

## St Mark's Church, Broomhill

Minutes of the Parochial Church Council meeting held on 21 July 2011 (7.30 pm).

### Present

Ian Wallis (Chair)	Don Smith	Judith Crawshaw	Ian Maher
Tanya Ralph (Minutes)	Joe Forde	Mike Hunt	Sue Hammersley
Alistair Sutcliffe	Robin Saunders	Pat Hunt	Stuart Parker
David Ryder	David Price	Shan Rush	

### Apologies

James Dickson	Gary Grief	Simon Ennals	Anne Padget
Deni Ennals	Bridget Grayson	David Trickett	Catherine Trickett

Sue Hammersley led the opening devotions.

		Action
<b>24</b>	<b>Approval of the minutes of the PCC meeting 6 July 2011</b>	
	<p>The minutes of the meeting on 6 July 2011 were approved with the following amendments:</p> <p>Page 2, 16: The following paragraph was reworded for clarification.            'With regards to funding of the scheme there was no majority for using some church reserves (Yes 9, Maybe 20, No 5) and no one felt they should be used to fund the scheme entirely. A large number (21 Yes, plus 12 Maybe's) suggested they would be willing to make a significant donation without reducing their regular giving (suggested level of donation was £1000) and several more suggested they would but with an associated reduction in their regular giving.'</p> <p>Was changed to: 'When asked whether church reserves should be used to partially fund the scheme, 9 people said yes, 20 said maybe and 5 said no. No one felt they should be used to fund the scheme entirely. 21 people, plus 12 maybe's, suggested they would be willing to make a significant donation without reducing their regular giving (suggested level of donation was £1000) and several more suggested they would but with an associated reduction in their regular giving'.</p> <p>Page 3, 16: should read 'Donald S reported that in the recent experience of the Beacon at Broomhill the planners had been cooperative' rather than 'Donald S reported that in the recent experience of the Beacon at Broomhill this hadn't been a problem'.</p> <p>Page 5, 22: 'conditional upon with the correct ratio of' was changed to read 'conditional upon the correct ratio of leaders'.</p>	<b>TR</b>
<b>25</b>	<b>Matters arising from minutes of the PCC meeting 6 July 2011</b>	
	<p>17 - Organist and Director of Music – update            Ian informed the meeting that the Director of Music post has now been advertised nationally.</p> <p>20 - Broomhall – update on St Silas            Ian informed the meeting that this item is no longer confidential. He reported that the sale of St Silas and the vicarage does not appear to be conditional upon planning permission being obtained for the proposed development.</p> <p>21- The Church's responsibility to the people of Broomhill &amp; Broomhall            The PCC agreed to hold such an event in the Autumn – date to be agreed (possibly November). See item 33.</p>	<b>IW</b>          <b>MH</b>
<b>26</b>	<b>Correspondence</b>	

