

**WEST LITTLETON PAROCHIAL CHURCH COUNCIL**  
**MINUTES OF THE MEETING HELD ON MONDAY 7 NOVEMBER 2016 AT 7.30 pm**  
**AT BUTT'S END**

**Present:**

Rev Sally Wheeler, Chairman  
David Adams  
Carolyn Adams  
James Golob  
Michael Horgan  
John Mackenzie-Grieve  
Elizabeth Sandeman  
David Sandeman  
Alan Young

**Apologies:**

Christopher Bell  
Rev Ness Whiffin

**Item 1- Chairman's introductory remarks**

The Chairman welcomed everyone to the meeting and thanked John Mackenzie-Grieve for hosting it. The three months she had spent away on a sabbatical away had been an uplifting and rewarding experience, and she thanked everyone for the generous support she had received.

**Item 2 - Apologies for absence**

There were apologies from Christopher Bell and Rev Ness Whiffin.

**Item 3 – Minutes of PCC meeting held on Monday 11 April 2016**

The minutes were accepted without amendment.

**Item 4 - Matters arising**

**a. Display Boards (Item 4b)**

Alan Young showed the meeting the first sample display board in the series to record the history of several families buried or commemorated in the churchyard. Everyone agreed that it was a magnificent piece of work and that we should now commission the full set (10). The cost, including the wooden stand to hold the boards, would be around £500 which would come from the Tombs and Memorials fund surplus. The Chairman thanked Alan Young and asked for the thanks of the meeting to be passed on to Sally Young, Ann Ballard, Alan Creighton and Nigel Ross who had all done so much work on the research, design and production.

**Action: Alan Young**

**b. Church Recording (Item 4e)**

Carolyn Adams reported that the Severn Valley NADFAS church recording coordinator had visited the church. Once other work had been completed and a team established they would hopefully be able to start recording at St James's.

**c. Document Storage (Item 4e)**

Elizabeth Sandeman had obtained some large plastic storage boxes. These would be passed to Michael Horgan who had a number of documents he wished to put away. John Mackenzie-Grieve had kindly offered to store the boxes at Butt's End. David Adams and James Golob hoped to visit the County Archives at some stage to discuss permanent storage.

**Action: David Adams and James Golob**

**d. Digital Storage (Item 4e)**

Alan Creighton had been putting in many hours to transfer important documents to Dropbox, some already digitised and some which have now been scanned. For example, the whole history of the Tombs and Memorials Project is now on Dropbox. The next stage is to make a back-up on to an external hard drive. Alan had kindly agreed to do this. The meeting allocated up to £200 for the purchase of a suitable drive. The Chairman asked for a note of thanks to be recorded to Alan Creighton for all the time and effort he was putting into this project.

**Action: David Adams**

**e. Green Energy (Item 10a)**

Elizabeth Sandeman reported that our current arrangements with LSI Brokers were not with a "green energy" supplier. The way ahead was to register our interest with the Parish Buying Services to see if a suitable "green energy" deal was available.

**Action: Elizabeth Sandeman**

**f. Organ speakers (Item 10b)**

David Adams reported that Christopher Bell was meeting with Mark White (who maintains the organ) on 14 November to discuss the way ahead.

**Action: Christopher Bell**

**Item 5 – Benefice Report**

The Chairman said that most of the points would be covered elsewhere in the agenda.

All the Gift Services in the Benefice would be for the benefit of the Sisters of the Church in Bristol. There was some very good background information about the Sisters on the Diocesan website entitled 'The Loaves and Fishes Project'. It can be viewed through this web link. <http://www.bristol.anglican.org/2010/loaves-and-fishes/>

The Chairman said that the Bybrook Benefice was currently without an incumbent and that she would be helping them out with occasional services during the coming months.

### **Item 6 - Treasurer's report**

Michael Horgan reported that the projected cash flow to 31 December 2016 showed a surplus for the year approaching £5000. The unencumbered balance at 31 October was £16227.93 and the value of the investment portfolio £16158. Given the current (and continuing) low interest rate environment, there was some discussion as to whether we should transfer some of the £15000 in the deposit account to the investment portfolio. The return on the former was close to zero and the latter around 4%. As the portfolio was very much a defensive stock it was agreed that a transfer should be made. John Mackenzie-Grieve proposed a transfer of £10000. This was seconded by James Golob and agreed unanimously.

**Action: Michael Horgan**

Secretary's Note: This reduces, by implication, the level of the cash holding (£10000 updated annually by the higher of CPI or 2.5%) which was agreed at the PCC meeting on 9 November 2015.

### **Item 7 - Church fabric**

David Adams reported that the only point to consider was the repainting of the chancel arch (both sides) and some general re-touching of the paintwork elsewhere. The chancel arch was flaking in places but there were no obvious signs of damp. This hopefully had been resolved by the extensive repointing of the eastern façade a few years ago.

