

Parish of Holy Trinity, Bradford on Avon
 Parochial Church Council Meeting
 Thursday 19th September, Holy Trinity Church, 1.30-3.30

Present:, Martin Cooke, John Cox, Lindsay Driscoll, Liz Forbes, Sarah Jackson, Mavis Linstrum, Julia Steward (Secretary), Peter Yarker (chairing)

Minutes

Item	Action by
1. Opening prayers	
2. Apologies for absence and confirmation of co-option Apologies from Clive Adamson. John Cox was welcomed and his co-option formally agreed.	
3. Minutes of meeting held on 1 st August 2024 (attached) Agreed	
<p>4. Matters arising not elsewhere on the agenda</p> <ul style="list-style-type: none"> • James Cooper's readiness to support us with website etc Charges £25 an hour (charged in 15 min blocks) invoiced after 4 or 5 hours. Retainer arrangement 2 hours a month every month. Julia recommends former and will be responsible with Netty for deciding when support is needed and tasking James. Agreed • Contact with St Laurence re calligraphy student to update memorial book via Alison Craddock Contact made. Reported that school seeks further involvement with the community. Awaiting response from school. (<i>Since meeting potential student identified. Lindsay liaising with Liz</i>). • Eco utilities Green credentials intact. Yu for electricity; ecotricity for gas. New gas contract agreed: fixed for 18 months. Reasons for high bill in 1st half of year: Feb & March costs 13.6p per unit, as opposed to fixed now at 7p (<i>Mavis arrived at 1.45</i>) • Telephone contract Ombudsman found in our favour and compensation paid. BT returning on Friday. Vernon to provide access. • Co-opting new members and exciting interest in churchwarden vacancies Lindsay to plan information and Q&A session with the congregation, to include people who have been churchwarden here or elsewhere. Proposed date of after Christmas. Sarah to share plan with Jenny 	<p>Julia</p> <p>Lindsay</p> <p>Sarah: to share with Jenny Lindsay. Bring forward January</p>

<ul style="list-style-type: none"> • Sound system <p>Update from D Milne: some still cannot make themselves heard, despite lapel mics having new batteries. David keen to be able to control individual speakers as with the previous iPad. Apple no longer produce the software to make this possible. If we had a laptop that could be used, engineers could support installation of the software when they do the annual service. Help from Derek Funnell was mooted. Cost of annual service is in the region of £500. The question was raised concerning whether this would solve the issue, when some people seem to find the lapel mics work well. The system apparently recommends headsets. Julia to have further conversation with Gordon Morris engineers to discuss whether this might help before we go down the route of buying and installing software on a laptop (which we don't currently own).</p> <ul style="list-style-type: none"> • Data protection policy currently with Clive. Could we find one from elsewhere? 	Julia
<p>5. Ministry and governance matters</p> <p>a. Progress following break-in</p> <p>Faculty for stonework has been received. The stonemason will undertake the work in November. Loss adjusters should have paid us the money so we can pay him. Julia to check whether it's been received.</p> <p>We still await estimates for 8 items from Vanpoules. Sarah is chasing.</p>	Julia Sarah
<p>b. Appointment of new incumbent</p> <ul style="list-style-type: none"> • Vicarage/Rectory (sign and building work) <p>Building work done except study window and fire replacement. Les has finished cutting back the garden. Peter will check the garage</p> <p>Sign wording agreed as The Rectory 18a. White on black. Expenditure up to £50 agreed. One sign only – to replace the current one on the wall. Remove the one on the house. Jenny moving in on 29.9.24</p> <ul style="list-style-type: none"> • Preparations for licensing – <p>Should we have refreshments other than in the church? St Margaret's Hall thought too expensive. John Cox to mastermind logistics. Drinks served from the front of the church (as for Joanna's leaving event). Obtain prosecco and glasses from Majestic on sale or return and ask to be delivered to the North door to be locked in flower cupboard. Assume catering for 200. No hot drinks. People invited to stay in their seats and refreshments will be brought to them. HTHG will provide one large and several small cakes. John to talk to Joan. Some chairs will need to be moved to provide more space after the service. West door must be unlocked to final bolt. David Milne is leading the chairs team of no more than 4: to be put out Thursday afternoon.</p> <p>Invitations are ready to go out, but wording of covering note to be agreed. Check mobility? Clergy can robe in Wallington Hall upstairs (where there is a kitchen) 5.45-9.00. Someone will be needed to open and close.</p>	Liz John

