



MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL

held on **Wednesday 16th November 2022**
at 7.00pm in St Mary's Hall

Present: Sean Semple (Chairman), Anne Morris, Gerald Altree, Janet Cooper, Paul Cummings, Paul Mason, Roy Milnes, Peter Reynolds, Mark Sanderson, Rosie Winyard, John Setchfield, Tiffany Jackson and Julian Hallett.

1. Opening prayers

Sean opened the meeting with prayer.

2. Closed Churchyard

Cllr Taylor sent his apologies and an email forwarded from Balfour Beatty regarding the path by the tower was noted.

3. Apologies

Apologies were received and accepted from Bryan Jones, Rachel Lewis, Melanie Mellor, Caroline Pascoe, Freda Davies and Paul Eward.

4. Minutes of the last meeting

The minutes of 14th September 2022 were approved and signed by the Chairman.

5. Safeguarding

i to receive an update and take any necessary action on any safeguarding matter
Judith Wiggins' report was noted, particularly that St Mary's has attained Level 2 and that the PCC needs to adopt the Hereford Diocesan Ex Offender Employment Policy.

Proposed: Julian Hallett Seconded: Paul Mason unanimous

It was resolved to adopt the Hereford Diocesan Ex Offender Employment Policy

ii to receive an update on training

Most PCC members have now completed CO training. Those who haven't must do it as soon as possible.

iii to authorise the Craft Group as undertaken by the church to go on the list as part of the Level 2 Action Plan

Proposed: Janet Cooper Seconded: Mark Sanderson unanimous

It was resolved to authorise the Craft Group as an activity undertaken by the church on the Level 2 Action Plan

6. Standing Committee Report

to ratify decisions made by the Standing Committee since the last meeting

i approval to accept a quote for £2180.50 to insulate the hall roof space and make good the ceiling after enlarging the opening to the roof space to allow access

Proposed: Paul Cummings Seconded: Julian Hallett unanimous
It was resolved to ratify the decision by the Standing Committee to accept a quote for £2180.50 to insulate the hall roof space and make good the ceiling

- ii approval for the church to host a twice monthly craft morning run by Sharn John and a Christian Yoga Class for four weeks in November run by Jane Rothery (since cancelled)

Proposed: Mark Sanderson Seconded: Anne Morris unanimous
It was resolved to ratify the decision by the Standing Committee to approve for the church to host a twice monthly craft morning run by Sharn John

As the proposed Yoga classes have been cancelled no vote was held.

- iii approval to apply to Ross Town Council for a grant to revamp the Hedgehog Trail in church by Mark Sanderson

Proposed: Mark Sanderson Seconded: Gerald Aitree unanimous
It was resolved to ratify the decision by the Standing Committee to apply to Ross Town Council for a grant to revamp the Hedgehog Trail

7 Rector's Report

The report was received. The Rector, Curate and key members of the lay support team were thanked by the PCC for their hard work and substantial achievements in this busy period.

8 Finance Report

- i A report from the Treasurer was received and noted.

- ii to resolve to authorise the purchase of a new laptop for the church accounting

Proposed: Paul Cummings Seconded: Paul Mason unanimous
It was resolved to authorise the treasurer to spend £630 on a new laptop

- iii to review the Administrator's salary for 2023

Proposed: Paul Mason Seconded: Mark Sanderson unanimous
It was resolved to increase the Administrator's salary to 10p per hour above the Real Living Wage from 1st January 2023

- iv It was reported that the giving campaign has delivered results. While full analysis of this month's information from Parish Giving has not yet been possible, it appears that planned giving may have increased by £1500 month on month, while 13 congregants have moved from standing orders to Parish Giving or joined the scheme.

- v to consider Christian Giving for 2022

Following a long discussion, it was resolved that in addition to the £2300 given to Ukraine via DEC earlier in the year, a further 4 grants of £500 should be given.

Proposed: Paul Mason Seconded: John Setchfield unanimous
It was resolved that a grant of £500 each would be given to Herefordshire Community First Responders; Christian Aid; Namutumba School, Uganda and the DEC for Ukraine

- vi to agree the 2023 discretionary fees for occasional services (weddings and funerals)

Proposed: Paul Cummings Seconded: Mark Sanderson unanimous
It was resolved that the discretionary fees for occasional services for 2023 as set out in the fees table on the website, (an increase of 10%) should be accepted, except that the discretionary Heating & Light charge, which is only applied in the heating season, should be increased by 80%

vii to purchase a Coffee Machine for the Administrator's office.

