**Cobham Parochial Church Council**

**Minutes**

**Tuesday 8th January 2019**

**Present:** Angela Walker (Chair),Jane Bubb, Margaret Haig, David Palmer, Ann Clarke, Alan Holland, Hilary Morgan-Savage,

**Apologies:** Gerard Cashman

**In Attendance:** Dave Bubb

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|  | **Minutes** | **Action** |
| **1.** | AW read James 3:13-end and JB opened in prayer |  |
| **2.** | Apologies for Absence  Apologies received from Gerard Cashman.  Declarations of Interest  None declared. |  |
| **3.** | Minutes of Previous Meeting – 18th September 2018  Typo – Number 7 – sit should read site.  Spelling error in point 8 - peer should read pier  Typo – resolution to apply for a faculty for north aisle reordering – delete repeated words.  Typo – point 12 should read ‘dignity at work policy’.  Minutes passed with above amendments made. |  |
| **4.** | Matters Arising  Point 6 – JB has included the Twitter address in the front page of the magazine.  Point 9 – AW asked for clarification that the £4,000 agreed of the loan has been repaid. DP confirmed that it has. |  |
| **5.** | Vicars Matters   * Ash Wednesday Service   There will be no central deanery service this year. A service will be held in place of the Morning Prayer service at 9.00am on 6th March in Cobham Church.   * Passover Supper   AC has booked the Meadow Room, 6.00pm for 6.30pm on 18th April 2019 and appealed for help.   * Easter Services   Easter Day service will be 9.00am at Luddesdowne and 10.30am at Cobham. |  |
| **6.** | Safeguarding Training  DB circulated instructions to access C0 training.  PCC members who have not already completed C0 were asked to do so asap and let DB know when this has been completed. | PCC members to action |
| **7.** | APCM Reports  DB asked the meeting whether we want to have a full set of written reports printed this year. AW suggested that we only have the five mandatory reports produced and published on the website, with a few printed copies available in the church. An item will be placed on the agenda inviting any other groups to submit reports for presentation at the meeting if required. | JB to ask in church notices for anyone wishing to write a report to let DB know. |
| **8.** | Website / Social Media Update  No update presented. JB reported back positively on the Twitter account. Tweets are placed most days. |  |
| **9.** | St Mary’s Church Room  AW circulated an updated set of design drawings. The comments from the last PCC meeting have been put to the architect and these have been incorporated into a new set of drawings. On the revised plans the new porch comes out further at the back of the building which will hide the passageway round the back of the building. DP reported that the change in cost would not be significant. AW reassured the meeting that members of the PCC would receive a full copy of the plan once a finalised plan has been produced.  Proposal: To extend the porch back by small amount, as shown on the plans. Proposed AW, seconded AH, all in favour.  AW distributed several different options for the porch door(s). Any door needs to be wide enough for disabled access. Proposal: to opt for double, partially glazed doors (option B on plan) with a sliding door into the main hall. Proposed AW, seconded JB, all in favour.  AW circulated plans with a range of window designs. The porch would have one window with 3 panels and there would be windows of similar design (single panels) around the whole building. The new emergency door is a plain door to the right (East) of the current emergency exit. Proposed AW, seconded AC, all in favour.  The kitchen extension would be right across the back of the building (to the same level as the current emergency exit), slightly increasing the footprint of the existing building. The approach to the building would be from the corner of Sole Street and Manor Road which will widen the pavement on the corner, increasing safety. There would be railings for the length of the slope. Final decisions regarding the landscaping of the site is yet to be decided.  Proposal AW to approach architect to draw up plans to submit for planning application in accordance with the outcomes of the discussion at the meeting. Proposed AH, seconded AC, all in favour.  AH asked for a progress update with the cover for the rose (West) window. DP has sourced a suitable piece of material which has not yet been cut and fitted. AW appealed for contacts for people who may be able to do it. JB suggested that we approach the Handyman who advertises in the magazine. AW suggested approaching John May.  The water heater has been reported as dripping, but this may be due to the design of the heater which is designed to drip in normal operation. DP will investigate. | AW to update architect with decisions made at the meeting.  JB to approach handyman, AW to approach John May  DP to investigate |
