



## PCC MEETING MINUTES – 22<sup>nd</sup> March 2023

The meeting was held in Church Cottage and was opened at 7.30pm by AC.  
*Note that where reports had been circulated these will be on file and not repeated in the minutes.*

1. AC read from 2 Timothy 4 – a charge for endurance.
2. Attendance (nine members present with two apologies)

	Name	Title	Present	Position	Membership Expires
1	Andrew Cinnamond	Vicar	Yes	Ex Officio	Open
2	Gareth Griffith	Curate	Apologies	Ex Officio	Open
3	Paul Cobb	Churchwarden & Vice Chair	Yes	Ex Officio	Annual
3	Susan Holmes	Churchwarden	Yes	Ex Officio	Annual
5	Vicky Jones	PCC Secretary & Deanery Synod Rep	Yes	F/M	2023
6	David Williams	PCC Treasurer & Deanery Synod Rep	Yes	F/M	2023
7	David Corris	Deanery Synod Rep	Yes	F/M	2023
8	Richard Akroyd	Elected member	Yes	F/M	2025
9	Denver Keegan	Elected member	Yes	F/M	2025
10	Richard Bell	Elected member	Apologies	F/M	2025
11	Nigel Jones	Elected member	Yes	F/M	2023
	Lesley Uzzell	Note-taker, non-voting	Yes	n/a	n/a

3. Minutes of previous meeting 15<sup>th</sup> February. The minutes were agreed as an accurate record and signed by AC.
4. Completed action points from previous meetings:

AP 201021/3	<b>Safeguarding policy: Agenda item 6.2</b>	
AP150223/5.2.1	<b>Approval of annual accounts:</b> DW to send the accounts to David White for review <b>completed</b>	
AP150223/5.2.2	<b>Approval of annual report:</b> LU to pass the changes to VJ asap for amendment and reissue, PCC to vote on via email. <b>completed</b>	
AP150223/6a	<b>Safeguarding 1:</b> LU to check the Sunday School rota each week until all are complete <b>completed</b>	
AP150223/6b	<b>Safeguarding 2:</b> PCC members to send feedback to PC on the document for anyone 'thinking of becoming a PCC member' – this to be circulated via email <b>completed</b>	
AP150223/17	<b>Sanctus Bell:</b> PC to liaise with Taylors over the new frame <b>completed</b>	
AP150223/19.3	<b>Choir singing Latin: Agenda item 8</b>	

### 5. Discussion Subjects:

- 5.1. Inspire Project:** NJ had submitted five documents prior to the meeting which were to be used in the submission to the DAC. Response to all documents by PCC members was very favourable.  
NJ also referred to the recent open church meeting which had a good attendance and a strongly supportive and favourable tone.  
NJ reminded the PCC of the Pledge Weekend (22/23 April).  
PCC members expressed huge gratitude to NJ for the immense amount of work he has undertaken on behalf of the PCC to bring the Project to this point.



