



MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL
held on **Wednesday 8th January 2020** at 7.30pm in St Mary's Hall

Present: The Revd Sean Semple (Chairman), Anne Morris, Caroline Pascoe, Christine Cattanach, Fiona Barnaby, 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), and Tim Waters

1. Opening prayers

The Rector began with a prayer and blessing on the meeting ahead.

2. Apologies

to receive and accept apologies for absence

Apologies were received from Bryan Jones, Karen Vitale and Rob Taylor.

3. Closed Churchyard

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

Cllr Taylor had sent apologies and had informed the secretary there was nothing to report.

4. Chairman's welcome

The Rector welcomed everyone. He wanted to clarify that while this is a meeting that makes decisions, this does not mean there cannot be discussion. It is important that we do not start from scratch with a topic, e.g. the Hall Committee brings proposals to the meeting having considered it beforehand, i.e we do the thinking before the meeting.

5. Minutes of the last meeting

to approve as a correct record the minutes of the meeting held on 13th November 2019

An amendment to page 2 line 5 "see above" which should read "see below" was made

Proposed: Mark Sanderson

Seconded: Janet Cooper

Unanimous

It was then resolved that the minutes of a meeting held on 13th November 2019 be accepted as an accurate record.

The Chairman signed the minutes.

6. Matters arising from the minutes

i) Archdeacon's Inspection

to set up a working group to look at ways of storing records (Terrier, Inventory and Log Book) electronically, to ensure records are not lost

It was agreed that a working group consisting of Tim Waters, John Setchfield and Janet Cooper would look for all the lost information. Once all the information was collected together, Mark Sanderson would look into ways of storing it electronically.

7. Correspondence

to receive any correspondence

- i) Anne Remmington - resignation of Anne from PCC due to family circumstances
- ii) Diocesan Office – thank you poster for support through Parish Share

The correspondence was noted. Anne Remmington had been thanked for her service to the PCC.

8. Mission

- i) to receive a report from the Rector

The Rector's report had been circulated and as well as reflecting on the recent Christmas season and reporting on the appointment of a new curate, looked forward to the Parish Vision Day, when we will be looking to see what God calling us to be and to do as St Mary's Church in Ross-on-Wye today. A sheet had been circulated explaining the aim of the day, the thinking behind it and an outline of how the day would work. Members of the congregations as well as PCC members are encouraged to come. There were no questions relating to this.

The treasurer asked if the curate would be moving into Redwood Close – it was thought that she would be. A request was made to ask the Diocese to ensure the house was in good order in time for the curate. The secretary would write to the Diocese to make this request.

The Rector reported that Tiffany Jackson (the new curate) will be coming on the 1st March to meet the benefice.

The curate will need to share office space - she will need space and a desk in what is currently Christine's office. The suggestion was made that perhaps the working party looking at records could look at tidying that office of unneeded clutter. Discussion took place about office space and a room available to Team Members (e.g. for seeing funeral families) including the possible use of the "Elephant Room" above the Hall.

It was agreed to bring some proposals to the next meeting.

- ii) to receive a report from the Intergenerational Missioner

The Intergenerational Missioner's report had been circulated. It described the work at All Age Services, the completion of two Alpha Courses and looking forward to a third later in the year, LEAF and Toast and Toddle and work in schools. Christine also included information regarding her work within the Diocesan Team.

The Rector emphasised the importance of people helping Christine with these activities in order that they continue after Christine finishes. It was pointed out that members of the congregation look forward to helping at Toast.

Alpha – we took a risk doing it in church that paid off well. There were a few issues, e.g. a lack of full kitchen facilities in the church.

It was agreed that those who have been using the kitchen come up with ideas which could also go to the reordering committee to look at, as well as projects listed in item 10 iii.

9. Finance

to receive a report from the Treasurer

- i) The year end and revised budget figures were noted. Final figures of contributions from Brampton Abbots and Walford are needed. Once these are received, the financial statement will go to the examiner and then to the March meeting for approval.

- ii) Each year the fees for occasional services (marriages and funerals) have to be agreed.

Proposed: Peter Raddenbury

Seconded: John Setchfield

Unanimous

It was resolved to set the fees as listed.

Heating, lighting and cleaning £42

Verger £43

Organist (funeral) £70

Organist (marriage) £103

Choir £103

Bells £274

- iii) A further quote had been received for the purchase of a new photocopier. While the new quote was less than the quote from K T Gooch, after considerable discussion, it was agreed on balance that the service we get from K T Gooch was worth the additional cost. It was also agreed that, as the usage charges for colour copying are about 10 times as much as black and white, copying should normally be monochrome.

A contribution would need to be agreed with Walford and Brampton Abbots PCCS towards the cost.

Proposed: Freda Davies

Seconded: Mark Sanderson

14 in favour, 1 abstention

It was resolved to purchase a new photocopier/printer from K T Gooch at a cost of £3,400.

- iv) The Rector had submitted a case for increasing the administrator's hours by four per week.

Proposed: Peter Raddenbury

Seconded: Christine Cattanach

Unanimous

It was resolved to increase the administrator's hours from 21 hours to 25 hours per week.

- v) Designated account – property maintenance

Proposed: Peter Raddenbury

Seconded: Peter Reynolds

Unanimous

It was resolved to make the unrestricted Property Maintenance deposit account (£9,530) a designated account for the 2019 accounts. While it will be ringfenced, it will remain unrestricted in order to help the PCC remain aware of its purpose.

- vi) Church office heating

The heating in the two church offices is in desperate need of replacing.

The treasurer had obtained two quotes for dynamic electric radiators as recommended by the Diocese.

Proposed: Peter Reynolds

Seconded: Mark Sanderson

Unanimous

It was resolved to authorise the Standing Committee to look at the specification of the heaters and then arrange installation of heaters for the two rooms at a maximum cost of £1,200.

