



## MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL

held on **Wednesday 11<sup>th</sup> March 2020** at 6.30pm in St Mary's Hall

**Present:** The Revd Sean Semple (Chairman), Anne Morris, Caroline Pascoe, Christine Cattanach, Fiona Barnaby, (Deanery Synod), Janet Cooper (Churchwarden), Bryan Jones, Roy Milnes, John Setchfield (Churchwarden), Keith Richards, Mark Sanderson (Deanery Synod), Paul Eward (Deanery Synod), Peter Raddenbury (Treasurer), Rachel Lewis (Secretary), Tim Waters and Cllr Rob Taylor

**1. Opening prayers**

The Rector began with a prayer.

**2. Apologies**

to receive and accept apologies for absence

Apologies were received from Freda Davies and Karen Vitale. Peter Reynolds' apologies were received immediately after the meeting.

**3. Chairman's welcome**

The Rector welcomed everyone. He expressed his thanks to everyone for all they do on the PCC, and gave a special welcome to Roy Milnes who will be taking on treasurer's role.

**4. Co-option to the PCC**

to co-opt Roy Milnes to the PCC

Proposed: Tim Waters

Seconded: Fiona Barnaby

Unanimous

**It was resolved to co-opt Roy Milnes to the PCC**

**5. Closed Churchyard**

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

Cllr Taylor reported that two trees needed to be felled.

A silver birch near the hall needs felling due to advanced fungus and a sycamore is rotten between two major branches.

It was agreed to apply for a Faculty and arrange for a Planning Application to be made. Because we are in the conservation area, the trees will have to be replaced though not necessarily with the same species.

Cllr Taylor will bring suggestions for replacements to the next meeting.

John Setchfield asked Cllr Taylor about the new grass cutting contract. He was concerned that if it is changing to three weekly rather than two weekly cuts, the grass could get long and untidy in wet weather. Cllr Taylor said that there was a proviso for additional cuts but would get more detail for the next meeting. Tim Waters hopes it will be cut for Easter as it has always been in the past.

Cllr Taylor left the meeting at 18.42

**6. Minutes of the last meeting**

to approve as a correct record the minutes of the meeting held on 8<sup>th</sup> January 2020

Proposed: Peter Raddenbury

Seconded: Janet Cooper

Unanimous

**It was resolved that the minutes of a meeting held on 8<sup>th</sup> January 2020 be accepted as an accurate record.**

The Chairman signed the minutes.

**7. Matters arising from the minutes**

6 i) Archdeacon's inspection – The working group have found several faculties which they thought had gone missing. They will also be taking documents to County Record Office. The Rector thanked them for their work.

8 i) Mission - Decluttering 2<sup>nd</sup> office – the Rector thanked Tim and Janet for decluttering the papers.

9 iii) Finance - We have a new photocopier.

9 vi) Finance - The new heaters have been installed and working well.

11 Hire of the church and hall – We should be aware of safeguarding when hiring out the church and hall. For regular children's activities we should check DBS checks have been carried out but for one off bookings this will not be practical. Judith will double check this with the Diocesan Safeguarding Advisor.

18 Health and safety – There are no new ladders yet.

8 i) Mission - Curate's house – Diocesan Housing didn't facilitate visit and have not responded to request to the Diocesan Surveyor. The tenant leaves in May but it is understood a new bathroom is required leaving very little time. It was agreed to apply pressure to the diocesan housing people and request an inspection soon. The secretary will write.

**8. Correspondence**

to receive any correspondence

i) Diocesan Office

- a. completion of statistic for mission returns;
- b. safeguarding issues;
- c. information regarding the election of four parish representatives to the Deanery Synod (due at the APCM – see leaflet on website)
- d. 2021 Parish Offer process (to be considered at the May meeting)
- e. Information regarding new parish officer roles (PGS (Parish Giving Scheme) Lead and PGS Statement receiver and Parochial Fees Administrator)

ii) An invitation to all members to the Gilpin launch at St Mary's on 12<sup>th</sup> March

iii) Jean Harrison – arrangements for Christian Aid Week (10<sup>th</sup> – 16<sup>th</sup> May 2020)

The correspondence was noted. Issues received from the Diocese were all in hand.

Members we asked to consider carefully about standing for election to the Deanery Synod.

Members had all been sent an invitation to the Gilpin Launch.

