

## Minutes of the meeting of the committee of St Francis' Church, Stawell

January 21<sup>st</sup> 2020 at Manor Farm

Apologies: Ruth, Jeanette

Minutes of the last meeting: the minutes were read and approved.

Matters arising: Quinquennial – Rachel reported that this was due to be done in November 2019 but the inspector failed to arrive. It has now been rescheduled for 31<sup>st</sup> March 2020. The inspector will need the log book, which Rachel will leave in the chest to which Richard, Roger and Jean Banger have keys. The log book needs to be placed on the table in church before 10am on March 31<sup>st</sup>. The inspector will invoice us – the fee has not increased since the last inspection.

Finance: The accounts for 2019 are now complete and have been audited by Trudy Biddiscombe. She also suggested some improvements to current procedures.

a) Suggested form for requests for cash so they can be recorded in detail and evidenced. This form will not be required if receipts are exchanged for cash.

b) Care should be taken to record congregation numbers accurately as this can affect Gift Aid.

c) Amendments were made to the Sunday service collection form in order to clarify it.

The matter of Gift Aid was discussed and whether all donations from a congregation of over 10 adults could be gift aided. Richard will query this with Pam Coombes, who deals with the Gift Aid from our collections.

Tina was thanked for all her hard work in keeping the accounts in such good order.

Fabric: Hearing loop – the company who fitted out the village hall are coming to give a quote for a hearing loop in the church on February 12<sup>th</sup> at 12.30pm

Correspondence: Letters of thanks have been received from SSAFA and the Salvation Army in response to donations raised at events before Christmas. There was also a request for support from Water Aid and a discount offer from Ecclesiastical Insurance.

Churchwarden's report: preparations for Rachel's absence. Roger will generally be in charge, Anne Griffin offered to help Jean Banger setting up the church before services, Richard will print the Pewsnews, Ralph and Anna will update the service notices outside the church. Rachel has prepared the Easter candle, but should be back by then. Advance notice that the Burtle Band have been booked for Remembrance Sunday.

Fundraising events 2020:

Easter Bingo: April 4<sup>th</sup>

Pig Roast: July 18<sup>th</sup>

Games Evening: Nov 14<sup>th</sup>

Village Fete: June 6<sup>th</sup> \*

Mayflower Concert: October 24<sup>th</sup>

Christmas Quiz Dec 12<sup>th</sup>

\*Sally Lucas has been approached to coordinate this event – Rachel will contact Sally to arrange a date for a meeting and ask Sally to contact committee members.

All dates are provisional upon availability of the village hall, apart from the Mayflower Concert which will be held in the church.

It was decided that none of these events needed a bar: Bring your own or tea/coffee etc as appropriate to the event.

Any other business: there have been problems getting larger vehicles past cars outside the church, especially for UB service when there are more cars. The village hall car park is available for those able to walk from there and people will be asked to try and park considerately.

Date of next meeting : Monday March 9th