

# Minutes of Church Council Meeting 13 July 2004

**Present:** Emma Elliott, Sarah Martin, Jenny Wright, Frank Twissell, Dorothy Twissell, Yvonne Morris, Jane Fletcher, Mark Elliott, Nicky Gladstone, David Marles, Margaret Burrows

**Apologies:** Sylvia Ayers, David Bishop, Chris Gladstone, Angela Soboslay, David Wrigley, Matthew Jones, Antony Claridge

David Marles chaired the meeting.

**Minutes of the last meeting, held on 17 May** were approved, and signed by the Chairman.

## Matters Arising

A ballot had been held to decide this year's group of Chairmen and the Agenda Setting Group. All were happy with the way in which the ballot had been conducted.

Chairmen: David Bishop, Chris Gladstone, David Marles

Agenda Group: Sylvia Ayers, David Bishop, Mark Elliott, Sarah Martin, Bob Siderfin

## Remarks by Officiating Minister

Antony was unable to attend the meeting due to illness, but sent a message of support and encouragement to the "new-style" council

## Remarks by the Agenda Setting Group

Only two of the six members of the group had met. Minutes of their meeting will be posted on the Information Notice Board. The group had considered issues arising from the Away Day, and set agendas for the next two meetings (present meeting and 8 September).

## Jobs and Action for the Next 3 Months

Although this was not a major topic from the Away Day, it was agreed that the following small items should not be allowed simply to disappear.

- i. Book of Prayer  
This would have prayer requests written in it at any time by anyone, and taken up to the altar during the 10am service with the Offertory Collection. The prayers would not be read out.  
⇒ **Mark Elliott to speak to Chris Munday re setting up a Book of Prayer.**
- ii. Telephone Prayer Network  
Members of the Mothers' Union had previous experience of this, and discussion was held regarding how it would be organised.  
⇒ **David Marles to investigate further with a view to starting Prayer Network in September. An article is to appear in the August Magazine.**
- iii. Greeters  
Several people had volunteered to act as Greeters on a Sunday Morning, and it was felt that a rota (perhaps of 4 people) should be drawn up.  
⇒ **Sarah Martin to take charge of this matter.**
- iv. Noticeboard outside Church  
This was dealt with in item 8 – External Communication.
- v. Written Copies of Sermon Notes  
It is hoped that where possible, a copy of sermons will be displayed on the Notice Board at the back of Church, and also on the Website. It was recognised that this will not always be feasible.  
⇒ **Nicky Gladstone to contact clergy**
- vi. Car Park Chain  
The car park is to be re-marked in the very near future. It was felt that this matter should be deferred until later in the year.

- vii. Porch Area  
This cannot be redecorated until the hole in the kitchen roof is repaired. An estimate is currently being sought.
- ⇒ **Chris Gladstone to contact architect and arrange new estimate for kitchen roof.**

### **External Communications**

Nicky Gladstone introduced this topic, and the attached sheet was circulated. The major issues arising from the ensuing discussion were as follows:

- ⇒ **Emma Elliott and David Bishop are to look at the best way to produce a flier similar to the pew leaflet which could be circulated to local hotels**

The tendency is for publications to look "amateur" and the importance of a polished final product was agreed upon by all. To this end, the need to improve the noticeboards outside Church is to be conveyed to the Standing Committee and ultimately to the Trustees.

A Press Officer is needed to handle regular communication with the local press and radio. This person will need to be computer-literate – and have access to a computer. He or she will also need access to a phone during office hours. No candidate came forward at the meeting, and all were urged to give thought to who could fill this role. It was stressed that in this case, a simple willingness to do the job would not be sufficient.

In addition to the Press Officer, the following vacancies were identified:

#### Direct Mailing Team

These people would convene as and when required and do all of the "envelope stuffing and labelling" tasks.

#### Database Management

An address list must be built up of all the people that are usually invited to Christ Church events, and in this way a mailing database would be formed.

- ⇒ **Mark Elliott volunteered to handle this.**

#### Publishing Team

This is a bank of people who are gifted at typesetting. Anyone wishing to produce material for publication but who was unsure of their own skills in this department could pass their work on to the team for formatting on the computer.

- ⇒ **This would be an expanding group of people possessing the relevant abilities, but in the first instance, Matthew Jones, Emma Elliott and Nicky Gladstone would take on this role.**

- ⇒ **It was agreed that the Church Secretary would co-ordinate these different groups.**

### **Any Other Business**

The meeting was reminded that during the week the parking spaces against the wall of Christ Church Hall are not to be used by members of the congregation.

### **Dates of Next Meetings**

Wednesday 8 September, Thursday 4 November  
Monday 10 January, Tuesday 8 March

The date of the AGM has still not been set.

The meeting closed with prayers.

## Summary

Items to go forward to Trustees / Standing Committee

- Estimate for kitchen roof (as a preliminary to work on the porch)
- Noticeboards outside Church

Items to be discussed at a later date (referred back to Agenda Group)

- Church Sales throughout the year
- Disabled Access
- Car Park Lock
- Porch (but see above)