



Margam Ministry Area Council

St. Theodore's Church, Kenfig Hill
Wednesday 23rd March 2022 at 7pm

Agenda

1. Opening Prayers.
2. Apologies for absence.
3. Declarations of Interest.
4. Co-options.
5. Minutes of the meeting of 23rd Feb 2022.
6. Matters arising from the minutes of 23rd Feb 2022.
7. Safeguarding Group.
8. Finance (Appendix A)
9. Standing Committee (Appendix B)
10. Ministry Area Development.
11. Ministry Area Leader & Clergy Team Report.
12. Communications Group (Appendix C)
13. Mission, Outreach, Children & Young People Group (Appendix D)
14. Pastoral Care Group.
15. Vocations Group.
16. Buildings (Appendix E)
17. Church Committee Reports:
 - a. Margam Abbey
 - b. St. Theodore, Kenfig Hill
 - c. St. James, Pyle
 - d. St. Mary Magdalene, Mawdlam
 - e. St. David, Nottage
 - f. St. John the Baptist, Newton
 - g. All Saints, Porthcawl
18. AOB notified to the Chair by 12.00 noon on the day of the meeting.
19. Date and time of next meeting: Wednesday 4th May 2022 at St. Theodore's, Kenfig Hill (?) at 7pm
20. Close and prayers.

This page is intentionally Blank



Margam Ministry Area Council

All Saints, Porthcawl

Wednesday 23rd February 2022 @ 20.15

Minutes

1. Apologies

Apologies were received from Mrs Margaret Griffiths.

2. Appointment of Treasurer

Mr Paul Smart was appointed as Ministry Area Treasurer.

3. Appointment of Secretary

Currently vacant. The Chair appealed for volunteers to fill this vital role.

4. Appointment of a successor to Fr Edward @ Margam Abbey

Fr. Jonathan updated the members on the progress of appointing a successor to Fr Edward at Margam Abbey. Two routes for appointment are available: an open competitive process with an advert in the Church Times followed by applications, shortlists, interview, and appointment; and the bishop's nomination where a single candidate is recommended who is then subject to an interview. The first is a lengthier process, the latter is faster, but you would never know who might have applied. Bishop June has identified a person she would be willing to nominate.

The MAC have a role in deciding whether they are content to adopt the bishop's nomination process. There was a strong feeling amongst the members that the process should be an open, competitive one. The members asked for a vote to be taken and the results were 17 votes in favour of an open process, 2 votes in favour of accepting the bishop's nomination.

The Chair agreed to convey the view of the meeting to the Archdeacon.

5. Update from Website & Comms Task & Finish group

The Chair updated members on the progress of the Task and Finish group working on the MA website and the proposal for a MA magazine. This was supported by the members.

6. Date of next meeting.

It was agreed that the meeting schedule should be to meet on the 1st Wed of every month from 6th April. (*Later brought forward to 23rd March*)

7. AOB

- a. The Chair was pleased to report a number of people had agreed to serve on the MAC Sub committees and groups. The Chair will be in touch with these groups over the coming weeks to commence their important work.
- b. The members were reminded that MAC meetings are open to all members of the congregations within our churches. They would be welcome to participate in discussions but unable to vote.

Margam Ministry Area

Treasurer's Report 23rd February 2022

Accounts for 2021

The position with regards to the 2021 accounts is as follows:

PCC Newton, Nottage, Porthcawl:- The accounts have been finalised and were sent to the auditor on 18th January. They are in the form of interlocking excel spreadsheets. Our audit has been returned this morning showing total funds increasing by £95k largely driven by the value of our investments.

Margam Abbey:- Mari is hoping to put the 2021 accounts up onto the new system before the end of February.

Pyle and Kenfig PCC:- Sarah is hopeful to have completed the 2021 accounts on the new system by the end of February or mid-March at the latest.

St Theodore Church:- Sophie is also using the new system for 2021 accounts and is aiming to be close to completion by the end of February.

Accounts for 2022

All areas intend to use the new system of accounting in 2022. As of today, nobody has started to input 2022 data.

Ministry Quota

The Porthcawl PCC HSBC bank account has been designated as the General account for the ministry area. This account was previously used as a post-box for other accounts when cheques were made out to specific churches rather than the PCC. It had a small balance of £475 towards the end of December 2021. In order to ensure there were sufficient funds available to cover the quota in January, Porthcawl PCC made a temporary loan of £15000 to the account on 29th December 2021.

