

*CIRCUIT MEETING MINUTES  
11<sup>th</sup> SEPTEMBER 2018  
VICTORIA PARK METHODIST CHURCH*

1. **Welcome:** Rev. Betto Viana welcomed everyone to the meeting particularly mentioning Tony Cavanagh who had returned from his sabbatical.
2. **Opening Devotions** were led by Deacon Sarah Wickett.
3. **Agree Membership:** The attendance list was circulated and agreed by the Trustees.
4. **Apologies for absence** were received from Brian Tucknott, Lesley and Tony Fernand, Alan McCoy, Ian Underwood, Ros Murray, Suzannah Wood, Angela Bartlett, Clive Allen, David Howe, Tina Smith, Jean Bettles, Anne Fellows, Katrin Harwood, Terry Holloway, Chris Melhuish, Eileen Osgood and Danny Plews
5. **Letters of Greeting & Acknowledgement and Items for Prayer**  
There were none.
6. **Agreement of the minutes of the meeting held on 12<sup>th</sup> June 2018 (already circulated)**  
Two amendments to the minutes were noted as follows:-  
**No. 8 News from churches**, the report from Lytchett should read 'Sheilah Goddard reported that Lytchett church had celebrated their 165<sup>th</sup> anniversary on 17<sup>th</sup> June and that they will be holding a cream tea and table sale on 28<sup>th</sup> July to raise funds for the church. All are welcome to share in this event.'  
**No. 9.2 2019 Stationing**, the sentence 'It was also proposed that from September 2018 the Ministry Team work as one Team across the Poole Bay Circuit. This was seconded by Betto and agreed unanimously.' should be added to the second paragraph.  
  
With these amendments included, the Minutes were agreed by the meeting.
7. **Matters Arising**  
An update on the situation with the Springbourne Centre would be reported under Property.
8. **News from Churches**  
Upton pre-school and church had invited families with children with special needs for a day of fun and activities with refreshments. It proved very successful and they planned to repeat it at half term and other school holidays. They also held 5 sessions of Toddlers during the summer holidays. Grateful thanks were expressed to Rev. Mark and Deacon Sarah for their support.  
  
Deacon Suzie reported that St. George's had prepared lunch bags to feed children of disadvantaged families in Boscombe for the six weeks summer holidays. It was very successful and they hoped to extend it to other families.

David Spracklen reported that the community art project which took place at Broadstone was very successful with over 100 people attending. The decorated fence looked really good and Sue Gowling would bring photos to the next meeting.

## **9. Governance**

### **9.1 Future Structure of Circuit – One Team**

Sue Gowling reminded the meeting that before he went on sabbatical, Tony had written to churches explaining that on his return a structure would be put in place so that all ministerial staff would work as one team with one staff member supporting any probationer that came. What this new structure will look like is still a work in progress and there will be a meeting on Thursday to work through how it will progress.

### **9.2 Circuit Review update and progress**

The Circuit Review had not progressed as quickly as hoped because some reports from churches had been outstanding and Mark and Tony had been on sabbatical. However, all responses had now been received and these had been collated as one document for distribution throughout the circuit. This document would be finalized at a meeting of the CLT on 25<sup>th</sup> September at Swanage.

### **9.3 2019 Stationing and Circuit Invitation Committee**

Sue reminded the meeting how the Circuit Invitation Committee was made up and what was said at the last meeting. Following conversations with those ministers involved in stationing/re-invitation, Chris had decided to sit down, Betto and Suzie would seek re-invitation and Mark would not. The CIC had put together Reasoned Statements which had been sent out to Circuit Meeting members. The CLT recommended that Suzie and Betto were re-invited for a period of 5 years. There were no objections to this so Suzie and Betto were welcomed until 2024 and Sue then led prayers for the four.

**Probationers Profile** had been produced and it was hoped that a Probationer would be appointed for 2019. The Profile had been circulated and it was noted that Wareham church was not mentioned in it. Tony explained that Wareham had voted to close from July of next year. There would be further discussion and the Circuit Meeting would have to endorse Wareham's closure plan.

It was also noted that in Section 13 of the Profile it should read that Lytchett had strong links with St. Mary's C of E not St. Michaels.

The Meeting approved the Profile unanimously with one abstention.

#### **9.3a Sabbaticals**

Chris, Betto and Nick are due to take sabbaticals in 2019. Timing of these has yet to be finalized.

### **9.4 GDPR Update and adopt GDPR Policy**

A Policy document had been sent out and some people had already attended a training course put on recently. Sue Gowling proposed that the Policy be adopted, Mark seconded it and the majority voted in favour with 2 abstentions.

Betto pointed out that any changes to the Plan were as a result of the GDPR policy.

Each church now has to adopt its own policy. As the original Policy document is very long, the Circuit office will produce a shorter template in time for Church Councils if possible. If they have not already done so, Churches need to inform the office of their Church Council dates.

There is still some uncertainty regarding the holding of Cradle Rolls and Messy Church lists.

Production of the Circuit Directory is in the final draft stage now. This has been delayed due to lack of responses from churches. The CLT will then decide how much information to include.

