

**St Mary the Virgin - Henley**  
**Parochial Church Council**  
**PCC Meeting Tuesday 20<sup>th</sup> September 2017**  
**8.00 pm, Parish Office**

**MINUTES**

**PRESENT:**

Sheila Croton (Secretary & Dean Rep), Sue Hockley (Churchwarden), Carol Brook-Partridge (Churchwarden & Dean Rep), Richard Fletcher, Martin Whittaker, Julian Elkington, George Constantinidi, Stephen Nichols and Kathryn Turner (Treasurer).  
The lay chair, George Constantinidi chaired the meeting.

**APOLOGIES:**

Fr Martyn Griffiths (Rector and Chairman), Stuart Crippen (Dean Rep). Sally Batty, Mary Wood and Sarah Bell.

**MINUTES OF LAST MEETING**

The Minutes of the PCC meetings for July were accepted as a true record proposed by Richard Fletcher and seconded by Stephen Nichols.

**MATTERS ARISING**

The church was closed for two days on 11<sup>th</sup> and 12<sup>th</sup> September whilst undergoing a deep clean after the building works. A company from Didcot started work on Monday with the internal roof area, then included the windows, carpets and tiles etc. They also did the boiler house. Several of the congregation have made positive comments and believe it has greatly enhanced the church. There was a suggestion that perhaps this could be undertaken on an annual basis.

Kathryn Turner proposed that the Chantry house contribution toward Julie's Salary be waived for this year due to the low income received from Chantry House teas and the loss of income from not being able to hold the Regatta Teas. This was agreed by all.

**TREASURER'S REPORT**

**Recent Income**

We have recently received a bequest of £5,000 from the estate of Lady Winnington.

**Parish share**

The parish share for this year is £82,820. We are paying this in ten instalments of which we have paid six and I am confident that in view of the bequest we shall be able to pay the remaining four instalments by the end of November. I am intending to pay one instalment at the end of this week.

**Building Works**

We have now spent £160,202 on these of which £6,558 was spent last year with our architect John Radice and £153,644 this year. I am expecting another bill of at least £40,000 from the builders. We have now withdrawn £85,500 from the Fabric/Ellen Buckland Fund to cover costs up until now and have arranged for another £10,000 to be withdrawn which should enable us to pay the final account less any retention. The funds to cover this also include £12,000 of the LPW Roof

Repair Grant and £18,054 repaid VAT as our claim was paid a couple of weeks ago. When I receive the final bill I will make a further claim in respect of VAT which should be at least £14,000. I expect to be able return this to the Ellen Buckland Fund. In addition we are due to receive the final balance of the LPW roof repair grant of about £8,800 which will enable us to repay more to the Ellen Buckland Fund. We currently hold £103,450 in the Ellen Buckland Fund.

### **General Resources**

The balance in Barclays Bank on 18 September was £57,819 which includes about £12,000 of the LPW Roof Repair Grant and £18,054 of the VAT repayment. We still have £33,128 of the parish share to pay in just under three months. We still need to maximise income and keep down costs as much as we can. Our yield from standing orders is down approximately £1500 at the end of August compared to last year reflecting deaths or incapacity.

The takings from the Chantry House Teas are halved this year because of the building works and we did not receive anything from the Regatta café as no one was prepared to take it on. The Chantry House volunteers worked really hard as ever and there were few missed Sundays. The takings level virtually doubled as soon as the scaffolding was down. However it was valuable to maintain our presence in the town on summer Sundays. This is the only regular fund raising we do but it will not continue unless younger members of the congregation get involved. In view of the poor results this year I would suggest that the church waives its charge of Julie Griffin's salary this year.

The PCC agreed to waive the charges for Julie's salary.

