

1

PARISH OF SALISBURY ST MARK AND LAVERSTOCK ST ANDREW SALISBURY

Serving Jesus, Each Other and Our World

Parochial Church Council – Tuesday 8th May 2018

to be held at 7.30 pm at **The Barrington Centre**

A G E N D A

		Action needed		Presented by	
1	7.30 pm		Welcome to new members – Reading - Prayer	Matt	
2	7.40 pm	Action	Appointment of Officers: <ol style="list-style-type: none"> 1 Treasurer 2 Secretary 3 Vice Chair 4 Electoral Roll Officer 5 Safeguarding Officer – Karen Bell (appointed at APCM) 6 Recruitment Officer 		
3	7.45 pm		Apologies for absence		
4			Safeguarding – Karen Bell (Safeguarding Officer) to speak to PCC with regard to the new GDPR regulations		
5	7.50 pm	Approve	Minutes of last meetings held on 5 th March 2018 (attached)		
6	8.00 pm	Info	Matters Arising	Jim	
7	8.10 pm	Action	<p>PCC Groups - The PCC to agree the formation of these groups. All members of the PCC to belong to a group. There will be sign up sheets at the meeting.</p> <p>Serving Jesus (SJ) – this group is concerned with reviewing and developing our service provision, prayer life, discipleship initiatives, housegroup provision and helping us to understand “Kingdom” issues (such as poverty and injustice)</p> <p>Serving Each Other (SEO) – this group is concerned with all things related to building our life of fellowship. This includes working on the fun things that we do together like shared lunches, parish walks and special events. They are also responsible for developing special interest groups.</p> <p>Serving Our World (SOW) - This group is concerned with all things mission at home and abroad - speaking Jesus into the lives of others and supporting such endeavour here and elsewhere. They are to provide support, strategic advice and a link to the PCC for existing missional initiatives such as Mini Marks, Communita and our schools work. They are also responsible for directing our financial and prayer support for mission agencies we support as a church.</p> <p>Resources – This group is concerned with holding the church to account over responsible stewardship of our resources that include people, buildings/fabric and money. They are also considering our environmental footprint to see if we can become a more “green” church.</p> <p>Core Strategy Group is made up of the following personnel: Vicar, Curate, PCC Secretary, 2 Wardens from St Mark’s, 2 Wardens from St Andrews, PCC Treasurer, 1 invited member from St Andrew and Youth & Children’s Minister</p>		
8			Reports from Sub-Groups (if any meetings held since last PCC meeting)		
9			Youth & Children’s Work		
10		For info	<p>2018/19 dates of meetings PCC Meetings – Thursday 19th July; Tuesday 18th September; Thursday 15th November (to approve budget for 2019); Monday 21st January 2019; Wednesday 6th March (agree Annual Report & Accounts) Core Strategy Group – Tuesday, 27th March 2018; Thursday 14th June; Monday 13th August; Wednesday 17th October; Thursday 13th December; Tuesday 12th February 2019 Annual Parochial Church Meeting – TBC</p>		

			Resources Group – SEO – SOW – SJ -		
--	--	--	---	--	--

2

Meeting of the Parochial Church Council – 5th March 2018

DRAFT

MINUTES

Present: Charles Dew-Jones, Liz Bunting, Matt Earwicker, Alan Ely, Bryan Evans, Steve Hardy, Ed Haycock, Linda Knapp, Joan Prior, Amanda Robertson, Maureen Snook, Mary Terry, Debi Coveney, Nicky Gowenlock, Jo King, Jill Offer, John Read

		Action
1	<p>Meeting chaired by Curate, Revd Matt Earwicker. Renewing Hope candle lit.</p> <p>Reading – Mark Ch 11 v 13-22 – Jesus goes to the Temple. Significance of reading: Temple is the body – Jesus was looking after it; The temple gives reverence to God thus giving reverence to Jesus; The real temple is where God and humanity most closely meet; important to remember that Jesus meant himself and not the building; best way to meet with Jesus in our community</p> <p>Prayer</p>	
2	<p>Apologies for Absence Sue Gallagher, Mary Sobucinski, Julian Sobucinski, Rachel Beswick, Sarah Hardy, Mark Inman, Pauline Munns, Diane Roberts, Jill Browning, Laura Lawrence</p>	
3	<p>Minutes of the last meeting held on the 25th January 2018 No amendments. Minutes approved and signed.</p>	
4	<p>Matters Arising from last minutes Item 10 – Yei Diocese – CSG tasked with finding out where and what our money was spent on that was sent last year.</p>	CSG
5	<p>Safeguarding Update: update from Revd Earwicker. Revd Earwicker and Mary Terry met with Mrs Bell. Recommendation to PCC that she be appointed as our Safeguarding Officer. Proposed: Revd M Earwicker Seconded: Revd J Offer All in favour PCC to recommend the appointment of Mrs Bell at the APCM on the 22nd April. Brief precise on Mrs Bell: She is the server at St Mark’s. Works at Alabaré as their HR Advisor and their GDPR representative. Has in the past carried out children’s work at St Mark’s. Is keen to get more involved in the Church. Invitation to invite Mrs Bell to a PCC meeting to speak about the new GDPR regulations which come into effect in May 2018. Recruitment Policy & Procedures – Mrs Claydon had provided an updated copy for approval by the PCC. Adoption by the PCC was required. Proposed: Mrs J King Seconded: Mrs M Terry 1 Abstention – All agreed. Revd Earwicker wished to note thaty he used the document for the recruitment process of Mrs Bell and found it contained really useful documents and</p>	APCM