<ul style="list-style-type: none"> • Publicising the new appointment <p>Jenny has already shared details on social media. Also on church Facebook page (without licensing date). We will not invite press to service, but will take our own pictures and send press release after the event.</p> <ul style="list-style-type: none"> • Liaison across the benefice <p>Village churches need to feel involved. Sarah to share with them at forthcoming village PCCs and ask for help at the licensing.</p>	
<p>c. Heating</p> <p>Congregation complained of being cold last Sunday and some didn't stay for coffee as a result. It was agreed to switch to the winter schedule (*now done).</p> <p>Martin keen not to allow the church to get too warm, as it affects the organ tuning. Wheelers scheduled to service the boiler. Need to change the date. Julia will then ask them to a) change the temperature settings; and b) whether it's more cost effective to leave heating on all the time in the winter, rather than setting different zones depending on usage. They also need to look at the leak from the pipe outside to the right of the external sacristy door. This is an overflow from the instant water heater under the sacristy sink We urgently need someone to take on Tony's previous role of looking after mechanical and electrical. No takers from the PCC. B/F next meeting.</p>	<p>Julia</p> <p>Julia</p> <p>B/F November</p>
<p>6. Churchwardens' Team Report</p> <ul style="list-style-type: none"> a. Sacristy tap - now renewed b. Key storage - John will undertake to produce a new board for storing keys with considerably more space. Julia to show him current one and give him dimensions and numbers of keys to be stored c. Picture hanging <p>Vernon has been asked to hang the picture, but not yet done. Julia to follow up with him.</p> <p>Thanks were expressed to those responsible for tidying the welcome desk. More cushions have appeared and additional lost property! We need to keep on top of this</p> <p>Vernon has cleared undergrowth round the north door.</p> <p>Visitors have expressed disappointment that we haven't leaflets concerning the Saxon church. This is a matter for the Saxon Church Trustees. Liz to contact Christopher Tanfield.</p> <p>Concern expressed about steps to the north door becoming slippery. John suggested Patio Magic as a solution. He will check its eco credentials before applying.</p>	<p>John</p> <p>Julia</p> <p>Julia</p> <p>Liz</p> <p>John</p>
<p>7. Fabric</p> <ul style="list-style-type: none"> a. Contact with architect 	

<p>Clive has suggested leaving it with him. However, given his and others' experience of the challenges of getting the architect to respond, Martin agreed to find the name of the architect for his local church, who appears to have made a positive impression. Name then to be offered as a solution to Clive.</p> <p>b. Lamp over gate: Faculty received; next step is to contact Wiltshire Council. Clive has said he will tackle this.</p> <p>c. Burial ground survey Following a request to update their previous survey, a letter has been sent withdrawing permission in view of the synod's discussion. The individual due to carry out the survey was away, but the information would be passed on. We have heard nothing more.</p> <p>d. Request for churchyard bench .. had been received from a member of the community. It was felt that the stone seat outside the south door was sufficient without incurring additional expenditure. Peter will respond to that effect.</p> <p>e. Gutters need clearing. This was previously done by volunteers. It was agreed we should use a trader with appropriate insurance. Peter to pursue.</p>	<p>Martin</p> <p>Clive</p> <p>Peter</p> <p>Peter</p>
<p>8. Treasurer's Report There was a lengthy discussion, which included recognition of the problem; the real anxiety some are feeling about the current economic climate; the importance of getting people on board; and keeping the issue live. Could we increase lettings? We possibly need to market the church more effectively & currently have no marketeer. In addition, increasing bookings puts an added burden on the 4 individuals willing to act as hosts. We really need a caretaker. Fees are always discussed in the November meeting, so we may be increasing hiring costs.</p> <p>b. Fundraising group: Lindsay had so far not been able to find anyone in the congregation willing to join a group to discuss fundraising, though there were some offers of help at our October 1st meeting from John Cox and Vic and Helen Holden. It was agreed that they should meet for an informal discussion and bring some ideas back to the PCC in the new year with a view to putting together a more formal plan.</p> <p>c. Sponsoring items for Harvest Thanksgiving Concern was expressed that there was no facility to gift aid cash donations. This had been mooted, but the treasurer felt it not efficient for small amounts. If we repeat the exercise next year we will find a way of inviting people to gift aid if they choose to give over a certain sum.</p>	<p>Lindsay</p>

