

ST MARY MAGDALEN, KNIGHTON PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 17th January 2017 in the Narthex.

Present: Patrick Holligan (Chairperson), Simon Britton, Mary Britton, Revd Neil Bullen, Revd Canon Dr Stephen Foster, Susan Holligan, Lorna Kirk, Rosalind Matthew, Lorna Pollard, Bob Rutland, Nigel Siesage, Brian Small, David Stanyer, Doreen White.

Apologies: none received.

Welcome: Revd Neil opened the meeting with a prayer.

970 Minutes of previous meetings:

The minutes of the meeting held on 1st December 2016 were approved as a correct record and signed by the Chairperson.

Action points not listed elsewhere:

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| 971 | 888 | Repairs to Narthex floor. | The church Architect had prepared a specification and been instructed to seek tenders from three firms including Brown & Shaw who had carried out the Narthex construction. | |
| 972 | 921 | Investigate Knighton Ward community grants. | Consideration of community grants would be referred to the Buildings Group for consideration. | PH |
| 973 | 927 | Christmas leaflets. | Leaflets had been delivered in advance of the Advent Evening Service and attendance had increased significantly. Despite the difficulties of distribution it was agreed that leaflets should be prepared and distributed for Easter services as economically as possible. Students from the University Chaplaincy might be willing to assist with delivery of leaflets in return for refreshments. Quotations from alternative printers were being obtained for comparison purposes. The wardens would coordinate further action with Adrian Jones and Stephen Foster. | PH/RM |
| 974 | 935 | Silence in church. | All recommendations had been implemented however it was important that the Narthex doors were kept closed once the silence period had commenced. | PH/RM |
| 975 | 945 | Faculty for repointing of west end of church. | The Archdeacon's approval had been received. A quotation was to be considered by Buildings Group. | SB |
| 976 | 959 | Church hire policy. | The PCC received the revised policy. | |

977 Vacancy update:

This was the last meeting of the vacancy and future meetings would be chaired by the Vicar. The collation was to take place on 9th February with a rehearsal for at 6.30 pm on 8th February. It was anticipated that 150-200 guests would be attending the service. It was essential that members of the St Mary's and St Guthlac's congregations were encouraged to indicate their attendance and whether they would be taking refreshments afterwards in order to make the necessary seating and catering arrangements. Lists would be displayed in both churches.

PH/RM

978 Attracting students to St Mary's:

Members considered the very helpful paper prepared by Stephen Foster which identified a number of measures which the church might consider to expand our very small interaction with students in the area including: scholarships in return for choir or serving team membership, accommodation at attractive rates, welcome/support meals and assistance such as leaflet distribution in return for refreshments. Members were keen to

explore the ideas further but any major new initiative should be discussed with the new vicar on his arrival. However, Easter leaflet distribution would be explored further immediately.

PH/RM/
SF

979 Open church review:

The opening of the church on the first Sunday of three months in the autumn had been a useful experiment but there had been few visitors, other than for Harvest Festival, and it might be a more productive exercise during spring and summer. The arrangements should be reviewed with the new vicar. Neil has encountered a regular trickle of visitors whilst working in the Narthex. The PCC agreed to examine whether there might be further opportunities to open the church on a casual basis when two or more people were present for other purposes.

Sec

980 Review of Christmas services:

The attendance at services during Advent and Christmas showed largely static or slightly declining numbers with the exception of the following: Advent Evening Service (57% increase), Overdale Junior School (90%), Overdale Infants School (46%). Due to the large number of people attending the Overdale Junior School service (720) it would be split for 2017. The decline in the attendance at the Leicester high School Christingle service was thought to reflect the growth in Muslim pupils who did not attend at the request of their parents.

The joint benefice Eucharist at 10.00 am on 1st January was incorrectly advertised as a non-Eucharistic service in some material.

The organist for Christmas Day and 1st January had withdrawn at the last minute and although an acceptable replacement had been found for Christmas Day, Mary Britton and the Administrator had been unable to find anyone for 1st January. The last minute use of CDs for music in place of unaccompanied singing of the planned well-known carols which had been proposed needed more preparation.

In future, there should be formal provision for welcomers at each service and consideration of the appropriateness of refreshments.

PH/RM

The PCC expressed their thanks to all those involved in the extra work for Christmas including flower arrangers, the new Christingle team, the Crib Service team and the choir who had invited a number of visitors to contribute and prepared new music and practiced over six weeks for three major choir-led services in the Benefice.

981 Garden of Remembrance:

The arrangements for internment of ashes in the churchyard were reported and it was noted that rules intended to keep the area tidy and easily maintainable had gradually lapsed. The rules were being reviewed and would be re-promulgated at the earliest opportunity. Action to modify or remove non-compliant memorials would be discussed with the new vicar, particularly in consideration of any health and safety concerns.

