

## **Annual Report of the proceedings of Bolnhurst Parochial Church Council 2019**

**21 March 2019 PCC meeting:** The PCC agreed to pay 2019 Parish Share [£1794] in full, by quarterly instalments. The PCC agreed to obtain a quote for replacement of the Belfry Access Ladder. The PCC agreed the Risk Assessment Table, which will be filed in the Church Inventory. The PCC Secretary has sent over 200 documents to Bedford Archives. Damaged netting in Church Tower to be repaired by J Gooch. Rev Derek Draper kindly agreed to lead 2pm Good Friday Service in Church. W Levy agreed to organise village-wide distribution of leaflets advertising Eastertide Services.

**15 April 2019 PCC meeting:** Judith Norfolk agreed to continue to act as Chairman. Florence Shipsey was re-elected as PCC Secretary. Wendy Levy was re-elected as PCC Treasurer. Our two Churchwardens reported on the 15 April afternoon meeting with the Bishop of Bedford, The Right Revd Richard Atkinson: The Bishop told them about a new scheme to link the two benefices of “Bolnhurst with Keysoe” and “Wilden with Colmworth and Ravensden”. The Priest in Charge will be Revd Tim Wilson, assisted by Rev David Miller and Geraldine Skinner. Scheme to operate for 2 years, Jan 1<sup>st</sup> 2019 - Dec 31<sup>st</sup> 2020, followed by a review. The PCC agreed to invite Revd Tim Wilson to our next PCC meeting. The PCC agreed our 2019 Mission Action Plan [MAP], and PCC Secretary to submit this online to the Diocese. The PCC agreed to research the possibility of installing another 6 under-pew heaters.

**20 May 2019 PCC meeting:** The PCC was pleased to hear that the new Belfry Access Ladder was successfully installed 3 May 2019. W Levy was thanked for arranging testing of all portable electric appliances (“PAT”). J Gooch was thanked for clearing down the south compost bin in churchyard, and for fixing anti-bird wiring in the Tower. J Gooch agreed to research options/prices for stronger anti-bird wiring. The PCC agreed to open an interest-earning CCLA account. The Friends of St Dunstan’s has gone into abeyance, and the PCC voted sincere thanks for all fund-raising help. The PCC agreed to let the Bishop of Bedford know that we are very impressed with Revd Tim Wilson, and that Bolnhurst PCC is very much in favour of joining with the benefice of Wilden with Colmworth and Ravensden.

**30 September 2019 PCC meeting:** The PCC was very pleased to welcome Revd Tim Wilson as Chairman. Arrangements for 2019 Harvest and Christmas Services were discussed. W Levy reported that Bolnhurst’s 2020 Parish Share will be £1845. W Levy also reported on her contact with Ecclesiastical Insurance to regularise the annual financial entries to show that the Church and The Old School are covered by the same insurance provider. Revd Tim said that all five benefice-PCCs would meet to

agree share-out of Occasional Office Fees for 2020. Revd Tim reported that the new monthly pattern of benefice Sunday Services will be finalised by Nov 2019. J Norfolk and F Shipsey were present at the Church for the Archdeacon's Visitation 15.08.19. The inspector was very pleased with the well-maintained church and churchyard. The possibility of a Garden of Remembrance {for burial of Ashes} in the churchyard was discussed. The PCC agreed to decide on a possible location for this. Mr T Frost's estimate for repair of Tower Louvers and installation of wire mesh is £5520 plus VAT. J Gooch was thanked for getting this estimate, but the PCC agreed to put this work "on hold" pending fund-raising. St Dunstan's is due for Quinquennial Inspection in 2020, and F Shipsey agreed to obtain the Diocesan Approved List of Architects, for further PCC discussion. The PCC approved the Commonwealth War Graves "Eyes on Hands on" scheme, whereby volunteers maintain War Graves. Revd Tim explained that, under the Diocesan "Big Conversation" scheme which he is leading, the PCC will receive two Diocesan visitors at one of our 2020 meetings, and they will give advice on how to achieve the aim of our congregation "Growing Younger"....!

**4 December 2019 PCC meeting:** Revd Tim reported that the 2020 Service Pattern across the 5 Parishes will be reviewed in Sept 2020. With effect from 1<sup>st</sup> January 2020, Services at St Dunstan's will be 9.30am every 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the month. Revd David Miller has designed A6-size cards giving details of the benefice monthly service pattern, and W Levy agreed to arrange village-wide distribution of these – together with information about Christmas Eve Crib Service at 3pm led by Rev Derek Draper. It was agreed to hold a fifth-Sunday benefice service at St Dunstan's on Pentecost Sunday, 31<sup>st</sup> May 2020. The PCC agreed that Bolnhurst will pay £25 per month towards Occasional Office Fees. W Levy agreed to "chase up" the new red carpet for back half of Nave, due to be installed.\*\* F Shipsey agreed to obtain 3 quotations from Church Architects to carry out the 2020 Quinquennial Inspection. Under General Data Protection Regulations [GDPR], Lorraine Knight [Benefice Admin for GDPR] is making a list of all PCC Officers and Members who have given written consent to receive group emails. The PCC has at all times complied with its duty to have due regard to House of Bishops guidance on safeguarding children and vulnerable adults.

{\*\*post-meeting note: Carpet [back half of Nave] successfully fitted 13 Dec 2019.}

**Report submitted online to the Diocese on 4 May 2020. Addition on 8 May 2020.**

**{Due to Covid-19 Lockdown, all churches are closed and all services, meetings and events are "on hold" from 21 March 2020 until at least October 2020.}**

F Shipsey, PCC Secretary. 04.05.20 and Addition below, submitted 08.05.20.

**Addition to above Bolnhurst APCM Report, submitted to Diocese 8 May 2020:**

**GDPR Update – to Feb 2020 - from Lorraine Knight [Benefice Admin for GDPR]:**

Over the past year good progress has taken place within the benefice of Wilden, Colmworth and Ravensden along with Bolnhurst and Keysoe. Lorraine Knight has been appointed as Benefice GDPR data controller to support Reverend Tim Wilson. All churches have received a GDPR pack containing documents outlining procedures to follow and what it means to them as church wardens or GDPR representatives for their individual churches, this pack also has a GDPR audit checklist to make the process simple to apply and identify any areas of improvement related to their individual church including, dates/timelines from the 'Keep it or Bin it' policy published by the diocese. With the exception of St Nicolas Wilden, who have completed a full audit, the next step for all churches is to identify their GDPR representative and arrange a meeting with Lorraine Knight GDPR data controller to go over the audit check list.

***Current status end February, 2020:***

Wilden: GDPR compliant in documentation, filing and etc. Need to continue to set up e-mail accounts during the coming months.

Colmworth: Need to appoint a GDPR representative and arrange a GDPR audit

Ravensden: Need to appoint a GDPR representative and arrange a GDPR audit

Bolnhurst: Need to appoint a GDPR representative and arrange a GDPR audit

Keysoe: Need to appoint a GDPR representative and arrange a GDPR audit

Church website: Contains updated privacy policy for all 5 churches as of February, 2020.

**Lorraine Knight [Benefice Admin for GDPR]**