The standing orders from Porthcawl PCC, Margam Abbey and St Theodores have been operational from January. Pyle and Kenfig PCC is paying January and February by cheque and will have the standing order set up for 1st March 2021. Payments to Llandaff are operating correctly.

It would be appropriate to have a back-up balance of at least 1 month's quota. As such I would recommend that each area makes a one-off loan to the general fund as follows:

- Porthcawl PCC - £7500
- St Theodore - £2200
- Margam Abbey - £2100
- Pyle and Kenfig PCC - £3700

This will give a float of £15500, which will effectively cover one month's quota.

A bit of investigation is needed with regards the quota as there is a small discrepancy between our figures and those provided centrally.

Margam Ministry Area – Governance -Draft v1.2

Name of the Ministry Area

Margam Ministry Area.

Clergy Team

The current staffing proposal is four Clerics of Incumbent status, one of which will be Ministry Area Leader plus one Assistant Curate and/or Associate Priest.

Churches – The status of each church is to be a Parish Church.

Margam Abbey – St. Mary the Virgin

Kenfig Hill – St. Theodore

Pyle – St. James

Mawdlam -St. Mary Magdalene

Nottage – St. David

Porthcawl – All Saints

Newton – St. John the Baptist

Ministry Area Council

*All Clergy licenced in the Ministry Area (5/6)

*Ministry Area Lay Chair – *appointed by the Diocesan Bishop.*

Ministry Area Treasurer – *appointed annually at the first meeting of MAC following the Annual Vestry Meeting.*

Ministry Area Secretary - *appointed annually at the first meeting of MAC following the Annual Vestry Meeting. The Ministry Area Secretary is also the Secretary to the Annual Vestry Meeting.*

*Two Ministry Area Wardens (2) – *One Ministry Area Warden appointed by the Ministry Area Leader, One Ministry Area Warden elected at the Annual Vestry Meeting having been proposed and seconded.*

Ministry Area Safeguarding Officer

Two Members of the MAC for each Church - *elected at the Annual Vestry Meeting having been proposed, seconded and nominated at the Church Congregational meeting preceding the Annual Vestry Meeting.*

*Denotes *ex officio* members of all Ministry Area Committees.

Ministry Area Council Sub Committees

Leadership Team and / or Standing Committee

Ministry Team

Safeguarding Group

Mission, Outreach, Children & Young People Group

Pastoral Care Group

Finance Group

Buildings Group

Vocations Group

Communications Group

Church Committees.

Ministry Area Sub Wardens

Two Sub Wardens from each church in the Ministry Area (14) - *One Sub Warden for each Church appointed by the Ministry Area Leader following consultation with the other Clergy of the Ministry Area, One Sub Warden for each Church elected at the Annual Vestry Meeting having been proposed, seconded and nominated at the Church Congregational meeting preceding the Annual Vestry Meeting.*

Congregational Meetings

In accordance with the Constitution of the Church in Wales a congregational meeting will be held in each church in the Ministry Area (usually February or March) prior to the Annual Vestry Meeting (usually in April). In 2022 these will take place in January.

It will be the business of this meeting to nominate two qualified electors of the Ministry Area for election at The Annual Vestry Meeting as Members of the Ministry Area Council.

It will be the business of this meeting to nominate a qualified elector of the Ministry Area for election at The Annual Vestry Meeting as Sub Warden of the Church which he or she normally attends. The Ministry Area Leader, following consultation with other Clergy of the Ministry Area will appoint another Sub Warden for that Church. The term of office of each Sub Warden shall commence at the Annual Vestry Meeting for a period of one year ceasing at the Annual Vestry Meeting the following year.

The congregational meeting may appoint:

Local Church Treasurer

Local Gift Aid Secretary

Local Church Secretary

The congregational meeting may nominate for election at the Annual Vestry Meeting:

Members of the Ministry Area Council Sub Committees

Members of their Church Committee

Members of the Diocesan Conference

Members of the Deanery Conference

Annual Vestry Meeting

In accordance with the Constitution of the Church in Wales Chapter VI, section 15 & 16 an Annual Vestry Meeting of the Ministry Area will be held no later than the 30th April each year.



