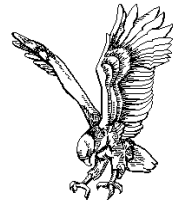


# Parish of St. John the Divine – Rastrick



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

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## Minutes of the meeting held on Wednesday 21<sup>st</sup> July 2010

### Present:

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

### Ref

### Action

#### 1 Opening Prayer

Rev. Matthew Pollard led the meeting in Evening Prayer including a reading from 2 Corinthians 11 vs 1-15 read by Simon Day.

#### 2 Apologies for Absence

Apologies were received from Roger Ellis

#### Minutes of the 16<sup>th</sup> June 2010 Meeting

3 Matthew Pollard proposed that the minutes were accepted, seconded by Barbara Rukin. These were approved with 3 abstentions from members who were absent at the June PCC meeting. Rev. Matthew Pollard signed the Minutes. The minutes can be published with agreed amendments.

#### 4 Matters Arising

Graham Readshaw raised the question regarding the 'Axes and Saws' and this matter was discussed again. It was decided to decline Fran's request to store them in the Hall and Christine Whitaker agreed to speak to Fran on the PCC's behalf. Graham also asked if Soo Sykes gave any reason why the Brownies did not attend Church Parades as often as in the past. Matthew replied that he is to attend a meeting with the leaders' of the Uniformed Organisations regarding Parade Sundays. Graham asked if there could be a rota listing Parade Sundays

**CW**

#### 5 Church Photos

The PCC had sight of costings from Graham for producing Christmas Cards from the photos taken by Pam Dimpleby. Barbara said she has some photos, which would be suitable for Christmas cards. These had been taken when this issue had been discussed in the past. Dianne Bates felt that the sale of cards (particularly Christmas Cards) would impact on the sale of Tradecraft Cards. Other members thought that people would buy both Tradecraft and the Church cards and that the Church cards would probably only run for a couple of years. Along with price, the issues of size, quantity and design were discussed. Alan Hoggard thought that if we had non-seasonal cards they could be used though out the year. Cherry proposed that we order 1,000 A6 mixed views at a cost of £196 + VAT, packaged as Christmas, Easter and Non-Seasonal subject to the quality of Barbara's cards being of the same quality as the photos that Pam has taken. Barbara seconded the proposal. The proposal was passed with 6 members in favour, 3 against and 4

Ref		Action
6	<p><b>Church Cleaner</b></p> <p>As Roger Ellis was absent this matter could not be fully dealt with. However Richard Mason said that there were still on-going discussions regarding Tina's timesheets and holiday entitlement.</p>	
7	<p><b>Cost of repairs to wine jug</b></p> <p>Stephen Hannam and Muriel Coop sourced new Cruets and these have now been purchased costing £26 each. They will be used for the first time next Sunday when there will be a prayer of blessing for the Cruets. Matthew thanked Stephen and Muriel.</p> <p>Graham asked if HIC might make two padded boxes to protect the Cruets in the safe. The PCC gave permission to approach HIC on this matter. The disposal of the silver wine jugs is to be carried forward.</p>	<i>MP</i>
8	<p><b>Photocopier</b></p> <p>Graham circulated costs for a replacement photocopier. The copier previously costed is no longer available and is replaced by a Brother 8070. Graham explained that although this copier is initially more expensive the running costs are less. Dianne proposed the purchase of the Brother 8070 at a cost of £323, seconded by Christine Whittaker and passed unanimously. Issues of paper for the photocopier were discussed. Graham felt that paper should be available rather than people using their own and agreed to supply the paper if necessary. A cost of 5 pence/side was suggested. A log of the use should be kept and Richard agreed to add this cost to invoices sent to external organisations. Margaret Ellis will be approached to see if she would be willing to monitor the log and the paper.</p> <p>Simon Day suggested advertising and charging for the general use of the copier. This would involve having an 'honesty box'.</p>	<i>GR</i>
9	<p><b>Offertory Counters</b></p> <p>To be carried forward</p>	<i>RM</i>
10	<p><b>Reports from PCC sub committees for fund raising</b></p> <p>Barbara reported that the Gift day committee had met and there was ongoing work in progress. Suggestions for fundraising included a Beer Fest and sending envelopes out.</p> <p>Richard reported on the Thank You letters committee, which has met twice. He circulated the report of which members had sight. The group would like the PCC to be aware of their ideas. The PCC agreed to allow the group to go ahead with their proposals. Graham said that these were important letters and he felt that the Vicar should be the person to sign the letters if no specific sums of money were to be mentioned. Cherry Fancourt agreed and mentioned the importance of confidentiality.</p>	<i>RE</i>
11	<p><b>Toilet Refurbishment</b></p> <p>Richard said that work started two weeks ago. Robert Beaumont has reported that all is going well apart from an accident when one of the workmen had to be taken to casualty with a head injury – he was not wearing a safety helmet. We have been awarded an additional grant of £2,000 and monies from approved grant bodies are being drawn down. The toilet sub committee is to meet next month and will inform the PCC of plans regarding the re-opening of facilities</p>	

