



MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL

held on **Wednesday 8th May 2019** at 7.30pm in St Mary's Hall

Present: John Setchfield (Chairman and Churchwarden), Simon Tarlton (Curate), Christine Cattanach (Intergenerational Missioner), Janet Cooper (Churchwarden), Anne Morris, Bryan Jones, Freda Davies (Licensed Reader), Keith Richards, Mark Sanderson (Deanery Synod), Paul Eward (Deanery Synod), Peter Raddenbury (Treasurer), Rachel Lewis (Secretary), Tim Waters, Joanna Kelly

1. Opening prayers

Simon Tarlton opened the meeting with prayer

2. Apologies

Derek Glover (Reader Emeritus), Fiona Barnaby (Deanery Synod), Anne Remington, Karen Vitale, Chris Blanchard, Peter Reynolds

The Chairman requested that the following item from 18 AOB be brought forward. All agreed

18. • Co-option of new member

Proposed: John Setchfield

Seconded: Janet Cooper

Unanimous

To co-opt Joanna Kelly on to the PCC

3. Town Council report on the Churchyard

No report – A new council was elected last week and a representative will be agreed at its annual meeting to be held on 13 May 2019.

4. Declaration of any other business

Four items had been declared.

5. Approval of the minutes of the last two meetings (circulated prior to the meeting)

The minutes of meetings held on 13 March and 3 April 2019 were considered.

Minutes of 3 April were approved with the following two amendments:

1 Election of Vice Chairperson should read: J Setchfield was nominated by P Eward and seconded by J Cooper.

6 AOB - the last sentence should be changed to read: It was agreed to purchase six chairs.

Minutes of 13 March were approved with the following amendments:

7 Correspondence – the last sentence should read: Freda Davies proposed financing this from the Education Fund every year and this was seconded by Bryan Jones.

9 PCC Membership – the last sentence should read: Freda Davies said she would ask Tim Waters to join.

The chairman signed the amended minutes.

6. Matters arising from the minutes

Simon Tarlton reported that he had been in touch with the Royal British Legion who had asked for a special service to commemorate the Battle of Britain on Sunday 15th September and another on Sunday 8th September which is Merchant Navy Day. The latter was likely to be a large service involving people from a wide area. In addition, the RBL has booked the church for a concert on 29th June for Armed Forces Day.

7. Correspondence

None

8. Ministerial report

It was agreed that Mission would form a standing item on the agenda in future.

John Setchfield thanked Simon and the all the ministry team for an excellent effort over Easter.

Simon Tarlton reported that there was a significant increase in numbers over last year. New initiatives included Holy Week walks which attracted 35 people each evening with many staying on for Compline after the walks. He had received good feedback and suggested this could be repeated next year.

The Pet Service went astonishingly well (with no leakages!). New people were involved. It is hoped to have another in the autumn to fit with St Francis of Assisi's day.

The ministerial team have managed very well without additional help from outside during the interregnum until last week when it was good to welcome back Prebendary Jill Talbot-Ponsonby to St Mary's. She has also agreed to come at the end of June in order to allow Simon to attend the Ordination at the Cathedral.

Christine Cattanaach presented a report (previously circulated) and highlighted two items. The Alpha Course was now complete. Christine needed to measure the impact, both numerically and spiritually. Of the 22 participants, 10 would like to continue in a home group and 14 would like to be involved in the next Alpha Course. There had been positive comments made describing the benefits of the course to many of those taking part.

Secondly, on a practical matter, Christine asked if the fridge and the drawers in the church kitchen could be locked as it was not possible to keep items such as milk from day to day and cutlery was going missing. John Setchfield is asking the builders to look at this. **JS**

9. Financial report

The treasurer's report and a budget report for the first four months of the year had been circulated prior to the meeting. A depleted finance group had met that morning. They remained positive even though the current position was dire with a deficit of over £12,000. There are funds to cover this at the moment. Janet Cooper congratulated Peter Raddenbury on successfully completing the dispute with BT.

Parish Share 2020

Last year the parish committed £69,300 (as in the previous year).

Proposed: Peter Raddenbury Seconded: Simon Tarlton 13 for, 1 against
To commit £69,300 for the Parish Share to the Diocese for 2020.

Stewardship Cheque

Peter Raddenbury had received a "Stewardship Cheque" for £20 as a gift to the church. However, in order to bank it, copious registration forms have to be completed. It is unlikely that it will be needed again. Simon Tarlton offered to contact the donor in order to change the cheque. **ST**

Alpha Course Catering

Christine Cattanach asked if we can set aside money for those purchasing food for the Alpha Course so they do not have to wait to be refunded via a monthly expenses claims.

It was agreed that an amount would be agreed and advanced to the group who would then keep an account of spending. At the end, the account would go back to the treasurer in order to comply with the internal auditing process. **CC/PR**

Open the Book

The Open the Book group at Brampton Abbotts School currently uses one purchased book and photocopies pages for others to use. A discussion took place on how the book is used and the ethics of photocopying.

