

## ST MARY MAGDALEN, KNIGHTON PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 8<sup>th</sup> September 2016 in the Narthex.

Present: Patrick Holligan (Chairperson), Simon Britton, Mary Britton, Susan Holligan, Lorna Kirk, Rosalind Matthew, Lorna Pollard, Bob Rutland, David Stanyer, Doreen White, Nigel Siesage.

Apologies: Revd Neil Bullen, Revd Canon Dr Stephen Foster, Angela Hunt, Gary Hunt, Brian Small.

**910 Welcome:** Patrick Holligan opened the meeting with a prayer.

**911 Minutes of previous meetings:**

The minutes of the meeting held on 13<sup>th</sup> July 2016 were approved as a correct record and signed by the Chairman with the addition of Nigel Siesage to the list of those attending the meeting.

**912 Action Points not listed elsewhere:**

Minute	Action	Progress	
846	Pension auto-enrolment effective 1 <sup>st</sup> August 2016	Successfully completed. The PCC expressed its thanks to the Treasurer for his work on this issue.	
849 & 888	Meeting with Church Architect	Done. Architect instructed to prepare proposals for Narthex floor, repointing of west end and steeple repairs.	
870	Additional SEMP representative required	The PCC decided that no further action should be taken at the present time to find an additional representative. It was hoped that the new vicar would take an active role in SEMP.	
871(2)	Complete chancel step; ensure non-slip.	Completed. The PCC expressed its thanks to Ros and Lloyd for their work on this.	
898	Email form Mr Darren Bennett regarding the churchyard.	Agreed response sent.	
901	Church dates.	Revisions incorporated and distributed to PCC, Magazine Editor and Parish Administrator. In future also to be exchanged with St Guthlac's.	Sec
		Any additional items should be notified to the Secretary.	All
902	Mothers' Union bookings for Parish Centre.	A meeting had been held with the interested parties and an accommodation reached. To be reviewed in due course.	
908(2)	Invite Social and Fundraising Group to consider opportunities for the Sitar players to return to the parish.	Chairperson notified and will issue invite if an appropriate opportunity arises.	

**913 Vacancy Update:**

The plan for the day of interviews was noted. It was important that the allocated drivers ensured that the programme was maintained. The church should be locked during the lunch period.

Any revisions necessary to the programme would be notified to participants by Patrick Holligan.

The vicarage was vacated at the end of August. Keys were currently held by the Diocesan Property Department and it was anticipated that they would be returned to the

parish at a meeting to be held on 9<sup>th</sup> September in order that they would be available on the day of the interviews. The parish was only responsible for the study and porch and the meeting was intended to establish how any other work required should be managed between the new incumbent, the Diocese and the parish.

**914 Open Church Proposals:**

The PCC received a paper from Susan Holligan and Mary Britton outlining proposals to open the church to visitors on one Sunday each month for a trial period of three months. It was agreed that Susan and Mary would seek volunteers to welcome visitors on the open days and appropriate information should be placed in the magazine and newsletter.

**SH, MB**

**915 Children and Vulnerable Adults protection:**

Due to the retirement of Bernard Stone as Independent Person for Children it was agreed that the support for children and adults should be reorganised. Dr John Astles had agreed to take on the role of Child and Adult Advocate, Cora Paul would act as co-ordinator for children and adults, deal with DBS checks for the parish and monitor policy requirements.

The PCC wished its thanks to be expressed to Bernard Stone for his contribution over a number of years.

**Sec.**

**916 Maintenance of Hilda Dible grave at Gilroes Cemetery:**

Brian Small had provided details from the will of Hilda Dible. In addition to the principle bequest to the parish, a sum of £300 had been identified for the maintenance of her grave; however this figure did not appear as a separate amount in the parish accounts. The Treasurer would investigate further and bring forward proposals to include an update of the current policy on graveyard bequests in the light of the closure of the churchyard and Leicester City Council responsibility for maintenance.