<p><i>*NJ proposed, SH seconded that the PCC approves the faculty submission for Project Inspire, through the DAC, based on the Statement of Need v17 and supporting annexes, Statement of Significance Parts 1 and 2 v9 and supporting drawings and reports from Chedburn Codd and specialist consultants. Passed unanimously by those present (9 in favour, 0 abstained, 0 against) with one further PCC member unable to attend sending a positive vote in via email</i></p> <p><i>*NJ proposed, SH seconded that the PCC agree to make a detailed planning application to the CDC relating to the external works relating to Project Inspire. Passed unanimously by those present, 9 in favour, 0 abatained, 0 against)</i></p>	
<p><b>5.2 Restoration Committee – Events and links with the PCC:</b> David Turtle has taken over as Chair of the group from Mike Keegan (thanks expressed to Mike for his work over the years). The group are organising a Coronation Ceilidh at the Memoria Hall on 5<sup>th</sup> May and a summer concert in church on 30<sup>th</sup> June. LU was asked to find out what the additional cost on the CCLI licencing would be if more than six concerts are organised.</p>	LU
<p><b>6. Safeguarding:</b> A report and an updated policy had been circulated prior to the meeting LU as PSO reported local training available face-to-face for Basic and Foundation levels on Monday 27 March. LU reported that the PCC safeguarding training is now fully compliant Groups continue to be targeted systematically regarding both training and DBS checking. LU to approach the bellringers and choir as the next priority.</p> <p>Noted that the DBS evidence checker is the Parish Administrator.</p> <p>No Safeguarding handbook was in the handover to LU and Gloucester was unable to provide one. All PCC members were given one several years ago, but new PCC members also need access to it as does the PSO. It not currently available as a booklet but is available online (unfortunately 74 pages). The CofE also has an online Safeguarding e-manual.</p> <p>AC noted that LU has agreed to cover Eastleach and Southrop as PSO currently.</p> <p>A query was raised regarding visiting choir members and bellringers and whether they need to be covered by training and DBS – it was noted that as these are by nature not regular they are not subject to the same rules as the regular activities. LU to write to the choir and bellringers reminding them to use due diligence when visitors are present and to maintain their normal safeguarding routines.</p> <p><b>6.2 Safeguarding Policy:</b> All present had seen the proposed safeguarding policy circulated.</p> <p><i>*PC proposed VJ seconded that the PCC adopt the circulated policy. Passed unanimously by those members present (9 in favour, 0 abstained 0 against)</i></p> <p>LU to put a copy up in the Cottage and on the church noticeboard and website.</p>	LU
<p><b>7. Finance:</b> DW reported February's figures are again close to last year's averages. The collection taken in the service on 19 March was £577, of which £108 covered travel and hall hire and the rest was donated to SIM UK for Ram and Keshari's work in Rochdale. The deficit showing at the end of February is lower than in 2022.</p> <p><i>*DW proposed PC seconded that VJ be added to the signatories on the bank account. Passed unanimously by those present (9 in favour, 0 abstained, 0 against)</i></p> <p>SH reported that a potential new cleaner for the Cottage to replace Wendy Hall when she leaves had approached her in church on Sunday. It was agreed to go with £12 as an hourly rate, SH given leave to appoint the new cleaner. SH will prepare a card for Wendy for her last week in church.</p>	SH SH
<p><b>8. Worship Services:</b> AC reported there will be a special Coronation service on 7 May, and that new people and families are joining the congregation.</p> <p>It had been noted (last minutes, AOB) that the choir had been singing in Latin contrary to both PCC directive and Canon Law. The PCC values the contribution made by the choir to worship at St Lawrence and AC had spoken to the choir leader and agreed to take an indicative vote on 'all music including anthems will be in English at the 10am service'. This vote was 8 in favour, one abstention and 0 against.</p>	
<p><b>9. Prayer and Discipleship:</b> Lent groups are going well. There will be a Prayer Triplet Tea in Saturday 17<sup>th</sup> June at the Memorial Hall. David ad Gil Turtle are helping DK with Triplets. There will be a Triplet slot at the 14<sup>th</sup> May service.</p>	
<p><b>10. Pastoral Care and Welcome:</b> AC and Kate are putting together a newcomers' evening</p>	



<b>11. Inspire Project: This was covered under item 5</b>	
<b>12. Mission – School:</b> SH reported that the Head Teacher at Kempford School had died suddenly and Gordon Souter had been appointed as executive head covering Kempford and Lechlade schools until the end of the summer term, while he deputy head steps up. A pupil with no English has recently joined the school.	
<b>13. Mission – Parish</b> (including community events): AC and GG are producing a paper coordinating Alpha, Discipleship Explored etc	
<b>14. Mission – Team/Deanery/Diocese:</b> AC reported the first meeting of the Diocesan Evangelical Fellowship had taken place. The picture of the LLF proposals is not yet clear, until the July General Synod gives final policy approval. DC suggested a sermon series on the Power and Authority of scripture. DC reported that the Grace Project has taken over the lease of the old House of Fraser in Cirencester, and this venture has a priest licensed to it.	
<b>15. Mission: Overseas:</b> The World Church group are looking at the allocation of the World funds. The weekend 18/19 March with Ram and Keshari went well.	
<b>16. Administration:</b>	
<b>16.1 APCM:</b> Papers have been sent to all with email addresses on ChurchSuite	
<b>16.2 Co-opted PCC Members:</b> Noted that VJ will be co-opted as PCC Secretary	
<b>17 Fabric</b> – A report had been issued prior to the meeting and is on file. PC reported that the boilers will be serviced on 29 March, and 24-26 May is allocated for the internal church lighting	
<b>17.1 Property</b> – ntr	
<b>17.2 Churchyard</b> – ntr	
<b>18 AOB</b>	
<b>18.1</b> DK reported having a meeting with the chaplain at GWH, and that since the Queen's passing there has been a significant increase in people asking for bibles.	
<b>19 Grace</b> – the meeting ended at 9.43pm after the Grace.	

