

**St John the Baptist, Ermine, Lincoln PCC**  
**Agenda for a meeting of the PCC on Tuesday 16<sup>th</sup> January at 7:30pm**  
**Eucharist at 7:00pm**

**Agenda**

**1. Opening prayers, welcome and apologies**

**2. Minutes of the previous meeting**

**3. Bishop's visitation report**

Please see the attached visitation report. The PCC is asked to consider this in advance of the meeting with Bishop Nicholas on February 20<sup>th</sup>.

**4. Safeguarding (standing item)**

Liz to update

**5. Money matters (standing item)**

David to update us on the parish share and the church's financial situation.

The PCC needs to:

- consider the process of setting the budget for 2018
- look at the new table of fees for occasional offices in 2018 and decide whether to increase any of the fees which are set by the PCC.

**6. APCM**

The PCC is asked to consider moving the date of the APCM to the 4<sup>th</sup> March due to the annual run.

David Rudeforth intends to step down as Churchwarden at the APCM.

**7. Church hall (standing item)**

Liz to update

**8. Transition group**

To receive an update on the meeting of the transition group.

**9. Chalice assistants**

Some of the chalice licenses need to be renewed. The PCC is asked to approve renewing all the chalice licenses at the same time to make the timetable of renewing licenses easier.

**10. Action Plan**

New baptism service: Jackie and Philippa have put together a suggested new baptism service using some of the new texts in accessible language (copies are attached). The PCC now needs to approve a trial run of this service.

New welcome leaflets: Daniel Holt has revised the design for the welcome leaflet. The PCC needs to decide whether to put these into production.

Archive group

**11. Charity for 2018**

The PCC needs to decide whether to start the process of choosing a new charity for the church to support from 2018's APCM or to stay with the current charity (War Child).

## **12. Matters arising from the minutes of the previous meetings**

## **13. Any other business (chair to be notified three days before the meeting)**

## **14. Dates of meetings in 2018**

4<sup>th</sup> March APCM (subject to PCC approval); 15<sup>th</sup> May, 17<sup>th</sup> July; 9<sup>th</sup> October; 4<sup>th</sup> December

**MINUTES**  
**of the meeting of the Parochial Church Council**  
**of St. John the Baptist Church**  
**held in church at 7.30 pm on**  
**Tuesday, 28<sup>th</sup> November 2017**

**1. Present:** Fr Stephen (Chairman), Fr Ruben, Philippa White, Phil Betts Churchwarden), David Rudeforth (Churchwarden), David Fleshbourne (Treasurer), Liz Straw (Assistant Treasurer), Sue Young (Secretary), Jackie Howell (reader), Sue Fleshbourne, Tim Wright.

**Apologies:** Daniel and Tabitha Holt.

**Prayers** were led by Fr Stephen.

### **2. Minutes of the previous meeting on 26th September 2017:**

No. 4 - Safeguarding should have an addition "access to the Community Larder can be reviewed for the Ermine resident by the PCC at any time."

No. 5 - Money matters – last sentence in the first paragraph should read at the end "the current calendar year, at our November meeting".

With these alterations acceptance was proposed by Liz Straw, seconded by Sue Fleshbourne and approved unanimously by the PCC.

### **3. Action Plan:**

a) Fr Stephen's last Sunday is 23<sup>rd</sup> September 2018, followed by a week's holiday, therefore retiring on 1<sup>st</sup> October, 2018.

b) Interregnum – Rural Dean will organise a priest for all services, including weddings and funerals.

A small transition group should be set up to plan for the interregnum, drawing on others where specific skills are needed. This group will be made up of Fr Stephen, the two Churchwardens, Jackie Howell and Rachel Fleshbourne. . Phil will ask Rachel if she is willing to join this group.

c) Funding of Parish Administrator – The Diocese have been funding this appointment so that Fr Stephen could carry out spiritual work. The PCC agreed that it would be important to continue Rachel's employment and for the costs of her post to be included in future budgets. Phil will speak to Rachel

### **4.. Safeguarding**

The new Whistleblowing Policy and a number of helpful charts showing how safeguarding issues need to be tackled were circulated.. Liz Straw (Safeguarding Officer) to put appropriate folder at back of church giving this information.

## **5. Money matters**

Next year's parish share will be £11,470. We have received our claim payment of £847 for VAT on electrical bills. St. John's has £3,500 in the bank. The electrician has been overpaid so the difference will be claimed from him. Hopefully when the money is collected for the Christmas Fayre we will be in a better position financially. We agreed to try to pay up to £10,000 off our parish share by the end of the year.

## **6. Electrics**

a) Electrical work has just about been completed.

b) Present heaters will eventually be burnt out. The electrician is looking into an alternative so that they can be replaced. Fr Stephen thanked Phil for all his hard work contacting the electrician.

## **7. Card payments**

a) Daniel is working on a card payment system so that bookings of the hall and other payments can be paid by card.

b) The Hall Committee, after discussion, suggested that the Hall rates should be increased. The PCC approved a proposal to increase the church hall fees for regular users by 50p an hour and £1 n hour for one-off bookings.

## **8. Child communion:**

Fr Ruben stated that no reply has been received from the Bishop.

## **9. Chalice Assistants:**

Frances Burton's name was put forward by members of the congregation. She has agreed.

## **10. Church Hall kitchen**

The Environmental Health have visited the hall kitchen, and given us a 5 star rating – top one. Sue Fleshbourne and her team were thanked for all their hard work.

## **11. Deanery Synod**

a) Synod still has no Treasurer.

b) It was mentioned that there will be a sleepout on 9<sup>th</sup> December at St. Nicholas' Church, Newport.

c) Money needs to be raised for the Urban Fund.

d) Synod Minutes called our church St John the Evangelist, so Fr Stephen informed them of the mistake.

e) Learning Communities strategy aims to bring lay and clergy together from similar areas to discuss their ministries and to learn from each other's experience. The PCC felt that at the moment we should not follow this up but look at it in the future, and probably wait until a new incumbent is appointed.

## **12. Any other business:**

a) Daniel has been working on the website,

b) Baptism application form has been altered

(i) Ask for e-mail address but only if they are happy to give it for contact.

(ii) Address of both parents to be given.

(iii) Only one address needed for godparents.

Discuss these changes with Daniel.

c) We need a rerun of the printing of red booklets.

d) Work has started on the archive

e) Eco Award – Jackie has looked at the new requirements, but feels that we would be unable to reach the new standards (mainly because we cannot have permission for secondary glazing for the church)

g) Discussion took place regarding the Ermine resident who has been causing trouble at the Food Bank. There have been several instances of him causing trouble at other church venues. At a vote there were 5 members who felt for safety he had to be banned from all church buildings, 2 who felt he should not be banned, and 1 who abstained. The motion was therefore carried, and Fr Stephen will inform the Police in writing. The resident is able to go to another Food Bank.

### **13. Date of next meeting in 2018:**

The next meeting is on Tuesday, 16<sup>th</sup> January.

PCC meeting finished at 9.10 pm with the Grace.