



MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL

held on **Wednesday 13th November 2019** at 7.30pm in St Mary's Hall

Present: The Revd Sean Semple (Chairman), Anne Morris, Bryan Jones, Freda Davies (Licensed Reader), Janet Cooper (Churchwarden), John Setchfield (Churchwarden), Keith Richards, Mark Sanderson (Deanery Synod), Paul Eward (Deanery Synod), Peter Raddenbury (Treasurer), Peter Reynolds, Rachel Lewis (Secretary), Karen Vitale, Tim Waters and Cllr Rob Taylor

1. Opening prayers

Today is the anniversary of the death of the Revd Charles Simeon. The Rector read the collect for the day.

2. Apologies - to receive and accept apologies for absence

Apologies were received from Chris Blanchard, Joanna Kelly, Christine Cattnach, Anne Remington and Fiona Barnaby.

3. Closed Churchyard

to receive a verbal report and ask any questions of the Town Council

i. Cllr Taylor had no issues to report on the churchyard.

The Mayor wondered about increasing biodiversity in the churchyard but while the closed churchyard is kept neat and tidy, the open churchyard is already a biodiversity area! Cllr Taylor would be happy to talk to members about ways of increasing the biodiversity.

ii. A memorial tree has been requested by the RBL to plant along the path leading towards the Prospect.

Proposed: Bryan Jones

Seconded: Karen Vitale

Unanimous

It was resolved to approve the request to plant a small tree in the closed churchyard along the path between the tower and the Prospect and apply for a Faculty for it. It was further resolved not to accept any more such requests as there was no more space.

The Chairman asked to bring forward Item 12 c in order for Councillor Taylor to be present for the discussion.

12 Report from the Friends of St Mary

to receive a copy of a report to be submitted to Ross-on-Wye Town Council's Amenities Committee and:

c) agree to the removal of the Wellingtonia (including applying for planning permission) see above – agreed at start at meeting

Cllr Taylor gave members some information about Wellingtonias and Mark Sanderson and explained why the Friends wished to have it removed.

Proposed: Peter Reynolds

Seconded: Tim Waters

It was resolved to apply for Planning Permission and a Faculty to have the Wellingtonia by the tower removed, to replace it with two conifers to be planted along the western edge of churchyard and to investigate the possibility of creating a sculpture from the base/trunk of the Wellingtonia.

Further discussion took place about the floodlighting, concerning the use of the existing pits, the use of church lighting specialists and finance from the Town Council.

Councillor Taylor left the meeting at 8.00pm.

4. Chairman's welcome

The Rector informed members that a letter of resignation had been received from Joanna Kelly who was starting a new job in London making her unable to attend further meetings. Charity Commission Electoral Guidelines for PCC members had been circulated to members and was on the website. The Rector asked members to read them and abide by them.

5. Minutes of the last meeting (circulated prior to the meeting)

to approve as a correct record the minutes of the meeting held on 11th September 2019.

Proposed: Janet Cooper

Seconded: Peter Raddenbury

Unanimous

It was resolved that the minutes of a meeting held on 11th September 2019 be accepted as an accurate record.

The Chairman signed the minutes.

6. Matters arising from the minutes

None

7. Mission

i. to receive a report from the Rector

The Rector's report had been circulated prior to the meeting.

Proposed: Sean Semple

Seconded: Freda Davies

Unanimous

It was resolved to accept the report and hold a Parish Vision Day at St Mary's Church from 9.30am to 3.00pm on Saturday 25th January 2020.

ii. to receive the Intergenerational Missioner's Report and update on the Alpha Course
Christine's report had been circulated prior to the meeting and was noted.

SS

8. **Financial report**

i. to receive a report from the treasurer

The Treasurer had circulated a report prior to the meeting which was noted. Two proposals were included in the report.

Proposed: Peter Raddenbury

Seconded: John Setchfield

Unanimous

It was resolved to donate £900 each to the Church Missionary Society, Hereford Night Shelter, Ross Community Garden and the Orchard Trust, this representing 5% of the PCC's voluntary income.

The treasurer added that the photocopier is severely in need of replacing. KT Gooch has made recommendations and Lou has agreed that a suitable machine would be an A4 and A3 black and colour printer at a cost of £3,400 with a service maintenance option costing 0.4p per black and 3p per colour copy to include toner and maintenance.

Proposed: Peter Raddenbury

Seconded: Karen Vitale

Unanimous

It was resolved to obtain another quote, investigate the true cost of the service charge and then empower the Standing Committee to make the decision to purchase a new photocopier.