Communications Group

Group Leader: James Thomas – thomasthomas1@me.com

**Meeting held Tuesday 1st March 2022 at 6pm
in St Theodore's Church, Kenfig Hill**

Present:

Fr Phillip, Fr Mark, Wendy Xerri, James Thomas, Helen Murdoch and Bev Gulley

Apologies:

None

Magazine:

Proposal - That the Porthcawl Magazine become the Ministry Area Magazine.

Each Church in the Ministry Area would have one page and there would be a Ministry Area page. This was agreed by all present. The magazine will have two further sheets (eight pages) added to accommodate this.

After discussion it was agreed to amend the Services Page to include all Ministry Area Services and that the Directory on the back page would be updated to show Clergy, Ministry Area Wardens, Sub-Wardens, MAC Officers and MAC members details. Wendy agreed to contact the above for permission to publish their details.

Distribution would be up to the individual churches, Margam Abbey would be sent an electronic copy to print. St James', St Mary Magdalene and St Theodore's copies would be printed in Porthcawl and they would pay for the copy cost.

There was a discussion about the selling price (currently 60p) resulted in agreement that it should stay the same for the time being and be reviewed for 2023.

It was agreed that new adverts should be sought with a view to publication in the magazine from Jan 2023.

The date for submissions is the 20th of each month and there are 10 issues per year, January and February and July and August being combined issues.

Weekly Sheet:

Fr Phillip asked the group if they felt there should be a combined MA Weekly Sheet. After a short discussion it was left for the Clergy to discuss how this could be achieved with regard to the varying liturgical practices across the MA ie. Readings, etc. The group would then look at this again. The feeling of the group was positive, and all agreed this could be a valuable communication tool for the MA.

Online Storage:

After a discussion about online storage and sharing of documents across the Ministry Area it was agreed to seek the best resource for this. James was asked to look into Google Docs specifically and any others for discussion at the next meeting or via group email.

MA Email Addresses:

The group were awaiting costs from David-Lloyd from a contact already used by other MA's.

Brand Identity:

After a discussion on brand identity, it was agreed that Fr Mark would look at the MA logo and how this could be adapted for use by each church: different colour, etc. It was also felt that we should produce Brand Guidelines to cover fonts used, font size, layout, colours etc. Fr Mark and James agreed to look at this.

Website:

James gave a brief update on the changes to the website since the last meeting Everyone agreed they were happy with the design and facilities available on it.

It was confirmed that Wendy would populate and update the pages for St James and St Mary Magdalene, Helen Murdoch will populate and update the pages for St Johns, St David's and All Saints and James will populate and update the pages for St Theodore's and the Ministry Area pages, James also offered to populate the pages for Margam Abbey and update until someone was identified for this.

James suggested that he and Bev met separately to help with the setup of Margam Abbey's website pages, Bev agreed to invite Robert Cross as the other Margam Abbey Sub-warden to be part of this process if he wished.

Fr Phillip asked James about the Welsh content of the site, James explained that the site would be fully Bilingual in English and Welsh. This however, could not be started until we had paid for the site. Fr Phillip suggested that as the MAC had given approval for the website that this should be expedited to allow all the necessary work on the Welsh version and the Mobile version to be undertaken. The decision was taken to purchase the site on the premiss of the MAC's approval.

The domain www.margam.org.uk had been purchased by James at a cost of £5 for one year as a gift to the Ministry Area while it was available a few weeks previously after a previous conversation of the group. The Ministry Area will need to fund the ongoing costs of this. The domain will now be connected to the website.

The agreed date for launch of the website was Sunday 27th March 2022.

Social Media:

After a short discussion on Social Media, it was decided that integration of these platforms was not something that was considered advantageous at this point and that each church would retain their own platforms. It was agreed that churches should be encouraged to post on the social media platforms of other churches in the MA as a matter of course. The group agreed to investigate the creation of a MA Facebook page later on if there was felt to be a need.

Streaming:

It was discussed amongst the group about applying to the Mission Fund for mobile streaming equipment to be used in the churches, halls, other buildings and even outside for those who currently don't have a streaming facility. It was felt that this was a good idea and something to progress. James was asked to get a summary of the costs involved for consideration.



