



## MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL

held on **Wednesday 8<sup>th</sup> June 2022**  
at 7.00pm in St Mary's Church

**Present:** Tiffany Jackson, (acting chairman), Bryan Jones (Churchwarden), John Setchfield (Churchwarden), Anne Morris, Freda Davies, Gerald Altree, Janet Cooper, Paul Cummings, Paul Eward, Paul Mason, Roy Milnes, Peter Reynolds, Mark Sanderson

**1. Opening prayers**

Tiffany opened the meeting with prayers for our work together.

**2. Closed Churchyard**

Councillor Rob Taylor had nothing to report. The PCC noted that the town Council had deployed the mechanical street sweeper on the roads in churchyard prior to the Jubilee celebrations. Very considerable damage was done to the roadway from the Phoenix theatre corner to the Prospect gate. The PCC Instructed the PCC Secretary to write to the Town Council to request immediate repairs to what is now a dangerous section of pathway.

**3. Apologies**

Apologies were received and accepted from Sean Semple, Rachel Lewis and Rosie Winyard.

**4. Minutes of the last meeting**

The minutes of 9<sup>th</sup> March 2022 and 4<sup>th</sup> May 2022 were approved and signed by the Chairman.

**5. Safeguarding**

Judith Wiggins spoke to the meeting to explain the latest directives from the Diocese.

i to approve the Safeguarding Action Plan –

Proposed: Roy Milnes    Seconded: Bryan Jones    unanimous

**It was resolved to** approve the Safeguarding Action Plan.

ii to receive information on Safe Recruitment and People Management Guidance  
Discussion centred around the apparent requirement to take references and formally interview members of the congregation volunteering to, for example, join the House Communion team. Judith agreed to inform the PCC as clarity emerged.

**6. PCC and the Charity Commission**

i to note the documents "Aims and Accountability of the PCC" and "Trusteeship – an introduction for PCC members"

Noted

ii to watch and discuss the Charity Commission videos "Charity Purposes and Rules" and "Making Decisions at a Charity".

A good discussion followed, during which it became clear that many members had never seen the basic documents about our aims etc which are all available on the Charity Commission website under our Charity Number 1163776

## 7 Finance Report

- i to receive a report from the Treasurer  
The report was noted.
- ii to agree the draft budget  
The draft budget circulated prior to the meeting was amended to reflect predicted Gas costs in the last quarter.  
Proposed: Roy Milnes                      Seconded: Peter Reynolds                      unanimous  
**It was resolved** to approve the amended budget
- iii to agree a proposal to transfer £20,000 to the Fabric Fund from the General Fund –  
Proposed: Roy Milnes                      Seconded: Paul Cummings unanimous  
**It was resolved** to transfer £20,000 to the Fabric Fund from the General Reserve
- iv to approve a proposal to reduce our Diocesan Common Share by 5% to £68,400 in 2023 (£5700 per month)  
An informed and lively discussion ensued with 2 distinct viewpoints – the fiduciary duty of the PCC against the need to support the Diocese, Deanery and wider CoE. It was pointed out that compared to other Dioceses, our Parish share is NOT high, though it is in relation to Hereford.  
It was agreed that more effort needs to be made to increase planned giving. Mark Sanderson agreed to convene a meeting of the planning group (MS, PC, PR, JS) to kick start this work.  
Proposed: Roy Milnes                      Seconded: John Setchfield                      For: 8, against: 3, Abstentions: 2  
**It was resolved** to pay a Parish Share of £68,400 in 2023

## 8 Inspiring Hope

- i to receive a verbal report on the jubilee celebrations  
Paul Cummings thanked the PCC and the entire congregation for their hard work during the Jubilee. While not making any money for the Church, the events have improved our standing in the community. They have also shown what can be done if we put our minds to it.
- ii to receive a verbal report on the creation of St Mary's Community Hub.  
Paul reported that £2500 grant has been received, but as he develops the plan, it is becoming clear that this will not be easy. The new Safeguarding rules (explained at Item 5) alone provide a serious disincentive to many potential helpers in this project. PC has warned the team in Hereford that this may not be achievable for us.

## 9 Inspiring Love

- i to receive a verbal report on progress with Gold Award – no report received
- ii to consider the arrival of the floating Virgin Mary on 18th August  
Rosie was not present. The floating Virgin appears a very fluid event!