It was agreed that Adrian Packer should be asked to do the work sometime in the Spring. It was agreed to allocate up to £2000 for the work.

**Action: David Adams**

### **Item 8 – Services and singing practices**

The proposed dates for special services through to Easter were confirmed/agreed:

11 <sup>th</sup> December	Gift Service at 1030 am
18 <sup>th</sup> December	Carol Service at 6 pm
Christmas Day	Holy Communion at 10 am
8th January	Plough Service at Marshfield (no service at West Littleton)
9th April	No service at West Littleton
14th April	Good Friday service at 1030 am
16th April	Easter Day Holy Communion at 1030 am

Elizabeth Sandeman would be sending out an email with the details for the Gift Service and the giving of gifts/collection for the Sisters of the Church.

**Action: Elizabeth Sandeman**

Ness Whiffin was hoping to organise singing practices for the children in preparation for the Carol Service on the 15<sup>th</sup> and 16<sup>th</sup> of December.

**Action: Ness Whiffin**

Christopher Bell was unable to be with us on Christmas Day to play the organ. Options were to find another organist (unlikely) or to invite Isla Sandeman to play her harp.

**Action: David and Elizabeth Sandeman**

## **Item 9 – Events**

### **a. Shoot**

The was not held this year but was likely to be re-instated for 2017.

### **b. Harvest Supper**

The Harvest Festival was held on 25 September with the supper following the service at St James's Grange.

### **c. Concert 22 October**

The Chairman asked for a note of thanks to be recorded to James Golob for the magnificent concert that he had organised in the church on 22 October given by a string quartet from the Academy of Ancient Music. The event raised £1850 for Médecins sans Frontières.

### **d. Madrigals 2017**

The Bristol University Madrigal Ensemble had agreed to perform on Friday 24 March 2017 at 7.30 pm. James Golob had very kindly agreed that the supper after the concert could be held in his barn at Home Farm.

### **d. Gardens Open 2017 (10/11 June)**

Carolyn Adams said that the Ukulele Band had so enjoyed playing last year that the date for 2017 was already in their diaries.

## **Item 10 – Parish Share**

The Chairman introduced this item by saying that the cost of ministry in the Benefice for 2017 (£65900) would not be covered by the parish shares which had been committed. Although West Littleton had committed to the request for £4600 (this had been agreed earlier out of committee) and some others had met their requests or exceeded them, there was still a shortfall of £1100.

The agreement made at the PCC meeting on 9 November 2015 allowed for any surplus at the end of the year to be added to the parish share for the following year up to a maximum of 9.5% of the cost of the Benefice Ministry, giving due regard to maintaining a prudent cash balance. An addition to the parish share of £1100 fell within these requirements and, after some discussion, it was agreed to make an additional payment for this amount.

Secretary's Note: Diocesan Finance Office informed by email on 8 November.

### **Item 11 – Request from Commonwealth War Graves Commission**

PCC members had considered the request from the CWGC to erect a sign near the entrance to the church indicating that there was a war grave in the churchyard. This was part of the CWGC project marking the centenary of the First World War to erect signs at as many sites as possible. The proposal met with unanimous approval. The sign will be installed, paid for and maintained by the CWGC on a permanent basis. There was some discussion as to the siting of the sign. David and Carolyn Adams suggested that it could be placed on their stable wall near the entrance gate to the churchyard. This was agreed.

The resolution was proposed by James Golob and seconded by David Sandeman.

David Adams would inform the CWGC accordingly.

**Action: David Adams**

### **Item 12 - Any other business**

Aurea Hart had briefed the PCC before the meeting about Safeguarding responsibilities. There were certain actions which the PCC was required to take:

- Appoint a Safeguarding Lead from the PCC to liaise with the Parish Safeguarding Officer (Aurea Hart). Action: Elizabeth Sandeman agreed to be the PCC's Safeguarding Lead.
- A copy of the Safeguarding Policy to be available in the church. Action: complete
- Contact details for the Safeguarding Officer to be displayed in the church, Action: complete
- Display a Childline Poster. Action: This would be placed on the village noticeboard

The Chairman asked for a note of thanks to be recorded to Aurea Hart for her comprehensive briefing and the preparation of the necessary documentation.

### **Item 13 - Date of next meeting**

The next meeting would be held at 7.30 pm on 3<sup>rd</sup> April 2017 at Harcombe Farm Barn.

Sally Wheeler  
Chairman

**To:**

Rev Sally Wheeler

David Adams

Carolyn Adams

Christopher Bell

James Golob

Michael Horgan

John Mackenzie-Grieve

Elizabeth Sandeman

David Sandeman

Rev Ness Whiffin

Alan Young

cc VillageWebsite

Church Folder