	<p>Tanya R circulated invitations from Bishop Steven to the Hallam Deanery Evening on 'Growing the Body of Christ: The Diocesan Strategy for Growth' which he has written and circulated as a discussion document. It was hoped that several PCC members would be able to attend this evening at St Thomas Church, Philadelphia Campus on Tuesday 20<sup>th</sup> September 2011. In addition he has requested that we send representatives to the Diocesan Development Day on Saturday 1<sup>st</sup> October and that we schedule time at our first PCC meeting following the Deanery Evening to consider the Diocesan Growth Strategy.</p> <p>Tanya R circulated an advertisement for a course being run by the Diocese: Foundations of Faith – a training course run on Thursday evenings this Autumn at St John the Baptist, Wales, Sheffield from 29<sup>th</sup> September to 24<sup>th</sup> November 2011.</p> <p>David R informed the meeting that the final part of the PCC investment in the Sheffield employment bond is due to be redeemed this month. David P said that on balance he favoured reinvesting the money in the CTBB Development Fund, rather than reinvesting it with Moneyline Yorkshire. The meeting unanimously resolved to add this money to the £800 we redeemed last year and committed to the CTBB Development Fund but as yet unpaid and donate £1200 in total.</p> <p>Ian W has received planning consent for the last 2 Church notice boards to be sited on the Green. These will measure 0.8m x 1.8m which is smaller than we originally proposed. The PCC agreed to proceed with this confirming the decision made at a previous meeting.</p>	<p>All</p> <p>All IW TR</p> <p>DR</p> <p>IW</p>
27	<p><b>18 - Review of Safeguarding policies</b></p>	
	<p><b>Safeguarding Children's policy</b> Following the PCC meeting on July 6 Sue H has reviewed the Safeguarding Children's policy and after a discussion with Sue Booth (Diocese) has made some minor alterations. These include: updating the list of children's groups to include the '14+' group, making provision for non St Marks' groups using this building and updating the list of personnel. Sue H informed the meeting that we now need to ensure that our practice is in line with our policies. Deni E is to move this forward. The PCC voted unanimously to approve the Safeguarding Children's policy proposed by Sue H and seconded by Alistair S.</p> <p><b>Vulnerable Adults' policy</b> Sue Booth has brought to our attention that some further work needs to be done on this policy in the light of the 'Safeguarding Vulnerable Groups Act 2006' and other developments. Jane Padget (Safeguarding Vulnerable Adults Officer) has agreed to review the current policy in line with this advice and present an updated version at a future meeting of the PCC.</p> <p>Ian W reported that we had been encouraged to review our response to victims and perpetrators of domestic abuse, an area not covered by our Safeguarding Vulnerable Adults Policy. The Church of England has produced a document, <i>Responding to Domestic Abuse: Guidelines for those with Pastoral Responsibilities</i> (2006) which Ian agreed to read as well as to consult with other parties before bringing a proposal to a future PCC for consideration.</p>	<p>DE</p> <p>IW</p> <p>IW TR</p>
28	<p><b>Children and young people – proposal: Sue H</b></p>	
	<p>Sue H described some proposals to change the way MADCats might be run after Wendy leaves in September. The current volunteers, Alistair and Peter, are willing to stay involved but don't want to take on the responsibility of the weekly programme. In conversation with them, the following changes are suggested:</p> <ul style="list-style-type: none"> <li>• MADCats is moved back to a Thursday evening, in consultation with parents</li> <li>• The group runs from 6.30-7.45pm</li> <li>• An extra volunteer is recruited to pick up the administrative side of the group, including a rota for volunteers.</li> <li>• Programme may be led in 6-week blocks either by church members or local people with skills in music, arts or drama. This will need reviewing regularly, especially if we need to pay for expertise.</li> </ul>	

	<p>PCC agreed the above changes.</p> <p>Ian Maher suggested that the Wilson Carlisle Centre might be worth approaching for support. 'Music in the Round' was also mentioned as a possible source of support.</p>	<b>SH AS</b>
<b>29</b>	<b>History of St Mark's project – proposal: David P</b>	
	<p>David P informed the meeting that a group has been convened and drawn up plans to produce a book on the history of St Marks, edited by David P, to celebrate the 50<sup>th</sup> anniversary of the new church and to be published by September 2013. Various funding sources are being explored including pre-publication subscriptions and the Church Burgesses.</p> <p>The PCC agreed to support this initiative. David P agreed to advertise the book in the Messenger. Joe F suggested adding something about the people of the church.</p> <p>Robin S asked how the book would be set out and whether it would follow a chronological or a thematic order. David confirmed that the approach would be chronological, but with indices to facilitate accessing thematic material.</p>	<b>DP</b>
<b>30</b>	<b>Installation of PV panels – funding: David R</b>	
	<p>Following on from the discussion on July 6, David R presented a funding proposal for consideration by the PCC:</p> <ol style="list-style-type: none"> <li>1. That the PCC makes an Appeal as soon as possible for specific unconditional donations to the Scheme.</li> <li>2. The Appeal should have a deadline date by which "pledges" of donations should be received.</li> <li>3. The Appeal should run during September and October 2011 with a deadline date of 31 October 2011.</li> <li>4. During the period to 31 October 2011, the Standing Committee and Finance &amp; Fabric Committee Chairman (otherwise to be known as "the Scheme Funding Decision Group") will explore and seek any possible grant sources of funding and whether or not the capital of the St Mark's Church Hall Charity investment can be utilised.</li> <li>5. As soon as possible after 31 October 2011, the Scheme Funding Decision Group will consider whether or not any shortfall in donations / pledges and external grants promised should be made up from either the St Mark's Church Hall Charity investment and / or the monetary fabric reserves.</li> <li>6. If it becomes necessary to utilise any part of the monetary fabric reserves the total amount to be utilised should be no more than £15,000. If more is required, the Scheme Funding Decision Group will have to seek further authority from the PCC.</li> <li>7. If for any reason the Scheme cannot proceed, any donations, grants or any other monies received specifically for use on the Scheme must be returned to the donors/providers.</li> </ol> <p>This was seconded by Mike Hunt and the PCC passed the proposal unanimously.</p> <p>After discussion it was agreed to launch the appeal before the Autumn so as not to lose momentum. Mindful of the current economic climate and the proximity of Pledge Sunday, it was judged inappropriate to stage a high-profile launch; instead, a letter and response form will be prepared by David R and Robin S for distribution to members of the Planned Giving Scheme as well as to other members of the congregation which will invite pledges for donations of any sum. The deadline for responses was brought forward to the week after Harvest festival – 16<sup>th</sup> October 2011.</p> <p>PCC members were reminded that the proposed installation is still dependent upon obtaining planning consent and other prerequisite permissions being sought concurrently with the pledge campaign.</p> <p>David P pointed out that not all PV panels are produced in the same way and that some manufacturers are significantly more polluting of the environment than others. He agreed to look into this in association with Robin S.</p>	<b>DR RS</b>
<b>31</b>	<b>Sound quality in church – proposal: Ian W</b>	
	<p>Ian W informed the meeting that the existing sound equipment was moved from behind the pulpit to the back of church earlier this year when a mixing desk was also installed to allow</p>	<b>DP RS</b>