**Treas.**

**917 Review of committee terms of reference:**

The PCC received draft terms of reference and delegation schedule for committees. The objective was to clarify responsibility for decision making, reduce duplication of business, reduce the number of meetings and focus PCC discussion on policy matters.

The operation of the PCC was largely governed by the Church Representation Rules and which also required a Standing Committee to be maintained. Sub-committees and other groups were at the discretion of the PCC. The terms of reference (ToR) for the Standing Committee were intended to compliment those of the PCC and would be supported by a standard set of ToR, a short statement of the role of the sub-committee or group and appropriate listing in the schedule of delegation.

The PCC agreed to this approach and were invited to supply any detailed comments direct to the Secretary before the meeting of the Standing Committee which would examine the proposals in detail on 13<sup>th</sup> October.

**All**

**918 PCC and Standing Committee meetings:**

Further consideration of the number of PCC and Standing Committee meetings would be deferred until after determination of the new committee management arrangements.

**Sec.**

**919 Churchyard Maintenance:**

It was understood that the formal order closing the churchyard awaited signature by a member of the Privy Council.

**920 Knighton Wild:**

The PCC welcomed the comprehensive and thorough approach taken by the City Council in conjunction with Knighton Wild. Notices would be posted to inform visitors of the arrangements. Grass cutting of the wild life area would take place shortly and it was understood that the cuttings would be removed by Knighton Wild.

**921 Finance:**

The six month management accounts were received. The Treasurer identified a number

of matters to note:

- The cost of insurances had risen by 3.5% due to an increase in IPT. The five-year insurance contract was due for renewal in 2017 and it would be possible to obtain proposals from an alternative insurer.
- Approximately 33% of church income was from fees and it was anticipated that this would fall over the coming year due to fewer wedding bookings.
- Expenditure was unlikely to fall significantly.
- The budgeted net position before exceptional items for 2016 might be achievable but only due to increased income from lettings of the Parish Centre.

There was an opportunity to bid for funding from Knighton Ward for community projects and the Buildings group would consider whether the Parish Centre toilets would be a suitable community project in advance of the steeple repairs.

PJH

**922 Deanery Synod report:**

The written report from Bob Rutland received after the last meeting of the PCC would be redistributed with these minutes.

Sec.

**923 SEMP:**

No reply had been received to the email from the Secretary. Nothing further to report.

**924 Health & Safety:**

The PCC had approved the cleaning of the tower in the sum of £1,341.28 (plus VAT) by email (For: 14, No reply: 1). The work was undertaken on 22<sup>nd</sup> August and a certificate of cleaning and treatment would be issued shortly.

Sec.

**925 Sub-Group minutes:** The PCC received the minutes of the following sub-groups:

1. Standing Committee 7<sup>th</sup> July 2016
2. Giving Group 28<sup>th</sup> July 2016 – preparations for the annual renewal were in hand.
3. Buildings Group 25<sup>th</sup> April 2016

**926 Churchyard Benches:**

Two parishioners had expressed a wish to donate replacement memorial benches for the churchyard. A faculty was required together with a formal resolution from the PCC. It was proposed by Patrick Holligan and seconded by Ros Matthew that: **The PCC wishes to accede to the request from parishioners to donate two replacement memorial benches for the churchyard and that the necessary faculty should be sought.** (Unanimously agreed, 11 members present and voting).

**927 Christmas leaflets:**

A meeting was to take place shortly between Revd Prof Richard Bonney, Fiona Wingate and Patrick Holligan to discuss the Christmas leaflets. Funding, numbers and format needed to be reviewed.

PJH

**928 Items for future discussion:**

1. Opportunities to attract students to the church
2. Coordination of event dates with St Guthlac's

**929 Date and Time of Next Meeting:**

Thursday 25<sup>th</sup> October at 7:30pm in the Narthex

Agenda items and written reports for the meeting must be presented to the Secretary by Sunday 15<sup>th</sup> October.

The meeting closed with the Grace.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_