

**PARISH CHURCH OF ST PETER  
NEWTON IN MAKERFIELD**

Minutes of PCC Meeting held on Monday, 25<sup>th</sup> January 2010

**Members:** (\* denotes member present A denotes apologies given)

<b>EX-OFFICIO</b>			<b>ELECTED</b>		<b>TERM</b>
*	Canon J Matthews	Rector	A	Mr I Greensmith	2010
*	Mr W Irving	Warden	A	Mrs S Brammeier	2010
*	Mr J Higham	Warden	*	Mrs K Saile	2010
*	Mr A Waterworth	Deputy Warden	*	Mrs A Hamnett	2010
A	Mrs D Matthews	Reader	A	Mrs A Roe	2010
*	Mrs A Myers	Reader	*	Mr G Boulton	2011
*	Mr P Brammeier	D S	*	Mr T Abram	2011
	Mr D Ashworth	D S	A	Mr M Webster	2011
*	Mr GH Stockton	D S	*	Miss A Ellam	2011
A	Mrs D Hilton	D S	*	vacant	2011
			*	Mr G Hutton	2012
			*	Mr C Tither	2012
			*	Mrs M Bentley	2012
*	Mrs M Tod	Treasurer	*	Mrs I Coulthard	2012
*	Mrs C Tither	Secretary	*	Mrs S Bowden	2012

Also present: Reverend Laura Montgomery

**1. Welcome and Prayers**

Reverend Matthews welcomed everyone to the meeting at 7:30 pm, especially George Boulton who had returned after illness.

**2. Apologies**

Apologies were received from Dorothy Matthews, Dorothy Myers, Dorothy Hilton, Ian Greensmith, Audrey Roe and Mark Webster.

**3. Minutes of the PCC meeting held on 9<sup>th</sup> November 2009**

The minutes of the meeting held on 9<sup>th</sup> November were accepted as a true record of events and signed by the chairman.

**4. Matters Arising**

1. 8 A letter of thanks was received from Eric and Maureen Rimmer.
2. 13 A meeting had taken place to discuss Christmas Fair. Michelle Tod was asked to provide minutes of it for the next meeting.
3. 10 Letters of thanks sent to retiring foundation governors. Vacancies publicised on bulletin.
4. 15.2 Family Service to retain communion until after Easter. It was agreed that family service families should be asked their preference regarding communion for the future.

**5. Correspondence**

1. Letters of thanks sent to retiring governors, Mrs Hales and Mr Ashworth.
2. Letter of thanks to Roy Parfrey, retiring as Gift Aid Secretary.
- 3 Letter sent mistakenly to Philip Parfrey thinking he was retiring as server but thankfully he is only taking a six month break. In the meantime, Ian Henry and Philip Brammeier will help out with serving duties. Rev. Joan reminded everyone that women and girls are also welcome to become servers.

## **6. Wardens' Report**

William Irving circulated a comprehensive report regarding recent jobs undertaken. He also reported to PCC that potentially dangerous loose stonework had been identified above the vestry office. It was agreed that a stonemason should be contacted to make the area safe. Reverend Matthews thanked Bill and John for their commitment and dedication.

## **7. Draft Annual Accounts Jan – Dec 2009**

The treasurer distributed the draft accounts for the year ended December 2009. She explained that the accounts show a £9000 deficit between income and expenditure, which was due to a number of things.

- Tax reclaim amount decreased – claim for 9 months only.
- Decreasing number of givers in the Gift Aid scheme.
- Overall giving reduced.
- Reduced interest on deposits.
- Purchase of photocopier, though this will enable long term savings.
- Vicarage costs increased – not now sharing with St. John's.
- Increase in insurance and utility bills.
- Increase in Parish Share.

Fortunately, the shortfall has been made up by fundraising events. The treasurer invited suggestions for ways to increase giving and fundraising events. It was felt that planned and open plate giving should generate enough money to cover normal expenditure, leaving fundraising activities to pay for extra items needed. Giving in Grace was once again mentioned. It was suggested Gift Aid envelopes could be given out at special services e.g. baptisms etc., and display posters around church. Also that leaflets could be distributed on Family Service Sunday explaining about gift aiding and the sermon used to preach on the issue. Hugh Stockton has produced a letter for all in the envelope scheme to stress the importance of weekly giving and the shortfall problems.

The PCC approved a change in accounting policies – 'assets to be written off in the first year of purchase'. They also voted unanimously to accept the accounts which will be forwarded to Richard Tulley for auditing.

PCC thanked Michelle for all her hard work in this area and her commitment to this role.

## **8. Insurance**

A meeting with the church's insurers had taken place. They had reappraised the value of the building at £7.6 million. The valuation will necessitate an increase in premium to £5500 this year. PCC agreed to accept this valuation and continue with the same excess amount of £250, remaining with Ecclesiastical Insurers.

## **9. Fire and Risk Assessment**

The insurers identified areas that the church needs to address – fire risk assessment and health & safety policy. Philip Brammeier to work through form/booklet with men's group.

They advised that the annexe kitchen needed to be registered with Environmental Health, which would be inspected every two years. Separate hand washing facilities would need to be installed within three months.

## **10. School Foundation Governor Appointments**

Four application letters had been received and after careful consideration of all the very strong candidates, it was decided to appoint Mrs. Elaine Fairhurst and Rev. Laura Montgomery as school foundation governors. Sue Bowden agreed to become a foundation parent governor to alleviate the problem of having too many governors who were parents. Secretary will write to all unsuccessful candidates to advise them of the outcome but will ask if we are able to keep their details on record should another vacancy arise in the near future.

- 11. Safeguarding Children Policy and Procedures 2008**  
PCC adopted these diocesan documents as St. Peter's Church Child Protection Policy and will be displayed on church notice boards. It was agreed to continue with the policy that all PCC members would need to be checked through CRB and failure to do so would exclude them from being a member.
- 12. Church Policy Statement on Children and Young People**  
The policy statement was approved and will be available to view on notice boards and on the web site. It will also be distributed to parents of children in Sunday School groups.
- 13. Next Meeting**  
The date for the next meeting was already set for Monday 15<sup>th</sup> March 2010 at 7:30pm in the annexe.  
An extraordinary meeting was also arranged for Sunday 28<sup>th</sup> February after morning service to discuss the Bishop's questions.
- 14. Any Other Business**
1. PCC thanked Sue Bowden for her work in gathering all the evidence together in order to receive the Church/School Partnership Award.
  2. It was suggested that there is a need to document jobs done around church; job descriptions and procedures. There was also a need to encourage more individuals to take on some of these responsibilities.
  3. PCC were informed that some parents had complained that signing in sheets for school admissions had not been available in the new year. Mr Stockton stated that there had only been one week when the sheet was not available. It was suggested that the responsibility for checking church attendance should be with all the Foundation Governors. It was generally felt that this current procedure was not working and Joan will take a new suggestion to the school governing body. Need to establish a mugshot wall or badges so that new parents and visitors know who to approach.
  4. A request for new Christmas tree lights - had already been purchased.
  5. Need to establish a system for complaints and suggestions.
  6. There was discussion regarding a recent occasion when the normal Wednesday Communion had to be replaced with Morning Prayer. This was due to the new bishop's visit to the parish and unfortunately a priest was not available.
  7. Letter regarding suggestions for parish. Change of service times could clash with Team. Cover/phone number for emergencies to be discussed at staff meeting. May find resolutions for some suggestions when the bishop's questions are discussed fully.

The meeting closed with prayer at 9:30 pm.

Carol Tither (secretary)

Signed: .....  
Chairman

Date:.....