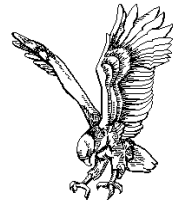


Parish of St. John the Divine – Rastrick



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

Telephone: (01484) 713386

Minutes of the meeting held on Thursday 21 January 2010

Present:

Rev. Matthew Pollard (Chairman)	Graham Readshaw	Roger Ellis
Pat Lee	Stephen Hannam	Alan Hoggard
Christine James (minutes)	Richard Mason	Barbara Rukin
Dianne Bates	Simon Day	Glenys Kendal
Oriel Kelly		

- | Ref | Action |
|--|--------|
| 1 | |
| Opening Prayer | |
| Rev. Matthew Pollard led the meeting in Evening Prayer for Epiphany, including a reading from Amos 9, read by Dianne Bates. | |
| 2 | |
| Apologies for Absence | |
| Apologies were received from Soo Sykes. | |
| Minutes of the 18 December 2009 Meeting | |
| 3 | |
| This was a shortened meeting due to poor attendance caused by the exceptional weather conditions. | |
| The Minutes were passed with 3 abstentions and can be published. Rev. Matthew Pollard signed the Minutes. | |
| 4 | |
| Matters Arising | |
| <i>Coombers</i> | |
| The 2 portable second hand combers, which we are already using in Church may be purchased from Brighouse High School. The equipment consists of a Green Coomber (used by the music Group) and a Big Coomber (used with Glen's Guitar), can also be used to play and record music. Music can be recorded on to cassette. The price if purchased new would be £335 +VAT +delivery and £283 +VAT +delivery (total approx £800). The music group has raised £45 towards the cost and the suggestion is to donate £100 to Brighouse High School leaving £55 to be found from church funds subject to the approval of the business manager at B H S. | |
| Graham was concerned that recording to cassette was old technology. | |
| It was decided that as Pam knows the history of the combers and the low price we should purchase the coomers from BHS. Roger proposed the purchase, which was passed with one abstention. | |
| <i>Tina and her Role</i> | |
| Roger has had an informal meeting with Tina at which problems regarding access to the hall had been highlighted and he will meet with her again in 3 months. Graham asked if the arrangements for time sheets needs following up before the next meeting as we need to know days and hours worked and the split between the hall and church. Rod is to keep Tina informed of hall bookings and Richard is to prepare time sheets. Graham said time sheets must be kept for 3 years. | |

5 **Finance Meetings**

Richard had prepared accounts and balance sheets and these were circulated and discussed. Richard has been in contact with the Independent Advisor to authorise the accounts ready for signing at the PCC in March. The Church Account is still in deficit and the Hall has a surplus with an increased income. Brighthouse Lions have agreed to donate half the profits from their concert to Church funds.

The Insurance premium is slightly up for next year. Additional excess would be applied if 'smart water' was not used on the roof. Richard is to query this. Richard has sourced other insurers but they would be more than our existing company.

Alan said 'well done' to Dianne for all her work with Traidcraft.

Richard proposed the budget for 2010, seconded by Alan and unanimously passed.

The finance committee are looking at ideas to overcome problems.

Proposals to address the budget shortfall were discussed. Matthew said that at present we give 10% of income to Missions and Charities. In theory it was more than 10% as other fund raising and charity giving during the year increased this figure. The suggestion was to adjust the amount to 10% of income. Dianne asked how this would work and pointed out that there were a lot of 'grey areas'. The PCC agreed to pursue this idea but more work needs to be done. The finance Committee will look into this and present ideas to the March PCC meeting.

Another proposal was a Parish Gift Day (not just congregation). It was mentioned that we might benefit by having a Parish Giving Officer. Matthew said a previous decision not to go ahead could be re-visited.

6 **Toilet Refurbishments**

The money raised for the toilet fund and the grants are on target. Julia is still hopeful for more grants and there are other fund raising events planned (bag packing and Graham Kennedy concert). Roger raised the question of the £5,000 grant, which has been awarded, but with a time restraint of 15 Feb. It was decided to ask Julia to contact the donating body ASAP before the deadline to try and negotiate a future date. Richard said it would not be possible to reclaim out of grant monies for a bill already paid. If it is not possible to put back the deadline, we shall have to see if we can bring work forward so invoices can be raised to claim against the grant. There will be a meeting with contractors again soon.

Graham asked if there were enough funds, would it be possible to refurbish the 'back room' toilet whilst the other refurbishments were going on? This would still be classed as toilet refurbishment and not a 'new build'.

In view of the deficit in Church funds Alan noted that the tea money raised was being given to the toilet fund and not the general Church fund. It was noted that the 'tea ladies' made the decision as to a charity or fund for the money raised.

