**Church of St Nicholas Remenham**

 **Minutes of the Parochial Church Council Meeting**

**Thursday 13th July 2017 at the Chantry House**

Father Martyn Griffiths, Chairman

Charlotte Every, Church Warden

John Laing

Sue Laing

Nigel Gray, Treasurer

Anthony West

Sarah West

Hugh Whitfield

Paul Sermon

Mandy Sermon, Secretary

1. **Prayers**
2. **Minutes of last meeting held on 11th May 2017**

These were proposed by Anthony West, seconded by Charlotte Every and approved. They were signed by the Rector.

1. **Matters Arising**

Nigel Gray reported that the final £1,459 from Park Place Development had now been drawn down. He also handed round the financial report Jan – June 2017.

1. **Church**
2. Electrical

The electrical report is awaited. There is a little more remedial work necessary and it is thought that to install an outside socket would be useful.

1. Damp

The colour of the mortar for the repair is being considered.

1. **Parish Hall**
2. Repairs

The Diocesan architect Richard Oxley is to look at the state of the perimeter wall of the Parish Hall in terms of safety.

1. Fire Alarm Service.

The contract for the fire alarm service is now in place.

1. **Any other business**
2. Plaque

Father Martyn has found a person to write on a wooden plaque and the ship on the original could possibly be copied onto the new one. Spacers could be used when fixed to the wall.

1. Archdeacon’s Inspection

Charlotte’s work to ensure that the paperwork was all in place so that inspection went smoothly was very much appreciated. The PCC expressed its thanks. Two necessary items were noted: a No Smoking Sign to be displayed and a Log Book to be kept in the Church to record all activities including changing a light bulb. The latter will be kept in the Vestry.

1. Bishop’s Visit

A reminder about the Bishop’s visit to the Church and to Shiplake College on Thursday 20th July was given. Numbers of those wishing to attend are to go to the Rectory Office.

1. Dates: December 3rd: Rector’s Leaving Party

 December 17th Carol Service at St Nicholas

1. Financial Situation

The financial situation (Jan – June 2017) was circulated. The Treasurer pointed out that a receipt from CAF for £3272.02 had been paid in.

Before Father Martyn left the meeting he reminded the PCC that the Profile and the Person Specification had to be forwarded to the Bishop of Oxford, the Principal of Jesus College (Patron), the Archdeacon and the Area Dean.

20.25 Father Martyn left the meeting.

It was decided that the Churchwardens, Charlotte Every and John Laing are to be the Remenham representatives on the appointments board for the new Rector. It was also decided that John and Charlotte be joint Vice Chairmen during the interregnum.

A draft Parish Profile was circulated to some members and this was discussed. Some recommendations were made for changes. These will be sent to Charlotte for inclusion. The final draft will be circulated by email for final approval by mid August.

A first draft of a Person Specification had been drawn up by St Mary’s. The wording was discussed and suggestions for changes were made. Hugh Whitfield offered to redraft. When this is prepared John and Charlotte will meet with the Churchwardens of St Mary’s to agree the final profiles.

The paperwork will then be submitted to the Area Dean, the Archdeacon, The Bishop of Oxford and the Patron of Jesus College Oxford.

Date of the next meeting: September 21st