Ref		Action
12	<p><b>Hall Repair</b> Richard said he is waiting for information from the Loss Adjuster regarding loss of income, extra electricity costs and final cleaning costs. The decorating has been deferred until the construction work has been completed.</p>	
13	<p><b>Church Precincts</b> Nothing to report</p>	
14	<p><b>Accord Singers Concert - Organisation</b> Graham said he would be away for the Concert, which will be held on Sunday 19th December. Someone will be needed to liase with Matthew and Trevor Hiles to organise the event and be available to make sure the evening goes well. There will not be any ticket sales but a retiring collection will be split between the Accord Singers and the Church. Barbara Rukin and Hilary McCarthy will help, also Simon Day if he is available.</p>	<p><b>BR</b> <b>HMcC</b> <b>SD</b></p>
15	<p><b>Booking Chart for Church</b> Matthew would like the chart to be placed in the Vestry. Dianne is to find a Tradecraft Calendar to enable people to write down any events/rehearsals that are to be held in Church.</p>	<p><b>DB</b></p>
16	<p><b>Correspondence</b> <b>Rights of Passage training day</b> – 2<sup>nd</sup> October 2010 10am – 4pm St Thomas' Church Bradley. <b>Organ</b> Matthew read the email sent by Pam Dimbleby regarding her understanding of the three issues concerning the organ. Christine James will confirm to Pam that the PCC agrees with her email. <b>Letter to HIC</b> In an email from Graham it was suggested that the PCC should write to HIC to ensure them that all their hard work is appreciated and how distressed we were when all their hard work was ruined. Hopefully it will soon be back to its original state. Christine James to write to them. <b>Nominations for Election of General Synod</b> Barbara had received information for nominations. Margaret Ellis will be asked to advertise this in the newsletter. <b>Child Protection</b> Christine James has received correspondence from Church House regarding the new forms for CRB checks, which will be required from 26<sup>th</sup> July 2010. Any applications received on the old forms will be returned. <b>Treasures Revealed Festival</b> Matthew reported that he has an application form for the festival in which both St Matthew's Church and St John's will be involved. Matthew has already met with Church Wardens at St Matthew's and hopes to arrange for both Churches to be open at the same time – a trail linking our churches and other Churches in the area will be printed in a brochure. Hopefully drinks and biscuits will be available. The dates will be Saturday 11<sup>th</sup> Sept. 10.00 – 12.30, Wednesday 15<sup>th</sup> Sept. 2.00 – 5.00 and Saturday 18<sup>th</sup> Sept. 2.00 – 5.00. The application form, which requires details of the history, artefacts and points of interest around the Church (e.g. connections to the 'mouse-man'), has to be returned by 2<sup>nd</sup> Aug. Matthew will ask Reg Redfern to help him as he has a long connection with the St Johns'. Stephen Hannam said this was a great opportunity to sell the Church to the wider community without incurring any expense. There would be a coloured brochure/booklet produced. He did say</p>	<p><b>CJ</b></p> <p><b>SH</b> <b>MP</b> <b>HMcC</b></p>

**Ref****Action**

that the funding was coming from the Lottery and some Churches have opted out because of this. Matthew said there are still two courses to be arranged – Welcome Faith Training and Accessing Local Media. Hilary McCarthy and Stephen Hannam both expressed an interest in attending. David Pitts will be approached regarding publicity.

**17 Electoral Roll**

Richard reported that there were no new additions to the roll and that Barbara Warhurst has been removed as she has recently died.

**18 Health and Safety**

Cherry had concerns that there are no covers on sockets in the Church Hall. Matthew said that he would look to see if he has any at home.

**19 Core Group**

Nothing to report .The group will meet in September.

**20 Finance**

Members had sight of the Treasurer's Report that Richard had prepared. Richard explained the details and said that the deficit was approximately £680 lower than the revised budget. He also said that there is to be another 'bag pack' and proceeds will go into the Hall Fund, as these are un-restricted funds. The Blood Donors have again cancelled but hopefully will be back in September when the Hall Refurbishment is completed. Richard said that the Insurance renewal is £1,580 and he is awaiting feedback from the surveyor regarding levels of cover. Graham asked if the insurance was index-linked and if so, why was it inadequate. Richard said he would look at the report to ascertain if the insurance was index linked and why it was so far out. Graham also had a query regarding an item headed Music. Matthew explained that the music licence only covers copying of words and not the music. Matthew also said that we have now obtained a manufacturing licence to produce the music CD. Matthew thanked Richard for the Report and all his hard work. Christine James asked if we should publish the Financial Reports in Church. Richard said he would produce an abridged version with bullet points for Church and Graham would vet it.

**21 Hall booking**

August bookings circulated to members. Nothing to report.

**21 Dates for the Diary**

Bag Packing – October 30<sup>th</sup>

Harvest Lunches (for Church funds) – 28<sup>th</sup> September, 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> October.

**22 Any other Business**

On the 25<sup>th</sup> July at 1.30 Michael Storey is to hold a Service of Thanksgiving for the birth of a child.

Matthew said that this year Boxing Day fall on a Sunday and therefore there will be only one service, which will be at 10.15 and be a 'Said' service.

Christine Whittaker handed over the Scout accounts to Richard.

**23 Date and time of next meeting**

The next PCC meeting will be held on Thursday 16<sup>th</sup> September in the back room at 7.30 prompt.

The meeting closed at 9.55 with the Grace

Christine James

PCC Secretary

