

Parish of Holy Trinity, Bradford on Avon

Parochial Church Council Meeting

Friday 22nd September 2-4pm

Minutes

Present: Joanna Abecassis (Chair), Liz Forbes, Sarah Jackson, Mavis Linstrum, Julia Steward, Peter Yarker

	Item	Action
1.	Opening prayers	
2.	Apologies for absence and resignation Martin and Tony are on holiday. Zabé has resigned; the additional responsibilities associated with being Deanery Synod rep, plus demands of her family and her own ill health have become overwhelming.	
3.	Minutes of meeting held on 26 July 2023 Agreed	
4.	Matters arising not elsewhere on the agenda <ul style="list-style-type: none"> a. Higher visibility for information concerning running costs of church b. Minutes to be displayed on website once approved c. PCC members to receive details of all portfolios All completed, plus Joanna has put notice in the bulletin asking for volunteers to take on mechanical and electrical portfolio. No direct response, but Tony has now agreed to lead on this.	
5.	The year (or two) ahead - ministry and governance matters <ul style="list-style-type: none"> a. Planning for October 1st: communicating new ways of working with church members Organisation delegated to Peter, Sarah and Julia who will communicate their plan to others. <ul style="list-style-type: none"> b. Individual portfolio-holders to share where they've got to/next steps Peter has made contact with the Archdeacon. No profile template but she sent a link to the diocesan vacancy page to give an idea of how others have set things out. With no template, we will be able to construct a profile which stands out and is unique to our benefice. She promised to meet with churchwardens and PCCs in March after Joanna's departure. Tony and Peter have met and agreed some principles concerning who does what and they will meet again on Tony's return. Julia had met sound engineers – see item 6 below.	SJ, PY and JS

	<p>Joanna was concerned to ensure that meetings are focused on strategic matters leaving portfolio holders to focus on operational matters between meetings and report back where appropriate. It was suggested that Joanna might communicate with individuals when she has handed over specific areas, so they know when they are in control, rather than waiting for portfolio members come to her to say they're ready.</p> <p>There are still things which haven't been assigned to others, eg post, telephone, HR. Joanna to compile a list. Some admin tasks might fall to Netty.</p> <p>After a lengthy discussion, it was agreed that</p> <ul style="list-style-type: none"> Joanna would re-route telephone calls while she's on holiday (w/b October 6th) to an office answerphone (to be set up) as trial run for when she goes. The answerphone would be checked by Sarah and Julia that week, when each of them is in church for other reasons. The vicarage number will be assigned to the office phone when Joanna goes. Liz would check with the post office whether it was possible to assign a postal address to the church so that post would be delivered there after Joanna's departure. <p>c. Visit of Bishop Andrew and future ministry plans Dates of visit: Meeting PCCs: Wednesday 15th November, 6 pm. Service and meeting congregation: Sunday 17th December 9.30 am People need to think in advance what they want to ask</p> <p>Joanna is drawing up a rota for taking services until February 2025. People have been very helpful. She is optimistic that gaps will be filled. Joanna and Sarah have met a newly-retired prison chaplain who is happy to help when she can, and will probably do some of the wedding/christenings and funerals.</p>	<p>JA</p> <p>JA</p> <p>JA</p> <p>LF</p>
6.	<p>Churchwardens Team and Fabric Report</p> <p>a) Clearing the Vicarage garage Tony has reported to Joanna that the clearance people he contacted are not interested in taking this on.</p> <p>b) Report on actions from the CW/PCC meeting on 31st August</p> <ul style="list-style-type: none"> CW team found the meeting very valuable and hope we can repeat it Keys to the sacristy seem to be working now. Monitor this North door is closing more quietly, but Liz will try candle wax on it to see if that helps it to close smoothly. 	<p>B/F</p> <p>B/F</p>

	<ul style="list-style-type: none"> • Vernon has replaced the tile on the roof which fell during the meeting • Damian Burbidge of the local firm Burbidge Electrical is our new electrician • The note of meeting refers to changing altar frontals, but nothing about who is ensuring the altar is in the right place week by week. Mavis will follow up on this as an operational matter relating to her portfolio. • Julia and David met the sound engineers. The sound system has been serviced and a great deal of dust removed from the controls (sited in the ringing room). This was causing the system to overheat, leading to speakers to cut out from time to time. The remedy is to dust the system every three months or so (damp cloth and Hoover the outside only) and to put the plug on a timer so that it turns off and cools down during the night. Julia will take responsibility for this. 	<p>ML</p> <p>JS</p>
7.	<p>Treasurer's Report including strategic plan for addressing the deficit</p> <p>Clive summarised his written report which included a summary of how we might tackle expenditure associated with quinquennial inspection report (2022) and a summary of the current figures. He advises setting up a fabric fund, seeding with designated funds (Friends) and transferring up to £20k from general fund which will see us through the demand for quinquennial expenditure for the next 12-18 months. This was agreed. The financial situation should be brought to the attention of the congregation and Clive offered to write an article for the Parish News. It would be helpful to set up a small group to support Clive in constructing and beginning to implement a plan to address what has become an annual shortfall in funds. Volunteers to be sought from the congregation on October 1st.</p> <p>Anna Hardy's name was mentioned as a possible additional resource (Giving Adviser: Anna.Hardy@salisbury.anglican.org) She is aware of the forthcoming vacancy and has offered her full support as a 'link person' with the diocese, lest we should feel a bit remote. She will be a useful ally.</p> <p>(LF left for another meeting)</p>	CA
8.	<p>Worship and Music</p> <p>Nothing to report</p>	

9.	<p>Mission and the Community</p> <p>a. Church lettings and events</p> <p>Increasing lettings would increase income. We charge less than the Music Centre, but they are tailor-made for dealing with concerts and have parking. Can we be more proactive about marketing?</p>	B/F to fundraising meeting
10.	<p>Health and Safety</p> <p>a) Reported issues</p> <p>b) Review of policy</p> <p>No reported issues. The policy needs to be reviewed and an up-to-date risk assessment carried out. JS to chase CW team to complete this.</p>	JS
11.	<p>Deanery Synod</p> <p>We are now without lay representation. Anyone can attend; they don't have to be a named representative. Joanna and Sarah are on the distribution list. Future meetings and subjects to be advertised in the bulletin, inviting people to attend.</p>	
12.	<p>Safeguarding</p> <p>a. Safeguarding training</p> <p>Most members had completed their online training</p> <p>b. Safeguarding policy</p> <p>It was proposed by Peter, seconded by Julia, that the policy should be accepted. All agreed.</p> <p>The action plan was approved and required actions noted.</p>	
13.	<p>Any other business</p> <p>There being no other business, the meeting closed at 4.20pm.</p>	

Dates of future PCC meetings: Fridays, 17 November; 12 January; 15 March; all at 2pm