

Minutes of PCC Meeting 25 November 2010

Attending:	Andy Griffiths, Stephanie Gillingham, Ann Gardner, Sue Kitson, Rosemary Lister, John Fowler, Phil Preston, Steve Mack
Apologies:	Jackie Sigournay, Veryan Wilson, Sally Bevan, Beryl Moss

Agenda & Notes

No	Item	Comment and Action
1	Minutes of Previous Meeting	The minutes of the previous meeting were circulated and agreed by email.
	Matters Arising	Viewpoint - Parish Council wish to combine Grapevine with Viewpoint. We both print, and distribute jointly. All agreed that we can proceed in principle, with reservations about editorial control of the Church Magazine
	Co-option of Mr Phil Preston	The PCC hereby co-opts Phil Preston to full voting membership, with immediate effect. Phil is invited to join this and subsequent meetings as a full voting member. Phil was co-opted unanimously.
2	Appointment of Lay Chairman	Readers not attending, but are full members, and may vote. PCC Members were asked to consider who might be able to discharge the roll of Lay Chairman, with the aim of making an appointment at the next full meeting.
	Appointment of Electoral Roll Office	The position of Electoral Roll Officer remained in the hands of Derek Waters, and obviously needs to be changed, as he is no longer a member of this Parish. PCC members were asked whether anyone would volunteer, and Steve Mack did so. The PCC appoints Steve Mack as Electoral Roll officer with immediate effect.
	Parish Mini-Profile	The Parish Profile prepared by Veryan Wilson, Sue Kitson and Steve Mack was discussed. Sue Kitson's name, as the evangelist, to Section E. The Profile compiled by Steve Mack, Sue Kitson and Veryan Wilson is accepted and authorised by the PCC, as amended. Passed unanimously.

No	Item	Comment and Action
	AGM Date	<p>The PCC discussed the recommendation from the Clergy and the Wardens, that the Annual Church Meeting be held during Rolling Worship on a Sunday morning, to encourage greater attendance, and a sense of worship and thanksgiving added to the meeting. Various views were exchanged, and it was accepted as a worthwhile experiment.</p> <p>The PCC accepts the Warden's proposal, and the Church Meeting will be held on 10 April 2010. This was agreed unanimously.</p>
3	SHAPE	<p>Andy spent a short time explained and outlining the document presented with these minutes. This deals with a process currently entitled "SHAPE" (<b>S</b>piritual Gifts; <b>H</b>eart's Desires, <b>A</b>ilities, <b>P</b>ersonality and <b>E</b>xperience). All members of the PCC received a copy of the document. This will form the basis of 9 weeks of prayer at St Michael's, leading up to the Annual Meeting and the Bishop's visit (see below).</p> <p>Unlike last year's collective time of discernment, this document is to be worked through individually, with help from friends and family. The last two pages are shared and affirmed by the clergy during Lent.</p>
4	Prayer	<p>There was a prayer interlude, meditating on the previous points and the SHAPE exercise.</p>
5	Financial Report	<p>Steve Mack presented the financial report, a copy of which is attached.</p>
	Parish Share Update	<p>The Parish Share for 2011 is reduced to £72927, a reduction of £7441. As stated in the financial report, this year's Parish Share will be paid in full.</p>
	Budget Setting	<p>The PCC has received the Draft Budget for 2011 from the Treasurer. This document will be considered during the coming weeks, and a further meeting, for this purpose only, will be held in December to set the budget for 2011. The Budget Outline is attached. There will be a short, exceptional, PCC meeting after the service on December 12 to adopt the budget.</p>

No	Item	Comment and Action
	Curate's Study Leave	Curates are encouraged to take study leave annually. During 2011, Stephanie has decided to take two weeks study leave, and two weeks annual leave, to undertake a special course in Jerusalem. In view of the cost of this, Stephanie is not applying for the full cost. The PCC decided to support her by paying the cost of the flights, an amount of £280. This was proposed by John, seconded by Andy, and passed unanimously.
6	Bishop's Visit May 8: Plans	Bishop Stephen will be visiting the Church on May 8th, and is prepared to confirm, baptise, and lead people in an affirmation , or re-affirmation of their faith. This is due for further discussion at the next PCC Meeting, with particular emphasis on children.
7	Prayer	Prayer Interlude with special emphasis on the Bishop's visit.
8	Health & Safety Report	The Health & Safety Report prepared by Phil Preston and Steve Mack was accepted by the PCC. It was agreed that the responsibility for these issues fell on the PCC, and in particular, on the Churchwardens. Phil agreed to take on a liaison and advice role to assist the Churchwardens in attending to the necessary work. It was further agreed that the items marked "Immediate" on the report would receive urgent attention, with the PCC agreeing that the Churchwarden's and Phil could undertake activities provided the cost did not exceed £1000. PCC responsibility, Verger ministry, Any spending over £1000 to be referred to PCC. These matters were confirmed by vote, with Sue Kitson proposing and Steve Mack seconding. The vote was unanimous.
	Boiler Contract	A contract for maintenance of the boiler now exists with Blue Flame (Colchester) Ltd. Copy Attached.
	Heating Update	The estimate from Chelmsford Electrical has been accepted by the PCC as a reasonable solution. Steve authorised to proceed via Chelmsford Electrical subject to approval of a faculty. Steve also authorised to seek advice from the Diocesan Advisory Committee.

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	Thrones	Brian & Jean Edwards have offered to donate Wedding Thrones to mark their 50th wedding anniversary. There was some discussion of the need and usage of such items, but it was also understood that these items would be a gift from valued and long standing members of the congregation. Andy will go back to them and seek more information about their proposal.
	Bench	A parishioner has asked if he can give us a bench in the Churchyard. The PCC decided to refer this to Pam Chapman in her new role as Sexton to move forward.
	Tree Issues	The PCC authorises Ann Gardner, assisted by Steve Mack, to obtain a tree report from a reputable tree surgeon on the trees in the Churchyard. The report will be circulated to the PCC as soon as possible. The PCC authorises emergency expenditure is required, subject to being advised of the cost by either email or telephone.
	Projection	<p>The PCC discussed projection issues and a report by Steve Mack (attached).</p> <p>There was some debate about the difference between a portable screen and a fixed one, with good points being made on all sides.</p> <p>The PCC has received Steve Mack's report on the projection facilities and need to update the facilities. The PCC authorises Steve to spend up to £1250 to purchase the equipment described in the report.</p> <p>The resolution was proposed by Phil, Seconded by Ann, with 3 abstentions, 5 for, and none against.</p>
9	Any Other Business	None for PCC
	Meeting Closes	10:15
	Date & Time Next Meeting	4th Thursday in January. (20/01/2011).