

**ST MARY'S CHURCH, WEEFORD**

**MINUTES OF THE ANNUAL MEETING OF ST MARY'S PCC  
HELD IN CHURCH ON 26 APRIL 2016**

**PARISH MEETING FOR THE ELECTION OF CHURCH WARDENS**

**1 ELECTION OF WARDENS**

**RESOLVED:** *That Angela Brookhouse and Nigel Brough be elected wardens for the ensuing year.*

*Angela and Nigel were thanked for all their hard work during the last 12 months.*

**CHURCH MEETING**

**PRESENT**

Revd. Father Jason Phillips, John Barnes, Rosemary Barnes, Nigel Brough, Sue Chapman, Alison Deakin, Janice Eagles, David Gumbley, Jean Hawkes.

**Apologies:** Angela Brookhouse, Biddy Brough

**2 MINUTES**

**RESOLVED:** *That the Minutes of the Annual Meeting held on 21 April 2015 be confirmed and signed.* (Proposed by Alison, seconded by David).

**3 ELECTORAL ROLL REPORT**

Janice Eagles reported that there were currently xx people on the Church Electoral Roll. During discussion it was agreed that for couples who request to be on the Church Electoral Roll to create a link to enable them to be married in Church, they be asked to complete an Electoral Roll Application Form when they book their wedding and when they have attended a Service on a regular basis for six months, they can be included on the Electoral Roll. If the couple do not attend Services following their wedding they be asked if they wish to remain on the Electoral Roll.

Janice was thanked for her report.

**4 PCC REPORT**

Jean Hawkes reported that the PCC had met 7 times during the year (plus the Annual Meeting) and discussed many general / routine aspect of Church life including such items as church and churchyard maintenance, gift aid, and the purchase of a new vacuum cleaner. The two main topics had been the appointment of the new Vicar and Weeford's input in to the Parish Profile, and the other big item had been the proposed alterations to provide a new toilet in the storage area at the entrance to Church, and the provision of a new kitchenette in the north transept.

Jean was thanked for her report.

**5 DEANERY SYNOD REPORT**

Janice Eagles and Sue Chapman reported that the Lichfield Deanery Synod had met 4 times during the year and discussed items as follows:

*February 2015 at St James Church, Brownhills*

Reaching New Generations – Lynn and Pete from Burntwood Church, Sandra from Hammerwich Church, and Warren from Yoxall, told about their journey to faith.

Using a Labyrinth in Schools – Told of experience of using one. Possible to borrow a large labyrinth from the Diocesan Resource Centre at Doxey for a small donation.

*May 2015 at St Bartholomew's Church, Farewell*

Main Topic: A power point presentation on Church Buildings and the opportunities for Mission by Kristina Williamson. Are they open Churches? Welcoming? Faculties, Grants?

*September 2015 at St Chad's Church, Lichfield*

Main Topic: Presentation by Revd. Philip Moon on SACRED a set of six books to help people read the complete Bible. Simply A Chapter Read Every Day. Also feedback from Diocesan Conference on 'The Goodness of God'.

November 2015 at St Anne's Church, Chasetown

Main Topic: Children receiving Holy Communion before Confirmation and Reaching New Generations. We were told Bishop's guidelines and that if PCC hadn't discussed they should. Admission to Holy Communion – prepared at School or Church. PCC to discuss.”

It was agreed that this item be placed on the Agenda for a future meeting of the PCC.

Janice and Sue were thanked for their report.

**6 CHILD PROTECTION OFFICER REPORT**

Jance Eagles advised that there was nothing to report on this item.

Janice was thanked for her report

**7 FABRIC REPORT**

Nigel Brough reported as follows:

Guttering to North Transept

The north transept guttering had been replaced with a new cast iron guttering and brackets.

Hand Rail to Vicars Steps (opposite Old School House Restaurant)

We have been waiting now for 2 years for a handrail to be fitted to the Vicars steps but the person who was carrying out the welding work for the contractor had died recently, and this had delayed the installation again.

Provision of toilet facilities / kitchenette area / storage facilities

Unfortunately Angela was away on holiday at the moment and she knew the position we were in with regard to applying for grants towards the cost of these works. The Architect had advised that we wouldn't get a grant from a funding body for work that had already taken place, and that the work to the vestry was the least likely to receive any grant funding. The Architect was requesting the two companies which submitted the lowest tenders to provide details of the costs for carrying out the work to the vestry now and we could then continue to fund raise and apply for grants towards the costs of the toilet facilities, and kitchenette area.