	<p>greater control during services. However even with experienced users, there is still mixed feedback from users - some feeling that sound is better than it has ever been, others that it is still poor. In response to this situation, our sound engineer, David Anderson, was asked to investigate. His report indicates that sound provision throughout the worship space is patchy with some areas well-served and others receiving little or distorted provision. David recommends in the first instance replacing the existing speakers with two larger units of higher specification. He is confident that these would improve the level and quality of sound throughout the building whilst reducing the patchy quality of provision. If problems persist, it may prove necessary to introduce further speakers but in such a way as to keep bounced sound to a minimum whilst ensuring that sound sources do not cancel one another out.</p> <p>Ian W asked the PCC to agree a level of funding we are happy to pay to get an improved level of sound.</p> <p>Robin S was happy to support this if the proposed speakers would resolve the issue of feedback resonance as even with controls at back of church we are close to the limit of this. He suggested we should ask for a trial. Alistair added that we would need to trial in a number of situations as the number of people in church and where they are sitting or speaking makes a huge difference.</p> <p>The meeting agreed that this is an accessibility issue and that it is crucial that people can hear sermons and feel engaged. It was also agreed that a particularly problematic area is the sanctuary which needs to be looked at.</p> <p>Proposal: The PCC agrees to fund, to a maximum of £2500, the purchasing of new speakers, if with further research we are confident that they will significantly improve the sound within the church.</p> <p>Proposed: Judith Crawshaw, Seconded: Joe Forde. This was agreed unanimously.</p> <p>It was suggested that this proposal may not need a Faculty as it amounts to replacing like for like.</p>	IW
32	<p><b>Broomhill Festival – review: Sue H</b></p>	
	<p>Two Festival review meetings have been held, one of the full Festival committee and one of the St Mark’s Festival delivery team. Sue H reported back that following extensive discussions at the latter, it was acknowledged that St Mark’s resources were significantly stretched by this year’s Festival which may not be sustainable in the future. The meeting had considered whether with a rethink we could use our limited resources better and spread them less thinly. The following suggestions were made:</p> <p>(i) The Family Fun Afternoon at the Botanical Gardens needs a lot of resourcing and doesn’t raise much money, but is appreciated by the community. Could this be combined with the garden party?</p> <p>(ii) The Art Exhibition and Box Office need constant staffing whenever the church is open during the day and for evening events; this proved difficult to accomplish requiring some people to undertake unreasonable tours of duty as well as unscheduled closures. Does the Art Exhibition need to run for so long? It can no longer be assumed that Festival events taking place at St Mark’s are staffed by church members.</p> <p>(iii) Although entries were significantly down this year (coupled with inclement weather), the 5-a-Side Football Tournament was successful and worthwhile. However, could its delivery be streamlined?</p> <p>(iv) The Garden Party always raises significant money and even with fewer people through the door, and the rain, as much money was raised this year as last. The Parade was relaunched and greatly appreciated, organised by Alan Wellings on behalf of the Festival committee. The main concerns related to organisation prior to the event as well as fewer people attending on the day. In response, additional gazebos need to be purchased and a site manager appointed to direct and oversee setting up and dismantling. Further thought also needs to be given to publicity.</p> <p>After discussion, the PCC recommended that the Festival committee considered reducing the duration of the Festival to one full week, including two weekends, and that the staffing of Festival events taking place at St Mark’s should be renegotiated. It was also recommended that the Festival Brochure needs to be available from a much earlier date.</p>	IW

