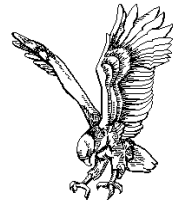


Parish of St. John the Divine – Rastrick



Vicar: Rev Matthew R Pollard
1 Vicarage Gardens, Rastrick, Brighouse, West Yorkshire HD6 3HD

Telephone: (01484) 713386

Minutes of the meeting held on Thursday 15th September 2011

Present:

Rev. Matthew Pollard (Chairman)	Roger Ellis	David Marshall
Richard Mason	Simon Day	Hilary McCarthy
Christine James (minutes)	Jane Foley	Barbara Rukin
Alan Hoggard	Christine Whitaker	

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|---|-----------|
| <p>1 Opening Prayer
Rev. Matthew Pollard led the meeting in Evening Prayer – Ordinary Time including a reading from Mark 7: vs 24 – 30 read by Hilary McCarthy.</p> | |
| <p>2 Apologies for Absence
Apologies were received from Glenys Kendall, Trevor Lewis, Dianne Bates, Stephen Hannam and Graham Readshaw.</p> | |
| <p>Minutes of the 20th July Meeting</p> | |
| <p>3 Rev Matthew Pollard proposed that the minutes were accepted. These were passed with three abstentions from members absent at the last meeting. Matthew Pollard signed the minutes, which can now be published with amendments.</p> | |
| <p>4 Matters Arising from the above
Broken window in Church Hall. The broken window in the ladies toilet has now been repaired and the windows reversed with the toughened glass on the outside.
Photocopier. This is now mended and reported to be working fine.
Missions and Charities Report. The decision to publish the allocation of monies in the Church magazine has not been acted upon. Matthew Pollard will speak to Oriel Kelly, as she may be unaware of the decision.</p> | MP |
| <p>5 Art Weekend
Barbara Rukin reported that she has had another meeting with Matthew Evans regarding the art exhibition on 12th November. Invitations will be sent out next week and Matthew Evans will contact Hipperholme and Lightcliffe to borrow stands, which will be lighter than those used previously. Barbara will discuss with Matthew Evans the format for Friday night before a decision is made about the entrance fee, as this is dependant on whether Matthew or other artists will be demonstrating and will include wine and nibbles. It was decided to charge an entrance fee of £1 (to include a program) on Saturday when there will also be refreshments during the day (an all day coffee morning).</p> | BR |
| <p>6 Correspondence
Preliminary notice of Diocesan Synod 15th October Matthew explained that the issue of female Bishops would be discussed and the options for protection that would be put in place for those who did not agree.</p> | |

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<p><i>Mara Links update.</i> This report had been circulated to members. Matthew Pollard mentioned the service on the 6th November when the Faith in Action project will be celebrated. A team from St John's have been heavily involved with the project.</p>	
<p>7 Church Rotas It was noted that on several occasions people on rotas for readings/intercessions have failed to turn up or to organise a swop for duties. This is a concern, as other people have had to step in at the last minute and have not had chance to prepare. A list of telephone numbers for people on rotas may help. Matthew and Alan Hoggard will mention these concerns at the next Worship Leaders meeting.</p>	MP/AH
<p>8 Treasurer's report/Finance Richard Mason circulated his treasurer's report to members. He reported that the deficit on the Church account had increased and is now approx £3,600. There have been no further donations since 30 June, also an events shortfall and weekly collections (on the plate) have been down during the summer. An extra £2,500 is needed to meet the budget. Future events will hopefully help to address the deficit. There is still a surplus on the Church Hall. The previous three year fixed agreement for gas and electricity has ended and a one-year contract has been fixed. As prices have increased this will result in an increase of approx £800. Hire rates may need adjusting in the future. It was suggested that the Sturrock Room could be used for Junior Church and maybe for coffee after the service to help reduce heating bills. Costs will be looked at. There is £1446 remaining in the Toilet Fund to be used for the refurbishment of the back room toilet.</p>	
<p>9 Job requirements for Treasurer Alan Hoggard reported that the Finance sub-committee had discussed the requirements, which could be divided into four different areas. The job requirements need promoting to encourage people to consider taking on one or more of the roles. The Council were encouraged to try to identify and talk to anyone they feel may be suitable to take on these roles.</p>	
<p>10 Organ Matthew reported that the work on the bellows had been successfully completed. Unfortunately it has been discovered that another set of bellows are also in poor condition. Matthew confirmed that Andrew Carter's quote for the work was 'like for like' with the original quote from John Clough. John Clough has since said that he knew that the other bellows were leaking but didn't mention it. It would have been cheaper to repair both sets of bellows at the same time. A scaffolding tower is now required for the repair to be carried out. Organists are being asked to report on the leaking of escaping air from the second set of bellows. The Finance Committee will discuss the need to look at grants and obtain quotes from Andrew Carter plus one other. Matthew will ask Andrew Carter to go ahead with the annual servicing of the organ.</p>	
<p>11 Fund Raising/ Reports from sub-committees <i>Beer Festival</i> Roger Ellis reported that the festival was 'on track'. Twenty barrels of beer have been ordered. Only £300 is required to balance the books and make a profit. Matthew thanked Roger and the committee for all the work they have done. It was noted that the beer festival could be used to promote church activities. <i>Easy fundraising</i> Richard Mason reported that he had received a cheque for</p>	