*Future meetings:*

SC: 05 Apr, 03 May, 07 Jun, 05 Jul, 06 Sep, 04 Oct, 08 Nov

PCC: 19 Apr, 17 May, 21 Jun, 19 Jul, 20 Sep, 18 Oct, 15 Nov. PCC Awayday – Saturday 20<sup>th</sup> May

Summary of carried forward and new action points:

AP 270422/7	<b>Welcome packs</b> general 'new resident' Welcome packs to be regenerated – LU to put together a sample pack <b>for circulation to PCC before next meeting</b>	LU
AP 290922/7.2.1	<b>Finance – energy costs</b> SH to ask RBath whether choir rehearsals in colder weather can take place without the church needing full heating <b>to be carried to later in the year</b>	SH
AP 191022/7.3	<b>Parish Share:</b> VJ to timetable review for the June/July PCC.	VJ
AP180123/5.1b	<b>Seeds of Faith Learnings:</b> GG awaiting response regarding a stall at Lechlade Music Festival	GG
AP180123/5.1c	<b>Seeds of Faith Learnings:</b> SC to discuss the contribution of the choir	SC
AP180123/5.1d	<b>Seeds of Faith Learnings:</b> AC and GG to bring a paper to a future PCC with thoughts on a more ongoing style of mission (3 or 4 times a year) – to fill in between Missions.	AC/GG
AP180123/5.2d	<b>Volunteer leaders:</b> job description for Pastoral lead awaited	SH
AP180123/5.2e	<b>Volunteer leaders:</b> AC to publicise the first three roles in the bulletin at some point.	AC
AP180123/17	<b>Perrinsfield:</b> Following the rent review confusion it was suggested that the role of SC within PCC should be clarified at the next PCC. SC is to cover business between PCC meetings but where possible bring proposals to PCC for ratification rather than making decisions. VJ to timetable a rent review discussion at each January PCC meeting	VJ
AP150223/5.1	<b>Living in Love &amp; Faith:</b> GG and AC to draw together a small group to work on the policy and responses to bring to PCC for approval	GG/AC
AP150223/11	<b>Project Inspire:</b> NJ to make the faculty application for the balcony investigations – this is on hold	NJ

AP150223/19.1	<b>Church photo board:</b> to be updated <b>after the APCM</b> to reflect PCC membership, and to include LLMs and Lay Worship Leaders	<b>PCC</b>
AP150223/19.2	<b>Mission drawing:</b> AC to appeal to the Education charity for the £400 to frame it, the School would like to have it once framed	<b>AC</b>
AP220223/5.2	<b>CCLI licencing</b> LU to find out the additional cost if more than six concerts are organised	<b>LU</b>
AP220223/6	<b>Visitors and Safeguarding</b> LU to write to the choir and bellringers reminding them to use due diligence when visitors are present and to maintain their normal safeguarding routines.	<b>LU</b>
AP220223/6.2	<b>Safeguarding Policy:</b> LU to put a copy up in the Cottage and on the church noticeboard and website	<b>LU</b>
AP220223/7a	<b>Cottage Cleaner</b> SH to appoint the new cleaner.	<b>SH</b>
AP220223/7b	<b>Wendy Leaving</b> SH will prepare a card for Wendy's last week in church	<b>SH</b>

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

19/4/23