A new treasurer is urgently needed now so members were urged to think of people who may be approached. The Rector would ask two people from Walford who may be willing. It was suggested making the job appear more attractive! However, the job requires skill and knowledge. If we cannot find anyone we may need to pay a professional.

It was agreed that a job spec needs to be drawn up and the secretary and treasurer will do this. An "advert" will then go out on the newsletter and the search for a volunteer will also go beyond the church.

10. St Mary's Church building works

- i) Phase 3 Faculty – to receive an update on the progress of the Faculty for Phase 3
John Setchfield reported that there was a further delay in obtaining the faculty. However, the Chancellor had agreed in principle but changes to the furniture needed to be advertised for a further 28 days before it could be given. This will take us to the end of January and so hopefully the faculty will be granted in February. The furniture maker will be advised of this in the hope that he will not increase his quotation which has expired.
- ii) Faulty church lighting – to receive an update on progress in resolving the issues with the faulty lights
Three fittings are being put up on Friday 10th January and all the lights should be working then. We will also get the back lights redirected.
- iii) to consider further small projects, post Phase 3

A list of projects had been circulated which included:

- a. the redecoration of the stone/plaster reredos behind the High Altar
this will need a faculty
- b. repairing the marble floor tiles in the sanctuary
- c. repairing the choir vestry ceiling
- d. renewing the nave platform
- e. Providing display stands

Proposed: Mark Sanderson

Seconded: Christine Catternach

Unanimous

It was resolved to commit to investigate each of the five projects plus the kitchen and storage options in the South Porch; to commission the Friends of St Mary's to investigate work to the reredos (a) and source suitable display stands (e) and report back to the PCC; and to reconvene the reordering group to investigate upgrading the kitchen and storage options

John Setchfield will be looking at the choir vestry ceiling (which is part of the quinquennial work required) and repair of the sanctuary floor.

11. Hire of St Mary's Church

to note the contents of the web page regarding the conditions of hire for the nave of St Mary's which is a revised version of the conditions of hire adopted by the PCC in November 2018.

The website page <http://rawchurch.org.uk/venue-hire> was noted.

Proposed: Peter Reynolds

Seconded: Janet Cooper

14 in favour, 1 abstention

It was resolved to adopt the revised Church Hire Agreement on the website with one amendment, the addition of the word "vehicle" to the clause, Parking in the churchyard is very restricted and should be limited to organisers' and disabled parking. It is at the vehicle owner's risk.

We should be aware of safeguarding issues when hiring out the church or hall. We will ask the Safeguarding officer to advise on this.

12. St Mary's Hall

- i) to receive and accept a report from the hall committee (attached)

the report was received and noted.

- ii) to agree to purchase an Evac Chair for the kitchen at a cost of approximately £600

Concern was expressed about the safety of everyone having to leave by the kitchen door in the event of an emergency where an Evac chair was being used. There were also concern about storage and training of people to use the chair. The committee will reconsider and cost providing a ramp for both the main door and the kitchen door.

- iii) to consider the best way to look at storage for both the church and the hall

there is potential for storage in the hall. It was agreed that when the reordering committee looks at church storage, it will take into consideration the space available in the hall.

- iv) to consider a request to purchase additional crockery and cutlery for the church (as currently it is being borrowed from the hall).

The reordering committee will be looking at the church kitchen/catering facility with a view to upgrading it. Any further crockery and cutlery needs can be included in their review.

13. Fund Raising

to receive a verbal report from the fundraising committee.

The Christmas Tree Festival was enjoyed by many and raised over £4,000. The committee is looking forward to the next one in 2021 when we hope to have even more trees and extend the length of the festival.

The major event for 2020 is a Flower Festival celebrating British Composers from Byrd to the Beatles and beyond, to take place in May with a Preview on Friday 22nd and open from Saturday to Monday 23rd to 25th inclusive.

The committee will be meeting to discuss other smaller initiatives plus a possible wedding fayre/festival next February.

If anyone has any ideas for raising much needed funds, please speak to Mark, Rachel, Judith Landau or Freda.

14. Report from the Friends of St Mary

to receive a report from the Friends and an update on progress with new floodlighting

Floodlighting – The Town Council will continue to be responsible for the ongoing costs of maintenance and electricity for the floodlights and has budgeted for up to £15,000 (to cover 50% of the cost). The proposal for the Council will go to a meeting of its Amenities Committee next week.

John Setchfield has consulted the DAC and will need more information to obtain the faculty. The planning application for the removal of the wellingtonia will also need to be submitted.

15. Report from the Deanery Synod

to receive and note a report of the last meeting of the Deanery Synod

The report was noted, particularly, the fact that the deanery will be losing one priest.

16. Brampton Abbotts School Governing Body

to approve as foundation governors for the new Governing Body of Brampton Abbotts CofE and Bridstow CofE Schools, the Oak Meadow Federation, from 2nd March 2020

Proposed: Paul Eward

Seconded: Peter Reynolds

14 in favour, 1 abstention

It was resolved to approve as foundation governors, Roger Hanson, Peter Jenkins, Paul Mason and Keith Richards to serve on the new Governing Body of Brampton Abbotts CofE and Bridstow CofE Schools, the Oak Meadow Federation, from 2nd March 2020 and note that the Revd Sean Semple will continue as an ex-officio governor

17. Safeguarding

to receive a report and agree any actions arising from it

There was nothing to report

18. Health and Safety

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

There was no report.

It was noted that new ladders still need to be purchased.

The next meeting is 11th March at 7.30pm in St Mary's Hall and the APCM will be on 22nd April in church at 7.30pm.



The meeting closed with the Grace at 10.00pm.