Ref	Action
<p>£19.47 from Easy Fund Raising. Easy Fund Raising can be used when shopping on-line and was approved for use by the PCC some time ago. Richard will produce 'flyers' for the Church magazine to promote its use to benefit Church funds.</p> <p>Hall Marketing Sub Group To meet shortly to look at a draft of the marketing leaflet.</p>	RM
<p>12 Entertainment Licence David Marshall will speak to Graham Readshaw to ascertain what is outstanding.</p>	DM/G R
<p>13 Gardener Roger reported that the Gardener, Mr Daniel has retired due to serious ill health. He has recommended Mr D Gill, who has taken on the duties under the same terms and conditions. If his work is satisfactory he will be contracted again next year.</p>	
<p>14 Cleaner/caretaker Contract cleaners have been appointed to do the work since Tina resigned. A neighbour of Jane Foley has expressed an interest in the role of caretaker. The Standing Committee will be in contact with her and report back at the next PCC meeting.</p>	
<p>15 Health and Safety Barbara Rukin reported that along with Simon Day, she had met with Laurence Dowson to compile a general risk assessment and fire risk for the Hall in the light of the forthcoming Beer Festival. An emergency site plan has been amended for both the Church and the Church Hall. Barbara will give final copies to Christine James for the Parish Files. Certification to be kept together with the Health and Safety files. Annual review date to be September 2012. PCC gave approval for Barbara to restock the first aid kit. The accident book is to be kept with the first aid equipment. Matthew thanked Barbara and Simon. Regarding food hygiene, Matthew reported that the kitchen is to be inspected on Monday.</p>	BR
<p>16 Hall Floor To be discussed at October's meeting</p>	
<p>17 Church Precincts Copingstones on car park wall. Richard reported that these will be sorted within the next few days. Drainpipe. 'HIC' are sorting the two drainpipes that need attention.</p>	
<p>18 Dates for the diary/fundraising 25th Sept Parish Lunch 20/27th Sept, 4/11 October – Harvest Lunches 30th Sept/1st Oct – Beer Festival 2nd Oct Churches Together, Harvest Festival 8th Oct Prayer Breakfast – Upper Edge (moved from 15th) 12th Nov Art Exhibition 19th Nov Table Top Sale 1st Dec Christmas Lunch Beginning 5th December – Pantomime 15th Dec Woodhouse School Carol Service (am)</p>	

Ref**Action**

17th Dec Carol Singing
18th Dec Accord Singers Concert
29th Jan 2012 Bacon butty breakfast (Wednesday Nighters')

Hall bookings. September/ October bookings received from Rod. Noted that the Beer festival had been omitted from 1st October. Organisations using the Hall during the week prior to the Beer Festival have been informed. Panto rehearsals on the October Calendar should read Wednesdays 6pm – 10pm.

Clashing dates. Communications need to be improved.

19 Any other Business

Boiler servicing It was confirmed that Mallinson's have again been contacted. This matter will be discussed at the next meeting.

Drains DVD. Richard said that the company is now in administration and was uncertain as to the whereabouts of the DVD. This will be discussed again at the next meeting.

20 Dates and time of next meeting

The next PCC meeting will be held on Thursday 20th October in the back room at 7.30pm.

The meeting closed at 9.50pm with the Grace.

Christine James
PCC Secretary