

RECTORIAL BENEFICE OF THE GLAMORGAN HERITAGE COAST

MINUTES OF THE PCC MEETING HELD ON 19th NOVEMBER 2019 IN LLANMAES CHURCH HALL, LLANMAES

PRESENT : A Jenkins (Chairman), Rev'd Canon E Counsell, Fr C Vaughan, Rev'd M Walford, Rev'd J Peters, J Robinson, J Taylor, L Mumford, E Williams, P Snowden, D Walke, M Sheppard, S M Evans, P Ayres, E James, A Weston (Sec).

APOLOGIES: Rev'd R Prime, G Semmens, S Evans.

1. The Chairman welcomed everyone to the meeting, and the meeting was opened with Prayers from Fr Edwin.
2. **Minutes of last Meeting and matters arising.**
 - a) The minutes from the meeting of 19th September 2019 were accepted. Proposed E Williams, seconded J Taylor. All agreed.
 - b) **Matters Arising.**
 - Parish Administrator – Contract of employment. Alison Weston has had a rolling one year contract and has been employed for more than 4 years and 1 day as our Administrator. She therefore now has the status of a permanent employee. We have taken advice from our insurers, we have £10 million employer's liability insurance and we don't need to do anything further. The last contract signed now becomes her permanent contract. The standard ACAS procedures become our reference point for policies and procedures. A file note will be put with Alison's contract. All agreed
 - Dispersal of funds from the sale of Eglwys Brewis Church. Forms have been signed and passed back to Lynda Mumford. On-going
 - Notice-boards and publicity. On-going. Fr Edwin will look into getting the logos in the correct format and sent out.
 - St Tathan's Church draw down of funds. Paperwork not yet received. Request to go to St Tathan church to ask for paperwork.
 - Confirmation. 3 candidates were confirmed on 7th November in St Tathan Church by +June, thank you to all those involved.
3. **Finance**
 - a) **Parish Share, running costs and budget for 2020**

David gave a report on this year's budget, what was forecast, what has been spent so far and what we expect to spend by the end of the year (see Annex A). He also explained next year's budget. This has been explained to the Church Treasurers at a meeting on 13th November. He also gave an explanation of next year's Parish Share (see Annex B). L Mumford asked about the amount paid for accountancy, is it reasonable? We have no option; we have to satisfy the charity commission. The budget was proposed by J

Robinson, seconded by E Williams. All Agreed. Thanks were passed on to David and all the Church Treasurers for all their hard work.

b) Preparation of parish accounts and Annual Report for 2019

David proposed the timetable for the submission of the 2019 accounts and reports from individual churches. The AVM is set for 26th April 2020; the final report should be out 2 weeks before Easter. The Accountants should have accounts done by the end of March, this should be possible if they have them by the middle of February; this means David will need them by end of January. The written reports should follow the same timescale, both aspects are amalgamated. This timescale needs to be fed back to LCC's as well as a reminder that the Church accounts and reports run from January to December. All agreed. David also passed on an invite from the Accountants to a Seminar. Details will be sent out.

c) Update on electronic giving

Fr Edwin gave an update on the variety of digital devices that we now have for electronic giving. We are looking at their applicability in the Benefice but they will be available to all the churches for events and occasions.

- QR Codes
- Sum-up card reader
- Electronic plate
- Giving station

d) Request for Purchase

Fr Craig requested he purchase via the Benefice a replacement blu tooth portable speaker and radio mike. Proposed E Williams, seconded J Robinson. All agreed

4. Parish Matters

a) Parish Review and church wardens meeting (26th November)

Fr Edwin explained the church wardens and representatives from each church have been invited to a meeting on 26th November. The point of the meeting is further discuss the work done by Rev'd Rhian Prime and Richard Simpson on the Parish Review, it will ask 'What are the challenges facing our churches in the next 3 years and what are the tasks that will be needed to undertake to address these?' The meeting will be written up and a document produced for each church.

