

**THE PARISH COUNCIL OF THE CHURCHES OF THE HOLY SPIRIT, GREAT BARDFIELD AND  
THE ENGLISH MARTYRS THAXTED**

**Minutes of the Annual General Meeting held 15 June 2017 at Great Bardfield**

PRESENT:	Fr Richard Rowe (President)	Patrick O'Brien (Chairman)
	Michael Hughes (Treasurer)	Kate Fox (Secretary)
	David Jarvis	Robina Dednam
	Fiona Walsh	Phoebe Walsh

Parishioners Present:	Roger Pettet	Bernard Clark
	Paddy March	Alfred Wheeler
	Simon Latham	

**1. The Meeting opened with a prayer.**

**2. APOLOGIES FOR ABSENCE:** Damian Walsh, Pam Gale, Conor McDonagh, John Yates

**3. MINUTES OF THE MEETING HELD 30 JUNE 2016** These were approved and signed as a true record of the meeting; proposed David Jarvis, seconded Robina Debnam

**4. MATTERS ARISING:** There were no matters arising.

**5. CHAIRMAN'S ANNUAL REPORT:** (App.A) This as presented in detail by the Chairman.

**6. TREASURER'S REPORT:** (App.B) The accounts for the financial year 2016/17 continued to show an improved position with Total Funds increasing from £42,053 to £58,498. Mick pointed out the reduction in income from Social Events was because this year there was no Quiz Night the figure of £771 was from the coffee mornings. There was an increase in the Diocesan Quota & Sick Clergy Levy, the Offertory figures were similar but there was a slight reduction in Gift Aid income. Rates and Council Tax was considerably higher at £2306 and Mick was still endeavouring to get the church and Our Lady's House listed as one building for the purpose of rateable value. There had been donations during the year including from the Bardfield Times and others to help replace silverware following the burglary. The increased figure for Maintenance and Repairs includes electrical repairs, gardening, and the new safe, the cost of the new kitchen in Great Bardfield which was higher than originally estimated at a cost of £5080, and the door and ramp at Thaxted £1163. **The accounts were approved by the meeting and the Chairman thanked Mick for his continued excellent management.**

**7. GIFT AID REPORT:** David reported that the total of the main gift aid claim notified by the diocese was £28,268 – an increase on 2015/16 – and the cash donations from both churches was £7461. It is estimated that the total tax refund will be £8611 (£6746 envelopes, £1865 cash).

**8. DEANERY REPORT:** Damian was unable to present a report due to his absence on business however the following was noted (a) Pilgrimage to Walsingham on 22 July at a cost of £15 pp with bus picks ups in Braintree and Birchanger. (b) It was confirmed that our Deanery was still in existence and a donation of £50 per parish was suggested to help towards its work; Mick confirmed this had been paid.

**9. DIOCESAN STRATEGIC PLANNING GROUP:** Damian attends the meetings looking at the results of the consultation. Steve Webb, at the diocesan office, is pulling together the responses.

**10. STEWARDS OF THE GOSPEL:** The next meeting was on 24 June and Janet and Robina hoped to attend with Fr Richard. Damian would also hope to attend but would be arriving following long flight.

**11. GINGER GROUP:** Robina reported that Damian had introduced the 90 second personal proposals the idea of which is to get your main points across in a compelling, concise way and all members had been asked to participate. The GG continues to be well attended and other SofG are interested in the group and when they can.

**12. HEALTH & SAFETY:** John Yates had provided a report, for Great Bardfield, the key points of which the Chairman read to those presents. (i) An external PIR over the priest's door is required and key must be available adjacent to the door to enable quick opening; (ii) Stepladder to be kept locked and chained; (iii) Kitchen chemicals to be kept in a locked cupboard; (iv) Various thresholds to be marked with hazard tape; (v) additional lighting on sacristy stairs; (vi) boiler room door needs to be fireproof; (vii) There needed to be a rota for fire wardens.

**Precision Safety Services:** A document from this company dated 4 May 2017 was presented which contained some high risk warnings that had not yet been dealt with. The mainly concerned adequate means of escape and fire protection for the boiler room and echoed much of what John had highlighted in his report.

The Secretary would provide additional copies of both reports as requested and order some accident report books for each church.

**13. ELECTION OF OFFICERS AND COUNCIL MEMBERS:** Patrick confirmed he would be standing down as Chairman as indicated at the 2016 AGM; from this point Fr Richard chaired the meeting. After some discussion with no one coming forward to take on the role of Chairman it was agreed to review this at the September meeting and it was possible the role would be shared. However Mick Hughes and Kate Fox were willing to continue in their roles and Father was pleased to welcome Alfred Wheeler, Simon Lathan and Roger Pettet as new members. Robina mentioned that Mrs Magee would be willing to join but could only meet during the day; Alfred said that his wife Linda would be happy to attend when she could be of specific help. The membership therefore is Damian, Fiona, and Phoebe Walsh, Roger Pettet, Pam Gale, Connor McDonagh, John Yates, Alfred Wheeler, Simon Latham, David Jarvis, Robina Debnam.

**14. ANY OTHER BUSINESS :** (i) Grass Cutting – query over the increased charges – Alfred would look into this. David mentioned that he was willing to pay for the sit on mower stored in the garage to be overhauled. (ii) Eileen Walsh – it was agreed that a gift be purchased for Eileen in recognition of her ~~many~~ thirty years of service producing the Newsletter.

**15. DATE OF FUTURE MEETINGS:** This would be held on 7 September 2017. Other dates including the 2018 AGM would be set at that meeting.

**16: Closing Prayers** –The meeting closed at 9.30 following prayers.