| **10.** | Fabric   * Reordering Project   JB reported on progress on the drainage, kitchen and staircase and North Aisle project. Thomas Ford have drawn up plans which DP has further developed, phasing the project. Phase 1 would be the drainage, kitchen, north aisle pews and moving the bottom of the staircase (top of stairs would remain in situ). The office would stay as it is currently. FOCC have covered the cost of the plans.  Proposal: to apply for a faculty to complete the drainage, stairs and kitchen in line with the drawings by DP (circulated). To ask Thomas Ford to provide revised plans which can be submitted to the DAC. Proposed: JB, seconded AH, all in favour.  Note: proposal to apply for faculty for removal of the North Aisle pews was passed on 18/09/2018. | JB and DP to work with Thomas Ford and to apply for faculty |
| **11.** | Treasurer’s Report  DP reported that the accounts for 2018 would be completed by the end of January 2019. In our working account we have about £7,000 (based on latest statement with known transactions). £600 from the Christmas period will be paid in this month and the gift aid claim for 2018 (£2,500 to £3,000) should be claimed this month. We have about £6,000 in the building fund and £1,600 in the general fund, both are held at the diocese. Future expenditure will be on St Mary’s Room maintenance and replacement of the toilet water heater.  AH asked about the grant received for £3,500 for disabled access for St Mary’s Church Room. DP confirmed the remaining funds were included in the general funds, in the totals given above.  AH reminded the meeting that we have an outstanding loan of £12,000 to pay back. AW assured the meeting that the loan was being paid back on a gradual basis. |  |
| **12.** | Deanery Synod Report  Not discussed at this meeting, to be added to agenda for the next meeting. | DB to add to agenda |
| **13.** | Friends of Cobham Church Report  The friends are looking to have the boundary wall repaired. A project is ongoing to have railings installed at the bottom of the church path and at the top of the steps. FOCC have already obtained quotes for this work. The PCC agreed for this work to continue. | DP to report back to FOCC |
| **14.** | Correspondence   * Vicarage Grass Cutting   DB informed the meeting that he had received notification that the charge this year will be £558 (up from £540 in 2018)   * Thanks from Dave Bubb   DB thanked the PCC for their donation towards books to support him during his training programme and also for the support of members of the church.   * Su Rowe update 17/12/2018   DB read an email received from Su Rowe informing the PCC that the LFG have now raised £2,418.53 towards the Architects fees for the St Mary’s Room refurbishment.   * Photocopier Support – Janet Weaver   Margaret and Jill offered to be the point of contact. |  |
| **15.** | Any Other Business   * Rubbish Removal   DP will email the builder and ask him to remove the rubbish. The final payment for the project is still outstanding.   * Supporting the Lonely   To be tabled at the next meeting.   * George Beeching   George has asked to run an event in the church where people would be able to try on armour etc. for a fee. George suggested setting up an annual event. JB has suggested that he talks to the village fete committee. It was agreed that this would be more appropriate for a village fete activity rather than being run in the church.   * Concerts   JB has been approached by Anna to ask whether 2 Women Events could run 2 concerts a month on occasions. They have been approached by other churches offering availability. AW agreed that 2 per month can be agreed on an ad hoc basis. JB expressed concern about the pressure that is put on regular volunteers. Income is £100 per evening, collections are around £100.   * Chalice Rota   Proposal: That David Palmer and Gilly Knight would be added to the Chalice Rota. Ian Sapsford has asked to be removed from the rota. Proposed: JB, seconded HMS, all in favour. | DP to speak to Pierra  DB add to agenda for next meeting  JB to inform George  JB to liaise with 2WE  AW to arrange training |
| **16.** | Date of Future PCC Meetings  Tuesday 12th March 2019  APCM 7th April 2019  MH requested that a discussion of the 9 lessons and carols service is added to agenda for the next meeting.  Some items from this agenda will be carried forward to 12th March. |  |