<p>d. Response to concern raised by member of congregation It was agreed that a response should be sent, to include many of the points which had been discussed, thanking the correspondent for bringing the concerns to our attention.</p> <p>e. Card for online purchasing: b/f or make a decision to remove at the next meeting.</p>	<p>Julia</p> <p>Bring forward?</p>
<p>9. Worship and music</p> <p>Update:</p> <ul style="list-style-type: none"> • Confirmation • Creationtide • Earth Eucharist <p>All went well. Particularly good congregation for Creationtide. Jane Jones has been asked to lead the service in other churches in town.</p> <p>Planning:</p> <ul style="list-style-type: none"> • Bishop Andrew • St Michael and All Angels • Harvest <p>All in hand.</p> <p>Advent carol service. A BOACT event. Jane Jones will market it to other churches. We hope to be able to serve mulled wine and mince pies</p> <p>Remembrance Day eucharist will be said at 8am not 9am, as previously suggested.</p>	
<p>10. Mission and the Community</p> <p>a. Discovery Day 14.9.24: feedback A good buzz. Excellent service by HTHG. We need to get better at marketing.</p> <p>b. New Wednesday Coffee mornings for seniors Single figures so far, but very early days. Let it run for a while.</p> <p>c. Hymns and Pimm's: 28.9.24</p> <p>All under control. Details on facebook page. Should also go on website if Netty can manage it.</p>	<p>Julia to ask Netty</p>
<p>11. Health and Safety</p> <p>Salt in preparation for the winter</p> <p>Peter to chase the council about siting of salt bin, but we already have some behind the door of the church.</p> <p>CW team knows where the salt is and will use when necessary. B/f during icy weather.</p>	<p>B/F</p>
<p>12. Deanery Synod</p> <p>No recent meeting. Next meeting. 17.10.24. Kadugli newsletter speaks of dire circumstances for those in the region.</p>	

<i>Sarah left.</i>	
<p>13. Safeguarding Andrea Unwin to update policy and share with PCC for approval.</p>	Policy to be updated. Julia to contact Andrea
<p>14. Any other business Collecting historical information – email from Roger Jones concerning former vicar. Who should collect this type of information? Share with museum? Keep information against updating our history.</p> <p>Following Street Market John Cox wrote a report amongst other things calling for more tables. We have 14 one of which can't be used because of an unstable leg. He would like to buy 3 more. Expenditure of up to £150 for 3 agreed. John stressed the need to find someone else to organise the Street Fair next year. The individual who we thought would do it seems to have left the church. This is a matter of concern and Mavis raised what could be done to encourage him back, including possibly sending him an invitation to the licensing service.</p> <p>The meeting closed at 15.50.</p>	John – and all to consider who might run Street market, and what can be done to encourage absentee back to church.

Future meetings:

Thursday **November** 21st 2.30-4.30 (please note change of date)

Thursday **January** 16th 1.30-3.30

Thursday **March** 6th 1.30-3.30

Signed _____

Date _____