

Minutes

Present: David Carruthers, John Payne, June Poppleton, David Hibbert, John Rhodes, Rob Kay, Rev'd Deborah Snowball, Hilary Stevenson

The Vicar Chaired the Meeting

1. Opening Prayer: The Prayer for the People of St Mary's was said.
2. Apologies for Absence: Buzz Coster, David Edney, Sue Hillier, Dorothy Denzer, Jane Earl
3. Minutes of last Meeting: Monday 10th July 2017
4. Matters arising from the Minutes not covered elsewhere on the Agenda
 - a. LEP Constitution (Matter arising): Deborah is in contact with the Methodist Ecumenical Adviser.
Action: DJS
 - b. Bank (Item 8: July 2017): John Rhodes has written to HSBC and is awaiting a response.
 - c. Safeguarding Champions (Item 5b: July 2017): One for older people: Jean Dodds (an additional one required); Two for Younger: Sabina Lee and Fred Larcquetoux.
 - d. Safeguarding Photographs: (Item 5c: July 2017): Done.
 - e. Safeguarding References: (Item 5d: July 2017): This has yet to take place. Will be discussed at Safeguarding Team Meeting on Monday 18th September.
 - f. Domestic abuse (Item 6: July 2017): John Rhodes will follow up finding a 'suitable person' to come to speak to the congregation.
Action: John Rhodes
 - g. Alex Huzzey (Item 12: July 2017): As his *Sending Church* we agreed to give a Grant of £500 to Alex for books/robes as he begins his Training at Theological College.
5. Vicar's Remarks
The Vicar advised that an Extraordinary Parochial Church Meeting will take place on Sunday 15th October at 11.30am, in order to elect additional members to the Parochial Church Council. Current Council members were invited to seek new members to join them on the UCC.
6. Safeguarding Matters
 - a. Report from Safeguarding Co-ordinator: None presented
 - b. Update re Training: St Mary's has offered Saturday mornings in the New Year as a host for Training.
7. Diocesan/Deanery/Circuit News (*Diocese: JR; Circuit: JP; Deanery: SH*)
 - a. Diocese: Diocesan Synod has not yet met.
 - b. Circuit: The Circuit Meeting has not yet met.
 - c. Deanery: The UCC was advised that the historical shortfall Parish Share for Christ Church, Chorleywood and St Andrew's Chorleywood had been 'written' off.

8. UCC Committees Minutes

- a. Stewardship and Finance (*John Rhodes*) Various items were brought to the attention of the UCC:
- i. Appointment of Treasurer-elect: Adam Shiels was unanimously agreed for this role. Adam and Rob have met for an initial handover session. It was noted that Adam currently works within the field of accounting so brings with him a range of experience.
 - ii. Cheque Signatory update: It was agreed that Adam should be an additional Signatory to both the HSBC and Lloyd Bank Accounts, and that Adam should be given full access to financial matters for St Mary's. June Poppleton should also be added as a Signatory for both the HSBC and Lloyds Bank Accounts.
 - iii. The official name for the church's Bank Account is Rickmansworth PCC however a number of different names are used by those paying money to St Mary's – including: St Mary's PCC, the PCC of St Mary's Rickmansworth, St Mary's Rickmansworth. The Resolution was passed that the various names above be 'allowed' by Lloyds Bank and the required Indemnity Permission Form be duly signed and returned to Lloyds Bank.
- b. Fabric and Churchyard (*David Hibbert*) Various items were brought to the attention of the UCC:
- i. Mast: Following a request from us, the Company overseeing this project have asked to come for a site visit to look at a re-design of the placing of the transmitters so as to avoid a build-up of heat around the clock mechanism. This visit will take place on 15/9/17. The Vicar advised that she had been in email correspondence for more than two years on this matter and expressed concern that further planning/meetings are taking place when there was the possibility of the UCC deciding not to go ahead. The UCC invited the F&C Committee to discuss the matter again and, if objections were raised, to ask for written factual evidence to support them. The matter should be brought to the UCC again if required.

Action: F&C Committee

- ii. Church Centre: It was proposed that a contract be entered into for annual maintenance of the Main Hall Floor. The UCC asked that further figures be given comparing entering into an Annual Agreement against the present arrangement of having the work done as required.
- iii. Kitchen Boiler: Agreement was given for the fitting of a water boiler for hot drinks.
- iv. Boiler: Following previous discussions regarding the boiler, the F&C had abandoned the Specification provided some years before and sought a new specification. A new Specification had been received. The UCC asked that 1) the Specification be forwarded to the Diocesan Advisory Committee and 2) that two additional Quotes for the work be sought.