## 10 Policies of the PCC

- i to adopt the draft Conflict of Interest Policy.  
Proposed: Mark Sanderson. Seconded: Paul Eward. Unanimous  
**It was resolved** to adopt the Conflict of Interest Policy

- ii to adopt the draft Complaints Procedure.  
Paul Mason stated that the draft was not a helpful starting point. A good procedure is essential. This one would help no one. It was agreed that the Complaints committee should be set up, and they would propose a procedure.
- iii to appoint a Complaints Committee, to act as such and report back on its work.  
It was agreed the committee should be headed by Vice Chair, with two other members, with both sexes represented. Peter Reynolds, Paul Mason and Janet Cooper agreed to be initial members, and to work together on the complaints procedure.
- iv to appoint working parties to draft a Reserves Policy and a Legacy Policy.  
Roy Milnes, Paul Mason and Paul Cummings agreed to form this team.
- v to review the Conditions of Hire of the church and hall.  
The conditions do not currently include any mention of safeguarding responsibilities, which at Item 5 Judith had said they should. Mark agreed to find an earlier version which included this.  
Subject to this inclusion, the conditions and rental rates were adopted.  
Proposed: Peter Reynolds                      Seconded: Paul Cummings                      Unanimous  
**It was resolved** to adopt the Conditions of Hire and charges for the church and hall subject to the inclusion of the safeguarding responsibilities provided by the Safeguarding Officer.

#### 11 St Mary's Church building and churchyard

- i to agree to accept the offer of a large sign from the War Graves Commission for the entrance of the churchyard as part of its ongoing project to highlight all war graves in the UK (there are 18 in St Mary's Churchyard)  
The PCC accepted the offer of a sign highlighting our War Graves to be sited adjacent to the gate at the end of Old Maid's Walk and were happy for the Churchwardens to liaise with WGC on the exact position of the sign.
- ii to receive a progress report on the installation of the defibrillator.  
The machine will be fixed to the side of the Noticeboard leg East of the N Porch. It will be installed in the next few weeks.
- iii to receive a progress report on the streaming, AV systems and new sound system  
The trial on 7 June had been excellent, with universal approval by those present of the quality of the sound. The cost will be around £14K. Mark pointed out that the Friends were providing £10K, and the remaining cost will be cover by the balance in PA System Restricted Fund.  
Proposer: Mark Sanderson                      Seconder: Freda Davies                      Unanimous.  
**It was resolved** to accept the sound quote of £14,014.80 from APi with the addition of a third radio headset and a radio hand held mic.

#### 12 Social and Fund raising

- i to note that support from the PCC and congregation is vital for fundraising events, especially the Promise Auction on 25<sup>th</sup> June and the Flower Festival during the August bank holiday weekend and Festival Fete on Saturday 27<sup>th</sup> August when stewards and helpers will be needed.  
Noted

ii to thank those who supported the organ recital for Ukraine, raising £1010 and the Safari Supper which was enjoyed by 50 people and raised £650 for church funds.

iii to agree expenditure of up to £150 for a portable double hob and pans for the church kitchen.

Concerns were expressed if this would blow the fuses. Some suggested that this was a stopgap prior to a proper re-evaluation of our need for catering facilities. A full cooker with extraction system would be expensive. The Chafing Dishes are a useful halfway house but need to be used with care.

Proposer: Tiffany Jackson                      Seconder: Freda Davies                      Unanimous.

**It was resolved** to agree expenditure of up to £150 for a portable double hob and pans, subject to power supply implications being checked

**13 St Mary's Hall**

to receive and accept a verbal report from the Hall Committee and to approve work to insulate the hall roof

The PCC understood the need for increased insulation, but were unwilling to approve without a firm budget. It was agreed that this proposal should be considered by the Standing Committee once a budget has been established.

**14 Health & Safety**

to receive a verbal report from the Health & Safety Officer and take any necessary actions  
There was nothing to report.

**15 Date of next meeting**

to note the next meeting will take place on Wednesday 14<sup>th</sup> September 2022 at 6.45 for 7.00pm

The meeting closed with a prayer at 9.21pm.



14 September 2022