

Parish of Holy Trinity, Bradford on Avon
Parochial Church Council Meeting
Tuesday 12th March 2024 2-4.00pm in Holy Trinity Church
Minutes

Present: Clive Adamson (Lay chair) Tony Bruun, Martin Cooke, Mavis Linstrum, Julia Steward (Secretary), Peter Yarker

Item	Action
Opening prayers	
1. Apologies for absence received from Liz Forbes and Sarah Jackson	
2. Minutes of meeting held on 12 January 2024 Agreed	
<p>3. Matters arising</p> <p>Letterbox seems to be working</p> <p>Clive's update to the congregation: 14th April after In the Round</p> <p>Confirmed we have adopted clergy covenant in respect of this parish</p> <p>Joanna's contribution to the Annual Report is with Julia. She will gather input from other organisations and put document together with Netty's help.</p> <p>Clive will investigate the possibility of a debit card for use in online purchases: one only and to be kept in the office.</p> <p>How to replace Aylene's role? Julia to circulate information concerning what Netty feels unable to cover (notable concern is the website) either through lack of expertise or time.</p> <p>Carry forward:</p> <p>Who's who for noticeboard (Item 5g on 12.01.24)</p> <p>Accident/incident book (Item 10 on 12.01.24)</p>	<p>CA</p> <p>JS</p> <p>CA</p> <p>JS</p>
<p>4. Ministry and governance matters</p> <p>a. Ukrainian plaque (details attached)</p> <p>Peter shared a full translation of the plaque as follows:</p> <p><i>From the personnel of the Second Paratrooper Regiment of the 25th Separate Airborne Brigade "Sicheslav" of the Ukrainian Air Assault Forces, Gratitude to the communities of Bradford on Avon and neighbouring villages with appreciation from Ukrainian defenders</i></p> <p><i>Commander of the 2nd Paratrooper regiment Major Ilya Petrina</i></p> <p>Standing committee had recommended we decline the offer of displaying in church. All agreed. Sarah will speak to Jane, from whom the request came.</p> <p>b. Progress on profile (Peter)</p> <p>Draft circulated. School comments still to come. Need to be ready by 19th April. Comments from members asap, please. Sign off 7th April then to diocese for comment. Finalised by 19th April</p> <p>Shortlisting chaired by rural dean. Aim for shortlist of 4.</p>	<p>SJ</p>

<p>Interview process 2-day process: day 1: show candidates round (timetabled); each church has reception committee & some form of hospitality. Drivers need to be on hand to get them from one place to another, also giving further opportunity for conversation. (eg one driver from HT to Wingfield, another from Wingfield to Westwood; another from Westwood back to HT) Evening supper – possibly bring and share event, giving an opportunity for everyone to meet the candidates.</p> <p>c) Parish reps for the interview panel Peter was asked and declared he would do so if required, but did not feel he was the best person. Representatives agreed as Martin and Julia. It was emphasised that reps will have the support and backup of the PCC in terms of questions to ask, etc.</p> <p>d) Report back from portfolio holders: Mechanical & Electrical re lighting Martin has contacted Wessex Electrical, with whom he worked at Clayesmore, who feel they may be qualified and willing to help. Head of electrical awaiting further details about the system. Martin will send copies of the booklets which recently came to light. If Wessex cannot help, they will recommend another firm Housekeeping re keys Julia’s request for authorisation to put in place a church key amnesty was agreed. She is asking for those who are holding keys to return them so they can be re-issued and signed for and an up-to-date register kept. Peter asked that we purchase a proper key safe to replace the basket and noticeboard currently in place. Housekeeping re telephone Klaus has set up a new contract with BT for broadband and calls, which demands a new line to be put in, but will reinstate the old 86444 number instead of the current office 868318 number. The latter can be cancelled once the new line is in place.</p> <p>e) Proposal to form a group to liaise across the benefice (Martin) At the joint benefice meeting there seemed to be a will to work more closely together. Could we build on this so it is work in progress when the new incumbent arrives? Peter is already working with churchwardens so will gauge level of interest and how this might best work in practice.</p>	<p>JS</p> <p>PJ</p>
<p>5. Churchwardens Team Report Toilet seat replacement in hand (Vernon). The carillon has failed. The steel eye in the ceiling of the clock room has sheared off bringing the pulley, weight and steel cable crashing to the floor. This will require a special visit from Cumbria Clocks. Vernon to ask them for an estimate, although he tells us they are not good respondents. If their poor communication is problematic for him, should we seek an alternative? Julia to check how Vernon feels about this.</p>	<p>JS</p>
<p>6. Fabric: update on plans to address work required Clive met with architect. They went through the quinquennial report again and are re-prioritising work. We need to get on with this; the quinquennial report is already out of date so things are becoming more pressing. Much of the damage is rainwater related. These will need attention. Funding will come from the fabric fund agreed last year. The</p>	