Action: DJS to forward Specification to DAC

Action: F&C Committee to seek additional Quotes

- v. Fire Alarm: Agreement was given for the extending of the Fire Alarm from the Church Centre to the Church.
- vi. The light under the organ needs to be replaced. Agreement was given for this to go ahead.
- vii. Various electrical works are required.

1. PAT Testing of portable items

Action: F&C to check current PAT requirements

2. Electrical Check of Church and Church Centre: Whilst this is due in 2018, it was agreed that it should be brought forward/

Action: F&C to arrange for full electrical check of both Church and Church Centre

- viii. Gardeners: Agreement was given for the engagement of two Gardeners (Two people x two hours @ £70 a session) for twice a month to make in-roads into the clearing and maintenance of the Churchyard.
- c. Community and Outreach (*David Carruthers*): Two new members of been co-opted onto the Committee and are already proving to be a great asset.

9. Finance Report (RK)

- a. Present position
- b. Fees (See sheet)
- c. Staff matters:
 - i. Church Secretary:
An increase of 2.5% per annum was agreed, effective from 01/01/18

	1/7/17	11/9/17
Current & Deposit	£40,000	£37,000
Epworth (Myers bequest)	£165,000	£165,000
Church Centre	£26,000	£23,000

- ii. Organist
 - 1. Honorarium: to stay at the present rate.
 - 2. It was noted that attention needs to be given to advice from the Church of England re Employment Status of Church Musicians and how this would apply to Andrew.
 - 3. Renewal of Contract: this needs to be updated (present Contract dated 2000) in line with CE and RSCM Guidance.
 - 4. Rates for Cover: Taking into account recommended rates of remuneration for Church Musicians as suggested by the RSCM, it was agreed that Cover Organists should be offered £60 for a Sunday Morning Service. If absolutely necessary, £65 could be offered.

Action: Vicar to advise Andrew of the Cover Rate

- iii. Choir Director: Numbers singing in the Choir have dropped over the years; Attendance at practices is poor and Andrew finds it difficult to conduct practices from the Organ as he can't see or hear the Choir. In fact, he can't actually hear the Organ properly. The Vicar has spoken with members of the Choir who are regular attendees as well as Andrew with a view to appointing a Choir Director. Andrew is in complete agreement with regard to this matter, as well as the members of the Choir. Andrew looks forward to being able to concentrate on playing the organ, and the Choir are looking forward to the possibility of new input, encouragement and repertoire. The UCC agreed that advertising for a Choir Director should take place with a view to someone beginning in January 2018. The Vicar is leading Choir Practices until Christmas. Terms of Employment will be in line with CE and RSCM Guidance. Remuneration will be offered between £2750 and £3000 per annum.

iv.

10. Inclusive Church / OneBodyOneFaith – *continuing the discussion (JR)*

Both the Lay Vice-Chair of the UCC (John Rhodes) and the Vicar had received correspondence relating to the article that appeared in the September edition of link. The total correspondence was five. A variety of views were expressed in the correspondence – from questioning joining either Organisation, through concern as to how those who could not agree with the aims of one of the Organisations would continue to feel welcome at St Mary's, to warmly encouraging joining Inclusive Church. A wide-ranging discussion took place amongst the members of the UCC present, with all sides of the discussion explored, as well as the ramifications of joining either or neither Organisation. It was agreed by all present that 1) We should join one of the Organisations; 2) That the Organisation we will seek to join will be Inclusive Church.

Action: John Rhodes to pursue the requirements for joining Inclusive Church

11. 'Big Welcome/Back to Church' Sunday – 24th September 2017

Invitation Cards Fliers are available in church. Jane Earl and Deborah will be working together on the coming days in order to send out invitations.

12. Mission Action Plan update

- a. Review of actions allocated: The Vicar gave out an *aide memoire* of the actions allocated to the various Committees
- b. Advising the congregation and updating displays and website: Information had been made available but not yet put up. A kindly reminder was to be sent to those concerned.

13. Any other business: A request had come from the Deanery for all Parishes to review the Parish Share Factor with a view to asking for it to be increased, decreased or to stay the same. Discussion took place as to whether we might ask to increase our Share Factor as we are aware that by our paying more we are supporting the work of those Parishes who can't afford to pay. It was agreed that we will ask for our Share Factor to remain the same. We noted that we might consider making separate grants to those churches should they be in particular need (particularly those of which the Vicar of Rickmansworth is Patron). The suggested amount was £1,000. No decision was made at this Meeting, as we wish to hold it as a possible future action as necessary.

14. Items to be publicised

- a. Extraordinary Parochial Church Meeting
- b. Choir Director

15. Date of next Meeting: 13 November, 2017

16. Closing Prayers: The Grace was said.