### **FORTHCOMING DATES**

- 8<sup>th</sup> Oct 2017 - Harvest Service
- 15<sup>th</sup> Oct 2017 - Evensong Bishop Colin
- 20<sup>th</sup> Oct 2017 - Harvest supper
- 20<sup>th</sup> Oct 2017 - Bible Study course (Philippians)
- 12<sup>th</sup> Nov 2017 - Remembrance Service
- 3<sup>rd</sup> Dec 2017 - Advent Carol Service
- 17<sup>th</sup> Dec 2017 - HSM Carol Service
- 24<sup>th</sup> Dec 2017 - Christingle 3pm
- 24<sup>th</sup> Dec 2017 - Living Advent 6pm
- 24<sup>th</sup> Dec 2017 - Midnight Mass 11pm
- 14<sup>th</sup> Jan 2018 - FM Last Service 11am
- 27<sup>th</sup> Jan 2018 - Henley Choir Festival

### **BUILDINGS REPORT**

**Roof Project.** The work was completed and scaffolding removed during the second week of August. A cost report was presented at the lat PCC. There is nothing to add to this at the present time but it will be updated once the contractor's final account, which is currently under negotiation, has been agreed.

**Church Lighting.** The failed lamps will be replaced during the next few weeks and the faulty increase/decrease control will be investigated and hopefully repaired.

The 10ft Christmas Tree to be installed on 15<sup>th</sup> December 2017.

Sound System repairers coming on Thursday 28<sup>th</sup> September 2017.

Richard queried the lighting in the church as the church seems very dim on Sunday mornings. MW will get the system checked.

### **CHURCHYARD**

We are still waiting for progress on the railing repairs.

A letter to go to the architect to comment on the professionalism and conduct of the builders which was excellent.

### **CHANTRY HOUSE REPORT**

George commented that we did get an electrical certificate from the Red Lion but it was not very clear if it actually includes the Chantry House.

### **HEALTH AND SAFETY**

None

### **CHURCHWARDEN'S REPORT**

On Tuesday 1<sup>st</sup> August, Carol and I met with Charlotte and John (wardens from Remenham) to put together the Person Specification for the Benefice. We have considered all the communications received from members of both congregations when compiling the specification. You now have a copy of that document along with the Parish Profile as discussed at our previous meeting.

On Friday 1<sup>st</sup> September, the four wardens met with Rev. Charles Chadwick, the Dorchester Archdeaconry Parish Development Advisor. He talked us through the timetable as set out by +Colin. Both John and Charlotte pushed for the time scales to be shortened. Charles explained that although Fr. Martyn's last service is on 14<sup>th</sup> January his actual retirement date is not until 14<sup>th</sup> February which is when the Benefice becomes 'vacant'. The registrar will issue the legal notices and within four weeks of their receipt, a section 11 meeting must be called. This is to appoint 2 lay members to act as parish reps; to formally agree the preparation of the profile & person spec (we have already done this); decide whether to request that the presenting Patron should consider advertising the vacancy; request a written statement from the Area Bishop describing in relation to the benefice the needs of the Diocese; request a section 12 meeting. The section 12 meeting will be held as outlined in +Colin's letter.

We then looked closely at the profiles and person spec which had been sent electronically to Rev. Chadwick. He complimented us on the sterling work completed so far and suggested some minor tweaks and alterations. He advised that these documents should remain as 'draft' documents until the section 12 meeting as any of the clergy or lay people present could make suggestions for improvements / alterations, particularly the bishop. Once this meeting has taken place and the documents agreed, they will be sent electronically to the Bishop's Office so that it can be sent out to interested applicants.

It has been suggested that a copy of the profile be added to the St. Mary's website and a copy be posted in church alongside the PCC Minutes.

All the PCC members have received copies of the Bishop's letter sent to the churchwarden's concerning the programme outline for interregnum.

Several members of the PCC were unhappy with the profile being put on the web it will therefore wait until a final version is available.

Julian felt his comments were not taken on board especially relating to the Eucharist. Some people are not happy with the current type of service. CBP stated that we are reflecting in the profile what we are doing now. The new incumbent will be free to change whatever they wish.

**AOB**

**CHOIR**

The organist and choirmaster replacement is ongoing.

**PAINTING**

Father Martyn is checking with the archdeacon as we need to sell a painting we own which is currently being held by Sotheby's, as they no longer wish to store it and we cannot afford to insure it.

Signed by the Chairman .....

Dated .....

**Dates of future PCC Meeting dates**

Tuesday 28<sup>th</sup> November 2017

Tuesday 23<sup>rd</sup> January 2018

Tuesday 20<sup>th</sup> March 2018

Sunday 8<sup>th</sup> April 2018 11am

Signed by the Vice Chairman .....

Dated .....