



**Minutes of Parochial Church Council Meeting - Monday March 11<sup>th</sup> 2019  
at Rothley Church of England Primary School Academy – 19.15 for 19:30 p.m.**

**Present:**

Revd. Rob Gladstone (chair), Clive Jackson, Jonty Pilbeam, Angela Neill, David Wilson, David Salt, Linda Poole, Alison Godfrey, Margaret Offley, Ros Taylor, Cath Jagger, Susan Pinkus (secretary), Mike Ferguson, Wendy Ferguson

**1. Opening Prayers/Reading**

Rob read from Corinthians 1 – v 10 with the message of unity of purpose and encouragement.

**2. Declarations of Interest:** None

**Apologies:** Kate Cooper, Sue Wilson

**Approval of minutes from January 28<sup>th</sup> 2019:** Agreed as an accurate record.

**Matters arising:** None

**3. Finance** *(David reporting on behalf of Sue. Report circulated prior to meeting)*

**2018 Annual Report and Accounts.** *(This is a legal requirement)*

The accounts have been agreed by the Independent Examiner (David Hastings). The PCC agreed The Annual Report and authorise Rob to sign the Report and Accounts on its behalf.

Proposer: Mike

Seconder: Clive

Sue Wilson would like to record her thanks to Paul Parkinson for laying out this final version and providing the photographs and graphs.

The completed document has to now go back to the Independent Examiner, then to Paul and Sue W for incorporation of his signature and then to Liz for transmission to the congregation by the March 31<sup>st</sup> deadline for the AGM on April 7<sup>th</sup>.

**Annual Review of finance policies**

FOUR policies were presented and agreed:

- Bank Business Card Policy
- Legacy Policy
- Reserves and Investment policy – investment section added this year
- Stewardship Account Security and Safeguarding Arrangements – necessary for online transfers from this account as it is a commercial business account (with Nat West)

**Investments**

The first 12 Month Fixed Rate Saver Account, which holds £10,000, is due to mature on 10<sup>th</sup> April. The Finance Committee propose that we reinvest this money in a further fixed rate saver. Agreed.

**Finance Report**

Sue wanted to draw our attention to three items:

- Photocopier (Page 2). Our current 5-year lease ends in May. David S has done some number crunching on the amount of printing we did last year. Our aim is to scale back printing now and rely more on using electronic communication where possible.
- Internal Audit using the Charity Commission Internal Financial Controls Checklist (page 3). Is the PCC happy for Rafe Cherry to carry out the role of Internal Auditor? Agreed.
- Christmas Bookstall (page 3) Unfortunately a number of problems arose with this last year.
  1. The income received from sales did not match up to what appeared to be due.
  2. Two books were slightly damaged in transit back to The Good Book Company, despite the care taken our end, so we had to pay for those. We have now asked for these books to be sent to us as we own them.
  3. We were incorrectly charged for a book which we had returned. We have received a credit note to cover that.

We have learnt the following lessons:

- Stalls are not as easy to arrange as they may look - good organization and careful monitoring are essential.
- Using our local Christian bookshop would have prevented issues 2 and 3 above.

Does the PCC wish Send to discuss giving a donation to the Good News Centre, Loughborough? Agreed.

#### **4. Operations including Health and Safety (see paperwork sent prior to meeting)**

Work will start on the wall in OSR on April 1<sup>st</sup>. Linda will pay a courtesy call to the neighbours. The work should not affect the toddler group held on April 4<sup>th</sup> as the builder will just be pointing up by then.

Angela let us know that the lighting for the Emergency Exit in the Vicar's vestry will be quoted for on Monday March 18<sup>th</sup>. PAT testing at a cost of £49.50 will be carried out at the same time. This is a lot less than last year. Clive pointed out that the break glass points by the French doors in the OSR are in the wrong place. They need relocation to the exit on School Street. This will be done at a cost of £425 inc VAT.

*All agreed that this could be taken from the OSR Maintenance budget.*

#### **5. Safeguarding**

Kate and Wendy attended a conference last October and a new Children's leaflet has now been produced.

