

Parish of Holy Trinity, Bradford on Avon

Parochial Church Council Meeting

Thursday 21st November 2024, Holy Trinity Church, 1430-1630

Minutes

Present: Martin Cooke, Lindsay Driscoll, Elizabeth Forbes, Sarah Jackson, Mavis Linstrum, Jenny Nelson (chair), Julia Steward (Secretary), Peter Yarker

| Item | Action |
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| 1. Opening prayers | |
| 2. Apologies for absence John Cox & Clive Adamson | Accepted |
| 3. Minutes of meeting held on 19th September 2024 (attached) | Agreed |
| 4. Matters arising not elsewhere on the agenda Co-opting new members and promoting interest in churchwarden vacancies: further discussion after Christmas (Lindsay) Jenny has some ideas Data protection policy – see attached – for approval, please (Peter). Approved subject to amendments. In discussing UKGDPR it was Proposed by Peter, seconded by Lindsay, that we should produce a benefice directory for volunteers with a particular role. Similarly we should seek permission from the congregation to keep their contact details up to date. A note to be put in the bulletin to this effect. | Julia to add Lindsay's proposed talk to January agenda Julia to amend policy so it reads 'UK General Data Protection Regulations' and 'We may use your data' Julia to contact individuals to seek permission. Julia to share notice with Netty for publication in due course |
| 5. Ministry and governance matters a. Progress following break-in: silverware and stonemason (Julia) Money for stonemason has now been received from the insurers. After a long delay by Vanpoules we submitted the list of silverware to be purchased (totalling £51,385.51 inc VAT) Loss adjusters now seeking second quote on behalf of insurers which they expect to take about 4 weeks. Further discussion concerning use of vessels at Christmas concluded that we would have sufficient. | Julia to keep behind this Jenny to bring her ciborium to add to other vessels |
| b. Heating, sound and telephone (Julia to provide update) • Further work required by Wheelers – emmeti actuator which affects the thermostat | Julia to ask Wheelers to check blow heaters and radiator in choir vestry and office |

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| <ul style="list-style-type: none"> • Update on recommendation re sound system. Options are to purchase android tablet to allow control of individual mics, or to purchase headsets. Latter has the merit of requiring no particular expertise to operate. • Update on telephone line(s): 2 telephones in office, both on 864444. New one needs VOIP enabling. Old has appropriate answerphone message but no messages received. • Someone to take over 'mechanical and electrical'. Jenny proposes David Godwin, the tower captain. | <p>Julia/David Milne to obtain costings for compatible headset mics. and share with standing committee</p> <p>Julia/Jenny to test message capability. Netty/Jenny to take remedial action if necessary</p> <p>Jenny to approach David Godwin</p> |
| <p>6. Churchwardens' Team Report (Elizabeth) From previous meeting: sacristy tap, key storage, picture hanging all complete. -</p> <ul style="list-style-type: none"> • Floor is looking very dirty and some grouting between flagstones is missing. Elizabeth has some paste which may help with the grouting. • Automatic winding motor for turret clock to be fixed (see below) • Cleaning cupboard in a bad state: has acquired random items which are not used. • It will be impossible for Fay to do a meaningful job during the Tree Festival. • Some outside hirers have been insufficiently fastidious in cleaning the kitchen after use. | <p>Elizabeth to clean up cleaning cupboard and remove unnecessary clutter. Fay to take time off during Christmas tree festival; Elizabeth will monitor toilets etc. possibly use extra hours closer to Christmas.</p> <p>Julia to brief hosts to check at end of session.</p> |
| <p>7. Fabric</p> <p>a. Contact with architect. In view of glacial pace of progress, it was agreed that we should seek an alternative architect.</p> <p>Jenny needs sight of the quinquennial report</p> <p>b. Lamp over gate: Now with Wiltshire Council.</p> <p>c. Clearing of gutters (Peter) Ben's gutters have submitted invoice and been paid. Need to check they've done a satisfactory job.</p> <p>d. Clock requiring further attention Automatic winding mechanism for quarter hour chime needs replacing. Cost £2690 + VAT. Approved by standing committee. Friends' funds could be used, but other options to be explored:</p> | <p>Jenny to email Dan from the DAC to ask for recommendations and feedback on Paul Stevens, suggested by Martin.</p> <p>Julia to send report When the time comes, Clive to remind the WCC to remove lamp next to the gate</p> <p>Martin to ask his son to scrutinise with his drone</p> <p>Julia to give Vernon go ahead to agree quote.</p> <p>Jenny to approach the Wiltshire Historic Churches Trust – and the</p> |

