **Present:** Fr Stephen Hoy (Chairman), Philippa White (Curate), Jackie Howell (Reader), Philip Howell (Churchwarden), Liz Straw (Assistant Treasurer), Sue Young (Secretary), Danny Holt, Sue Fleshbourne, Tim Wright, Joy Jillings, Clive Kettley (Independent Examiner).

Apologies: Phil Betts (Churchwarden), Tabitha Holt.

Opening Prayers and Welcome: Fr Stephen led the opening prayers. He welcomed Philip Howell and Joy Jillings to their first PCC meeting. He also thanked Clive Kettley for attending.

2. **Minutes of the meeting held on 16th January, 2018:**

Corrections: 6) Deanery Synod should read "Tim and David Rudeforth".

14} July should read 10th and not 17th.

3. **Report by independent examiner and money matters:**

Clive has been a Chartered Accountant for over 50 years. Clive's remit is not to carry out an audit, but he needs to report anything which does not seem understandable. He checks for 'misposting'

Clive has presented the accounts in a different way: receipts and payments, statement of assets and liabilities. Gift aid comes under 'other income'. Current value of money held by the Diocese is £48,635 which the PCC can decide if they need to use any of this money.

Fr Stephen thanked Clive for stepping in at such notice as our Independent Examiner. He is willing to carry on for the next year.

A bequest of £5,500 has been received on the death of Joyce Phillips. St. John's has been informed that there will be some money from the estate of Wendy Free. After discussion it was decided to put £3,000 back into the Reserve Account, and £2,500 could be used to replace the Hall door which has been needed doing for some time. This was proposed by Sue Fleshbourne, seconded by Liz, and agreed unanimously. The full bequest has been placed in the deposit account.

The PCC agreed to increase the amount we pay each month to ensure that we are kept on track to meet the full amount by the end of the year.

Discussion took place whether the Treasurer's Group should be reinstated. This group consists of Treasurer, Assistant Treasurer, Danny and Tabitha hold. It was agreed to revive this group.

4. **Interregnum planning:**

The Transition Group has been working hard and have done excellent work. A detailed document has been prepared covering all aspects of the church's life, name who to approach on any matter, photographic guide, what we have done at St. John's. They have started to think about how to put a parish profile together for the advertisement for a new priest. Jackie has been spending time on organising replacement priests for when Fr Stephen retires. Brian Barnes will be covering several services; Bishop Nicholas will be covering our Patronal Festival and Easter. Rachel will keep the diary. The hymn list has been prepared up to the end of 2019. It has been noted that we will need someone who can lead organising Women's Day of Prayer, Christian Aid, Ermine Community Action Group, Ermine Music and the Electoral Roll. Discussion also took place on how to continue with JJ's activities when Philippa leaves – possible meeting in July, Christmas, Spring and Summer. Fr Stephen thanked Philippa for all her hard work to get this off the ground.

5. **Safeguarding:**

There were no new developments to report, although Liz has now gathered all the safeguarding documentation together in one file.

6. Data Protection Act:

On 26th May the new Data Protection Act becomes law. Danny Holt has volunteered to be our data protection officer and had produced some helpful charts to identify where we should be retained information under the "legitimate interest" heading and where we should not. Rachel to enquire from those who receive the weekly newsletter by e-mail if they wish to continue.

Danny presented a privacy policy to the PCC which was proposed by Philip Howell, seconded by Tim, and agreed unanimously. The privacy notice will be published in the Bulletin and displayed on the notice board. Thanks for Danny's work was expressed by Fr Stephen.

6. Building issues:

Phil Betts has been looking into heating. The electrician has been looking for suitable heaters.

8. Matters arising from the minutes of the previous meeting:

- a) Danny is looking into a suitable printer for the Welcome leaflet.
- b) The red booklets service have been printed.
- c) PCC meeting on the 17th July has been changed to 10th owing to Fr Stephen having another appointment.

9. Any other business:

10k run is now on 1st July as it was cancelled originally owing to the weather.

10. Dates of meetings in 2018

10th July, 9th October, 4th December.

The meeting ended at 9.00 pm.

MINUTES
of the meeting of the
of Parochial Church Council
of St. John the Baptist
held in church at 11.00 am on
Sunday, 10th June, 2018

Present: Phil Betts (Churchwarden), Philip Howell (Churchwarden), Sue Young (Secretary), Tim Wright, Joy Jillings

Church Hall: The churchwardens have been looking into the cost of replacing the doors and their surrounds in the Church Hall. The best price is £650. However, at the moment it is not known whether when the joiner starts work he will find that the bricks need attention so we may need a bricklayer. As £2,500 was estimated originally St. John's should have enough money to cover this.

After discussion it was agreed unanimously that the churchwardens should approach the joiner offering an estimate for £650, checking with him if we could visit one of his previous customers so that we can check on the quality of work.

Meeting ended at 11.15 am.