

## Parish of Holy Trinity, Bradford on Avon

Parochial Church Council Meeting

Friday 17th November 2-4.30pm

### Minutes

**Present:** Joanna Abecassis (Chair), Clive Adamson, Tony Bruun, Sarah Jackson, Mavis Linstrum, Julia Steward, Peter Yarker

1. Opening prayers: Eucharist: Joanna presiding

2. Apologies for absence received from Martin Cooke and Liz Forbes

3. Minutes of meeting held on 22<sup>nd</sup> September 2023 agreed

4. Matters arising

October 1<sup>st</sup> meeting had gone well

Joanna had communicated with individuals when she had handed over specific areas within portfolios

Telephone arrangements trialled during Joanna's last absence worked well

5. Ministry and governance matters

a) The response to the meeting of joint PCCs with Bishop Andrew was positive. People felt they would be well supported during the vacancy. Despite the Archdeacon's misgivings at the meeting, it was felt that the diocese would be able to find a suitable communication strategy in the absence of a named churchwarden, even if only via the secretary.

The order of evening prayer used from Common Worship was unfamiliar to some.

Julia to contact other PCCs to get dates in February to offer for the Archdeacon's visit.

Cover during Joanna's absence is still being worked on. Tessa and Tim will be released once the new incumbent is installed in the North Bradford deanery; they may be available to support. Sarah requested to be copied in to emails requesting cover to keep her in the loop

b) Staff management/support will be managed as follows: Aylene: Sarah; Martin: Sarah; Netty: Julia; Klaus: Clive

c) Date for APCM 2024: 21/4/24 or 19/5/24 Julia to contact Archdeacon to ask on which dates she can support.

JS

JS

<p>d) Update on portfolios: Requests for help to appear in the bulletin, but not all at once. They need to go to Netty. She may need help prioritising if there's too much for any one week.</p>	
<p>6. Churchwardens Team Report &amp; (Clive) Fabric No Churchwardens Team report received.</p> <p>a. Action agreed. Julia to approach Vernon.</p> <p>b. Siting of new postbox : misunderstanding re recommended site influenced Joanna's approach to the diocese. Joanna will write again with new information to discover whether any sort of faculty/permission is required</p> <p>c. Appointment of new cleaner: Once salary is agreed (today) this will be advertised in the bulletin/on the website/by word of mouth. Early start required (4<sup>th</sup> December ideally). May need to use an agency while searching. Liz is happy to be involved with new appointment, as she has managed the current cleaner.</p> <p>The lantern previously above the gates at the east end is going to be replaced. Andrew Jenkins of the Preservation Trust has collected the old one for historical interest and would like to offer it to the Bradford on Avon Museum. The PCC were happy to approve that proposal, or for Andrew to dispose of it as he saw fit.</p>	<p>JS (done)</p> <p>JA</p>
<p>7. Treasurer's Report</p> <p>a. Financial update – see attached</p> <p>b. Setting of Budget for 2024, including new Fairer Share allocation – see attached</p> <p>Clive talked through the two documents, making very clear why we are in the current deficit and how the 'stretch' budget he had prepared would significantly reduce the deficit in the next year. The current figures do not include increased staff salaries. Revised budget to be adopted once finalised.</p> <p>c. Setting of staff salaries for 2024 (including new cleaner) <b>see confidential minute attached</b></p> <p>d. Setting of PCC fees for weddings and funerals for 2024 – <b>see attached</b></p> <p>e. Adoption of HT bookings fees and T&amp;Cs for 2024 – <b>see attached</b></p> <p>Changes in fees/salaries effective from 1<sup>st</sup> January 2024</p> <p>Clive to do presentation after service in February, including asking for fundraising ideas. Discussion concerning whether it was the right time to ask people to review their giving. Agreed there was never going to be a</p>	

<p>good time, and that we should not be expecting a new incumbent to walk in and start fundraising. A (more) balanced budget would be a huge selling point to potential applicants.</p>	
<p>8. Worship and Music          Setting up of the crib was previously done by Gordon Finch, who died earlier this year. He was supported by Chris Hodge, who will be away.          Notice to go in the bulletin and announcement on Sunday</p>	<p>Action overtaken. Someone has come forward</p>
<p>9. Mission and the Community</p> <p>Social/fundraising events for 2024. Clive will talk to Martin about his ideas.</p> <p>Possibility of asking Martin Palmer (author of <i>Sacred Place</i> and <i>The Sacred History of Britain</i> amongst other books) to give a talk about the history of the church and how it demonstrates theological changes through the ages. Julia met him recently in church sharing his insights with a visitor, and he seemed amenable to the idea in principle. This might be combined with a visit by Bishop Andrew, who has church buildings within his area of responsibility nationally. Julia to contact Martin Palmer in the first place to find out whether/when/ what he might be able to do.</p>	<p>JS</p>
<p>10. Health and Safety</p> <p>a) Policy update and risk assessment - <b>see attached</b>          b) Fire Safety Risk assessment - <b>see attached</b></p> <p>4.50 Clive left the meeting</p> <p>The Health and Safety Policy was discussed. Agreed that we need to remove the north door as a potential fire exit. (We can hardly tell people it's hazardous and then ask them to use it in an emergency). Agreed subject to amending in accordance with fire safety requirements, including finding a way to improve suitability of west door as fire exit. Julia to speak to Vernon.</p> <p>Fire risk assessment to be undertaken. Tony to ask June and Rosemary from the CW team if they would do a walk with Sarah.</p> <p>Emergency lighting needs to be tested monthly. Someone needs to take responsibility for this. Emergency lighting test checklist can be put up in the appropriate cupboard. Tony to find someone to take responsibility.</p> <p>Some confusion about spreading grit. Do we have some already? There is a bin currently in the boiler house which can be used to store it and site</p>	<p>JS</p> <p>TB</p>

discreetly behind bushes. If we haven't any, Peter to approach the council. Liz previously offered to spread it if on a Sunday morning if there was some available.	PY LF
<p>11. Deanery Synod Kadugli Diocese Newsletter and 'Making Jesus Known' priorities – <b>see attached.</b> No discussion at this time.</p>	
<p>12. Safeguarding</p> <ul style="list-style-type: none"> <li>a. Safeguarding training – feedback: some members of the PCC still to complete this.</li> <li>b. Safeguarding lead. Joanna will talk to someone who has expressed preparedness to take this on to explain what's involved.</li> </ul>	TB, CA, PY  JA
<p>13. Any other business There being no other business, the meeting closed at 17.20.</p>	

**Dates of future PCC meetings:** Fridays, 12 January; 15 March; 2pm