Anyone requiring more information than is shown on the Plan should e-mail Jane.

### **9.5 Review and re-adopt Safeguarding Policy**

The Safeguarding Policy had been circulated and Sue proposed that it be adopted, all agreed.

Deacon Sarah had completed the necessary training and the first course would take place on Saturday 19<sup>th</sup> January 2019 at the Spire.

If churches are producing their own Safeguarding leaflet, Jane needs to see it first.

## **10. Finance**

### **10.1 Agree 2018/19 Assessments**

The 2018/19 Assessments had been circulated and Betto proposed that they be agreed. The majority voted in favour, two against and six abstained.

Pete Smith brought some objections from the Spire because the formula made it difficult to budget. A £30,000 increase was too much and it would be easier if changes happened more gradually.

Betto explained that the formula had a 5 year average on expenditure which was agreed by CLT. We could look for a better formula but there was no magic one which would improve the financial situation the Circuit and churches were facing.

The new treasurer from Poole commented that treasurers need consistency so could a limit, say 5%, be put on increases.

It was noted that the closure of Wareham would not mean that the assessment needed revisiting this year.

The Circuit Finance Team would continue to monitor each church's situation and revisit the formula.

### **10.2 Agree Related Parties Document**

Jane will e-mail the Trustees asking if they have any connection and each individual must reply even if it is in the negative.

It was suggested that going forward the Poole Bay Circuit auditors be changed as we have used the same firm for many years and it would be prudent to change every 5 years or so.

### **10.3 Agree CC8 Checklist**

The CC8 Checklist had been circulated and Jane explained that it is a self-assessment checklist which she had completed and the meeting needed to agree. All voted in favour.

### **10.4 Agree Risk Management Policy**

This document, which had been circulated, followed the principles of the Charity Commission and helped with self-analysis of procedures. All voted to accept.

## **11 Life of the Circuit**

### **11.1 Local Preacher's Report**

This had been circulated previously and there was nothing further to add.

## **12 Property**

### **12.1 Update of Carbery Gardens Manse**

The manse had still not sold. A prospective buyer's chain had collapsed and, while they were still interested, they could not go ahead yet. The property had been on the market for 6 months but not much feed-back had been received from the agent so the CLT agreed to place it with another agent. Meanwhile expenses from owning the property were arising i.e. council tax and utilities etc. The new agents had said that there was no need to redecorate which was good news.

### **12.2 Sale of Gannett's Park Manse**

The Gannett's Park manse in Swanage will be too far out after Rev. Chris's retirement so the plan is to sell it. It has been valued at £700,000. It was proposed that at an appropriate time the property would be sold. All agreed.

### **12.3 Purchase of new manse**

A new manse will be needed for the probationer in a more central position in the Upton/Creekmore area. It needs to be ready for the probationer's arrival so there are deadlines to be met. All agreed in principle that we should look for a new manse. If the new manse is needed before Gannett's Park is sold, there is some money in reserves which could be borrowed to bridge the gap.

### **12.4 Approval for new lease on 103a High Street, Swanage**

Swanage hoped to let what was the church office at 103a High St. and sought Circuit Meeting approval to do so. The Circuit Meeting needed to know who the new tenants would be but they agreed in principle with the proviso that Swanage would inform the Circuit Trustees by e-mail as soon as they knew.

### **12.5 Update on Springbourne Family Centre**

The Springbourne Family Centre had gone into liquidation and Jane and Betto had attended a virtual creditors meeting. There were a number of creditors but we were the only ones who attended. The Circuit is owed £33,000. The Centre is owed £8,000 but the Liquidator is charging £7,500 plus VAT so there is no money available for us. The keys had been returned and two agents had looked at the property, which is not in great decorative order, and valued it at £250,000.

The Centre has reneged on the lease which was for 5 years and it is highly unlikely that we will get any money back so the meeting agreed that the lease should be terminated.

A decision now had to be made as to what to do with the building. If sold, we would get very little money as there are two outstanding mortgages (Talbot Village loans) and the TMCP levy would have to be paid. The meeting agreed that it should be let out again if possible. Apparently there is a Primary school interested in it for a nursery.

In the meantime the building would have to be made secure as it was in a very poor area. There would be a cost to this and the CLT would e-mail the amount to the Trustees before doing anything. The meeting agreed this action in principle.

David Pollington did not think we could afford the time or money required to let the building and that it should be sold. More time was needed to consider the options.

The building would need to be visited regularly, ideally by two people, while unoccupied as required by the insurance company. Jane asked for volunteers to join a rota to do this.

### **13 Any Other Business**

Judy Holloway had leaflets regarding the Shoe Box appeal available for any churches who wanted them.

Betto thanked everyone who had helped and supported him during his time as acting Superintendent. He could not have done it without the staff in the office and Circuit Stewards. He suggested that a letter of thanks should be sent to Eric Bear for all his help and advice with the Springbourne situation. The meeting agreed.

There being no further business, the meeting closed at 9.20 pm with all saying The Grace together.

### **Date of next meeting**

<b>4<sup>th</sup> December</b>	<b>Circuit Meeting</b>	<b>7.30 pm</b>	<b>Upton</b>
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