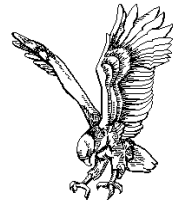


# Parish of St. John the Divine – Rastrick



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

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## Minutes of the meeting held on Thursday 18<sup>th</sup> November 2010

### Present:

Rev. Matthew Pollard (Chairman)	Cherry Fancourt	Pat Lee
Alan Hoggard	Graham Readshaw	Hilary McCarthy
Christine James (minutes)	Simon Day	Barbara Rukin
Richard Mason		

- | <b>Ref</b>  | <b>Action</b>                         |
|---|---------------------------------------|
| <p><b>1 Opening Prayer</b><br/>Rev. Matthew Pollard led the meeting in Evening Prayer including a reading from Matthew 8: v14 - 22 read by Alan Hoggard.</p>  |                                       |
| <p><b>2 Apologies for Absence</b><br/>Apologies were received from Roger Ellis, Rev Stephen Hannam, Dianne Bates, Soo Sykes and Christine Whittaker.</p>  |                                       |
| <p><b>Minutes of the 21<sup>st</sup> October 2010 Meeting</b></p>   |                                       |
| <p><b>3</b> Matthew Pollard proposed that the minutes were accepted. These were approved from members who were present at the October PCC meeting. Rev. Matthew Pollard signed the Minutes. The minutes can be published with amendments.</p>   |                                       |
| <p><b>4 Matters Arising</b><br/><b>Administrator</b><br/>Matthew Pollard reported that he had had a meeting with St Matthew's Church regarding a shared administrator. Matthew said that he felt that St Matthew's only required an administrator for secretarial duties and to prepare rotas. Duties required at St John's were discussed and it was decided that we required an administrator for the Church Hall who would also liase with Matthew and co-ordinate duties already in place, as lack of communication is a problem at present. Matthew will met again with St Matthew's and the Standing Committee and Matthew will meet to discuss a job description and report back at the next PCC meeting in January.</p> | <b>Standin<br/>g<br/>Comm.<br/>MP</b> |
| <p><b>5 Organ Fund</b><br/>Richard Mason reported that we have had another donation to the organ fund, from Graham Rayner who has again donated his fee. He also reported that Julia Tum had ascertained that grants could be made from the same provider more than once. It would be at least March 2011 before money from any successful grants would be available. Members decided that Richard should ask Julia to go ahead to apply for grants for the repair to the organ as soon as possible in the hope that the organ would 'hold out' until monies were available.</p>  | <b>RM</b>                             |
| <p><b>6 Reports from PCC sub committees</b><br/>Graham Readshaw reported on a meeting of the Hall Marketing Group and</p>   |                                       |

circulated information and suggestions for marketing the Church Hall. The PCC also had sight of a leaflet advertising St Catherine's Church and Centre in Wakefield showing how their facilities are promoted. Amongst the suggestions was holding an open day where interested people could look at our facilities and find out what was on offer. Advertising in local papers and on the web site were also suggestions. Graham asked for the PCC's authority for any minor expenditure that may be incurred in the proposals. The PCC gave agreement for the proposal.

## 7 Correspondence

A report on Mara from Oriol Kelly was read.

A 'Thank You' card for the gift voucher from Robert Beaumont has been received.

A guide and pack entitled 'Towards good Practice' produced by the Diocese of Wakefield was shown to the meeting. It is a practical guide to be used when reviewing policies for working with children and young people.

## 8 Electoral Roll

Nothing to report.

## 9 Health and Safety

It was reported that Laurence Dowson had agreed to take responsibility for Health and Safety. Barbara Rukin agreed to work and liase with Laurence. Matthew will write to Laurence to officially confirm that he will be the named Health and Safety Officer. Matthew thanked Barbara.