<p>architect gave options of our finding builders or he does, and charges us. Clive has gone for the latter option. Peter shared his experience of working with the architect in the past. The North transept roof is in a poor state of repair and will be too costly to take funds from current reserves. We will need to apply for grants etc.</p>	
<p>7. Treasurer's Report</p> <p>a) Financial update (attached) Clive talked us through this. The continuing deficit can be traced to reduced congregational giving – with 76% of costs being funded from regular giving in 2022 to 64% now. Clive to share this with congregation on 14th April</p> <p>b) Stewarding campaign This can be started following Clive's explanation of the current financial position. The possibility of Sunday collections was raised; also collections at weddings. We need Sarah's input on this.</p> <p>c) Card for online purchasing & limits of expenditure without full PCC approval Clive's concern is how we would keep a card safe and guard against unauthorised use. It was suggested it could be kept in the office. In the first place he will find out whether such a card could even be issued. Limits of expenditure without full PCC approval not discussed</p>	<p>CA</p> <p>SJ</p> <p>CA</p> <p>c/f</p>
<p>8. Worship and music</p> <p>a) Process for assigning welcomers to visiting priests Sunday by Sunday: Martin will lead on this as he's in church every Sunday. Several volunteers have come forward. Julia to send list to Martin and he will contact individuals when visiting priests are scheduled to come. <i>In extremis</i> if someone doesn't appear, Martin can step in and do the welcome. Sarah will send guidance to go to welcomers to ensure consistency of approach.</p> <p>b) Cover for services This is an ongoing challenge. Sarah wants to hand over the list to Netty, but not until the more imminent dates are filled.</p>	<p>SJ</p>
<p>9. Mission and the Community</p> <p>a) Plans for social/fundraising events (Martin Palmer – Sacred Spaces through the Ages) This was agreed. Saturday 12th October was seen as the better day. Rather than selling tickets in advance, we will ask for donations – suggesting £10. Refreshments will be served. Publicity will be crucial. Julia to arrange but will need help.</p> <p>b) Martin's fundraising ideas These were not intended to be tackled all at once! Martin can go ahead and arrange something for International Organ Day, April 20th. Trinity Sunday will need to be rather lower key than envisaged this year: joint benefice not appropriate since it's not others' patronal festival. Probably cake (or three, or one in three parts?) after the service if HTHG is prepared to support this. An open day to coincide with the week of Heritage Open days could work on September 14th. Other ideas (see attachment) to await the new rector.</p>	<p>JS</p> <p>MC</p>
<p>10. Health and Safety Skylight in flower room Already discussed</p>	
<p>11. Deanery Synod (attached – Kadugli report) Minutes of meeting of 5th February not yet received.</p>	<p>c/f</p>

<p>12. Safeguarding</p> <p>a) Options for training (from previous meeting)</p> <p>Julia had contacted the diocesan safeguarding office. The online training is national, and they have passed back our comments. A separate arrangement could be made for individuals who are concerned about being reminded of distressing events in their past. It was suggested that the new safeguarding lead, when appointed, could potentially provide training, even if not accredited by the church – it would be better than not having any training.</p> <p>b) Appointment of new Safeguarding lead</p> <p>Julia has found someone with safer recruitment training to interview the proposed new safeguarding lead and will take this forward.</p>	JS
<p>13. Any other business</p> <p>Tony to get in touch with Wheelers about keeping heating on permanently</p> <p>Churchyard – new contract agreed with Les. Started this week on wild area. Peter trying to get grant out of Town Council</p>	<p>TB</p> <p>PY</p>

Decisions agreed by email since the previous meeting:

*7.2.24. Agreement that the gardener's contract should be renewed

*9.2.24. Agreement that the new cleaner's contract should be substantiated

*28.2.24. Agreement to change the layout of the bulletin so that hymns are on the front page

*2.3.24 Request for the benefice administrator to be paid for an additional 5 hours per week; agreed

*Dates emails sent by PCC secretary

Dates of future PCC meetings: Thursday 2nd May: 2pm in church