**PARISH OF CALNE AND BLACKLAND**

**Meeting of PCC held on Wednesday 29h May 2019**

Present: Deirdre Aldhous, Richard Aldhous, Jonathon Billings, Morcia Booton, Jenny Colby, Jon Gibson, Alex Grenfell, Revd Bob Kenway, Revd Teresa Michaux, Kathryn Miller, David Munday, Mary Pilcher-Clayton, Jane Ridgwell, Jack Robinson, Eddie Sims, Graham Spencer, Derek Warnett, Caroline Williamson (representing Lucy Hemmings).

Apologies: Stan Anniss, Isabella Gage, Lucy Hemmings, Enid Powell, Lucette Rees, Kevin Wells.

Bob opened the meeting in Prayer.

**Declaration of Interests:** to be completed at the end of meeting.

**New Trustee details:** Details for new members, Deirdre Aldhous and Kathryn Miller, to be completed at the end of the meeting .

**Minutes from 7th March 2019**: Correction of spellings otherwise these have been signed. No matters arising.

**Treasurer:** Graham presented Parish Balance sheet as at 30 April 2019 and a list of points he wished to raise.

PARISH GIVING SCHEME - is a way of making payment via direct debit directly to the Diocesan Scheme. Gift aid would be claimed on our behalf then sent to us. Donors can keep pace with inflation with annual opportunity to review their direct debit. Graham would like to join the scheme soon, following strong promotion.

The cost of the scheme is already covered by our share payment. We will continue paying for those parishes who do use the scheme even if we do not join ourselves.

Members involved with Parish finance want to encourage people to re-assess their giving regularly. Joining this scheme will reduce the burden on the treasurer. Any giving remains confidential. Only the amount given is shared with Parish Treasurer, not names of donors related to amounts. The finance group have already discussed the pros and cons of the scheme. The individual donors would get an annual statement and then decide whether they want to increase, de-crease or continue giving the same amount. Currently giving is by BACS payments, standing order, cheque or cash. Members of the scheme sign up for direct debit. Graham would anticipate existing methods to continue, at least for time while members get used to the new scheme. It was emphasised that people within the parish do not need to sign up to this, they can stay with current methods. Once the scheme is started, we can encourage people to use it and switch across eventually.

(Diocesan Parish Giving Scheme)

PROPOSED BY Graham Spencer: We the PCC of the Parish of Calne and Blackland request PGS to commence operation of the Scheme on our behalf.

Seconded by Jon Gibson ALL in Favour – Passed.

CONTACTLESS DONATIONS

The purchase of a mains operated table-top unit should be considered. This would give options of donating from a selection of 3 or 4 amounts at the touch of a button. Availability of this type of unit would be good for wedding, funeral or occasional visitor donations. Sensible positioning and direction could avoid queuing. The system uses a mobile phone signal. One company looked at, Pay Charity, would enable us to have a trial for 3 months to see what income we get and whether this will be effective for us. Further research may suggest other companies with more suitable schemes. Graham will check if a cost of £200 for the 3-month trial would still be available for a September start. Donations given by this method could have gift aid claimed under GASDS – the upper limit for this is now £8,000 per year. Currently a trial would just be placed in St Mary’s church. This would be an additional facility and would not affect any current offertory or donation arrangements.

Some wealthier churches do use offertory collection systems that include card donation machines, but this is not being considered for use in this Parish.

PROPOSAL: Request from treasurer and finance group

A card system to be trialled for a period of 3 months from 1st September 2019 at likely cost of £200.

Seconded: Kathryn Miller All in Favour – Passed.

BALANCE SHEETS – give a snapshot of the Parish account on 31st December. Current situation is not as dire as AGM Balance Sheet suggested. Traditionally people giving annually have made their donations at the end of the year. This is then not “committed giving” as we cannot guarantee this will happen. £6000 less was received in December 2018. Outstanding payments for weddings and funerals were not given to the Treasurer in time for his preparation of accounts. This led to an increase of £8000 being received between January and April 2019. Based on these figures the position is stable, but a careful check needs to be kept on expenditure, with payments being notified in advance to the Treasurer.

NO EXPENDITURE THAT IS NOT BUDGETTED OR THAT HAS NOT BEEN CHECKED.

CASH FLOW – working on a time lapse of 1 month on the balance sheet between expenditure and payment dates. (

Expecting Gift Aid claim repayment of £4329.

Further £10,000 of quota has been paid – as of today £20,000 out of the year’s total has been sent. Another £10,000 to be sent within the next week.

ANNUAL FINANCIAL RETURN – has been completed online.

ANNUAL ACCOUNTS – have been forwarded to the Diocese

PARISH ADMINISTRATOR – wage has been increased due to increase in National Minimum Wage. Back pay has been given, because there was a delay in increase.

The administrator’s wage is related to the National Minimum but is slightly more.

PENSION – re-enrolment needed on the 3rd anniversary of original enrolment This will be done 1st June 2019. The Parish Administrator will receive a formal letter from the Treasurer.

CCTV - £6000 was paid to Calne Our Place. We are currently waiting for them to receive the Grant for this to be repaid. CCTV has been installed.

BLUE BUS – Donations were paid in after 30th April 2019, hence not on the distributed balance sheet - £378 was received from Lent lunch contributions.

