

Parish of St. Mary the Virgin, Ross-on-Wye  
Minutes of a meeting of the Parochial Church Council  
Wednesday 9<sup>th</sup> November 2016 at 7.30 p.m. in St. Mary's  
Hall

Present: The Rector, J Setchfield and J Cooper (Churchwardens), P Eward (vice-Chairman), K Vitale (Secretary), P Raddenbury (Treasurer), V Allen, K Richards, T Harding, A Morris, the Rev L Mathew, M Sanderson, S Edwards, and A Purvis.

**1. Opening Prayers**

The Rev L Mathew opened with prayers.

**2. Apologies**

D Glover and F Davies, the Rev S Tarlton and Cllr R Mayo.

**3. Town Council Report**

R Mayo sent his apologies and submitted a report to the Rector:

*Only a couple of things to report, we have had quotes and are awaiting the faculty before taking action to remove the dead elm tree in the closed church yard, and the "dogs on a lead" signs have been ordered and will be going up soon. Can you also please mention about the entrance gate still being left open and people parking on the verges in the closed churchyard.*

J Setchfield informed the meeting the wall had been repaired. The council have removed the sign situated on the gates, and is organising a new sign.

The Rector informed the meeting that the gate was being left open as the padlock had been lost and a new one had not yet been purchased.

**4. Declaration of any other business**

None

**5. Minutes of last meeting**

The minutes of the September 2016 meeting having been previously circulated were read and accepted. K Richards' hall report to be inserted at 12.

Proposed: S Edwards

Seconded: P Raddenbury

Unanimous

**6. Matters Arising**

A new computer for the office has been purchased and software will be installed during November.

An Organ tuning contract, 3 visits per year, has been agreed by M Sanderson and The Rector.

**7. Correspondence**

None

**8. Finance**

The current position of the 2016 budget was reviewed, with the finances being in a good position at the end of October, P Raddenbury informed the PCC that if this continued the deficit would be approx. £4k, but that the invoices for the tree felling have not yet come in. The rent for Redwood Close has started to come in and a VAT refund for the Vestry window has been applied for.

The proposed budget for 2017 was circulated. The income has increased but will only be met with fundraising. The parish share has already been agreed. An increase for the Administrator has been agreed and included, the organist and choir rates will remain unchanged, Wi-Fi and phone charges have increased, a cleaner for the church has been included. An amount of £5k has been included for building repairs, the quinquennial is being done in November but the finance committee currently do not know how much this figure will be. Professional fees need to be considered for further works to the Hall as the current figure will not cover it.

A £10k deficit has been budgeted.

A Purvis asked if the £15k fundraising is achievable. P Reynolds said The Friends are doing a summer event, however this figure goes into the Friends fund. The figure does include 100 club and coffee mornings, these raised £10k in 2016, leaving £5k to raise.

Open Gardens event will be 24-15 June 2017, M Sanderson felt that we could put on another fundraising event. V Allen said some members of the Flower Festival Committee would probably be prepared to organise another event, but not until the Autumn at the earliest. M Sanderson asked if

they would consider a Christmas Tree Festival, as the template is already in place, V Allen replied that she has also considered this idea.

The Rector thought a Spring event may be possible and considered doing a Strawberry Fayre, possibly a joint event with the RC Church, J Setchfield remembered the event being successful when done in previous years. The Rector will speak with the RC Church.

A Purvis reminded the PCC of the Auction of Promises which was done many years ago, P Eward though it raised approx. £10k. A Purvis and P Eward will bring some ideas to the next PCC.

The Rev L Mathew asked about the budget for children's activities, which is currently budgeted at £2k. P Raddenbury has spoken with Scotts, who used to give regularly, and they have agreed to give £400 per annum.

The Administrator's salary: a 2% increase has been put in the budget, The Rector asked if this kept the salary above the living wage, P Raddenbury was unsure, but will investigate. P Raddenbury proposed that we increase the salary to the living wage as of 01/01/17, if the budgeted increase is below it.

Seconded: M Sanderson  
Unanimous

If the living wage increased in April, then a further decision will be made by the Standing Committee. A building repair amount of £5k has been budgeted for, The Rector informed this amount is in a restricted account which can be used for the fabric of the building, therefore £5k should be sufficient.

P Eward asked if The Church House Trust was still in place. The Rector will re-visit this for further advice from the Diocesan Secretary.

Professional fees have been budgeted at £2400, P Raddenbury asked if the PCC felt this figure needs to be increased.

P Reynolds proposed acceptance of 2017 Finance Budget, with the only amendment being the Administrator's salary.  
Seconded K Richards  
Unanimous

## **9. Rector's Business**

Addaction have started using the hall. There have been a few initial problems, but nothing that cannot be resolved. The Rector asked that we all be aware that we do not go upstairs on Wednesdays and Thursdays between 9-5. T Harding asked if Addaction had their own insurance and K Richards confirmed that they do.