#### **6. APCM**

This is to be held on April 7<sup>th</sup> and will follow a shortened morning service. Please encourage people to attend.

Kate Cooper and Cath Jagger are standing down this year. Many thanks for all the valuable contributions they have made both to our meetings and the work of the Church

**Action** There needs to be a Public Notice displayed to advertise the meeting David W and Mike F to liaise on this  
**Action** Forms for election of Churchwardens and PCC members need to be completed. David W. to organise

#### ***7. There then followed a time of Prayer***

#### **8. Send**

Send have arranged outside speakers improving our connections with Crosslinks. There was some discussion about positioning on the notice board and it was decided to rotate termly.

#### **9. Vicar's Report (circulated prior to meeting )**

Regarding our Baptism policy there are 2 issues

1. Why Infant Baptism?

2. What are we trying to do?

Rob outlined to the PCC what happens at the moment. The main concern is that there are no follow up meetings after baptism. Some suggestions were made such as have a tea in OSR for all those baptised in a 12-month period.

This is a big issue and probably one that would benefit from a Saturday morning or an evening session, if possible, for a thorough review of our current policy.

**10 Post Mission Outreach**

A lot of work has gone on since the Bishop's visit. The links with the school are growing with the school choir singing in Church and joining in with our Sunday School activities. Also, class assemblies are being held in church once or twice a term with parents and carers being encouraged to attend.

The Men's Group organised a very successful Saturday Concert with Jonathan Veira.

Involvement at care homes in the community continues to grow with regular Tuesday morning services now being held at Mountview in addition to the work already established at The Cedars and Babington Court.

The Lent course has been advertised in the church notices and Easter cards will be distributed.

**11. Discipleship**

Nothing further to report other than on report distributed as they have not met again since that report. Due to meet in 2 weeks' time.

**12. Companionship**

Again, please see report distributed prior to meeting. We are planning another Walk and Talk event on April 27<sup>th</sup> and possible Tea and Talk in OSR in June TBA. We will have a picnic following the All Together service on June 23<sup>rd</sup>.

**13. Communications/Social Media**

In October the Safeguarding Group was tasked with creating a Social Media Policy to ensure that Social Media was being used safely within our church and its activities.

e.g. Use of photographs without permission. Material on the website is particularly vulnerable.

It was felt that the message on the website regarding safeguarding needed decodifying and made more accessible.

**Action:** Rob to revise the front page of the website in line with these new recommendations

**14. Church Building Improvements**

Again please read the report circulated prior to the meeting.

The working group have visited three churches to view the work of the architect, David Pendery, and following due diligence he has been appointed.

The PCC agreed to accept the quote provided with a back-up plan of an additional £1,000 for any possible extra work needed.

**Audio-Visual**

Jonty has visited three churches and is considering three suppliers of audio-visual systems. These will be discussed in the working group and presented to the PCC for consideration.

**15. Review of Meeting:**

- Another good, constructive meeting which benefitted from a lot of careful preparation and reading beforehand.
- Once again everyone contributed.
- The amount of ground we were able to cover underlines the importance of reading all the paperwork sent out prior to the meeting.
- In the future we may consider a possible Saturday morning session to consider and concentrate on the more complex issues.

- Our group is very cohesive and we communicate well which means that splitting into smaller groups for discussion is sometimes redundant.
- There were mixed feelings about whether we needed more information on the agenda.

**Closing prayers**

**Meeting closed at 21.30.**

**The next meetings:**

**Informal PCC April 11<sup>th</sup> 7.30 128 Hallfields Lane, Rothley hosted by Rob and Sarah**

**Next PCC on Monday 13<sup>th</sup> May 2019 19.15.for 19.30 start at Rothley School**

**Business Committee: Thursday April 11<sup>th</sup> directly after the Informal PCC**

Paperwork and reports to Susan Pinkus by **Sunday May 5<sup>th</sup>** please . Thank you

*Susan Pinkus April 2019*