

Minutes of a meeting of the Bishop Burton Parochial Church Council held on Thursday 3rd November 2011 at Mr and Mrs Oxtoby's home, Burton Raikes Farm, Bishop Burton.

Present: Rev A Bailey  
Rev R Newton  
Mr D Oxtoby  
Mr D S Danforth  
Mr D Beynon  
Miss H Swann  
Mrs A Cherry  
Mr G Richardson  
Mrs M Wray  
Mr L Byass  
Mrs A Danforth

Apologies for absence: Mr and Mrs Thomas

The meeting began at 8.05pm with prayers.

**1. Minutes of the Previous Meeting**

The minutes of the previous meeting were accepted as a true record, and were signed by Rev Bailey accordingly.

**2. Matters Arising**

Quinquennial Inspection

Mr Oxtoby confirmed that the Quinquennial Inspection had taken place but that the official report had not yet been received.

New Hymn Books

Mrs Danforth advised that the large print format Hymn books had now come into stock with the Supplier and due to their increased price asked how many copies should be ordered for the Church. It was agreed that five copies should be purchased.

*Action: Mrs Danforth to place the order.*

Pew Sale and Repair to Candlestick

It had been confirmed by Mrs Thomas prior to the meeting that the Pew had been sold for the sum of £100. This has been put into the General Fund. The Committee's thanks were extended to Mrs Thomas for dealing with the matter.

No further progress had been made with regard to the repair to the large candlestick. This matter to be discussed further at the next meeting.

### Fund Raising

Rev Bailey was due to supply a letter of thanks from herself on behalf of the Church to Mrs Danforth for typing and distributing. This was to go to all those people kind enough to respond to our donation request letter sent around the Village recently. Rev Bailey confirmed that she had not done this to date, and promised to forward this to Mrs Danforth as soon as possible. Approximately £1,955 was donated, and this has gone into the Church's general fund (an exact figure was not available at the time of the meeting as donations were still being received).

*Action: Rev Bailey to supply the donation thanks letter to Mrs Danforth for typing and distribution.*

Mr Thomas had confirmed prior to the meeting that the Quintessentials were due to give their Concert in aid of Church Funds on November 20<sup>th</sup> 2011.

Miss Swann had previously put forward the suggestion of inviting the Filey Fishermen singing group to Church for a concert. Unfortunately they only seem to be contactable via their Website, so Miss Swann had been unable to speak to anyone directly regarding this. It was agreed by all present that this should be pursued further in the Spring of 2012.

*Action: Miss Swann to investigate these possibilities further for the Springtime.*

### Key Safe

A key safe had been purchased, but there was some discussion as to where this should be sited. A suitable location was agreed at the meeting, and Mrs Thomas had kindly agreed to have this installed and arrange to have a number of keys cut for those people who required them.

*Action: Mrs Thomas.*

### Light Bulbs

At the previous meeting, Miss Swann asked if it would be possible to replace the blown light bulbs which are near the ceiling along the choir stalls and Alter as it is becoming increasingly dark in this area. Mr Thomas had undertaken to speak to Mr Pittaway to ask if he would be able to do this job on our behalf given the height of the ceiling. Due to Mr Thomas' absence from the meeting, this matter was to be carried forward.

## **3. Worship**

Rev Bailey asked all present what they liked about the recent Services held at All Saints, and if any in particular stood out. Mrs Wray said that she had very much enjoyed the last Matins Service given by Colin Belsham. Rev Bailey mentioned that the last Family Service she gave at All Saints went really well, with lots of children in attendance. Mrs Danforth thought the Church looked lovely at Harvest Festival with all of the flower decorations and produce.

Rev Bailey then went on to discuss how the new Service Pattern was working, as this was now well established. All present agreed that having a Service regularly at 11am each Sunday was helping to improve attendance. Unfortunately the only Service which is now very poorly attended is Evensong on the first Sunday of each month. Mr Beynon said that this was surprising, given that Evensong was historically the best attended Service. Following a discussion about the timings of the Evensong Service, it was suggested that 4.30pm may be a better time for people to attend, especially with the darker nights through wintertime. The only other choice for this Service would be to move it completely to 11am and hold possibly a Matins Service, with a Songs of Praise Service on the 5<sup>th</sup> Sunday. It was agreed to canvas the congregation at the next few Services to see how this idea is received, after which time, Rev Bailey and Mr Oxtoby would make the final decision.