PH

982 Churchyard bequests:

A report from the Treasurer, Bob Rutland, Patrick Holligan and Brian Small summarised the background and proposals for the management of numerous bequests towards the maintenance of graves including that of Hilda Dible at Gilroes Cemetery. The PCC confirmed that it wished the individual sums to be managed in a collective arrangement and the Charities Commission to be informed accordingly. It was resolved:

- 1) To apply to the Charities Commission to use the fund (capital & income) for any work or expense required in or involving the Churchyard **not covered by LCC** such as:
 - individual graves maintenance - cutting grass & weeding or removing debris
 - repairing/ replacing benches & notice boards
 - providing/improving any facilities for visitors to the churchyard
 and to approve the document per Brian Small to be submitted to Charities Commission. **Proposed by** Nigel Siesage, **seconded by** David Stanyer, carried *nem. con.*
- 2) To discharge the PCC liability re the JK Eaton fully documented 1988 bequest by

appointing a contractor to carryout regular grave maintenance until £1,500 (original bequest value) is discharged. This to be paid from the Churchyard Fund. **Proposed by** Nigel Siesage, **seconded by** David Stanyer, carried *nem. con.*

- 3) To appoint a contractor to carryout maintenance of the Hilda Dible grave at Gilroes until £300 (original bequest value) is discharged to be paid from general funds. **Proposed by** David Stanyer, **seconded by** Lorna Kirk, carried *nem. con.*

983 Parish Centre management policy:

A draft lettings policy for the Parish Centre was given initial consideration. The Buildings group would consider it in detail at its forthcoming meeting and the final policy would return to the PCC for formal approval at a future meeting. Concern was expressed that the Centre was often not available for casual parish related lettings but it was pointed out that the net contribution to the parish running costs from lettings was in excess of £12,000 (20%) which, if lost, would result in an unacceptable financial burden. It was unrealistic to make regular lettings subject to an access clause since alternative arrangements would be extremely difficult at short notice and it could result in the loss of the long-term commitment and income. It was not clear what the terms of the letting contract for the nursery were and this should be explored as a matter of urgency. It was agreed that the new policy should include a provision for referral to the vicar in the case of any booking perceived to be for acts of worship by non-Christian groups.

DS

DS

984 Review of Terms of Reference and Scheme of Delegation:

The final version of the formal terms of reference and scheme of delegation documents were received. Minor changes had been incorporated to reflect points of clarification made by sub-committee/groups. It was noted that there was a discrepancy between the documents in the definition of the 'Worship' Group which would be clarified and corrected once the new vicar had expressed his wishes on committee and group arrangements. The documents were: **proposed by** Revd Neil Bullen, **seconded by** Brian Small (Terms of Reference), and **proposed by** Lorna Kirk, **seconded by** Lorna Pollard (Scheme of Delegation) and signed by the Chairperson. Relevant sections would now be distributed to the chairpersons of each sub-committee/group.

Sec

985 Knighton Youth Group quarterly report:

A report was received from the youth group. It was noted that approximately eight young people attend the six sessions between September and Christmas. It was also noted that St Mary's PCC would be asked for further financial support in April once the group restarts after the current Knighton Players production. (The last financial contribution was £50 approved by the Standing committee at its meeting on 14th April 2016.)

986 Deanery Synod:

A letter had been received from the Assistant Diocesan Secretary reminding parishes that deanery synod representatives were to be elected for a new three year term at the APCM which needed to be held before 30th April. St Mary's would be able to elect three representatives. The current members of the Deanery Synod are David Stanyer, Bob Rutland and Gary Hunt and are all eligible for re-election.

987 Safeguarding:

The coordinator had responded to questions raised by the PCC. Her own DBS certification was out of date and, therefore, she was unable to process any others required. She felt that there was difficulty in drawing a realistic differential between groups requiring church sponsored DBS checks and those that did not or were responsible for their own checks. Some first aiders also required renewal and all would now require DBS checks.

The PCC emphasised that urgent action was required to bring DBS and first aid certification up to date.

PH

988 Health and Safety:

The roof of the South Aisle had been repaired and gutters cleared.

989 Assistant churchwardens:

The chairperson reminded the meeting that new wardens would be required for 2018 and that assistant wardens were a useful way of training new recruits. Unfortunately, on **All** this occasion, both wardens would be retiring at the same time.

990 Charges for wedding blessings & renewal of vows:

It was noted that no standard fees were set out for blessings and renewal of wedding vows outside of normal services. The PCC decided that couples should be invited to make a donation and would be charged for the usual optional extras such as vergers, heating, organist, choir and bells.

991 Annual Statistical Survey: It was noted that the Annual Statistical Survey had been submitted.

992 Standing Committee minutes: The members of the Standing Committee present approved the minutes of the Standing Committee held on 17th November 2016.

993 Date and Time of Next Meeting:

Thursday 9th March 2017 at 7:30pm in the Narthex

Agenda items and written reports for the meeting must be presented to the Secretary by Sunday 26th February.

The meeting closed with the Grace.

Signed: _____ Date: _____