<b>33</b>	<b>PCC 'Away Day' – date &amp; venue</b>	
	<p>The PCC agreed to set the PCC away day for Saturday Oct 22<sup>nd</sup> 9.30 – 2.00. The Standing committee will agree an agenda and venue and circulate.</p> <p>Church and Community Consultation Day – David P to sort out a date for this with the planning group and to publicise in the Blue sheet. It may be possible to hold this in November but if not then it will need to wait until the New Year.</p>	<b>DP</b>
<b>34</b>	<b>Website development group – update: Tanya R</b>	
	Tanya R updated the PCC on the work being carried out by the website development group. This group, supported by James Ryder at no cost, has been working on a new site. Jon Hughes has built the site with some support from James Ryder and design input from the group and in particular from Liz Wallis. The new website is planned to be launched in mid August in time for the new Student term. The only anticipated cost is that of payment for the server that James owns. He will invoice us for this but it is unlikely to be a significant cost.	
<b>35</b>	<b>Parish Weekend (21-23 September 2012) planning group – update: Tanya R, Alistair S</b>	
	<p>Tanya R and Alistair S updated the meeting on the work of the planning group. The weekend is confirmed as being held at Swanwick in September 2012. The theme is 'Nurturing Community'. The planning group is currently developing content for the weekend and researching a facilitator to help draw the weekend together.</p> <p>The group plan to launch this event with a brochure in October 2011, including payment scheme details. This will be followed up in Spring 2012 with a second launch and a fund raiser which might be an 'Auction of Promises'.</p> <p>Alistair S reported on the funding of the event. In terms of costs to the Hayes Conference Centre, we are committed to paying for a minimum of 67 adults. Other fixed costs include payment for the facilitator, accommodation for workshop leaders, expenses, social events, etc. The estimate for these fixed costs is £1500.</p> <p>The per person cost for accommodation, full board and use of some of the public rooms for the weekend from the Friday evening meal to Sunday lunch is £120 plus a single supplement and 'en suite' cost. The Hayes doesn't charge for under 5's and offers reductions for older children, although we may decide to subsidise these further.</p> <p>Alistair asked the PCC for a steer in terms of pricing. We don't want to put people off by pricing it too high but we also need to ensure it is financially viable. It was suggested that we might price it at £125 per adult with a suggestion that those who can't afford this ask the clergy team for church sponsorship, whilst those who can are encouraged to contribute more. Alistair S indicated that if such an approach was adopted, a further sum of up to £2000 would be required to cover fixed costs and subsidies.</p> <p>It was felt that last time the headline price was less than the actual cost (£75). There may be a relevant PCC minute – Ian W to check this out.</p> <p>Proposal – for £2000 to be set aside in next year's PCC Budget to cover the fixed costs. This was agreed by the PCC.</p> <p>Alistair S and Tanya R to come back to the September PCC to discuss the pricing structure. Ian W and Tanya R to research old minutes to review previous pricings and concessions.</p>	<b>IW</b> <b>DR</b> <b>AS TR</b> <b>IW TR</b>
<b>36</b>	<b>Reports from committees and groups</b>	
	None	
<b>37</b>	<b>Any other urgent business (taken with the approval of the PCC)</b>	
	The Beacon@Broomhill is now a smaller part of a larger congregation. Don S has discussed this with Susan Whitmill (St Mark's observer on Broomhill Methodists' church council) as there is much at these meetings that doesn't concern Broomhill relating to the other congregations. He suggested to the PCC that Susan's attending the Broomhill leadership team meeting instead might make more sense. The PCC agreed. Don S to propose this to	<b>DS</b>

	the leadership team and Susan Whitmill.	
	<b>Date and time of the next meeting:</b>	
	Monday 12 September 2011 at 7.30 pm	
	The meeting finished at 09.50pm.	