	<p>information.</p> <p>Discussion on supervision arrangements for Mrs Bell's Line Manager. Role would be approved by the PCC. It would normally be the incumbent but as we do not have one, a PCC member could be put in place until such time as a new Vicar is appointed. People asked to think if they would be willing to do. Revd Earwicker to continue to line manage as part of recruiting process.</p> <p>GDPR (General Data Protection Regulations). Revd Earwicker had some papers to hand for information. Main change is we will be required to have active permission to hold personal information over what information we already have.</p> <p>Safeguarding Issue reported at last meeting has been resolved.</p>	
--	--	--

6	<p>Vacancy/Leadership Team Update: Mary Terry reported.</p> <p>Were there any questions from the meeting with the Archdeacon which was circulated in an email forwarded to members.</p>	
7	<p>CSG update</p> <p>Rotas in hand for April onwards</p> <p>Safeguarding – covered in item 5</p> <p>Hall and Church hiring – Charles Dew-Jones gave update. The revised documents had been circulated previously. PCC to approve policy on the hiring of the buildings.</p> <p>Church use: Terms & Conditions – one set for church led activities and one set for non-church led activities + booking form.</p> <p>If an event in church is church led, this will be covered by the church's public liability insurance. If an event is not church led eg concert, then the church public liability insurance would not be valid. Hirer would sign the T&C to confirm that they have insurance. We have a safeguarding responsibility for the use of our buildings.</p> <p>T&C's are made up of those commonly used by other organisations.</p> <p>Proposal to PCC to agree to the Policy and Hall Hiring Conditions.</p> <p>Proposed: Mr C Dew-Jones</p> <p>Seconded: Mr E. Haycock</p> <p>1 Abstention – all agreed.</p> <p>Resource Group to check and amend periodically. Any amendments to be approved by PCC</p>	
8	<p>Youth & Children's Minister Report – Report from Ed Haycock</p> <p>Flipside has encountered some anti-social behaviour with the Police presence being requested. Those involved were given a 4 week ban for their actions. He has been reflecting on the challenge of young people in Laverstock. Flipside has been seeing youth from the Heath.</p> <p>His vision was to serve the whole Parish – now exploring opening a youth club in Laverstock. Parish Council have been supportive. Challenge is to find a location and prayer to listen to the Lord to see if this is the right thing.</p> <p>Flipside Constitution: Reviewed document and this sent to members prior to meeting. Main changes are PCC role – now clearer as to where Flipside stands and that it is overseen by the PCC.</p> <p>Proposal to adopt as constitution of Flipside:</p> <p>Proposed: Mr E Haycock</p> <p>Seconded: Mr C Dew-Jones</p> <p>All agreed.</p>	
9	<p>Resources Group</p> <p>Altar Cloths at St Andrew's are holy and need replacing. Measurement and prices to be obtainoed for replacements.</p> <p>Yei Diocese – no confirmation from Bishop Hillary. The £16k given last year, most went for humanitarian needs. We have received a request for further funds – we have £2k to send: £1000 for the College and £1000 for the Kindergarten.</p> <p>Will use CMS Ireland again to transfer funds. This is the 2017 Tithe monies.</p> <p>PCC asked to approve the split of the £2000. Objection that we should know where the money sent previously went before we send any further funds. Back to</p>	Resource group

