

Highlights of the meeting of the Parochial Church Council held in the Church Hall on Wednesday 11th July at 8.00 pm.

1) **The Chairman welcomed** all members and opened the meeting with prayers.

3) **Minutes of the meeting held on the 9th May 2007** were signed off with no amendments. A first!

4) **Chairman's notices and announcements – previously circulated by email**

- **November Sermons** - This autumn will be quite busy - 'Bringing Worship to Life (29th/30 Sept), Stewardship (23rd Sept), and Harvest (14th October), Confirmation service Dec 2nd). Bearing in mind the other evening discussions we have held this year (the last one with Bishop Ian), would it be good to have a rest from November Sermons this year?

Responses: They're valuable, November is a good time, It's important to discuss current issues, I'm a fan x 3, Gives Sunday evening in advent a lift, highlight of the year, people do turn up, worth hanging onto. Would still like 3.

- **Petertide 2008 28th & 29th June Fete & Flower Festival.** We have not had either for 3 years. Good to review this position from time to time so that it is not set in stone.

Responses: Originally not continued due to diminishing numbers, very few young people, didn't run the fete so there was no audience, getting people to actually do it, shortage of an organiser – it's a huge amount of work to co-ordinate. What about a Church BBQ at lunch-time? Perhaps we could co-ordinate with Hersham in Bloom, There is a flower dimension at the Bringing Worship to Life event, i.e. our Creativity Day but under a different name– we could judge the interest from that, Perhaps we could have a pre-Christmas market instead of something in the summer. **Action: Gauge if the flower arrangers would like to organise a Flower Festival for 2008. Depending on the response the Parish Office will either advertise for an organiser or helpers.**

- **Songs of Praise 2008.** There is a suggestion from the 'Music' team that next year we make 'Songs of Praise' the theme for an All Age Non-Eucharistic Service, thus removing it from the evening slot it has traditionally held - this followed on from the evidence that although a great deal of effort went into 2007 the congregation size wasn't particularly high. It might also be a good 'outreach' opportunity?

Responses: Could we have a proper top 10 hymns we could ask for responses on the website? It's a totally different feel to do it this way. Could children be involved and join in with the music group? Is Songs of Praise the most appropriate name for this service? Not a good idea to do things on successive evenings.

- **Brass Concert-** This was extremely well attended, although it was felt that it was not a good idea to have two events on successive nights (Brass followed by Songs of Praise). We need to include Surrey Brass in our deliberations about the 2008 social calendar. An offer has been received from a children's choir to do a concert sometime in church. More details if we think it's a good idea.

Responses: Let's have a big Brass band. What about a children's concert? Weybridge Male Voice Choir, A concert with a mix of themes.

5) Report from Standing Committee/Flower Arrangers' reimbursement
This was agreed. Budget holder for this item under Worship and Prayer.

6) Upkeep of Church Property / Supplementary report.

Previously circulated by Geoff Trickey

In item 6.4 of the report Geoff recommends that the PCC make positive decisions on the following:

- To place an order with Hughes to undertake minor repair works to the church roof and investigate the general condition of the existing roof tiling
- To order the repair to the Organ Swell box and at the same time repaint the louvres in Terracotta

All agreed.

The Chairman expressed his thanks for the BRILLIANT amount of work Geoff has done on these reports and in the background. **Action: Secretary to organise formal thank you and advise Geoff his recommendations have been accepted.**

7) Risk Review Items

a) Approval of the PR policy by the PCC is minuted.

The Chairman gave the background to this document, and informed everyone that our Press Officer is Val Smith. It was suggested that we should have a publicity plan, i.e. what's happening over the next twelve months; What do we want publicised? What do we want to say about ourselves and what we're doing? We can't include everything so we should have a plan for our priorities. It was felt this was a great idea. **Action: Secretary to add Publicity Plan to the 2008 start of year forward planning.** The policy was approved by all.

b) Annual report from the Data Protection Officer presented and consideration minuted. The report was circulated and accepted.

