

## ST MARY MAGDALEN, KNIGHTON PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 25<sup>th</sup> October 2016 in the Narthex.

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

Apologies: Gary Hunt, Rosalind Matthew, Brian Small.

- 930 Welcome:** Revd Neil opened the meeting with a prayer.
- 931 Membership:** The meeting noted with regret the resignation from the PCC, SEMP and Diocesan Synod, for personal reasons, of Angela Hunt. Patrick Holligan had written to Angela to thank her for her contribution.
- 932 Minutes of previous meetings:**  
The minutes of the meeting held on 8<sup>th</sup> September 2016 were approved as a correct record and signed by the Chairman.
- 933 Action Points not listed elsewhere:**
- |                 |   |  |                                 |
|-----------------|---|--|---------------------------------|
| 888             | Repairs to Narthex floor.                             | The church Architect had been instructed to prepare detailed proposals and include Brown & Shaw on the list of firms to be invited to tender. Details were awaited.  |                                 |
| 901<br>&<br>928 | Church dates.   | A revised list of dates, including St Guthlac's, events was distributed. Further opportunities, in addition to music-led events, for co-ordination and co-operation would be considered with the new vicar. It was noted that the Christmas Bazaar was incorrectly recorded and would continue until 3.00 pm. The latest list would be sent to the Parish Administrator for information.     |                                 |
| 914             | Open Church.  | Open afternoons would be held on the first Sunday of November and December. The November opening would be delayed until 2.30 pm due to a baptism. Lorna Kirk and Lorna Pollard offered to assist.  | <b>Sec</b><br><br><b>SH, MB</b> |
| 915             | Letter of appreciation to Bernard Stone.              | A letter had been sent.  |                                 |
| 916             | Maintenance of Hilda Dible grave at Gilroes Cemetery. | Investigations were in progress with LCC Bereavement Services maintenance team. A review of bequests was currently in progress with Treasurer, Bob Rutland and Brian Small.  | <b>PJH</b><br><b>DS, BR, BS</b> |
| 921             | Investigate Knighton Ward community grants.           | Investigations in progress for grants towards work in the Parish Centre.   | <b>PJH</b>                      |
| 922             | Redistribute Deanery Synod report.                    | Done.  |                                 |
| 924             | Certificate of cleaning of tower.                     | Certificate awaited.   |                                 |
| 927             | Christmas leaflets.                                   | The Standing Committee had approved the design and content of the leaflet and reviewed the list of distributors and the number printed. The total number required for St Mary's had been reduced by some 300 leaflets. Due to a shortfall of around 900 leaflets the Scouts and Guides had agreed to assist with distribution to specific roads. All existing distributors had been asked to |                                 |

reconsider their allocated roads and new distributors sought. The Standing Committee would review the use of leaflets in February with the new vicar.

**934 Vacancy Update:**

The Bishop of Leicester had announced that Revd Adrian Jones has been appointed to the post of vicar of the benefice of Knighton. Adrian's collation service would be held at 7.30 pm at St Mary's on 9<sup>th</sup> February 2017 conducted by Bishop Martyn. The details of the service were being considered by the wardens, Revd Neil and the Area Dean. It was acknowledged that this was a benefice event and that invitations should be issued as widely as possible.

**935 Silence in church:**

There was considerable support for devising ways of enhancing the opportunity for quiet preparation before services and to eliminate casual conversation during services. Complaints had been received from some people wishing to remember lost ones and others preparing for the service. It was agreed that, with immediate effect, the presiding priest should invite the congregation to participate in quiet prayer and the organ should cease during the five minutes before the commencement of each service. Notices were required in the newsletter (both regularly and initially to draw attention to the matter) and at the entrance to church. There might also be an opportunity to remind the congregation of the benefit of silence as part of a future sermon.

Wardens

NB, SF

**936 Review of committee terms of reference:**

The Standing Committee had reviewed the draft Terms of Reference in detail and made a number of changes which had been incorporated in the current draft. The PCC was reminded that there were currently no Committee Terms of Reference and this was an attempt to provide a flexible framework which reflected statutory requirements and modern communications and to reduce duplication. More work was required on the Scheme of Delegation which was intended to reflect the PCC expectations for each committee and would be brought to a future meeting together with a suggested implementation date. Since this was an administrative matter which was intended to streamline processes it was agreed that it was not necessary to consult the new vicar at this stage. The draft terms and the approach to delegation were approved unanimously by the PCC.

Sec

**937 Children and Vulnerable Adults protection:**

The annual report from the coordinator for Children and Vulnerable Adults was noted and the policies adopted. The Chairman was authorised to sign the formal notice for display in church and the Parish Centre. Although some concern that the content of the policies differed from detailed policies and procedures used by other organisations it was noted that both the adult and child policies followed the recommended model produced by the Diocese of Leicester and the Church of England and to depart from these was not appropriate at the present time.

PJH

It was agreed to enquire of the coordinator whether she was satisfied that she was identifying all areas of church activity and individuals who required DBS checks.

Sec

It was also noted that a review of first aid provision across all church activities was due since several years had elapsed since the last training had been carried out.

Wardens

**938 Proposed change in name of benefice:**

The PCC noted the draft order to amend the name of the benefice prior to the collation of Revd Adrian Jones following an error made by the Church Commissioners at the time of Revd Bonney's licensing as priest-in-charge at St Guthlac's.

**939 Churchyard Maintenance:**

It was noted that a letter dated the 12<sup>th</sup> of October 2016 had been received from the

Privy Council, notifying the PCC that the Final Order in Council would be signed shortly.

- 940 SEMP:**  
A proposal was received from SEMP that a music event should be held in February as a celebration of worship through music. However, St Mary's is unable to participate on the dates proposed for the planning meeting and the event itself. Mary Britton was authorised to continue to represent the parish on the Mission Through Music working party and make appropriate arrangements. **MB**
- 941 Standing Committee minutes:** The PCC received the minutes of the Standing Committee held on 1<sup>st</sup> September 2016.
- 942 Opportunities to attract students into church:**  
Although it had been considered that the issue of attracting children and students into church might be considered with the new vicar it was pointed out that the two groups differed widely in their expectations and requirements. It was agreed that Revd Canon Stephen would prepare a paper for discussion at the PCC meeting on 17<sup>th</sup> January 2017. **SF**
- 943 Letter from Brian Small:**  
The PCC noted the contents of a letter received from Brian Small who was unable to attend meeting at present. It was noted that the views expressed were personal and covered a range of topics for which the PCC is responsible. Although it was not appropriate to debate the letter in isolation it would be held on file and reported as each topic appeared in the business of the council. **Sec**
- 944 Parking in Church Lane:**  
A complaint had received via the church website regarding parking in Church Lane which was dangerous and obstructed the cycle lane. The view was that, due to timing of services, it was unlikely to be members of St Mary's congregation that were causing the problem. Patrick Holligan agreed to respond appropriately. **PH**
- 945 Repointing of West End of Church:**  
It was noted that the work to repoint the west end of the church had not been undertaken and the faculty was now time expired. It was proposed by Simon Britton and seconded by Patrick Holligan that: **The PCC wishes to apply for a faculty to replace the time expired faculty dated 3 November 2011 (case ref L045/2010) for the repointing of the west end of the church.** (Unanimously agreed, 10 members remaining present and entitled to vote). **Sec**
- 946 Date and Time of Next Meeting:**  
Thursday 1<sup>st</sup> December at 7:30pm in the Narthex  
Agenda items and written reports for the meeting must be presented to the Secretary by Sunday 19<sup>th</sup> November.

The meeting closed with the Grace.

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