

MINUTES OF ST PHILIP'S AND ST JAMES' VESTRY MEETING 13 March 2018

Present: Tembu Rongong, Jean-Marie Meny, Toni Buchan, Jeremy Harper, Jenny Kerr, Paul Stollard, Anne James, Jenna Greensmith, Andrew Daye, Rachel McLean, Robyn McLean
 Apologies: Rosemary King

8.00	Meeting opened with prayer	
1	<p><u>Minutes of previous meeting (16.1.18)</u> Approved following three corrections</p> <ul style="list-style-type: none"> • 3. Boiler project – asbestos risk is '<u>low to medium</u>' • 4. Insurance – 'Agnes <u>Tinswell</u> plate' • 13. A.O.B. Service on '<u>Sunday 25 February</u>' <p>Minutes (and Constitution) will be made available on the website (go to 'people', 'Vestry', 'Vestry Minutes')</p>	
2.	<p><u>Quiet Day</u> This was a success and there is support for running a day ourselves, involving more creative activities, in the summer, possibly June. There was also support for a church weekend away next year, to include a mixture of fun activities and quiet reflection/meditation. Potential venues to be investigated.</p>	TR
3	<p><u>EMMS</u> James Petticrew from EMMS will be speaking this Sunday. He will outline two possible projects which we could support:</p> <ul style="list-style-type: none"> • Midwives for Malawi – a year's training for one midwife student £1200 • Renovating a rural health clinic £1100 	
4	<p><u>Big Day – Saturday 28 April, 10 'til 2</u> A day of workshops and worship (with lunch) at St Mary's, as a celebration of the diocese and following on from the Growing Together road shows last year. All churches in the Diocese are invited to present a stall to showcase what they do. Ideas so far have included:</p> <ul style="list-style-type: none"> • hospitality (coffee, bake sales) • the murals • creativity (including children's work) <p>We will continue to gather ideas over the next couple of weeks.</p>	
5	<p><u>Safeguarding</u> Copies of the 'Co-ordinator and Vestry Handbook' were handed out, and points from the 'Congregational Safeguarding Checklist' raised. Tembu and Rachel will meet to clarify areas we need to act on and feedback at the next Vestry (24 April).</p>	RMc TR
6	<p><u>Churches Together</u> Lent Groups – 4 groups are running and these are going well. Holy Week evening services 7.30 pm:</p> <ul style="list-style-type: none"> • Palm Sunday – St Philip's • Wednesday – Holy Cross • Thursday – Wardie • Friday – St James' - Stainer's Crucifixion (St James' will also be open from prayer from 12-2, with a service from 2-3) 	

	<p>Assessment and she and Tembu are working through the actions raised. These include:</p> <ul style="list-style-type: none"> • First Aid – as a minimum we need to ensure our First Aid Kits are accessible, fully stocked and up to date. These are currently in the kitchen drawer and the front vestibule cupboard. We also need to ensure there is a 'responsible person' on duty. It was agreed this should be the Vestry member on duty. They will take responsibility for calling an ambulance if needed and directing the paramedics on arrival. • Period Electrical Testing. This was last carried out in 2012 at St James' and has not been done at St Philip's. Some remedial work is needed to the electrics in both buildings. An estimate of £700 + VAT was approved. • PAT testing for St Philip's. This should be done every year. (The nursery take responsibility for this in the Hall at St James'). • Gas Safety St James' to include the boiler for hall and the cooker This should be carried out at St Philip's as soon as possible. • Asbestos survey St Philip's, again to be arranged as soon as possible. • Responsibilities for safety issues relating to Training for Care to be investigated. This may involve changes to the lease. 	<p>JGS</p> <p>Vestry</p> <p>TR</p> <p>TR</p> <p>TR</p> <p>TR</p>
8	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> • Rector's Study Leave – Tembu's study leave in October was felt to have benefited him and the congregation, and it was agreed that we would support a further week each year (to include a Sunday). • Data Protection Discussion on this added to the agenda for the next meeting. 	
9	<p><u>Dates of next meetings</u></p> <ol style="list-style-type: none"> 1. Tuesday 24 April 2. Tuesday 12 June 	

Jenny Kerr
17.3.18