

## **ST. PAUL'S CHURCH, LETCHWORTH GARDEN CITY**

*Minutes of a meeting of the Parochial Church Council  
held in the Church on Wednesday 26 May 2010*

**Present:** Simon Moore in the chair, Louise Moore, Amanda Ferris, Huw Nicholas, Ray Tye, Peggy Atkins, Mike Farron, Claire Harald, Gavin Horner, Richard Kelly, Cathy Nelson, Margaret Owen, Lucy Pedrick, Andrew Stoten, Paul Thomson, Roger Thomson and Judy Watson.

**Apologies:** Margaret Dack, John McNeil and Claire Pedrick.

Judy Watson opened the meeting by reading from Ecclesiastes and continued in prayer.

### **10/01 Approval of minutes of PCC meeting held 17 March 2010**

These were approved and signed by the Chairman.

### **10/02 Matters arising**

Judy Watson confirmed that Claire Pedrick has spoken to her contact, the Safeguarding Advisor (Child and Adult Protection) for the Methodist Church and the Church of England. The C of E guidance document "Protecting all God's Children" is being revised and will be published in November 2010. The Vetting Procedures and Safer Recruitment document is also being revised. We should therefore wait for the outcome before making changes to our recruiting procedure.

### **10/03 Matters arising from Standing Committee meetings held on 29 March 2010 and 12 May 2010**

- a) The heating fans in the hall have been replaced.
- b) The bill for Chris Cheesman's recent work is to be paid but we need to be more specific in future when authorising work.
- c) Huw Nicholas has applied "Smart" water to the lead on the hall roof, and to the lightning conductor and the church plate. The DNA will now be registered.
- d) Vicol have adjusted the seals of the church hall floor washer/drier at no charge.
- e) The quinquennial report is awaited.
- f) Cathy Nelson has agreed to be the new member of the Standing Committee.

### **10/04 Election of PCC officers**

Paul Thomson proposed that Andrew Stoten should be Treasurer and that Roger Thomson should be Secretary for the coming year. This was seconded by Mike Farron and agreed unanimously. It was further agreed that each should have voting rights. The lay Vice-chairman position is to be taken by either Huw Nicholas or Ray Tye, as appropriate.

**10/05 PCC sub-committees**

It was agreed that the new PCC members should be seconded as follows: Richard Kelly to Stewardship; Lucy Pedrick to Social Activities; and Peggy Atkins and John McNeil to Deanery Synod. Cathy Nelson is already with Social Activities.

**10/06 Finance**

Andrew Stoten presented new bank documents for signature. Cheques will need to be signed by 2 out of Andrew Stoten, Simon Moore, Huw Nicholas and Ray Tye. He also distributed trustee forms for those new members of the PCC who were present. He will check whether Lucy Pedrick, being under 18, can be a trustee. The money received from the recent tax claim has been transferred to the C of E Fund.

**10/07 Salaries**

It was agreed that the salaries paid to Vicky Cameron and Clare Townsend should be increased by 3% as from 1 June. Roger Thomson will advise Margaret Bell.

**10/08 Fabric**

Huw Nicholas had nothing to report.

**10/09 Judy Watson successor**

Judy Watson distributed copies of a job description which she had prepared. This set out the legal requirements and legislation, the guidelines and the Diocesan requirements. She explained that it is a complex job with a lot of documentation and a need for confidentiality. There will be 22 renewals due before March 2011. There will also be VBA requirements from July 2010. The future workload will be large. A successor needs to be in place by the Autumn to ensure a smooth transfer.

**10/10 Holiday Club – 26 to 30 July**

There will be a planning meeting on Wednesday 16 June in church. Flyers for the event need to be distributed to the primary schools when they return after half-term.

**10/11 September PGT venue**

The alternatives of using Nortonbury and the Lordship green space were discussed. Although Nortonbury is an excellent venue, it was decided that this year it would be appropriate to hold it in the parish, and to invite members of All Saints to join us. Roger Thomson will advise Margaret Bell and ask her to pass this decision to Graham Hilton.

**10/12 Back to Church Sunday**

This will be on Sunday 26 September. Publicity material has been ordered. It was suggested that an event could be arranged for the preceding Saturday, possibly a “drop-in” tea party. There could also be a link with the harvest service.

**10/13 Facebook**

Claire Pedrick had raised this as a possible new initiative. She has produced a briefing paper on the subject. In her absence it was agreed to defer discussion until the next meeting and to deal with it under the more general subject of “communication”. It would be helpful if the briefing paper was circulated to members of the PCC.

**10/14 Correspondence**

None

**10/15 Any other business**

- 1) Huw Nicholas will arrange for the public noticeboards to have the names of Simon and Louise put in place. It was agreed that the existing noticeboards should be replaced by something more eye-catching but that it is important that the right image is presented. Ideas and/or examples to Simon and Louise.
- 2) Judy Watson raised the matter of “Spring Clean Letchworth” which will take place on Saturday 26 June. It was agreed that we should register a team ([www.springcleanlethworth.org](http://www.springcleanlethworth.org)) to pick up litter in our area.
- 3) Claire Harald explained that Toddlers Plus will shortly celebrate its 25<sup>th</sup> birthday. There will be an “open” morning on Saturday 2 October, before the Harvest Service on 3 October. Baptism families will be invited. The hall and church have been booked for the Saturday morning. Roger Thomson to advise Christine Staddon of the event to avoid clash with harvest decorators.
- 4) Ray Tye is planning a harvest lunch and treasure hunt.
- 5) Simon circulated a questionnaire which he would like PCC members to consider and answer. He also thanked all those involved with the service of installation.

The meeting closed at 9.35pm.