	Resources group to get confirmation of monies received.	
10	Serving Jesus Group – notes circulated. Nothing further to add. Will return to PCC in due course. We need to keep working hard to include people.	
11	Serving Each Other group No notes but to reiterate the Agape meal on Maundy Thursday at 6pm. Requests for Pies, either shepherd, beef or vegetarian. Other veg will be supplied. Contact Joan Prior or Sue Gallagher.	
12	Serving Our World group Notes sent.	
13	Church Together / Deanery No meeting held since last PCC meeting. Notes circulated.	
14	APCM document Annual accounts – being audited at present. Any questions? Overall, accounts remain healthy despite our £16k deficit which is mainly due to restricted funding and monies spent from previous years. We are spending more than we receive. We have paid our Parish Share and Mission for year but using our reserves to balance. Lay people need to understand that we are using our reserves. Revd Earwicker to put something in his report. PCC need to approve the audited accounts. Proposed: Mrs J. King Seconded: Mrs A. Robertson All in favour Thanks given to Debi our Treasurer and to Maureen and Mike, Assistant Treasurers.	
15	Safeguarding Update of Document Mrs Claydon had provided the document for approval by PCC. One change was that PCC members to now now do not need to be DBS checked but are still required to attend a C1 Safeguarding Course. With these changes PCC approval Proposed by Revd Earwicker 1 Abstention All agreed	
16	Dates of next meetings 2018/2019: PCC – Tuesday 8th May; Thursday 19th July; Tuesday 18th September; Thursday 15th November (to approve budget for 2019); Monday 21st January 2019; Wednesday 6th March (agree Annual Report & Accounts) Core Strategy Group – Tuesday, 27 th March 2018; Thursday 14 th June; Monday 13 th August; Wednesday 17 th October; Thursday 13 th December; Tuesday 12 th February 2019 Annual Parochial Church Meeting – TBC Resources Group – 1 st May 2018 SEO – SOW – 12 th April 2018 SJ -	

3 Minutes of meeting of SEO – 4.2.18

Sue Gallagher, Joan Prior and Matt Earwicker met briefly after the 10.30am service at St Andrews on 4th February 2018, to discuss the next shared meal. Matt suggested we had it on Maundy Thursday as an Agape meal, instead of the following Sunday, which Sue and Joan agreed with. The meal would be advertised to start at 5.30 for 6.00pm to allow for families to come as well as people getting home from work. It was decided to ask the congregation to make some Shepherd's Pies and puddings as Sue and Joan did not feel able to make enough for 80 people. SEO would provide the mixed vegetables.

Joan would make a sign-up chart to put at the back of both churches requesting Shepherd's pies and puddings with a column for the number of portions and the meat content of the pies eg. lamb, beef or Quorn.

Joan to put a notice in the weekly notice sheet.

It was also discussed that the group was not viable with only two members since Mary and Julian Sobucinski left the group.

ACTION NEEDED: To recruit more people to join the group, put a notice in the news sheet perhaps.

4

PARISH OF SALISBURY ST MARK AND LAVERSTOCK ST ANDREW

MINUTES of the Core Strategy Group Held on Tuesday, 27th March 2018

Present: Charles Dew-Jones, Jo King, Liz Bunting, Mary Terry, Ed Haycock, Maureen Snook, Sue Gallagher and Revd Matt Earwicker

Apologies : Debi Coveney

1	Reading & Prayer	
2	Ed spoke to the meeting to advise them that he had made enquiries regarding Ordination in the Portsmouth Diocese. If accepted he would be leaving at the beginning of August. He is looking at Young Adult Ministry and would be in a Placement in a Church for his training. This would have implications for the Parish Profile (discussed later) and for the Youth & Children's Work in the Parish. Ed left the meeting. Members discussed the implications for the Parish.	
3	Parish Profile Closing date 21 st May with Shortlisting on the 4 th June. Interviews on the 18 th /19 th June Discussion centred on amendments to the Profile and to the advert. These were agreed and the copy sent to the Diocese on the 3 rd April.	
4	Home Groups Agreed that these should not be managed by the Church Wardens Matt at present oversees them – as a person of contact and to encourage new members but a new person will be needed to do this after Matt leaves. Church Wardens should be responsible for House Group leaders to meet together. Home Groups tend to be "precious" about their attendees and it can	

	<p>sometimes be difficult to welcome new members. The Lay Pastoral Assistants of the Church all tend to be leaders or members of House Groups so that work is continuing albeit within a smaller environment.</p> <p>It was discussed that may be Mary Fisher could be approached to take over the House Group leaders as she is sensitive to others and very spiritual. Matt to approach Mary to see if should would take this on and help the leaders, encourage and listen to their problems.</p> <p>It is important that HG leaders do meet on a regular basis to enable them to speak openly and be encourage by what they do. It is also important that the church recognises what they do so that they feel thanked and appreciated.</p> <p>Matt to action.</p>	<p>Matt</p>
<p>5</p>	<p>Policy Documents</p> <p>Maureen had tried to find the documents in the church office but without success. Jo would have a look and let Maureen know what we have.</p> <p>It may be that the new Safeguarding Officer will be able to sort our document/policies in due course.</p>	
<p>6</p>	<p>Meeting closed</p> <p>Date of next meeting: Thursday, 14th June 2018 at 2 Willow Close, Laverstock</p>	<p>All to note</p>