The Rector has had a meeting with the Bishop regarding the current vacancies, as the Rev L Mathew leaves in February and Preb J Talbot-Ponsonby finishes the first Sunday in December, The earliest the Bishop is available to interview is mid January, which will push our dates back. Should a candidate be offered a position in January the earliest they would be with us would be Easter. The Rector said it is becoming very difficult to manage the workload and is aware that sometimes it is taking longer to respond to questions than usual, she asks that we be patient until the current staff situation is resolved. The Bishop understands and acknowledges the situation. P Eward asked if Bishop Anthony might do an 8am service, The Rector responded that he may be able to, but that the problem is more Mon-Sat.

Both House for Duty posts will be advertised at the same time, and applicants will be told that they can apply for both positions if they choose. P Reynolds asked when the advert would be placed, The Rector said they were aiming for end of November and the advert will run until January 2017. The cost for the advert will be £700 which the PCC agreed unanimously.

Away Day-The Rector will decide if she will bring this to the next PCC or if the information she has is sufficient.

P Eward felt the PCC should recognise the work Preb. J Talbot-Ponsonby has done and how missed she will be, K Vitale will write a note of thanks on behalf of the PCC.

The cleaning team are no longer doing the church cleaning. J Cooper suggested we buy them some flowers to thank them for all their work, this was agreed by the PCC and J Cooper to arrange. C Wheatley's contract has now come to an end, but she will still play at funerals. The PCC agreed to buy her some flowers as a thank you, and J Cooper will arrange this.

## **10. St.Mary's website**

The current website is very outdated and in need of updating, a new site would cost approximately £1k. M Sanderson has spent some time re-doing the site. The PCC is happy and grateful for M Sanderson to continue working on the site. He will arrange a meeting with the Rector and S John.

## **11. Christian Giving**

Currently we give 5%, £4300 is in the budget for this year. M Mason emailed The Secretary with suggestions:

*I think it is important to continue to support Kagati Primary School. It is good to have a personal link so that we can be informed about how our money is spent and how we can help in the future.*

*It would be good to support Simon Tarlton as he sets up Phocas which would be a local link and again we would be kept up to date with how things are progressing, with more information from him. Can I also put in a plea for The Society of Martha and Mary which supports people in ministry when they feel in need of a break and time to recharge their batteries. More info can be found on their website.*

T Harding was happy to remove Under the Same Sun, as it was not on an annual understanding. He asked about Martha & Mary Society, as he believed it to be fee paying, The Rector said that it is, but also offered free places and would not turn anybody away on the basis of being unable to pay. J Cooper would like to support Phocas, with P Reynolds feeling that See Beyond Borders was also a worthwhile charity.

The decision to divide the total was:

See Beyond Borders	£800
Kagati	£800
CANDI	£800
Phocas	£800
Missions to Seafarers	£550
Under the Same Sun	£550

Proposed: M Sanderson

Seconded: J Cooper

Unanimous

#### **12. Re-Ordering Website**

This has now been done by M Sanderson, including a timeline of the schedule of works. It will be updated as the project progresses.

The Rector was concerned about the information going out to the town in such detail. The PCC felt that it should be made live, and updated regularly.

#### **13. Branding and Logo**

M Sanderson suggested we have a logo and showed the PCC some proposed designs. The PCC generally liked the designs and made a few suggestions, and he will amend them and bring them to the next PCC.

#### **14. Friends of St.Mary's**

A new member of the committee has been recruited and a meeting has been arranged and a report will be issued for the next PCC.

#### **15. St Mary's Hall and St.Mary's Church Developments**

Church - P Raddenbury confirmed funds are available for phase 1 of the developments.

J Setchfield proposes the PCC approve the Abbey Chair.

Seconded: P Reynolds

Unanimous

Hall - The external ramp is in very poor condition, K Richards asked the PCC if he could go out to tender, he currently has a figure of £4512 + VAT to replace it. The PCC felt that a full budget needs to be put together for the Church Developments to see if we have enough money to do what we are planning. The Rector will arrange a meeting with J Setchfield and K Richards to further discuss the issue.

K Richards has had a meeting with W Coombey who gave him some invaluable information. She also feels that she will be able to assist with fundraising for the ramp.

A wall heater fell off the wall and has burnt the carpet in the corridor on the second floor. K Richards gave the PCC 3 options for repairing or replacing it, but we may be able to make a claim on our insurance, and he will look into this. The Rector proposed that we leave the decision to the Standing Committee, The Secretary will circulate the information.

#### **16. Deanery Synod**

No meeting.

#### **17. AOB**

None

The meeting closed at 10.05.