Proposed: Peter Raddenbury

Seconded: Bryan Jones

Unanimous

It was resolved to accept the Treasurer's report

ii. to approve and adopt the 2020 budget

There was discussion on ways of encouraging giving for both regular members and visitors, particularly using technology. A question was asked regarding the contribution of the churches to the administration including the cost of the new photocopier. The Rector also was concerned that we may need more admin time as the church grows. If Redwood Close was no longer let, there would also be an implication for the budget. The deficit could go up to over £20,000 with these considerations.

Proposed: John Setchfield

Seconded: Freda Davies

Unanimous

It was resolved to approve and adopt the 2020 budget as circulated with minor alterations as explained by the treasurer concerning the administrator's salary with a proviso that the admin time may have to be increased, and an additional figure which would need to be included to cover the cost of a new photocopier/printer.

Sean thanked Peter for his excellent work on the budget.

9. **St Mary's Church building works**

i. Phase 2

Proposed: John Setchfield

Seconded: Janet Cooper

Unanimous

It was resolved to fill in the remaining three grills at a cost of £4278 +VAT and paint with a matt finish when Phase 3 work is carried out.

- ii. Phase 3 Faculty – to receive an update on the progress of the Faculty for Phase 3
The addition of the furniture to the faculty caused a delay but all the correct paperwork is now with the Chancellor.
- iii. Faulty church lighting – to receive an update on progress in resolving the issues with the faulty lights
The first six fittings have now all been replaced. There are three more which need replacing and chasing up again.

10. St Mary's Hall

to approve a schedule of works to the hall, as prepared by the hall committee

Peter Reynolds had now taken over as Chairman of the Hall Committee and presented a report (circulated to members prior to the meeting). The report was noted.

Proposed: Peter Reynolds

Seconded: Bryan Jones

Unanimous

It was resolved to approve outline approval to request a Faculty do put in a new ramp at a cost of approx. £25,000 and get quotes for the painting the windows so that work can start as soon as possible.

Freda Davies proposed an amendment that grants should be sought for any disabled access. This was agreed.

11. Fund raising report

to note the Christmas Tree Festival takes place in two weeks and inform members of plans to date.

Rachel Lewis asked for help from members with stewarding and a list was passed around. This will also be in church for anyone to sign. She also asked for anyone able to help move chairs and tables to come to the church at 1.30pm on Thursday 21st.

Tickets are on sale for the preview on Friday and Concert on Sunday with nibbles. A wine/apple juice bar will be available at both functions.

12. Report from the Friends of St Mary

to receive a copy of a report to be submitted to Ross-on-Wye Town Council's Amenities Committee and:

a) confirm approval of the plans for the installation of the new flood lighting

Proposed: Mark Sanderson

Seconded: Anne Morris

1 against

It was resolved to approve the plans for the installation of the new flood lighting

b) agree that the PCC acts as main contractor for the project

This proposal was abandoned

c) agree to the removal of the wellingtonia (including applying for planning permission)
see above – agreed at start at meeting

d) agree to apply for a Faculty for all the work required

Proposed: Mark Sanderson

Seconded: Anne Morris

1 abstention

It was resolved to apply for a Faculty for the new floodlight work required

e) It was noted that the cost will be divided between the Friends of St Mary's and Ross-on-Wye Town Council

f) agree that running costs of the light on the east face of the tower and spire (on the nave roof) can be covered by the PCC should that be necessary

Proposed: Peter Reynolds

Seconded: Freda Davies

1 abstention

It was resolved to cover the running costs of one light on the east face of the tower if it proves necessary.

13. Archdeacon's Triennial Inspection

to receive and note a report from the Archdeacon and consider any implications requiring urgent action

The report was noted. Efforts will be made to track down the missing burial register

14. Safeguarding

to receive a report and agree any actions arising from it

The report was noted. It was suggested that a "fun" training event be organised for members to complete the basic Safeguarding awareness course.

15. Health and Safety

to receive a verbal report and agree any actions arising from it

Bryan Jones has been given all the necessary paperwork to ensure we comply with regulations to remain safe in church.

He expressed concern over the state of the two stepladders (one in the church and one in the hall) which need to be replaced. This will be done as soon as possible.

16. Book Launch request

to consider a request from a Toast and Toddle mum to use St Mary's to launch her book about her experience of using WW2 rations to create a menu during Lent

Christine was unable to speak on this, but it was understood that this could be a fundraising event for the church in Lent and that the mum should be invited to arrange it.

The meeting closed with the Grace at 9.49pm.

The next meeting will be held on Wednesday 8th January 2020 at 7.30pm in St Mary's Hall

A handwritten signature in black ink, appearing to be 'Freda Davies', written in a cursive style.