Proposed: Tiffany Jackson Seconded: Paul Cummings unanimous

It was resolved to authorise the expenditure of up to £100 from PCC funds for the purchase of a coffee machine for the Church Office.

9 Inspiring Hope

to receive a report on the Warm Spaces initiative and proposed Community Hub

The report was noted.

Proposed: Paul Cummings Seconded: Mark Sanderson unanimous

It was resolved to authorise the expenditure of up to £250 in order to launch the Warm Space provision in the Church Hall on Thursdays from 24 November.

10 Inspiring Faith

To receive an update on the work in schools and the church

A comprehensive update had been included in the Rector's Report

11 Church Activities

i to consider allowing the Standing Committee to make decisions on whether any new activity, event or exhibition can take place in the church or church hall.

Proposed: Paul Mason Seconded: Paul Cummings unanimous

It was resolved to authorise the Standing Committee to approve on its behalf as to whether any new activity, event or exhibition can take place in the church or church hall, and to report that decision to the next PCC meeting for PCC approval and for authorisation to be included on the Safeguarding list. The Standing Committee would be guided by our vision statements of inclusivity, intergenerationality, and inspiring faith, hope and love. Any group whose actions or philosophy are disrespectful or antithetical to the Christian faith; or who posed a safeguarding risk; or who might cause harm to our premises would not be given permission to use them.

ii if the resolution above is accepted, to agree to request the Secretary to update the Venue Hire Policy to reflect this and bring it for approval to the next meeting

It was agreed to update the Venue Hire Policy for approval at the next meeting

Following further discussion:

Proposed: Mark Sanderson Seconded: Paul Mason unanimous.

It was resolved to ensure that when planning major events in the church, the organisers should always respect the sanctity of the Sanctuary and maintain a marked space for prayer with privacy an important element.

12 Policies of the PCC

to receive and adopt a draft Complaints Procedure

Proposed Mark Sanderson Seconded: Roy Milnes unanimous

It was resolved to adopt the draft Complaints Procedure as circulated

13 St Mary's Church building and churchyard

i to receive a progress report on the installation of the defibrillator

The specification is being finalised, and approval will be required from Hereford – hopefully from the Archdeacon.

ii to note the War Graves sign is now up at the entrance to the open churchyard, noted

iii to consider issues concerning the church lighting (see report from Mark)

Proposed: Mark Sanderson Seconded: Julian Hallett unanimous

It was resolved that Mark Sanderson should ask Alder Preece electrical to replace the 10 failed lighting units in the church. The standing Committee were further authorised to approve expenditure of up to £5000 for these lights. It was noted that 2 other electrical contractors had failed to respond to requests for quotes for this work.

iv to consider an offer from the Friends of St Mary's to repair the marble Sanctuary floor (in the Quinquennial Report as needing repair)

Proposed Roy Milne Seconded: Gerald Altree unanimous

It was resolved to accept the offer from the Friends of St Mary's to take on the project to carry out this work.

14 Social and Fund raising

i to receive a report from the Committee and note that £840 (excluding coffee mornings and 100 club) has been raised since the last meeting received and noted

ii to note that help is required with table moving and stewarding at the h.Art and Christmas Craft Fayre on 26 and 27 November noted

iii to consider storage solutions and scope of the church kitchen for the ever-increasing demand by the church for social and fundraising events.
The Chair of the hall committee agreed to convene a group to study this problem and propose a way forward.

iv to begin to look for someone to take over responsibility for catering from Colin who will be retiring from the role in May
Paul Cummings, on behalf of the PCC, expressed thanks for the hard work and successful outcomes of Colin's work.

15 Health & Safety

to receive a verbal report from the Health & Safety Officer and take any necessary action

In the absence of the H & S officer, there was no report.

16 Dates to note

The following dates were noted:

18th December, 6pm, Carol Service followed by mulled wine and mince pies

8th January, 6pm, Epiphany Evensong and Supper

28th January 2023, 10am – 3pm, Parish Vision Day

17 Date of next meeting

It was noted that the next meeting will take place on **Tuesday 17th January 2022** at 7.00pm with the following meeting on Tuesday 14th March (the third Tuesday instead of the third Wednesday of the month).

The meeting closed with the Grace at 9.14pm



17/01/2023