



WOODBRIDGE COUNCIL

Minutes of meeting Wednesday 16th May 2018 at Lea Church Room at 7.30 pm.

Present: Rev Steve Wilkinson, Chair; Mike Graham, Mark Edwards Lea; Roger Sherhod , Brinkworth; Richard Wood, Great Somerford; Robert Gawthrop, Little Somerford; Margaret Lewis and David Briggs, Garsdon.

1. **Opening prayer** was led by Steve Wilkinson.
 2. **Apologies** were received from, Velma Oxley, Tony Yates, Jane Briggs, Cec Smith, and Michael Bromley Gardner,
 3. **Minutes of last meeting** 21st March 2018 were agreed and signed.
 4. **Matters arising not covered on agenda** – None
 5. **Benefice Update** –
 - a. **WT THRIVE** – Steve reported that this group would be meeting this week and will be reviewing the results of the “Green Form” survey. Update at next meeting. **Action Point 1 SW**
 - b. **Reports from Dauntsey and Lea Parishes** –
 - i. **Dauntsey** – no report.
 - ii. **Lea** – Mark Edwards advised that plans were proceeding well for the refurbishment of the Church Hall.
 - c. **WT Safeguarding** – Nothing to report on this occasion.
 - d. **Morning Prayer** – Steve reported that the new rota was now operational with good attendances being seen at Garsdon
 - e. **WT Mike’s Priesting Date - Sunday 1st July at Bristol Cathedral at 10.30 am.** An 8.00am Holy Communion Service will be held at Great Somerford. A coach will then depart from Great Somerford at 8.45am arriving at the Cathedral at c9.45. After the service it will depart from the Cathedral at 1.00pm arriving back at Great Somerford c 2.00 pm. A Celebration Party will then immediately follow at Brinkworth Village Hall. Parishioners will be asked to advise Maggie if they would like to attend, book a seat on the 39 seater coach, and if they intended to attend the celebrations in Brinkworth Village Hall. More details to follow. It was agreed that the WGC would make a contribution towards to cost of refreshments.
 - f. **Velma’s Last Ministry Day 24th June – There will be a 9am Holy Communion at Little Somerford : Velma will be presiding and a presentation on behalf of The Woodbridge Group will be made. Steve will be writing to all Churchwardens about this.**

Action Point 1 SW
- 10.30am Woodbridge / Messy Church service in the Brinkworth Marquee (Recreation Ground): Velma and Richard will be attending and a presentation on behalf of Brinkworth will be made.**
6. **Ministry Team** –
 - a. **Autumn 2018 Rota** – an updated version issued and is also on line. “Continuous” Bible Readings from the Old Testament will be used during the first part of the Trinity Season with readings from Judges and Colossians for the second part.

7. Administration –

- a. **WT APCMs** – Steve reported that the APCMs had run much more smoothly this year and, in the most part, calls upon his time had been much reduced. For this he was very grateful and expressed his thanks for the work of church officers in achieving this. The same practice would be followed in future years. As regards main changes to PCC Membership and Election of officers Steve reported as follows:
 - i. **Brinkworth** – No change
 - ii. **Dauntsey** – Cec to continue as sole Churchwarden, with assistance
 - iii. **Garsdon** – Mark White was co-opted on to PCC
 - iv. **Great Somerford** – Three new PCC members, Mark Vincent, Tom Picton-Phillips and Judith Picton-Phillips. Alison Davies has stood down as Churchwarden but will remain on the PCC as an elected member, filling a vacant seat until 2020. Mark Vincent will take over from Richard Wood as Treasurer and Basil Miles had now stood down.
 - v. **Lea** – Dave Smith had stood down as a Churchwarden and David Topp had been elected in his place. Tim Gilfoy had not sought re-election to PCC and Sue Wreathall and Neil Seymour had been elected.
 - vi. **Little Somerford** – Diane Sharp had retired from PCC and Treasurer responsibilities and Simon Nuttall had taken over from her as Treasurer. Sandy McDowell has also retired as Secretary and had been replaced by Tracey Smith.

- b. **WT General Data Protection Regulation (GDPR)** – Steve spoke to his circulated paper. Various points were made and it was agreed that Steve would update the draft policy which still requires the approval of each PCC. This updated policy will be circulated with these minutes. In view of the approaching implementation date of 25th May, it was agreed that this “draft policy” should be placed on the Woodbridge website and, if necessary, subsequently amended following any possible changes post PCC considerations. Further consideration would also need to be given to: a) “Specific to Parish” Information, b) Financial Information, c) Pastoral Team Information and d) what constitutes “Other Representatives of the six parishes”. Mark Edwards also issued a pack of information on this subject and guided members through the salient points. Mark also kindly offered to try and answer any questions from parishes.

PCC Secretaries are requested please to place “GDPR Data Privacy Notice AND the appointment of a Data Administrator on their next PCC Agenda.

Action Point 2 – PCC Secretaries.

- c. **Sound Systems** – Steve reported that Dauntsey is about to receive a new system.
- d. **WT Lightning Conductor Tests and Fire Extinguisher Training** – Roger Sherhod reported that he had received no response from the Fire Service and that he would be consulting with Richard Wood regarding Lightening Conductors **Action Point 3 – RS**
- e. **WT Newcomer Pack** – Mark Edwards will follow up on this **Action Point 4 - ME**
- f. **Woodbridge Group AGM – 27th May.** Steve intends to incorporate this within his sermon at this Group Holy Communion as there are no specific arrangements for this meeting in the WGC Constitution.
- g. **“PCC Tonight” – Saturday 2nd June** – this event will comprise of four sessions with intervals for discussions and coffee etc. All PCC members should try and attend if possible in order to gain maximum benefit for the future. **Lea Church TIMES?**
- h. [Redacted]

8. Treasurers Report –

- a. **WT Present Financial Position** –The accounts for the four months to end April 2018 were tabled.. The treasurer also thanked PCC Treasurers for prompt payment of Q1 invoices. A copy of the accounts will be circulated.
- b. Auditor – The Secretary reported that Simon Nuttall has very kindly agreed to audit our 2017 accounts.

9. Items for future meetings –

- a. **Parish News / Communications**
- b. **H R Policies**

10. Date of next meeting – Wednesday 18th July 2018 at 7.30 pm.

11. Dates of future meetings for 2018: 19/9, 21/11.

12. AGM: Sunday 27th May at Great Somerford within the Group Holy Communion Service

13. Grace – the meeting closed at 9.25 pm and Grace was said.

WT = WORKING TOGETHER

APPENDIX – ACTION POINTS

- 1. THRIVE – SW**
- 2. GDPR –PCC Secretaries**
- 3. Lightning Conductor Tests and Fire Extinguisher Training – RS**
- 4. Newcomer Pack – ME**
- 5. Administrator – SW/DB**