

**Notes from the Putnoe Heights Leadership Team Meeting  
Monday 8<sup>th</sup> June 2009**

Present : Rev Sam Cappleman, Lawrence Wyatt, Ian Morse, Jean Kirk  
Wendy Nash, Sam Ware, Linda Hoar.

Apologies : Rev Charles Royden.

Lawrence opened the meeting with a prayer.

1. The notes of the last meeting were agreed.

**2. Matters arising**

Sam Ware had checked with Storybox and confirmed that Fair Trade supplies would be used.

**3. Financial**

Ian presented a detailed report of church finances,

1. Outturn for 2008-09 forecast as a deficit of £1338.
2. Main reasons for above are a shortfall in Offertory income and an overspend on repairs and renewals.
3. This deficit would have been greater i.e. £5400 if we had not received a Methodist assessment refund of £4086
4. Agreed that an appeal should be made re increased giving at beginning of July by Lawrence
5. The filling in of membership forms was discussed.
6. Missions will be asked to decide which charity will receive the money from the Crib service and Christmas Day collections.
7. Lawrence has written to Mrs Weymes to clarify treatment of funeral donation.

**4. Issues from Committees**

1. Church Council – Need to confirm 3 circuit rep appointments at meeting on June 15<sup>th</sup>.
2. Centre Management – Agreed that a returnable deposit/s.a.e. should be taken for all hall hire. Amount to be discussed at next management meeting together with a review of premises cleaning schedule and possible return to Annual Spring clean by volunteers. Nappy disposal to be provided. Quinquennial inspection is due 12<sup>th</sup> June.
3. Deanery – Joint meeting with Circuit at Christchurch on 18<sup>th</sup> June.
4. Circuit – Liz Little retires in Sept. Marion Blyth to be Senior steward. Jacqueline Owens reininvitation is due.

Welcome Service for Jane Mason is being arranged possibly for Wednesday Sept 9<sup>th</sup>. This will leave Yoga group without a venue. Lawrence to ask Barry to enquire if a room is available for yoga group at St Marks. Sue Allen is organising light refreshments.

Some concern was expressed that the manse would not be ready for Jane at the beginning of September. Lawrence will contact Liz Little/Delia. Subsequently confirmed that manse to be vacated on 20<sup>th</sup> July, Liz confident that plenty of time to refurbish.

Jean Kirk offered to provide lunch for Jane on moving in day

**5. Church and Church Groups**

1. Worship issues – Children from Junior church will now only read one of the readings each month. Sam Ware will encourage her group to join the regular readers rota.

Wendy agreed that her family would join the intercessions rota. Ministers will write guidelines for new and existing intercession leaders.

MHA Sunday June 14<sup>th</sup>, Jean to distribute envelopes and Lawrence to put note in Partnership News.

PA system recorder has been replaced by J Stennett. It was decided to continue church service recordings.

Concern was expressed over the level of noise at the beginning of morning worship. Lawrence to write a request in Partnership news for 5 minutes quiet reflection before ministers arrive. If this is unsuccessful duty person from leadership team will read out notices before ministers arrive.

2. Child and Youth – Jean Kirk now joined C&Y committee. Thank you sent to Jenny Emsley for her help. Storybox groups going well. Summer workshops planned on same theme as recent successful St Albans Day activities. Agreed they are welcome to take part in the Service on Sept 5<sup>th</sup>.

Preschool had good Ofsted report. Grant obtained for outside canopy of £7550.

Brownies centenary celebration weekend 5<sup>th</sup>/6<sup>th</sup> Sept. Agreed Linda to offer them chance to recognise this at Harvest Service 4<sup>th</sup> October. Linda will ask if the girls going to Korea would like to write an article for P.News. It will not be appropriate for them to have a cake stall at Harvest.

3. Social Events – St Marks will have Autumn event probably a Quiz. Lawrence will sound out Clive regarding an Organ recital.  
Possible Partnership party to welcome Jane at end October on a Sunday lunchtime. Ticketed event.
4. Missions – To support Kings Arms Project. Ali Inwood will be asked to speak. Sam Cappleman arranging this
5. Adult & Child Protection – Application forms to cover applicants for working with both Adults and Children

## 6. **Annual Events**

1. The date of the Annual Congregational Meeting April 25<sup>th</sup> 2010.
2. Appointment of leadership team member, suggestions a.s.a.p. please.
3. Advent Course – Agreed a two week course. Sam Cappleman to discuss content and venue with Charlie. Lent course to be 4 weeks
4. Harvest – October 4<sup>th</sup>. Cards will be produced same as at St Marks, Harvest produce to Prebend Street, notice to advise people of this to be put in P News by Lawrence. Linda to invite Scouts and Brownies. Sue Allen agreed to organise Harvest Lunch.
5. Commemoration Service – Mary Stubbs is getting a speaker.
6. Christian Aid – Carolyn Morris has offered to take on organisation of collection. Lawrence to ask Charlie to formally accept this offer on behalf of the leadership team.

## 7. **Any Other Business**

1. Copies of updated membership list can be requested from Avril Williams. This is not generally issued to everyone. Good idea to identify new people and ask them for contact details.

## 8 **Date of Next Meeting**

Monday 12<sup>th</sup> October 2009 - 7.30pm, at Jean's

The meeting closed with the Grace.