Rev Newton then spoke about the Family Service which is currently held on the 4<sup>th</sup> Sunday of each month. She said that the maximum number of families who attended this Service since she had been taking it was four, and of those four, two families had moved out of the Village. Rev Newton went on to explain that she had been putting notes through people's doors if she thought they may be interested in attending with their children, but the situation had not improved. Mr Beynon said that the Church had between 15 to 20 children attending Sunday School when this was run, but it was about 10 years ago. Even then though, they found that although the children attended, the parents did not come to Church with them. Rev Newton asked all present if the Family Service should therefore continue given the low attendance, or if another type of Service should replace it.

Mr Oxtoby suggested replacing the Family Service with a second Communion Service. This would give an opportunity to have one Service in the more modern format, and one from the Book of Common Prayer, for those members of the Congregation who may prefer it. Miss Swann suggested a Matins Service for the 3<sup>rd</sup> Sunday when the joint Services with the Methodists were discontinued. Mr Beynon said that he enjoyed a less formal Service such as Morning Prayer. At the end of this discussion it was decided that, depending upon the response received from the Congregation about Evensong on the first Sunday, the amended Service Pattern may become:-

	<i>Currently</i>	<i>Changed to</i>
First Sunday	Evensong – 6.30pm	4.30pm Evensong/11am Matins or other
Second Sunday	Holy Communion	Holy Communion (BCP)
Third Sunday	Joint Service	Morning Prayer
Fourth Sunday	Family Service	Holy Communion (Modern)
Fifth Sunday	Matins	Matins or Songs of Praise

#### **4. Planning – Winter / Christmas**

- Mr Graham Richardson's Confirmation Service at St Giles in Marfleet will be held on Sunday 6<sup>th</sup> November 2011.
- Quintessentials Concert will be in Church on 20<sup>th</sup> November 2011 at 5pm. The Committee's thanks were extended to them for giving their time to us once again, and to Mr and Mrs Thomas who have organised the event.
- Children's Advent Workshop is to be held on the 26<sup>th</sup> November 2011. This is being run by Rev Newton at Walkington, but children from Bishop Burton are also invited to attend.

- Methodist Carol Service – this is being held on Sunday 18<sup>th</sup> December 2011 at 4.30pm. Rev Newton advised that All Saint’s Congregation has been invited to attend with the Methodists for their Carol Service, and that this will be the last one at Bishop Burton for Liz Allison. Accordingly, it was agreed by all present that no Service should be held at All Saints on the 18<sup>th</sup> December 2011.
- All Saints Carol Service – this is being held on Friday 16<sup>th</sup> December 2011 at 7.30pm. Mr Oxtoby and Mrs Danforth volunteered to organise mulled wine and mince pies for this event.
- Rev Newton confirmed that she would be holding a Crib / Christingle Service on the 24<sup>th</sup> December at 3pm.
- Midnight Mass – this is being held on 24<sup>th</sup> December 2011 at 11.30pm.
- There will be no Service at All Saints on Christmas Day or New Year’s Day.

## 5. Fabric

### Insurance:

Mr Danforth advised all present that a Survey had been carried out at All Saints by our Insurers. We have been informed that our premium is set to rise by 50% when we renew next year, plus they are going to remove the cover for any metal stolen, unless it has been marked with Smart Water. Even when marked with Smart Water, the insurance cover will only extend to £5,000 per year plus £5,000 cover for consequential damage due to the theft. This particularly relates to the lead on the Church’s roof.

***Action:** Mr Oxtoby to approach Mr Gilbert Lythe to ask how much it would cost to apply Smart Water to the metal in and on the Church, and will report back at the next meeting.*

### Heating:

Mr Beynon mentioned the difficulties he was having with the setting of the digital clock which controls the heating in Church. As this is a 7 day clock, he cannot easily set it so that it comes on for Services at varying times during the month. This would be greatly alleviated if all Services were scheduled to start at 11am each Sunday. There was also an incidence recently of someone turning the master switch to the heating system off in the Vestry. In consequence, the heating did not come on at all for the Service.