8) Second quarter accounts.

- We went through the 2nd quarter accounts and most of our income lines are broadly on track, the Chairman stated that in fact they were extraordinarily accurate. Tax recovery is up due to Gift Aid on donations. Costs are behind budget due to certain items not registering yet, especially larger items under Upkeep of Church Property. We are where we expect to be given one off items of expenditure still need to be invoiced and by the end of the year when these items come in the accounts will reflect the need for a Stewardship Programme.
- We are going to draw up some procedures for the recording, tracking and spending of donations, i.e. what's come in, has it been spent, or is it outstanding.
- For the record: David Gay is the Stewardship Recorder, Richard Espenhahn is the Stewardship Advisor and our Legacy Officer (he will look at maintenance of Stewardship after this current programme) and Derek Minter continues with the banking.
- Bank Mandate to Sarah T (**Item 8a – Bank Mandate is subject to approval by the PCC**) for filing. Every cheque needs two signatories. Sue Burke has stood down, Andrew Strong as Church Warden has been included and Derek Minter has agreed to become a signatory in emergencies only. The four signatories are: Andrew Strong, Ian Rose, Lorelie Staines and Derek Minter. The PCC agreed that the appropriate resolution be signed with the bank.
- Expenditure Forms are not always signed by the budget holder before they get passed to Lorelie Staines for payment. The suggestion was that items should be passed back if they are not properly approved. We have controls in place and we should try and follow them. **Action: The secretary to email the above four signatories with the names/email addresses of the budget holders. No payments should be made unless a team budget holder's signature is**

present on the form). For the record Budget Holders are: Worship and Prayer = David Mealor, Christian Development = Jonathan Andrew, Property Maintenance = Geoff Trickey, Treasury Team = Tony Skrzypecki, Communications Team = Richard Espenhahn, Pastoral Care Team = Brian Twitchen, Mission Support Team = Des Humphrey and Admin = Abby Briggs.

9) Members' notices and questions.

Update given on Bringing Worship to Life, our Creativity Day but under a different name on the 29th September. It's a really exciting programme which includes sessions on drama, painting and art, bread making, music from the music group, music and movement, intercessions, flowers and the bell tower will be open. Communication and advertising will get underway in a month or so, but we need to ensure people come. It's important that as a PCC we give a lead. **Action: All – please make sure you have the 29th September in your diaries.** There will be pizza at lunch-time. Children and young people – rather than have them doing something separately on their own we will try and make all sessions All Age and include everyone in our church family.

Someone is needed to replace Pat Ellis on Deanery Synod.

Church opening report circulated and all felt it had been really worthwhile. Looked at the options for next year given that resource is an issue. Next year we'd like to extend the period and issues such as access to keys, music, and heavy notice boards can all be overcome. Suggestions for improvements and comments are most welcome. After 18 days we've had 37 visitors, 6 in one day today and most came in because of the notice board outside the Church. The Chairman expressed his thanks to Meg and Richard Hill and stated he'd like to extend the experiment next year. Someone is needed to oversee the opening. **Action: The secretary to add Church Opening to Forward Planning for 2008.**

Stewardship Sunday is the 23rd September and individual invitations will be sent out. Sue Burke is now the visitor co-ordinator. The PCC were asked to lead from the front in terms of giving. The team have produced a brochure that can be taken forward and can keep Stewardship gently ticking along in the background all the time. The Chairman thanked Suzanne Barrett and the team for all their hard work and efforts.

The issue of poor parking was raised, especially on Sundays opposite the T-junction of Burhill Road which has the effect of making Burwood Road single file. **Actions discussed.**

The Chairman took the opportunity to say goodbye to Pat Ellis from the PCC. Pat was a reader in Training at Thames Ditton when she came to us on a placement 13 years ago. We will miss her dearly!

We finished at 9.50 with prayers

Date of next meeting: Wednesday 26th September at 8.00pm in the Church Hall