It was agreed that envelopes could be available and a bucket collection would be held for Christian Aid at all services on the 10<sup>th</sup> and 17<sup>th</sup> May. Notice of this would go on the newsletter (RL) and on the website with the opportunity to donate online (MS).

**9. Mission**

- i) to receive a report from the Rector

The Rector's report had been circulated and he asked for comments and questions.

There had been 11 funerals since last meeting and in the last two days, six were pending bringing the total for March to 11 so far.

- ii) to receive a report from the Intergenerational Missioner

The IM spoke about the current format of All Age Worship Services at St Mary's. This service has also been replicated and well received at Walford.

The next Alpha course is planned to start on May 6<sup>th</sup> and run for 8 weeks with an Away Day on June 20<sup>th</sup>.

A new Homegroup has started following the last Alpha Course with 10 studying the Bible Course.

LEAF has continued its monthly meetings with around 10 young people attending. Two new volunteers have also joined us.

Toast & Toddle has seen its largest numbers (61) yet at a Toast Special in Half term. A book launch St Mary's, hosted for one of our Mums, drew 73 people and raised £90 for St Mary's and the Food Bank. A mum recently gave a sizeable donation as she wanted to give something back to Toast. This group is gaining momentum and it seems God may be leading us toward the reality of starting a Messy Church.

In schools, Open the Book, Sox Puppets and Lego Club have continued. This groundwork has led the way for Walkthrough the Bible and plans for Prayer Stations in Schools to begin.

The IM team met with our new Bishop Richard Jackson. Sean and Christine attended the yearly Project Review in Leominster. The IM is studying for a module in Intergenerational Mission.

The Rector added that he wanted to finalise the vision statement and asked if anyone wished to comment or tweak it, papers were available in the church.

**10. Finance**

- i) to receive a report from the Treasurer

The report was received and noted.

- ii) to approve the Financial Statements and Accounts for the year ended 31<sup>st</sup> December 2019 for recommendation to the Annual Parochial Church Meeting subject to receipt of the Independent Examiner's approval

The treasurer reported that the Independent Examiner had now approved the accounts.

Proposed: Peter Raddenbury

Seconded: Paul Eward

Unanimous

**It was resolved to recommend the Financial Statements and Accounts for the year ended 31<sup>st</sup> December 2019 to the Annual Parochial Church Meeting**

- iii) to authorise one member of the Fund Raising committee as Promoter and a second member to act as counter signatory for the Small Lottery License Returns

Proposed: Peter Raddenbury

Seconded: Mark Sanderson

Unanimous

**It was resolved to authorise Rachel Lewis and Judith Landau to act as promoter and signatory for the Small Lottery License**

- iv) to note that Roy Milnes has agreed to succeed Peter as Treasurer with Tim Waters acting as Assistant Treasurer and Paul Cummings as Benefice Treasurer  
Noted with great joy. We are enormously grateful to Peter and welcome to Roy, Tim and Paul
- v) to approve the replacement of Peter Raddenbury by Roy Milnes as signatory on the Co-operative, NatWest and CCLI accounts, Paul Eward by Tim Waters on the same accounts and for Peter Raddenbury to be replaced by Paul Cummings as signatory on the Lloyds Bank Team fees account.

Proposed: Peter Raddenbury

Seconded: John Setchfield

Unanimous

**It was resolved to authorise the replacement of Peter Raddenbury by Roy Milnes as signatory on the Co-operative, NatWest and CCLI accounts, Paul Eward by Tim Waters on the same accounts and for Peter Raddenbury to be replaced by Paul Cummings as signatory on the Lloyds Bank Team fees account**

- vi) to approve a donation of £375 for the Diocesan Flood Appeal

Christian giving was based on estimated figures in November 2019 and the final calculation leaves a balance of £375 to be distributed

Proposed: Peter Raddenbury

Seconded: Bryan Jones

Unanimous

**It was resolved to donate £375 to the Diocesan Flood Appeal Fund with additional money received as part of St Mary's giving.**

It was further suggested that we apply to Core Hygiene for a credit account for cleaning items including paper towels for the church and the hall.