## 10 Core Group

Mathew reported that the Core group is looking to encourage groups to watch and discuss the film Billy Elliott. There would be Christian discussion questions to reflect upon the film. It was proposed that these groups would take place after Christmas but before Lent. Matthew also said that the Group had discussed opening the Church before the Lent Lunches for prayer and reflection. Matthew asked for approval to ask 'H I C' to put up a notice board in the entrance of the Church Hall to advertise the worshipping life of the Church, events and services. The PCC agreed to the proposal

*MP*

## 11 Parish Share

Richard Mason reported that in the past we have met our Parish Share in full. It had been discussed at the Standing Committee that due to this year's projected deficit we should withhold £5,000 from the Parish Share. Richard said that only 84% of Parishes were able to meet their Parish Share. Richard also explained that the Parish Share was calculated on average attendance and income over a 3-year period. Unfortunately our Church attendance and income have recently fallen. Matthew explained that the Parish Share was not a legal requirement but if Parishes did not pay their full share there would be a short fall in the Diocesan budget. It was also noted that in previous years funds from the Church Hall account had propped up the Church account but this should not be relied upon. Graham Readshaw proposed that we withhold £5,000 from the Parish Share; this was seconded by Barbara Rukin and was passed with one abstention.

## 12 Finance

Members had sight of the Treasurer's report and accounts, which had been prepared and circulated by Richard Mason. The projected deficit for the Church is £8,500 and the revised surplus for the Church Hall is £3,840. Richard reported that the Hall hire charges had been standardised and Richard thanked Alan for his input. The Hall hire agreement will address booking terms and conditions and there will be discounts for longer-term commitments. Richard proposed the approval of the revised rates and hire charges. This was seconded by Alan Hoggard and carried unanimously.

### 13 Recommended Budget

Members had sight of the recommended budget for the Church and Church Hall, which Richard had prepared. Richard proposed the recommended Hall budget, seconded by Alan and passed unanimously. The recommended Church budget was discussed. It was noted that Alan's group is hoping to find ways to encourage more regular giving and that the PCC needs to look at fund raising events. Richard gave each member a sheet for ideas for events. Matthew will investigate any savings that could be made if a water meter was installed at the vicarage. Graham proposed the recommended budget subject to events, seconded by Cherry Fancourt and passed unanimously. Matthew thanked Richard for all his work in preparing the accounts. Events to be re-visited in January.

### 14 Hall Bookings

It was noted that the Calligraphers were using all three rooms in the Hall but it appeared that they were only being charged for the use of two rooms. Richard will check with Rod to clarify the position regarding the room bookings.

*RM*

### 15 Church Christmas Cards

Graham reported that as agreed by the PCC 500 Christmas cards have been printed and are now ready for sale. The cards have an envelope and message inside. There will be a further 500 Easter and general cards, which will be blank without a message, to be printed shortly. Members discussed the price and pack size. Alan proposed the cards be sold in packs of 10 for £5; Richard seconded the proposal and this was passed unanimously. Pat Lee agreed to organise the sale of the Christmas cards in Church and they will also be advertised in the magazine.

### 16 Celebrating Rastrick

A letter and form for a stall at the 'Celebrating Rastrick' event 26/27 March had been received. The setting up and manning of the stall was discussed. Alan Hoggard said that the Core Group would organise the Church Stall at the event.

### 17 Dates for the diary/fundraising

28<sup>th</sup> November Advent Service of Light at St Matthew's 6.30pm

5<sup>th</sup> December Mothers Union Christmas Goodies Stall

13<sup>th</sup> December Christingle Service 240 pupils and staff from Rastrick High School

16<sup>th</sup> December Woodhouse Carol Concert 9.30am

18<sup>th</sup> December Carol Singing at Sainsbury's 10.00 - 12.00

19<sup>th</sup> December Accord Singers concert at St John's 7.30pm in Church

21<sup>st</sup> December Bradford Community Choir at St Matthew's 7.00pm

**Ref****Action**

23<sup>rd</sup> January 2011 Service for Christian Unity at St Martin's 6.30pm

22<sup>nd</sup> January 2011 Mid-Winter Lunch Saturday lunchtime

15<sup>th</sup> March 2011 Tuesdays for 5 weeks Lent Lunches

19<sup>th</sup> March 2011 Tabletop Sale

26/27<sup>th</sup> March 2011 Celebrating Rastrick

**18 Any Other Business**

Matthew has received certificates for the renewed authorisation of Chalice Bearers from the Bishop. The PCC approved that Janine Morrisroe is to be a Chalice Bearer and Matthew will write to the Bishop for official authorisation.

Graham said that the PCC should be aware that a large bag of videos had been left near the Church door with a note asking for someone to take them to the Police. Graham reported that he had taken them to the Police station.

**19 Date and time of next meeting**

The next PCC meeting will be held on Wednesday 19<sup>th</sup> January 2011 in the Sturrock Room.

The meeting closed at 9.45 with the Grace

Christine James  
PCC Secretary