Proposed: Simon Tarlton Seconded: Mark Sanderson 10 for, 1 against
To purchase books for the Open the Book group for use in Brampton Abbotts school and wider at a cost of approximately £120.

ST

10. St Mary's Church building works

Phase 2

John Setchfield reported that Phase 2 is now complete except for the four metal grills in the floor. One has gone away for experimental treatment involving coloured resin and once it has been put back and left for a few months, a decision will be made whether to treat the others the same way or to fill them all with a screed. Concern was expressed about the safety aspect of the exposed grills in the meantime, particularly for those wearing high heels. It was agreed that a warning sign would be made for use at weddings and baptisms.

Phase 3 (see <https://reordering.org/> for full details)

Drawings and a specification for Phase 3 have now been received. This involves levelling off the entrances to allow disabled access. At the main north door, this will include new automatic sliding glass doors and a new ceiling at the entrance. The oak doors and some of the oak panels in the current wooden enclosure will be removed and replaced with new glass doors (hinged and manual and opening both ways) and some glass panels in the framework. Hot air curtain electric fan heaters will be fitted above both sets of doors. This will make for a more welcoming entrance, with no steps and will help alleviate heat loss in the winter. The plans are now ready to submit to the Diocesan Advisory Committee which has already been involved in the planning.

Proposed: John Setchfield Seconded: Tim Waters unanimous
To submit the plans for Phase 3 to the Diocesan Advisory Committee

JS

Questions were asked about the timing of the completion of Phase 3, particularly because this involved disabled access. There will also be the need to apply for grant funding for which costings will be required. It was felt that no time should be wasted waiting for the DAC to agree the plans but that the tendering process should begin at the same time. Any adjustments required by the DAC could be added to the specification afterwards.

Proposed: Mark Sanderson Seconded: Freda Davies unanimous
To ask the architect to begin the tendering process straight away

JS

Lights

These have not yet been completed, faulty fittings have not been replaced due to issues with the manufacturer. The contractor has also proved slow. It was agreed that no money would be paid until the work was completed satisfactorily.

Welcome area

Mark Sanderson asked that we get another table to match the one in memory of Nick Burston, although it would need to be slightly longer. The architect has suggested that we commission a joiner to make a matching table. It was agreed that Mark would get a quote for a suitable table from a joiner.

MS

Mark also suggested that a low-level bookcase for hymn books would fit in to make the area look pleasing to the eye. Concerns were raised about how easily older sidesmen would be able to access the books. The existing movable bookcase had been made and given in memory of someone and care should be taken before making an item redundant.

The information panels above the display area just inside the main side door will fit exactly on the panels of the clergy vestry, facing the kitchen and it was suggested that these be moved.

Discussion moved to the lack of storage in the church generally, particularly for toys and things used for children's activities. It was suggested that the upper room be cleared out and utilised.

11. Purchase of additional chairs with arms

This had been agreed at the Annual Meeting and six have been ordered.

12. Report from the Friends of St Mary

None

13. St Mary's Hall Report

Bryan Jones reported that there had been damage caused by water ingress in the roof space. Scaffolding would be needed to look at the lead flashing.

Work was also required in the toilets, and the flooring in the kitchen needs replacing with a hardwearing one.

14. Fundraising report

None

15. Deanery Synod report

The next meeting will be on 12 June.

16. Safeguarding

A national Victims' group has been visiting churches and cathedrals and looking at their notice boards and websites to ensure they conform to safeguarding principles. We are in a constantly shifting landscape but the Hereford Diocese has now issued a handbook with full details of how to make a report when there are concerns. The handbook will be circulated to all PCC members.

ST/RL

17. Health and Safety

There was concern that there are potholes in the churchyard paths. These will be reported to the Town Council by John Setchfield.

JS

18. Any other business

- **Logos and House style**

Mark Sanderson asked members if they would like to see consistency in style and approve a logo.

Proposed: Bryan Jones Seconded: John Setchfield unanimous

To adopt the logo and house style used at the top of the current agenda.

All the Benefice logos are downloadable from the website along with the style guide and templates <https://rawchurch.org.uk/logos/>

- **Request for a cycle rail for those who wish to cycle to church**

This request is to go to the reordering team for consideration.

JS/MS

- **To seek approval to post PCC members' names (no contact details) on the website**
It was pointed out that members names are already on the Charities Commission website as trustees. There was no objection to them being published on the Church website.

- **Wi-fi**

In order to improve the Wi-fi we need to upgrade to fibre at an additional cost of approximately £20 per annum.

Proposed: Mark Sanderson Seconded: Freda Davies unanimous

To upgrade the Wi-fi in St Mary's Hall to fibre.

MS

- **Raising the flag**

Simon Tarlton informed members that it was proposed to reinstate the raising of the flag on special days. The next date would be Ascension Day. Bryan Jones had agreed to do this. The flag used is St George's cross with the Diocesan Coat of Arms in one corner.

The meeting closed at 9.15pm with the Grace.

The next meeting will be on 17th July at 7.30pm in St Mary's Hall.