

WOODBRIDGE COUNCIL

Minutes of meeting Wednesday 17th May 2017 at Lea Church Room at 7.30 pm

Present: Rev Steve Wilkinson, Chair; Basil Miles and Richard Wood, Great Somerford; Cec Smith, Dauntsey; Nigel Higginbottom, Lea; Roger Sherhod, Brinkworth; Margaret Lewis and Nigel Walker, Garsdon; Robert Gawthrop, Little Somerford.

1. **Opening prayer** was led by Steve Wilkinson.
2. **Apologies** were received from, Velma Oxley, Mike Graham, Michael Bromley Gardner, David Briggs, Dave Smith, Mark Edwards.
3. **Minutes of last meeting** 15th May 2017 were agreed.
4. **Matters arising not covered on agenda –**
 - a. **Chalice Assistants** - Steve to send relevant information to Diocese. **Action Point 1**
 - b. **Music Licences** – Steve reported that he was happy that all churches had a relevant music licence, RW asked about the suitability of these licences for non-church events. Steve to circulate the relevant guidance notes. **Action Point 2**
5. **Benefice Update –**
 - a. **Reports from Garsdon and Little Somerford Parishes –**
 - i. **Garsdon** – Margaret reported that the planning for the building work was progressing, with the intention of starting the back area as phase 1, and then building out to the side as phase 2. They are currently awaiting guidance from the DAC.
 - ii. **Little Somerford** – Robert reported that they were trialling a new service pattern, and that there was an imminent meeting of the church members to share the duties of churchwarden.
 - b. **Parishes Sound Systems** – Steve will dedicate some time to this after distractions caused by item 7b. There is pressure from Brinkworth to resolve this. **Action Point 3**
 - c. **Safeguarding** – Heather was thanked for her report which was noted. Hire agreements are being investigated for use of church premises for non-church functions. Little Somerford now has an offer for a Safeguarding Officer which is being considered.
 - d. **APCMs 2018** – The initial feedback from the parishes are as follows

Brinkworth:	Happy to trial this for 1 year
Dauntsey:	Not yet discussed
Garsdon:	Some concerns expressed, awaiting full discussion at June PCC
Gt Somerford:	Some concerns expressed, feeling is that the next PCC meeting will be predominantly against the proposal.
Lea:	Mixed feelings, but willing to trial for 1 year
Lt Somerford:	Willing to trial for 1 year, awaiting a full PCC discussion
 - e. **Baptism Policy** – The policy was implemented for a 12 month trial after the last WG council meeting. Steve explained that the policy was not designed to turn people away, but that they would be asked if they had talked to their local parish first. It was accepted that sometimes village tradition and family ties play a large part in these decisions.

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There was a feeling expressed that the document gave an unwelcome or negative feeling if it was a public document, but was good guidance for Maggie. A suggestion was made that the document be removed from church notice boards, and be available to Maggie or on the Woodbridge web site.

- f. **Opening our Parish Churches** – PCC's at churches that are normally closed to discuss the implications of opening their churches.
- g. **Living Churchyards** – Guidance from the Chancellor stipulates the type of, and wording on, headstones etc., the hope is to agree this across all 6 churches as a common document. The churchyards at Brinkworth and Little Somerford are closed, and under the control of the Parish Council. The other churchyards are still open for burials or internment of ashes. Some churches in the group already have a policy not to allow artificial flowers, Steve to change the wording of the policy to reflect this. **Action Point 4**
Dauntsey has 2 faculties in place, Garsdon has 1 faculty and Great Somerford has 1 faculty and possibly a reserved plot. Lea has been granted a faculty to reuse a previously used area of the churchyard for new burials, and a separate re-used area for new burials of cremation ashes. Lea PCC has decided not to accept any new applications for reservations of grave spaces, and plots will be allocated on a first come, first served basis.
- h. **Books of Condolence** – This was agreed, with each PCC to address individual security concerns and to provide cover if required.

6. Ministry Team –

- a. **Summer Rota 2017** – Updated rotas were circulated and accepted.
- b. **Ordination of Mike Graham** – 39 people wish to travel by coach, with 47 people expected at the Cathedral and 45 at Trinity College. David Briggs is organising a coach. **Action Point 5**

7. Administration –

- a. **Woodbridge Group Council** – The next meeting will be the AGM, and will be a short (20 minute) meeting open to the public and probably held in Lea Church. The normal meeting will follow the AGM. A copy of the signed accounts to be made available for this meeting. **Action Point 6**
- b. **Shared Parish Office** – This was agreed, the only concern raised was whether we should ask Draycot to sign some form of contract in case they changed their mind about the arrangement at some point in the future. A point was raised about the powers of the Woodbridge Council to implement policies such as this without reference to the individual PCC's, but as this was a cost neutral discussion, there were no implications for the PCC's to consider.
A revision to the format of the accounts is required for this to be implemented, Nigel to arrange with Michael BG. **Action Point 7**
- c. **Portable Appliance Testing (PAT)** – Nigel will rearrange a suitable date with the contractor and advise parishes. Steve and Cec both offered to make a key available for Dauntsey; and Richard would have a vestry and tower key for Great Somerford. **Action Point 8**
- d. **Parish Giving Scheme** – Steve advised that the reports from the trials at Garsdon and Lea were favourable. Other parishes would be able to join when scheme commences across the diocese in September.

8. Treasurers Report –

- a. **Present Financial Position** -Nigel had circulated both the financials and his report. Both were noted. Thanks were expressed to Nigel for his contribution in this role.
- b. **New Treasurer** – Michael Bromley Gardner was appointed as the new treasurer with immediate effect.

9. Items for future meetings –

- a. **Parish News / Communications**
- b. **Woodbridge Group Distribution List**

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10. Date of next meeting – Wednesday 19th July 2017 at 7.30 pm - AGM.
11. Any other business – None.
12. Grace – the meeting closed at 9.20 pm and Grace was said.

Dates of Meetings for 2017 - 19th July; 20th September and 15th November

APPENDIX – ACTION POINTS

1. Chalice Assistants – Steve
2. Music Licences - Steve
3. Sound Systems - Steve
4. Living Churchyards policy rewording - Steve
5. Mike Graham's Ordination, coach to be organised – David
6. Signed copy of the accounts to be lodged with the WGC secretary – Nigel
7. New format of accounts to accommodate Draycot - Nigel
8. PAT – Nigel to arrange date with contractor and advise churchwardens.

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