Mission, Outreach, Children & Young People Group

Group Leader: James Thomas thomasthomas1@me.com

**Meeting held Monday 7th March 2022 at 6pm
in St Theodore's Church, Kenfig Hill**

Present:

Fr Mark, David-Lloyd Jones, Catherine Powell, Phillip Burman, James Thomas and Amanda Davies

Apologies:

Claire Stowell

A discussion was had on how we initiate a new form of worship within the Ministry Area. Our priority is to find lead musicians. We are grateful to Philip Burman, who will make a first contact with Citizen Church to see if they can resource us in the short term.

We don't have a set date for our pilot yet, as this will much depend on what our musical situation will be.

We do know that we want to build towards the establishment of an occasional congregation which is or has the capacity to be eucharistic.

Although sung worship, food, and fellowship will play a major role in the welcome that we offer; there will be marks of our eucharistic heart (such as the nave altar) present throughout.

We will seek to harvest contact details and feedback from guests at our pilot, and reassess from there.

We will continue to seek support from the diocese, both financial and practical.

We are moving forward with:

- Band formation
- Service planning - Themes
- Social media links
- Equipment needs
- Schools and Colleges links
- Hospitality provision



Building Group

Group Leader: Canon Philip Masson

Buildings

Saint John the Baptist, Newton

Fairly extensive works are needed to repair and replace degraded Quarella stone on the exterior face of the porch. Conversations with Cadw have agreed an alternative stone and an appropriate methodology for limited replacement. It is intended to present a full set of drawings to the next meeting of the DAC.

It is PROPOSED to agree in principle to apply for a Faculty for this work. The drawings will be shared in due course. Costs will be met from Ethel Davies Trust, held by the RB

Saint John's Schoolroom: replacement kitchen

It was agreed by the Newton Nottage, Porthcawl PCC to replace the kitchen in the Schoolroom with a professional-standard kitchen. An estimate was received from Amman Catering for £15k to carry out this work. Three other contractors have been approached to give other estimates; none have expressed interest in the work.

It is PROPOSED to accept the (adjusted) estimate from Amman Catering. Costs to be met from the £15k legacy of Nigel Hutchinson and St John's Restoration Fund

All Saints, Porthcawl

A specification for various minor stonework repairs is being drawn up by the architect to complete the works outstanding from the last QI. It is PROPOSED to agree in principle for a Faculty to carry out these works, costs from the Parker Colwell Fund. Estimates are being sought for repair works to the boundary wall.

Saint Mary the Virgin, Margam

This presents the greatest funding challenge for the MA. A project to totally re-roof the building and various ancillary works has, for a variety of reasons, been held in abeyance for about ten years. This will require substantial fundraising to ensure the future wellbeing of the historic fabric.

The diocesan report on Margam Abbey sees the 'Abbot's Kitchen' as a substantial resource currently underused. The new Vicar will face these two challenges amongst others!

The other buildings are in reasonable order with no anticipated major works. The search continues for a viable and cost-effective remodelling of the west end of St James, Pyle.

Organs & pianos

St John the Baptist, Newton

A long-scheduled deep clean of the organ is due to take place in the autumn.

All Saints, Porthcawl

There are some issues with two registrations, the contra - fagotto and the 3 rank mixture on the swell.

The organ blowers are not producing enough wind to sustain the bellows when full organ is required. GO

Organs have given an estimate of £14,500 + VAT to set these matters right.

It is PROPOSED that a Faculty be sought to carry out these works. The costs will be met in part by a legacy of £10,000 from Canon Godfrey James.

Saint James, Pyle

A quotation by Boggis of East Anglia has been received and a second quotation is being sought.

Saint Theodore, Kenfig Hill

Both organ and piano have been adversely affected by the improved heating system introduced to the church. The matter has been referred to EIG and is currently in the hands of Loss Adjusters. The piano will need to be replaced and extensive repairs needed to the organ.

Saint Mary the Virgin, Margam

There is a Faculty in place to repair/ replace the principal wind reservoir and choir organ reservoir. The total cost if the work is undertaken in a single phase: £16,981 + VAT which is recoverable under the LPWGS. There is approx. £9k in the organ fund. It is proposed to approach the Margam Abbey Music Foundation and other sources to find the (£8K) difference.