



## WOODBRIIDGE COUNCIL

Minutes of meeting Wednesday 17<sup>th</sup> January 2018 at Lea Church Room at 7.30 pm.

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

1. **Opening prayer** was led by Steve Wilkinson.
2. **Apologies** were received from, Velma Oxley, Basil Miles, Dave Smith, Michael Bromley Gardner, Cec Smith, Margaret Lewis, and Jane Briggs
3. **Minutes of last meeting** 15<sup>th</sup> November 2017 were agreed and signed.
4. **Matters arising not covered on agenda** – None
5. **Benefice Update** –
  - a. **WT THRIVE** – Steve reported that he had been in touch with the CPAS Trainer to establish best way of delivering our programme. The 'PCC Tonight' session will be held on Saturday June 2<sup>nd</sup> as a half day (morning to early afternoon). All PCC members will be encouraged to attend. **Action Point 1. SW**
  - b. **Reports from Brinkworth and Great Somerford Parishes** –
    - i. **Brinkworth** – Please see attached report.
    - ii. **Great Somerford** – Richard reported that Phase 1 of 2020 Vision had been completed and that Phase 2, involving internal refurbishment was underway. Draft proposals submitted to the DAC and other Amenity Bodies; responses helpful in formulating final plans, Faculty likely to be submitted shortly. 2017 was a good year financially. Members were very sorry to learn that Alison Davies was not well and prayers were said for her.
  - c. **WT Safeguarding** – Heather was thanked for her report which was noted. Steve will consult Heather about a Safer Recruitment Policy. **Action Point 2 SW**
  - d. **WT Living Churchyards and Churchyard Regulations** –The revised documents had been circulated. It was agreed that each parish would be provided with a folder in which to keep WGC Policy Documents which would not otherwise be easily displayed on notice boards. **Action Point 3 Sec**
  - e. **WT 2018 Group Harvest Supper** –Feedback suggested that parishes would prefer to maintain their existing pattern of Harvest Festival Services as for many it was an opportunity for community involvement as well as auctioning produce. The consensus was that we should consider holding a “Harvest Supper” the previous evening, say 29<sup>th</sup> September, either at around 5.00 pm to include families or later for adults, catering being provided. It was thought that if we held our Harvest Festival Services on the same day, 30<sup>th</sup> September, we might be able to promote these across the group in order to encourage wider community participation. Matter referred back to PCCs for further consideration. **Action Point 4 PCC Secretaries to agenda please.**
  - f. **Morning Prayer** – the following rota was agreed - Summertime: Monday: Brinkworth; Wednesday: Great Somerford; Friday; Garsdon. Wintertime: Monday: Little Somerford; Wednesday: Lea and Friday Dauntsey. MP Morning Prayer starts at 9.00. and is self-running and all that is needed is access to the building. Ministry Team also to consider possible alternative format of services. **Action Point 5 Ministry Team**
  - g. **Mike’s Priesting Date - Sunday 1<sup>st</sup> July at Bristol Cathedral at 10.30 am.** The plan will be to hold an 8.00am Holy Communion Service at Great Somerford. A coach will be organised,

departing from Great Somerford. On our return there will be a Celebration Party at Brinkworth Village Hall. More details to follow. Diary notes recommended.

#### 6. Ministry Team –

- a. **Review of Christmas Services** – Steve produced statistics showing a very good increase, some 50%, in the number of people attending our services over the last four years. This was found to be most encouraging. Pattern of services to be repeated in 2018.
- b. **Spring 2018 Rota** – little change from previous versions.
- c. **Summer 2018 Rota** – skeleton version issued and accepted. Names now to be added. **After the meeting we noticed that LS had no communions in the Spring and Summer rotas. This has now been corrected.**
- d. **Lent Course 2018** – Five sessions to be held commencing on Tuesday 20<sup>th</sup> February at Lea Church at 7.15 to 8.45 pm. to include tea/ coffee. Topic this year to be The Creeds.

#### 7. Administration –

- a. **WT Parish Giving Scheme** – David reported that both Garsdon and Lea had seen a very good take up and that Little Somerford had also agreed to join. A couple of other parishes still to consider joining.
- b. **WT Group Insurance Policies** – David thanked all parishes for providing insurance details. Quotations had been provided. Those parishes on “Three Years Fixed Deals” can be provided with Quotations on expiry.
- c. **WT APCMs – Pre Planning for** – draft templates for the Annual Report and Timetable have been circulated as Steve wishes all parishes to adopt the Annual Report format. **Churchwardens and PCC Secretaries please action. Action Point 6.**
- d. **WT General Data Protection Regulation (GDPR)** – Steve explained that these new regulations are due to come into effect in May 2018. They relate mainly to how we maintain and use such information that we might hold about people. The diocese is keen for us to follow national guidelines. In the first instance Mark Edwards has kindly offered to look into the implications for the Ministry Team and our parishes. **Action Point 7.**
- e. **Sound Systems** – Steve still chasing up outstanding quotations from suppliers.

#### 8. Treasurers Report –

**WT Present Financial Position** –Michael had circulated the accounts for the year to 31<sup>st</sup> December 2017 including Q4 and these were accepted. Parish Treasurers are encouraged to settle their invoices promptly please. In future PCC Secretaries will not receive copies in order to eliminate unnecessary duplication. Secretary to thank Michael for all his help in 2017.

#### 9. Items for future meetings –

- a. **Parish News / Communications**

10. **Date of next meeting – Wednesday 21<sup>st</sup> March 2018 at 7.30 pm.**

11. **Dates of future meetings for 2018: 16/5, 18/7, 19/9, 21/11.**

12. **AGM: Sunday 27<sup>th</sup> May after the Group Holy Communion.**

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

**WT = WORKING TOGETHER**

#### APPENDIX – ACTION POINTS

1. **THRIVE – Event to be organised – SW**
2. **Safeguarding – Safer Recruitment Policy - SW/HL**
3. **Folders for each Parish - Sec**
4. **2018 Group Harvest Festival – PCC Secretaries to agenda please.**
5. **Morning Prayer – Possible alternative format**
6. **APCMs – Annual Report Format – Churchwardens and PCC Secretaries to adopt please.**
7. **GDPR – Mark Edwards to investigate.**