



WOODBRIDGE COUNCIL

Minutes of meeting Wednesday 20th September 2017 at Lea Church Room at 7.30 pm.

Present: Rev Steve Wilkinson, Chair; Mike Graham, Basil Miles, Great Somerford; Tony Yates, Dauntsey; Dave Smith, Lea; Roger Sherhod, Brinkworth; John Riley, Little Somerford and David Briggs, Garsdon;

1. **Opening prayer** was led by Steve Wilkinson.
2. **Apologies** were received from, Velma Oxley, Stephen Tuck, Michael Bromley Gardner, Cec Smith, Margaret Lewis, Richard Wood, Robert Gawthrop, Mark Edwards and Jane Briggs
3. **Minutes of last meeting** 19th July 2017 were agreed.
4. **Matters arising not covered on agenda** –
 - a. **Chalice Assistants** – PCCs and Incumbents can, together, now authorise individuals to be communion assistants. It was agreed that those so authorised be advised and a full list circulated to Churchwardens. It was agreed that those authorised at parish level also be authorised to serve across the group. **Action Point 1**
5. **Benefice Update** –
 - a. **Reports from Lea and Dauntsey Parishes** –
 - i. **Lea** – Dave reported that the Church Room boiler had now been replaced and was working well. The congregation was also being asked for their suggestions about possible improvements to the interior. PCC is also exploring possibility of a toilet at the back of the church. There will also be an “Open Evening” for the village in November at which local organisations will be represented.
 - ii. **Dauntsey** – Tony reported that the lead flashings to some windows needed repair. The installation of an outside toilet is still under consideration. Also some concern about falling congregations. House Group re-starting tomorrow after summer break.
 - b. **Parishes Sound Systems** – Steve had revisited all churches with Dave Strange and that he was re-contacting the quoting companies for revised quotations. **Action Point 2**
 - c. **Safeguarding** – Heather was thanked for her report which was noted. Mike said that he had attended various meetings at Diocesan Office and stressed the need for Risk Assessments for all events, both in and out of church premises. Particularly important if insurance cover to be maintained. Steve also stressed the need for adequate stewarding where large congregations anticipated. **It was agreed that this item be placed on all PCC Agenda for future consideration.** **PCC Secretaries Action Point 3.**
 - d. **APCMs 2018** – Steve reported that there will be six separate APCMs next year but that the responsibility for **organising the meetings will be the joint responsibility of the Lay Vice Chairs, Churchwardens and PCC Secretaries.** **Action Point 4.**
Specimen templates already issued to PCC Secretaries.
 - e. **Living Churchyards and Churchyard Regulations** – Steve will now finalise documents subject to previously suggested amendments. **Action Point 5**
6. **Ministry Team** –
 - a. **Autumn Rota 2017 and Spring 2018 Rota** – Updated Autumn rotas were circulated. Everyone is reminded to check the online version as the rota is being constantly amended. The Spring 2018 version will be available for the next meeting.
 - b. **Morning Prayer Rota** – Steve outlined a revised rota. The plan will be to have a six monthly rota based on Summer and Winter seasons. Winter: Services at Little Somerford, Lea and

Dauntsey and in Summer: Brinkworth, Garsdon and Great Somerford. Given the variable attendance being seen at present, it was suggested that the Ministry Team may wish to review the various types of Morning Prayer / Office that might be trialled. **Action Point 6**

- c. **Ministry Team Representatives on WGC** – Jane Briggs and Tony Yates will share this responsibility.

7. Administration –

- a. **Parish Share Requests** – Steve sought responses from parishes which had determined their responses to the 2018 requests. Not all parishes had yet completed this task and Steve will circulate a full list in due course. It was hoped that we would be able to fully cover the cost of ministry in the group.
- b. **Parish Giving Scheme** – it was reported that this scheme is being launched this week across the diocese. All parishes are being encouraged to adopt it. Steve hopes to cover the topic of giving generally during a future Group Service. David Briggs has offered to explain the scheme and the benefits should any parish wish to explore it. Lea and Garsdon parishes have been trialling it since the spring and found it has worked very well.
- c. **Appointment of Lay Vice Chair of WGC** – in the absence of any other lay member of the WGC being prepared to stand for this position, David Briggs was elected.
- d. **H R Policies** – a new HR adviser has been appointed by the diocese. We are being asked to look at policies that might be applicable in our group. Steve suggested that this be best dealt with at WGC level and so will seek help in reviewing our needs. **Action Point 7.**

8. Treasurers Report –

- a. **Present Financial Position** – Michael had circulated the accounts for the eight months to 31st August. He stressed that it was important that parishes paid their quarterly invoices promptly in order to assist our cash flow. With this in mind, it was agreed that in future copies of the invoices also be sent to PCC Secretaries as well as to Treasurers. It was also agreed to purchase a new PC for the Parish Office at a cost of c£400. Cost to be shared equally between parishes with the Draycot Group paying their usual share. Steve's PC will also need to be replaced and there is a provision in the accounts for this.

9. Items for future meetings –

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

10. Date of next meeting – Wednesday 15th November 2017 at 7.30 pm.

11. Dates of meetings for 2018 – to be circulated and likely to follow a similar pattern to this year.

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

Dates of Meetings for 2017 - 15th November

APPENDIX – ACTION POINTS

- 1. Chalice Assistants – Secretary**
- 2. Sound Systems – Steve**
- 3. Safeguarding – Risk Assessments and Stewarding – PCC Secretaries.**
- 4. APCM Arrangements - Lay Vice Chairs, Churchwardens and PCC Secretaries.**
- 5. Living Churchyards – finalise policy - Steve**
- 6. Morning Prayer Services – Ministry Team**
- 7. H R Policies - Steve**