

**ST MARY'S RIVERHEAD with DUNTON GREEN**

**MINUTES**

**Meeting of the Parochial Church Council  
Tuesday 4 May 2010  
In the Church**

---

**PRESENT:**

The Reverend Paul Francis – in the Chair

Norma Bridgland, Barry Sharp, Diane Williams, Elaine Hanham, Ronnie Todd,  
Audrey Bernardi, Martyn Berry, Miranda Cormack, Jeannette Francis, Doris Gosnold, Yemesi Howitt,  
Tim Johnston, Lee Kings, Anne Straight, Sarah Stott, Robin Tonge, Ursula Warner, Lynn Wilson,  
Jean Woods

---

**1. Opening Prayers**

The meeting began with worship. Reading from Exodus Chapter 18, v. 13-27.

**2. Apologies**

Apologies were received from Jane Edwards, Anne Bourne, Andrew Tawse & Joanna Tawse

**3. To elect PCC Officers: a) Vice Chair, b) Hon Treasurer, c) Hon Secretary**

Diane Williams – as Churchwarden - was elected as Vice Chair  
Elaine Hanham – was elected as Hon Treasurer (to replace Mark Merson)  
Ronnie Todd – was elected as Hon Secretary

The PCC were all in agreement

**4. To elect the Standing Committee**

The Vicar explained that the Standing Committee was needed to plan agendas in advance of PCC Meetings. It usually consisted of approximately 8 members.

The following automatically stand as Standing Committee members: Vicar, Curate, Churchwardens x 2, Treasurer, Secretary

Doris Gosnold and Lee Kings both agreed to stand again.

The PCC were all in agreement.

**5. To approve the Minutes of the meeting 9 March 2010**

There was one amendment to the Minutes of 9 March 2010 as follows:

4. ii) replace "...- above the window - with a glazed panel on the balcony to act as an acoustic curtain. It was agreed..."

with "...-above the window – and to install a glazed panel immediately above the choir vestry, to cover the lower half of the balcony overlooking the pews, with an acoustic curtain above it, so as not to impede transmission of the speakers towards the east end of the church. It was agreed....."

The Minutes were then approved and signed by the Vicar as a true copy.

## **6. Matters Arising**

- i) Churchyard Faculty –Diane Williams reported that the posts have been installed. The Vicar expressed his thanks to Robert McLintock and Denis Williams who installed them.
- ii) Church Office Space – Tim Johnston reported the organ speakers in the proposed Church Office space are damaged with almost all the speaker cones inverted/pushed in with several cones torn and felt we should therefore consider replacing them and re-locating them. Robin Tonge explained that he had discussed the issue with Copeland Hart who told him that the speakers should not be moved, apart from onto the wall in the organ loft as originally suggested, as they are acoustically balanced. CH did not recommend buying new, smaller speakers, as these would be very expensive. There then followed a discussion on the pluses and minuses of using the organ loft as office space. One suggestion was to use the choir vestry as the office and keep the choir robes up in the organ loft. Jean Woods pointed out that it is not just robes that are kept in the choir vestry but quite a lot of music, music stand, keyboard, etc. It was agreed that it should be discussed with Janet Sharp as to the feasibility of this proposal and that all possibilities will be looked into. Diane reiterated that no substantial amounts of money will be spent until we are absolutely sure of the correct way forward.
- iii) The Vicar reported that the Lent Course had been well received and dates are being looked at for continuing the House Group meetings.
- iv) HopeFest – Audrey Bernardi advised the meeting that there was nothing more to report.
- v) Helping Hands – Audrey Bernardi reported that she has several volunteers and only two requests so far. It was agreed that it should be advertised in the mini-mag and in the Parish Magazine.
- vi) Events – The Vicar noted that the events in March/April had gone well. Sarah Stott reported the next event will be the Dunton Green Fun Day on 13 June where they will be in need of volunteers.
- vii) APCM - The Vicar reported that he had taken 25 uncollected APCM notices from the various pigeon holes. He wondered whether it was actually worth giving out the notices in light of this. Elaine Hanham asked whether they could not be sent by email. It was explained that we don't currently have everyone's email addresses but Diane Williams said that she was currently in the process of collating a Parish Directory which will include email addresses.

The normal April date for the 2011 APCM turns out to be on Easter Sunday. The Vicar suggested that we keep Lent free of meetings and have the APCM on Sunday 6 March, provided the Treasurer had enough time to prepare the Accounts.

## **7. To agree dates, times and venues for PCC meeting 2010/2011**

The Vicar was unhappy that again we were not able to use the Hall for our PCC Meeting due to a Yoga Class booking. He would like to make sure that future PCC meetings will be in the Hall. It was agreed that Margaret Nicholas should be made aware of future meeting dates so that we are able to use the Hall. As a consequence no future dates were fixed until the issue has been discussed with Margaret Nicholas.

## **8. To agree date for Churchwardens and PCC Commissioning**

Sunday 16 May was agreed as the date to commission the Churchwardens and PCC at the 9.30 service.

## 9) **Child Protection Policy**

This Vicar had distributed the Parish Child Protection Policy Statement 2010 which has to be formally agreed. This is something which is currently being dealt with by Sue Waller. However it needs someone who is able to be more proactive, making those dealing with children aware of training courses, filling in forms etc. At present the Vicar is having to deal with it, which he should not be doing. The Vicar asked for volunteers. No-one was forthcoming.

## 10. **Any Other Business**

New Wheelbarrow– A new wheelbarrow has been donated by Vivienne Asslett. Robin Tonge is taking possession of it on Thursday 6 May. He will write a letter of thanks.

Fun Day – There is an insurance liability for this event. The Vicar asked if the PCC were happy for St. Mary's to pay the insurance as our contribution to the event. The PCC were all in agreement.

Wheelchair – Diane Williams advised the PCC that a wheelchair has been donated by someone who would like to remain anonymous. It is currently being stored behind the organ. Diane will make it known to the congregation.

Elaine Hanham asked whether we had a first aid officer. We don't have one at present but it was agreed that it is something which should be addressed at some point in the future.

Church Hall– There is a particular person who has complained quite strongly about noise from the church hall on a couple of occasions. The situation was discussed and it was agreed that a new clause relating to noise (including no discos) should be added to the application form which goes to anyone wishing to hire the hall. The clause should say that if they do not comply with the clause they will forfeit their deposit. It was proposed that there should be separate contracts for different uses of the hall. Diane Williams agreed to speak to Margaret Nicholas who is in charge of hall bookings.

Bench Seat – Ronnie Todd read out a letter from Tom & Chloe Witchell in which they expressed a wish to donate a bench seat in memory of their son Jonathan. They would like it to be where the previous one used to be, to the right of the church, looking towards Worships Hill and it should be for the use of the people of Riverhead. The question of vandals arose, especially if the bench was located where the previous one was. Robin Tonge agreed to speak to the Witchells and discuss the style and location of the bench.

Jean Woods reported that the light outside the church needs to be adjusted as there is quite a delay before it comes on.

The date of the next PCC meeting will be **13 July 2010**. Diane Williams will arrange for the meeting to be in the church hall.

The meeting ended with prayer.