INSURANCE PREMIUMS have risen by 2.29%, i.e. from £12,696 in 2018 to £12,987 for 2019.

GRANTS received from FOSM have not been fully spent but are in hand. Flagpole and sound system upgrade have not been invoiced yet.

**Updates from Parish groups:**

* **Prayer & Discipleship** – On Friday 31st May the prayer tree is going into the Market Place with a team to encourage passers-by to add their prayers. On Saturday 1st May there will be 12 hours of Prayer in St Mary’s as part of “Thy Kingdom Come”. This is thanks to organisation by Teresa Michaux and Liz Roberts. The healing group will lead between 3 and 4 pm Other sections include the Lord’s Prayer in different languages (2 to 3 pm) and a Taize service led by Mary Pilcher-Clayton. This is a great opportunity for ecumenical co-operation and is being well supported by other churches. Prayer Tree was on the front of Gazette and Herald, as part of a recent funeral report. It has been a comfort to people to have St Mary’s available at a time of grieving.
* **Communications** – their main work has been to establish the newsletter. It is a welcome addition. Communication with the group needs to be encouraged so they can advertise events in time. It goes to the the library, shops, town council and on the website, as well as being available for congregations. PCC members are encouraged to suggest to anyone they think may be interested in joining the editorial team of the newsletter that a few more people would be welcomed.

ACTION - speak to newsletter team if you would like to join and seek other possible members.

The group recognises that there are other areas to address but time has been lacking.

New name for the Parish newsletter that would be more catching than just ‘Parish of Calne and Blackland Newsletter’ potentially a new photo on the front.

ACTION - speak to newsletter team if you have a good suggestion for name.

* **Children and Young People** – Transition time in SMUFs as some children due to start pre-school with a mini-graduation ceremony. There is a waiting list but searching for a new children. Leaders are strong with parents, grandparents, carers etc. Holiday clubs went well, and summer dates have been set. New children have also joined the Wednesday Club with the lowering of the age range.
* **Buildings** – flagpole and sound system are going ahead.

CCTV – came as an offer of European money. It meant fitting before full approval. Formal faculty has been received and so we can begin to operate this and now we need to understand legal requirements re switching off and when we can run it. Guidance is available for this. Access to the footage needs to be decided. When something happens, will it be left to monitoring by the council? The system will record from a minute before it sees movement and it will only save when there is movement there. Discussions need to be had to establish times when we open the church and will have coverage. Warning signs of the fact we have CCTV need to be in place. We need buildings search and lock up procedures need to be established.

Church House Kitchen upstairs will be refurbished with a donated kitchen. Nothing will be hung on the wall. Self-help process to get this repaired and looking smarter and safer.

Toilet downstairs needs to be made disabled friendly, quote for £700, although no fund is set for Church House maintenance. It was suggested that Calne Area Board could be approached to help with funds.

There are friends groups for the three churches in the Parish, but not one for Church House. Grants can be sought, when applicable, but some other funding is needed. Members were asked to think about ideas for this.

Lent – Some practical follow on from the climate change series of talks should be considered. The suggestion was made that small groups of people should audit each building.

ACTION - speak to Bob if you would like to be part of an audit group and seek other possible members.

(St Johns Devizes have had solar panels fitted.)

* **Finance group** – See Treasurer’s report above.

**St Mary’s Organ:** Lucette not available to give report. Awaiting a meeting with Richard Godfrey from the Diocese. We cannot proceed with the current organ. Raising funds for complete refurbishment is going to take time. Relying on piano so far.

Bob has been in touch with St Mary’s School and they are keen to help us. Bob says that asking the Harris family (original donors of the organ believed to now live in Norfolk) is an option as part of wider fundraising, but until then this cannot be looked at any further.

**Safeguarding:** New policy needs to be adopted – to be done at next PCC meeting.

The policy needs to be publicly available. Deirdre will email the links to Jane Ridgwell to put on the Parish website. All PCC members should have done CO1. Hard copies available but Deirdre will send the link to the PCC Secretary for documents (40 pages long) to be sent around all members. Available in all three churches and Church House as well. In 10 years we have had no reports. Past cases review went back to 1950s, and nothing has come from this. Jon asked whether there should be a policy, as in educational establishments, where the PCC should be made aware if there has been a report between meetings.

Deirdre suggested we create a new policy with official dates for this new year, to be formally adopted at the next PCC meeting.

ACTION – Deirdre - as above

**Holy Trinity Churchyard:** No updates – plans have gone to the department of justice and no contact after this.

**Partnership of Churches:** Bob reported thatJohn Michaux has volunteered to become a representative of the Parish.

PROPOSE: Acceptance of representative

Seconded Kathryn Miller ALL in Favour – PASSED.

On June 9th, The Baptist Church will be hosting a community lunch which all are welcome to attend.

The walk up to Bowood for Pentecost Evensong

**Friends Group and Events:**

* Holy Trinity Church – Country and Western Night with live music
* FOSM Italian Night (July)
* Benefice Ceilidh (8th June – Lansdowne Hall)
* 7.45 am 30th May – Ascension Day breakfast.
* Choir Concert – 21st June at 7pm.

**Next PCC meeting will be held on Wednesday 17h July.**

**(Matters Arising to be added to next Agenda**

* **Ashbee Drawing – Richard/Lucette?**
* **Oil Painting in St Mary’s - what Action has been taken on these?)**