Graham circulated a quote and diagrams from Ken Swallow for a Mezzanine floor in the youth office, with access by an open staircase (a gate would be fixed at the bottom), which would give much needed storage space. Matthew expressed his concern regarding health and safety and whether a faculty

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	was required. Ken's work would be £750 and materials £650. Graham proposed this should go ahead, seconded by Glenys. The proposal was passed unanimously.
7	<p><i>Mara</i> Oriël intends to travel to Mara in April/May. She asked for permission to put demi-johns out in Church to collect loose change. She hopes to raise money for mosquito nets that cost £3. Graham proposed this went ahead. This was agreed unanimously.</p>
8	<p><i>Electoral Roll</i> No changes to Electoral Roll</p>
9	<p><i>Core Group</i> Transformational Plan going ahead. April 13 – Training for people involved with intercessions.</p>
10	<p><i>Photocopier</i> Roger has been offered a photocopier free of charge by Gail but has no idea of condition or age. Some months ago Graham submitted quotes to the PCC for new Brother copiers. Brother 7030 - £120, copies costing 2.62p/sheet and Brother 8060 – £240, copies costing 1.55p/sheet. These were costs as of Feb 2009. Graham said that a contract for maintenance would not be needed. It was agreed that a workable copier was needed and would be well used. The existing copier would be taken to the tip! It was agreed that we should go ahead with the purchase of a new copier after Gail had been contacted to find out more about the copier she mentioned. The purchase of a new copier would go ahead if Gail's copier was unsuitable. Roger seconded the proposal.</p>
11	<p><i>Junior church and Uniformed Organisations</i> Matthew will be meeting with Junior Church leaders. It has been agreed that Junior Church members will go out into the hall during the first hymn and return for the Peace as there are now members of Junior Church taking Communion. Matthew reported that there are a number of Guides interested in Confirmation. There is still no sign of the Rule book for the Uniformed Organisations.</p>
12	<p><i>Hall Bookings</i> Alan asked for permission to have alcohol in the Hall for his son's 18th birthday party. This was proposed by Graham, Seconded by Roger and unanimously agreed.</p>
13	<p><i>Graham Kennedy Concert</i> Fund raising concert on the 24 April. This will also be the Art Exhibition weekend and will entail a lot of work. Due to work commitments Roger is unable to organise both events but will liase with Matthew Evans (artist) regarding the exhibition, Alan will organise the setting up of the boards and Barbara will deal with the refreshments. Susan Wilkinson has asked Roger if it would be possible to hold a junior choir concert at Church on 21 March. This was discussed and was decided that the date was too close to the Graham Kennedy concert. Roger will try to re-organise the date for sometime in October.</p>
Extra	<p><i>Rastrick Group of Churches</i> Barbara reported that the Celebrating Rastrick event will go ahead in 2011.</p>

Steven is doing the planning for the Lent Groups, which will involve York Booklets (course work). Individual Booklets to be purchased by participants. There will be CD's to buy for the groups that will cost each Church £18. The PCC agreed to this proposal.
There will be a Prayer Breakfast at New Road on Saturday 24 April.

14 **Correspondence**

There will be a Memorial Service for Colin James (former Bishop of Wakefield) on 31 Jan at 6.30 at Wakefield Cathedral.

15 **Dates for the diary/fundraising**

24 Jan Faith Tea/Service – Salvation Army
Faith Tea 5pm Service 6pm

W/B 22 Feb Lent Groups begin

26 June Church Family Away Day 1.00 – 5.00pm Heather Wood Shibden

17 **Any Other Business**

It was agreed that Blood Donor sessions should be published in the magazine and the newsletter. Rod to be asked to inform Christine Whittaker and Margaret Ellis when Sessions will be held.

Graham expressed his view that any organisations that carry the St John's 'banner' (eg Guides, Parent and Toddlers) should provide Financial Accounts. These need only be simple accounts showing income and expenditure. Richard is to look into this and also make enquiries with the Independent Advisor and report back.

Graham asked that we consider that in future the PCC meeting in December should be cancelled, as it is such a busy month. Anything important could be addressed by holding a Standing Committee meeting.

It was agreed that meeting on the 3rd Thursday in other months would follow the usual pattern.

Richard had concerns regarding the taking of photographs in Church as this had been a problem at the Nativity Service. It is published on the Church newsletter and usually mentioned before the service that photographs of any kind are not allowed. Barbara mentioned that initially the taking of photographs during a service was regarded as a distraction from the service. There were questions regarding the PCC policy on photographs and where the policy document was kept. This policy should be circulated so that it can be reviewed. Richard Mason is to see whether he has a disc from which this can be done electronically or whether Soo should be asked to find the hard copy in PCC minutes.

18 **Date and time of next meeting**

The next PCC meeting is Thursday 18 Feb in the back room at 7.30 prompt.

The meeting closed at 10.10pm with the Grace.