Electrical Cable from Road to Corner of Vestry and in to Vestry

Nigel reported that he had recently met a representative from Western Electrics at Church who said that the electrical cable from the road to the corner of the vestry and in to the vestry, was sub standard and needed replacing. There would be no cost to the PCC. Nigel was arranging to meet the contractor at Church to carry out the work.

Window between Bell Tower and main body of Church

This window needed replacing because it was not safety glass and did not comply with health and safety regulations. Angela had been in touch with Lichfield Glass and Glazing requesting a quotation to supply and fit safety glass in this window.

Rope for Ringing Bell

John Barnes offered to speak to his brother Richard with regard to whether the rope for the two bells needed replacing.

Lightning Conductor

This was due to take place in October this year.

PAT Testing / Fire Extinguisher Testing

These tests had taken place.

Floor Tiles around Altar

Angela was looking in to the cost of having these mosaic tiles repaired by someone who specialised in these types of tiles.

Improvement to Lighting

Work had been carried out recently to try and improve the lighting in the Church but it still seemed quite dark at times. Nigel offered to speak to a friend who specialised in Church lighting and maybe he could suggest something that would improve the lighting. Members gratefully accepted Nigel's offer to speak to his friend.

Nigel was thanked for his report and for all his work with regard to the fabric of the building.

## 8 PRESENTATION OF ACCOUNTS

### a) Year Ended 31 December 2015

Alison went through the accounts which had been examined by Susan Schulz of the Lichfield Diocesan Board of Finance.

**RESOLVED:** *That the audited accounts for the year ended 31 December 2015 be approved.* (Proposed by John, seconded by Janice).

### b) Balances

Current Account	£ 9,039.44
CBF Deposit Account	£25,887.79
CBF Restoration Account	£ 5,459.95
<b>TOTAL</b>	<b>£40,387.18</b>

### c) Parish Share 2016

Parish Share - £6,189

Paid - £1,700

Owe - £4,489

The PCC pays £300 by monthly direct debit and Alison then tops up this amount regularly.

### d) Works to the Vicarage

Following discussion it was agreed that Weeford PCC pay the 30% requested towards the cost of renovating the bathroom at Whittington Vicarage, i.e. £1,320. Proposed by Nigel, seconded by David.

### e) Part-time Administrator

The Vicar reported that as previously agreed when the vacancy was advertised, a part-time Administrator (Lynne) had been appointed for 12 hours per week, and Weeford's contribution towards her salary would be 30% which amounted to £1,800. Following discussion it was agreed that Weeford PCC pay £1,800 towards these costs. Proposed by Janice, seconded by Rosemary.

### f) Organists' Fees

These had been paid up to date.

### g) Bills Outstanding

Lichfield Diocese – fees for 6 weddings

Lichfield Glass and Glazing – safety glass in bell tower window (work not yet done)

Philip Hamlet – Hand rail to Vicars Steps (work not yet done)

### h) Architects' Fees

Alison reported that the PCC will be able to claim back the VAT element on Architects' fees as long as it was within 12 months of the relevant works starting.

Alison was thanked for her report and for all her work with regard to Church finance.

## 9 ELECTION OF DEANERY SYNOD MEMBERS

Sue Chapman, Alison Deakin and Janice Eagles were willing to continue representing Weeford PCC on Lichfield Deanery Synod.

Sue, Alison and Janice were thanked for all their work in attending Deanery Synod meetings and reporting back to the PCC.

## 10 ELECTION OF PCC

**RESOLVED:** *That the following be appointed members of Weeford PCC:*

**Church Warden (Angela Brookhouse)**

**Church Warden (Nigel Brough)**

**Ex-Officio Members**

**Chairman – Revd. Father Jason Phillips)**

**Vice Chairperson - David Gumbley**

**Treasurer - Alison Deakin**

**Secretary - Jean Hawkes**

**Elected Members**

*Janice Eagles (Deanery Synod Representative)*  
*Sue Chapman (Deanery Synod Representative)*  
*John Barnes*  
*Rosemary Barnes*  
*Biddy Brough*

- 11 **APPOINTMENT OF INDEPENDENT AUDITOR**  
**RESOLVED:** *That Susan Schulz, Lichfield Diocesan Board of Finance, be appointed Independent Auditor.*  
Proposed by Alison, seconded by Nigel.
- 12 **APPOINTMENT OF CHILD PROTECTION OFFICER**  
**RESOLVED:** *That Janice Eagles be appointed Weeford PCC's Child Protection Officer.*  
Proposed by Sue, seconded by Nigel.

**Jason thanked all members of the PCC for their work over the last 12 months.**

**CHAIRMAN**