Proposed: Peter Raddenbury

Seconded: Fiona Barnaby

Unanimous

**It was resolved to apply to Core Hygiene for a credit account.**

**It was noted that on 19<sup>th</sup> March, Richard Jones is meeting with the benefice to promote the Parish Giving Scheme.**

## 11. 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 the Faculty has now been received – we can go ahead. He is meeting with the builders and architect next week regarding access and egress during building work. Care will be taken to ensure safety for weddings and other events including funerals. The South Porch will need to be cleared for use as an entrance before work begins.

The hymn book stand is now at the workshop having doors fitted and is likely to be finished before the building work is completed.

John also reported that the Flood lighting Faculty is being processed – DAC now have been informed the Wellingtonia will remain and floodlights will be replaced by new units.

- ii) post Phase 3 small projects – to receive an update on further small projects

Altar reredos – nothing done yet – Mark is waiting to meet Russell Davies, from C J Bayliss, the builder.

Nave platform – we will wait on this as the carpet was a gift.

Chancel floor – nothing to report

Choir Vestry ceiling – it is also very cold in choir vestry due to cold air coming in through the clock chamber – the ceiling plaster is part of quinquennial – no progress yet

The display boards have arrived.

- iii) to consider seeking advice on making improvements to the sound system

The Rector explained that we need to check the loop is working correctly and that the speakers are audible. The Rector has asked Andrew Piper at the cathedral for a recommendation of someone to look at it. The microphone for the lectern is broken and radio mics could do with upgrading.

**12. Purchase of crockery and cutlery for the Church**

to agree to purchase crockery, cutlery, glasses and utensils for the church kitchen at a maximum cost of £300

36 place settings at Ikea in white stoneware with glasses, cutlery and utensils will cost £272.

Proposed: Christine Cattanach

Seconded: Janet Cooper

Unanimous

**It was resolved to purchase additional crockery, cutlery and utensils at a cost of £272.**

**13. Office Space for the New Curate and staff team members**

to note that the office adjacent to the administrator's office will be made available for both Christine and one other team member at any one time and the elephant room will be set up for use by team members as an additional work space or for meeting with parishioners.

The Rector suggested that the users decide how best to use the space but some furniture will be required.

**14. St Mary's Hall**

There was no report.

Bryan Jones told members that there had been problems with the electricity supply and we are being charged the wrong rates for the wrong times. It is now hopefully being sorted out and a refund is due.

**15. Fund Raising**

to receive a report from the fund raising committee.

The report was noted. Members were reminded of the Flower Festival (22<sup>nd</sup> to 25<sup>th</sup> May) for which more exhibits are needed. These can include displays of people's talents and crafts as well as flower arrangements.

The Committee asked for approval of a starter fund of £1,000 for the purchase of flowers to be returned to the PCC.

A further request to the PCC was made to purchase 5 bases and poles at a cost of approx. £200 to provide advertising flags for church events.

Proposed: Mark Sanderson

Seconded: Fiona Barnaby

Unanimous

**It was resolved to give the committee £1,000 as a starter fund, to be returned after the Flower Festival and to purchase poles with either bases or spikes for flags to advertise church events at a cost of approximately £200.**

Following the resignation of Geoff Tipton, the committee is looking for another member to join it. Christine would be interested in coming along when she can.

**16. Report from the Friends of St Mary**

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

The report was noted.

The AGM will take place on Thursday 4<sup>th</sup> June when a new treasurer will be required. Nick Richmond has agreed to take on the role of Chairman for the time being. It was agreed to thank John Taylor for all his work.

**17. Safeguarding**

to receive a report and agree any actions arising from it

A report had been circulated prior to the meeting and was noted.

All PCC members need to read the Church of England Parish Safeguarding Handbook and complete at least C0 of the online CofE training programme. Judith needs to be informed when members have completed this. The secretary was asked to send the link to the course but Judith hopes to offer training (with cake) in St Mary's Hall (needs use of screen and online training toolkit) for those who would rather learn this way. All PCC members must complete this soon.

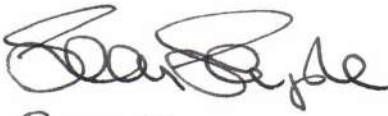
**18. Health and Safety**

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

Bryan Jones told the meeting that the Fire extinguishers in hall and church had been serviced

The next meeting is the Annual Meeting on Wednesday 22<sup>nd</sup> April in church at 7.30pm.

The meeting closed with the Grace at 19.57pm.

  
RECTOR