

**The Parish of St Mary the Virgin, Ross-on-Wye**  
**Minutes of a meeting of the Parochial Church Council**  
**Wednesday 11th July 2018 at 7.30pm in St Mary's Hall**

Present: The Rector, J Setchfield and J Cooper (Churchwardens), K Vitale (Secretary), P Raddenbury (Treasurer), M Sanderson, B Jones, A Morris, P Eward (vice-Chairman) and Cllr R Mayo for items 1-3.

**1. Opening Prayers**

The Rector opened with prayer.

**2. Apologies**

D Glover, Canon F Davies, K Richards, the Rev Canon C Blanchard, the Rev S Tarlton, P Reynolds, C Cattnach and A Remmington.

**3. Town Council Report**

Cllr R Mayo reported to the meeting that funding for the resurfacing for one of the footpaths had been agreed and this would be done soon. The inner face of the wall running alongside Church Street has been repaired from the Plague Cross steps to the Rectory steps, and funding is in place for the road side of the wall to be repaired next year. A Planning application has been submitted for some tree pruning in the Churchyard.

The working party for the lighting has met and had some productive meetings. The Rector has been approached by a resident of Church Close asking if some of the trees could be cut as they are blocking the householder's light, Cllr R Mayo suggested they get a quote from a Tree Surgeon and approach the council for permission to use the quotation.

A temporary sign has been erected because of dog mess bags being left by the bonfire area. The Rector asked if the council could put up an official sign.

**4. Declaration of AOB**

None

**5. Minutes of last meeting**

The minutes of the May 2018 meeting were read and agreed.

Their acceptance was proposed by J Cooper

Seconded: J Setchfield

Carried Unanimously

**6. Matters Arising**

None

**7. Correspondence**

K Vitale received an email from P Mason requesting that the Rev S Tarlton be appointed by the PCC as a Foundation Governor at Brampton Abbots.

Proposed: B Jones

Seconded: M Sanderson

Unanimous

**8. Rector's Business**

None

## **9. Finance**

The latest Finance report had been circulated to the PCC prior to the meeting for discussion.

### **Current position**

The budget report shows the latest position as at the end of June, although there are still some outstanding items. This shows a deficit of £23984 which is £15960 higher than budgeted for. Increases are being seen under the new Parish Giving Scheme but there is a long way to go.

### **VAT reclaim for Phase 1 re-ordering**

A claim has been submitted by the Treasurer for a VAT refund which has been held up because of the work on the disabled facility which should have been zero rated. The builders are yet to accept this position to enable the claim to progress.

### **Donations Button and Text Giving**

The application to HMRC to add the additional signatories has gone through but P Raddenbury has not yet had the opportunity to progress this further.

### **Parish Giving Scheme**

All current donors and members on the Electoral Roll who make no regular contribution have been advised of the new scheme. The results are fairly encouraging but the Finance Group will know more over the next few months.

### **Parish Offer 2019**

The offer that was discussed the the May PCC has been submitted to the Diocese but no comment has been received regarding the level of our commitment.

## **10. Safeguarding**

The Rev S Tarlton is in discussion with the Churchwardens for a place in Church to put Safeguarding information, including contact details should anybody have a safeguarding concern.

The Rector reminded the PCC that they needed to familiarise themselves with the Church of England core training module which was emailed to all members in May.

## **11. Health and Safety**

J Setchfield informed the meeting that a faculty was not required for the gravestone testing but that this has not yet started.

A member of the parish informed the Rector that they had had a bad reaction from contact with the Giant Hogweed which is growing in the Churchyard. Churchwardens to arrange for a warning sign to be erected.

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

The Committee has been considering new money raising ideas. A rolling list of these ideas is being put together to enable them to plan regular events in the future.

Below are events at the planning stage:

Chris Bartrum has offered to do a sponsored walk along approximately 100 miles of Herefordshire Diocese following the English/Welsh Border during the 1<sup>st</sup> week of October.

Laurence John has kindly offered to give an organ concert on Saturday 18<sup>th</sup> August. A guided tour of Hereford Cathedral, including some of the areas not usually included in the regular public tours, is planned for September. This is being put together with the help of the Friends of Hereford Cathedral.

The Ross Open Gardens Event for 2019 is being planned. Peter Reynolds will be taking the lead on this event after his return from his Canadian vacation.

New external lighting to the Tower and Spire - the feasibility of this project is being considered with Ross Town Council. The PCC felt that it may be better to have the funds for Phases 2 & 3 rather than contribute to something the Town Council could potentially pay for. J Setchfield reminded the meeting that any digging for new lighting would need an Archaeologist report and a Faculty.

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

#### **Church**

An application has gone in to the DAC for Phase 2 to which the Churchwardens are awaiting a response and then will get quotes from builders. This phase will probably start in early 2019.

A meeting with the Architect to discuss phase 3 has taken place and they suggested inviting the DAC to see the completed phase 1.

The Architect has put the internal lighting scheme out to tender.

The outside notice board is being repaired.

The Churchwardens are awaiting a quote for the new handrails for the tower stairs, which form part of the quinquennial work. Some of the guttering is blocked and the same tradesperson will fix the new handrails.

#### **Hall**

A committee meeting has been held, which was chaired by the Rector in K Richards' absence.

The Treasurer reported that in spite of continued inquiries to establish the reasons for discrepancies in the electricity bill, there has been no satisfactory explanation.

The start and endpoint of the readings remain the same.

Bank Account currently stands at £2,000 and future current account statements will be included in the minutes.

T Davis will be standing down as Treasurer, and this role will be taken on by Nick and P Raddenbury.

The two night storage heaters, were turned off in May. There is a health and safety issue with the heater in the upstairs corridor and the one in the larder which will be checked and a decision made as to their future use.

The fire alarms were tested in May. A copy of the inspection report will be kept in the Parish office. The alarm bell was found to be too quiet and there is a need for emergency lighting and the establishment of an assembly point. A zone plan is now displayed and a log book has been provided for weekly test plan.

M Mason produced a draft version of possible conditions of hire. A continuing problem appears to be the method of entry and securing after use. Two outstanding items to be resolved are the removal of rubbish and the maximum capacity legally permitted. There is also a need to check the hall insurance for public liability.

The outside courtyard still needs cleaning up, and the downstairs toilet painting remains unfinished

There is an urgent need for re-lamping the hall and work on the outside lighting. B Jones has taken on this task.

The Rector suggested a maintenance check list and to compile a list of tradespeople in the area.

A music license is yet to be obtained.

A new loft ladder with a properly fitting hatch needs to be installed professionally.

The stairs to the basement need inspection, together with the condition of the beams.

There is an urgent need to re-locate the larder for health and safety reasons, and M Mason has discussed the necessary work with B Jones.

The Committee, in the future, will be considered a subcommittee of the PCC. It will comprise K Richards (Chairman), the Rector (in the Chairman's absence), the Rev S Tarlton, Nick (Office Administrator), J Cooper, G Altree, B Jones, L Lewis, M Mason and M Willis.

Nick will attend in a voluntary capacity and to accommodate him we will meet once his office hours are finished.

#### **14. Fundraising**

The recent Auction of Promises raised £5579, of which the Ross share is £4483. The Rector thanked M Sanderson and the team for all of their hard work.

The Rector said she was holding off organising concerts until the new sound system was put in.

#### **15. Deanery Synod**

The Rector attended the meeting. The talk was on Intergenerational Missioners, which was both informative and interesting. There was also a discussion about the distribution of clergy as the Rev. K Cecil (Wye Borders Group) is leaving in 18 months.

#### **16. AOB**

None

The meeting closed at 8.45 with prayers from the Rector.