***Action:** Mr Beynon to make some signs to post next to the switch in the Vestry reminding people to leave it switched on at all times.*

### Driveway through the Lynch Gate:

Rev Newton said that she had been approached by Mrs Oughtred, who is a neighbour of the Church, to say that the driveway over which they had a right of access is beginning to degrade. The driveway was re-surfaced only a few years ago, but the degradation is probably a consequence of the very bad Winter that we had last year. Given that winter is now approaching again, it was decided to wait until the Springtime and review its condition at that time.

Petty Thefts:

Due to a few incidences in recent times, it was decided after some discussion to take the reluctant step of keeping the Church locked whilst not in use for the foreseeable future. Mrs Wray very kindly offered to lock the Church and keep the key until the new key safe is in-situ. She will also speak to Mrs Francis to explain the situation.

## **6. Finance**

Mr Danforth reported that the General Fund had £1,255.00 with Barclays Bank and £13,500 with the Church Bank. There were however three cheques still to clear the Barclays Account, one for Rev Newton (£130), one for the Diocese of York (£644) and one for Yorkshire Water (£26). The Barclays balance at 31<sup>st</sup> December 2010 was £299 and at the previous year end £299. The Church Bank balance had remained the same.

The Fabric fund had £355 at Barclays, but Mr Danforth had to discuss an invoice received from Chubb in the sum of £94 with Mr Oxtoby prior to paying. At 31<sup>st</sup> December 2010, the balance was £358 with £2,215 at the previous year end. The Fabric Fund also had £21,363 at the Church Bank compared to £21,415 at 31<sup>st</sup> December 2010 and £17,813 at the previous year end.

He confirmed that the 2010 Accounts showed a deficit on General of £1,763 and a surplus on Fabric of £1,783.

He confirmed that last year's entire Diocesan quota had been paid along with six months of this year (including the unrepresented cheque referred to earlier). As we have paid the last two years in full, the previous arrears of £2,552 from 2008 should be written off, but confirmation that this has been done has not yet been received.

The covenant tax reclaim for the period to 5<sup>th</sup> April 2011 was made and has been received. The investments held at Mercury Asset Management stood at £24,587 and Schroders at £10,149.

Major fundraising this year included the Easter Village letter as previously discussed and the Sunday Lunch, which raised £1,143.

As previously discussed, our current Insurers were looking to increase our premium by 50% at next renewal. Mr Danforth was asked to look into the possibility of decreasing the amount for which the building is insured to see if this would significantly reduce the cost of insurance, and report back at the next meeting.

Rev Bailey mentioned that our Accounts have not yet been filed but confirmed that was due to her not having been able to speak to Mr Pennington yet regarding the audit of our Accounts.

***Action:** Rev Bailey to try and make contact with him shortly.*

## **7. Any other Business**

Miss Swann advised that she had been approached by a lady and her daughter from the Village to ask if it would be possible to take over the Allotment next to the Church and run it as an allotment as it was in previous years. After much discussion, all present were in favour of this in principle, but Rev Bailey pointed out that permission must be sought from the Diocese before any lease agreement could be entered in to. To this end, Rev Bailey asked Rev Newton to contact the Diocese for further advice as to how best to proceed.

*Action: Rev Newton*

Rev Newton asked if any of the Committee members would be willing to join a rota to help to set up and clear the Church before and after Services. Mr Oxtoby, Mrs Wray, Mrs Danforth and Mrs Cherry all offered to help and Mr Beynon and Mr Richardson said that they would be able to help post-Service.

*Action: Rev Newton to organise a meeting in church for those people who will be on the rota, to go through the procedures for setting up for Services etc, and will ask Mr Oxtoby and Miss Swann to be in attendance for their advice.*

Rev Bailey advised that she had received an application for a new stone to be placed in the Grave yard for Mr Menzel who died in 1994.

Mrs Cherry said that she had been hand-making some greetings cards and asked for permission to sell these in Church after Services in aid of Church funds. No one had any objection to this, and thanks were extended to Mrs Cherry.

## **8. Date of Next Meeting**

Monday 16<sup>th</sup> January 2012 at 7.30pm – venue to be confirmed.

There being no further business, the meeting closed at 10.15pm, and Mr and Mrs Oxtoby were thanked for their kind hospitality in hosting the meeting.