b) 2020, Year of Pilgrimage

- Rev'd Marc gave a brief on the 2020, Year of Pilgrimage which was launched at the Diocesan Conference. The hard launch is on 12th January 2020 when a representative from each church will go to get a pilgrim candle. It is requested that the Year of Pilgrimage is put on each churches LCC agenda for discussion, 'How will you engage with pilgrimage as a church?' and 'Pilgrimage into the community'. We have put a bid in for the pilgrimage items for this Benefice from 11th – 24th May (TBC).
- Ven. Philip Morris has asked that the work that the group 'Celebrating St Illtud' have been doing be passed on the LCC's (See Annex C), it is the note the work they have done and possible comment in future.
- Olly Leonard has been looking at creating a Glamorgan Heritage Coast Parish Website with links to the other churches, hoping to be completed by Christmas.
- J Taylor is in discussion on how to continue the 'Rogation Walk', the route, whether parts could be completed by running, walking or by cycling.

5. Pastoral and Practical matters

a) Ministry Team update

- Fr Craig gave an update on the Wick/Monknash pilgrimage launch walk. The CinW School will also be having a pilgrimage walk. Wick is on the up, all good.
- Rev'd Jude reported on the Seasons Café. It started as a Bereavement Café but is now drawing in new people and is working well.
- Rev'd Marc stated the West end will be holding its first Messy Church on 8th December.
- Fr Edwin reported that we have been trailing a Ministerial review as well as a Parish review. Feedback has been sent to the Diocese.
- A new Eucharist booklet will be produced for Advent.
- Clergy has an amount of training each year which includes the readers; this has been useful and beneficial as a Ministry Team.
- At the beginning of this year we began tracking our leave, we realised we were not taking all of our leave. It's a way of monitoring and ensuring we take our leave. E Williams asked about publicising which are the clergy's days off. It was agreed that they would not be publicised.
- Vocation is something on the radar of the clergy team, it can take up to 5 years to train a lay reader, but it is a shared task for everyone.

b) Lay Eucharistic Assistants

Three new names to be added to the LEA list. Proposed by E James, seconded by E Williams. All agreed.

6. Reports from individual churches

- St James', Wick – Faculty has been granted for the handrails etc. this is being funded by the Friends of St James' Church. The repointed of the Chancel walls will be started in the spring. The DAC asked further question about the Faculty supported on 2nd April '19, a survey has been undertaken and options will be advised. St James' are therefore asking the PCC to support a fresh application for the work to the altar and mensa slab. Proposed by P Snowden, Seconded by J Taylor. All agreed
- Ewenny Priory is looking at installing a stained glass window, they will be asking for a Faculty at a future date.

7. Plenary

- a) The PCC agreed that the Parish Administrators current 2019/20 one year will become her permanent contract and a File note to that effect will be added to it.
- b) Fr Edwin to investigate getting the Benefice logo in the correct format and distribute it to the PCC.
- c) The PCC agreed the 2020 Budget and the Parish Share.
- d) The PCC agreed the proposed timescale for submitting the Parish accounts and reports for 2019.
- e) The Parish Administrator to email the Seminar invitation to the PCC.
- f) The 2020, Year of Pilgrimage is to be on LCC's for discussion.
- g) The note from the 'Celebrating St Illtud' group to be passed on to LCCs.
- h) The Parish Administrator to update LEA list
- i) The PCC agreed the support the renewed Faculty application from St James', Wick to cover work on the altar and mensa slab

j) Dates of future meetings:

- 5th March 2020, 7pm in All Saints Church, Southerndown
- 26th April 2020, 6pm Annual Vestry Meeting, St Illtud's Church
- 10th June 2020, 7pm Ewenny Priory
- 17th September 2020, 7pm St Tathan Church
- 17th November 2020, 7pm St Illtud's Church

8. There being no other business the meeting closed at 20.30 with prayers from Canon E Counsell.

Signed A. V. Jenkins Date 5th March 2020

Mr Alun Jenkins (Chairman)