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| <p>community appeal/historic churches/grant/horologists. It was suggested that the mayor could be approached in the first instance.</p> | <p>mayor when the impact of the floods has abated Julia to send Jenny the quinquennial report</p> |
| <p>8. Treasurer's Report</p> <p>a. Figures from Clive Showing an increased deficit</p> <p>b. Fundraising group: outline plan (see attached) John and Lindsay were thanked for their input and encouraged to get others involved. John has is happy to serve but will not chair the group. Vic and Helen Holden are happy to help. Terms of reference to be agreed before inviting contributors with appropriate skills to join a subcommittee to meet in the first half of January.</p> <p>c. Sponsoring items for Harvest Thanksgiving: review Total of £1233 raised. Worth repeating next year. Lessons learned: good to include variety of aspects to suit all pockets; opportunity to gift aid next year. Underline that it is a harvest THANKSGIVING service – so we are responding to God's generosity by giving back</p> <p>d. Response to concern raised by member of congregation Julia co-ordinated and sent a written response to the individual concerned, which was greatly appreciated</p> <p>e. Financial decisions made by standing committee between meetings Pulpit mic £349.09 + VAT; Emmeti actuator: £185 + VAT clearing gutters: £295 + VAT; clock £2690 + VAT. Also (reported post-meeting) printing service papers for licensing and remembrance: £454; prosecco at licensing: £168</p> <p>f. Review of salaries (confidential minute to be distributed at next meeting) – taken at the end of the meeting after item 13.</p> | <p>Lindsay to draft TOR and circulate to PCC for approval; when approved, she will put a note in the bulletin asking for anyone with appropriate skills to attend a meeting with a view to joining a group tasked with identifying ways to increase income, on a date in early January. Julia to include on agenda for next year's meeting before Harvest</p> <p>Julia to write to recipients, valuing contributions</p> |
| <p>9. Worship and music</p> <p>a. Brief review of Licensing & Remembrance Day services Thanks from Jenny. People who attended the service felt very welcome. Some offers to preach forthcoming. Thanks to Julia for her organisation of volunteers and community members associated with licensing service 8 am service on Remembrance Day was greatly appreciated. Thanks to all involved in the town service. Plans are in train for morning prayer and midweek communion. We need a broader PTO team</p> <p>b. Plans for Christmas</p> | <p>Jenny to pursue broadening the PTO team.</p> |

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| <p>Everything we've done before plus light-hearted community carols around the tree: 15th December 3.30 Christingle service remains 9.30 eucharistic family service on Christmas Day: these services provide another contact point for the mainly music congregation.</p> <p>c. Review of wedding and funeral fees Agreed these should remain unchanged to encourage take-up. Also the option of Jenny being involved with marriage-related events which are now taking place in the Saxon church.</p> <p><i>Sarah left the meeting.</i></p> | <p>Elizabeth to organise Christingles as usual and Children's Society to receive collection</p> <p>Julia to inform Netty and adjust payment details</p> <p>Jenny to continue to pursue with Christopher Tanfield</p> |
| <p>10. Mission and the Community</p> <p>a. Wednesday Coffee mornings for seniors Going well. Generally not attended by congregation, but after the eucharist for All Souls lots of people stayed</p> <p>b. Update on St Laurence involvement in updating memorial book Head of art (via Alison Craddock, foundation governor) is enthusiastic and has identified student. Evelyn and Elizabeth to support student at school. Need to liaise with school and student's parents when list is available (generally done at the end of the year).</p> <p>Salisbury diocese is part of a national church movement: Flourish – intended to build links between home, school and church empowering young people to lead – helping faith flourish in their environment. St Laurence is a pilot school.</p> <p>c. Review of hire charges for new year Agreed these should stay the same.</p> <p>Peter has been in touch with WCC about the grit bin. They haven't been forthcoming. There is a grit bin with trowel behind the church door. Anyone who sees it as necessary (often 8 o'clock congregation) can/should use the grit to prevent slipping.</p> | <p>Elizabeth to ask Netty for list of those whose funerals have happened during the year and take the matter forward with Jenny's support</p> <p>Julia to share with Netty</p> |
| <p>11. Health and Safety North door steps now treated to prevent growth of lichen which makes them slippery.</p> | |
| <p>12. Deanery Synod (see attached) Regret expressed that we have no diocesan rep. Note to be placed in bulletin, including Jenny's offer of transport from BoA to meetings – and mention of tea and cake ...</p> | Netty via Julia |
| <p>13. Safeguarding Andrea and Jenny have worked together on this. Proposed policy to be agreed and safeguarding given a higher profile in future meetings. Safeguarding report shared</p> | All to read policy and let Julia know they have done so and agree by 30 November |

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| | Julia to move safeguarding to ministry and governance on future agendas |
| Martin left before 8f. Deferred from earlier in the agenda | |
| 14. Any other business Communications strategy for upcoming services etc Lindsay proposed Embrace the Middle East as Christmas charity. All agreed. Proposed by Mavis to increase charge for votive candles to £1 (currently 20p) and refer to Payaz machine if cash is not available. | Notification on website (Netty) and Facebook (Julia). Julia to include on next agenda: what do we need to open the doors further? QR code for Embrace the Middle East to be included in service sheet for Advent Carol Service retiring collection (Martin) and bulletin to notify congregation (Netty) Mavis to alter notice, or ask Netty to do so. |

The meeting closed with prayer at 16.50

Dates of future meetings: Thursday January 16th 1.30-3.30 Thursday March 6th 1.30-3.30

Signed _____

Date _____