

## ***Parish of Holy Trinity, Bradford on Avon***

Parochial Church Council Meeting

Thursday 16<sup>th</sup> January 2025, 1.30 pm, Holy Trinity Church Tower Room

### **Minutes**

**Present:** Clive Adamson (treasurer & vice chair), Martin Cooke, John Cox, Lindsay Driscoll, Elizabeth Forbes, Sarah Jackson, Mavis Linstrum, Jenny Nelson (chair), Julia Steward (Secretary), Peter Yarker

Item	Action
<b>1. Opening prayers</b> In the absence of Jenny, who was delayed, Sarah opened the meeting in prayer.	
<b>2. Apologies for absence</b>	None: all present
<b>3. Minutes of meetings - held on 21<sup>st</sup> November 2024 (attached - Confidential minute to be circulated and approved at meeting)</b> <b>Emergency meeting held on 5<sup>th</sup> December 2024 (attached)</b> <i>(Jenny arrived and took over from Clive as chair)</i>	Agreed, with one amendment: Item 12: 'diocesan rep' should read 'deanery rep'  Agreed
<b>4. Matters arising</b> <ul style="list-style-type: none"> <li>a. <b>From minutes of emergency meeting:</b> all completed or covered</li> <li>b. <b>From minutes of meeting of 21<sup>st</sup> November</b> <ul style="list-style-type: none"> <li>• Benefice directory</li> </ul> </li> </ul> In hand. Netty will be the custodian of this. <ul style="list-style-type: none"> <li>• Congregation's contact details</li> <li>• Increasing charge for votive candles and updating notice</li> </ul> Completed <ul style="list-style-type: none"> <li>• UKGDPR policy amended</li> </ul>	<b>Julia</b> as electoral roll officer to gather details with new electoral roll & permission sought to communicate via email when necessary
<b>5. Ministry and governance matters</b> <ul style="list-style-type: none"> <li>a. Safeguarding – reading and agreeing policy</li> </ul>	<b>Jenny</b> to make slight amendment to regular safeguarding notice, making it clear that Andrea is first port of call and people may also go to the diocese.
<ul style="list-style-type: none"> <li>b. Progress following break-in               <ul style="list-style-type: none"> <li>• Plate</li> </ul> </li> </ul>	<b>Julia</b> to send photos of the missing items (as many as are available) to <b>Clive</b>

<p>Original estimate of approx. £50,000 reduced by loss adjuster to approx. £30,000. Order not yet placed since it has been revealed we need a faculty. Concern expressed about rising costs while we wait for the process to be completed.</p> <p>Damaged stone round external sacristy door has been repaired.</p> <ul style="list-style-type: none"> <li>• Safe</li> </ul> <p>This can now be purchased and is on Clive's list to action once he has completed silver plate faculty application.</p>	<p>so he can complete faculty application. <b>Jenny</b> to speak to Archdeacon to find out whether we can order or reserve items before faculty is received. PCC approval can be achieved by email. Also to double check we don't need a faculty for the safe.</p> <p><b>Clive</b> to identify appropriate safe soonest <b>Jenny</b> to discuss with Archdeacon to ensure we are following the correct procedure</p>
<p>c. Progress on organ repair (see attached)</p> <p>Martin updated the meeting. Derek Funnell (on behalf of organ builder) has supplied drawings and further detail concerning the proposed new path for wind trunk, through the wall behind the blower room into the flower room at head height, then dropping down to slightly below floor level inside the church behind the organ (which is largely dead space) at an estimated cost of £25k. Estimate will be held until the end of this year.</p> <p>George Chedburn, architect, has told Clive that he is seeing Ellis, the builders, next week. He is asking them to check the gully on the north side of the building. Water may have been seeping into the north wall of the church in the passage by the organ. There is concern that the trench which holds the current wind trunk is full of water; its source remains unknown. There is a suggestion that an inspection chamber could be constructed to facilitate regular checks. This to be part of George's plan.</p> <p>Martin expressed his confidence in the professionals we are dealing with: that the church and the organ are in safe hands and no input from other specialists is required.</p>	<p><b>Clive</b> to forward relevant correspondence with George to Martin and Julia; and ask George to communicate with them concerning work on the organ (to keep it separate from work identified in the quinquennial report). <b>Martin</b> to ask George when his plan can be submitted; 6 weeks is a reasonable expectation. Ellis (through George) to be asked to clear rainwater drains while emptying the gulley alongside the church. <b>Julia</b> to collaborate with Martin on this, and keep the insurers and diocese informed, towards obtaining interim faculty.</p>
<p>d. Heating, sound and telephone</p> <p><b>Wheelers visit:</b> Confirmed heating pipes cannot be leaking and therefore not contributing to water in the trench. No failure of heating in toilet behind organ and choir vestry; when they haven't come on, it's been because temperature isn't low enough to activate system.</p> <ul style="list-style-type: none"> <li>• Sound system.</li> </ul>	

<p>Discussion included: reject tablet for controlling individual mics, since that would require a) a tablet and b) training of more than one operator, to take account of holidays. Some dissatisfaction at having to turn off the lapel mic by using a switch in the pocket of the user; unreliability of the pulpit mic, action was agreed as:</p> <ul style="list-style-type: none"> <li>• Update on telephone line(s)</li> </ul> <p>A working landline in the office is seen as essential for safety, in the event of an emergency. Klaus is in touch with BT to achieve this. We are currently paying a charge to Zen for supplying internet access. However, this is now being provided by BT so will be disconnected as soon as it can be established whether the regular billing also accounts for hosting the website.</p> <ul style="list-style-type: none"> <li>• Someone to take over 'mechanical and electrical'</li> </ul> <p>David Godwin too busy. He suggested Graham Findley might help.</p> <p>David has said that the tower lights have never worked satisfactorily (verified by John Cox). The history of the lighting difficulties last year was explained (see minutes March and May 2024, item 5). George Beeston finally fixed the problem, caused by only partially disconnecting the ringing chamber from the DALI system. John shared information concerning what happened when Wheelers took on the lighting for the re-ordering. We must take pre-emptive action to ensure lights do not go down again. <b>It was proposed by Peter Yarker and seconded by John Cox, that we contact George Beeston to make good the lighting in the tower so that it has no negative impact on the DALI system. All agreed.</b></p>	<p>Purchase a single mid-range headset for Jenny to use, to see whether that improves audibility. Accepted that turning on and off in the pocket is still part of that set up, and it may take a bit of getting used to. <b>Julia</b> to arrange with Gordon Morris (sound engineers) to purchase mid-range option.</p> <p><b>Klaus</b> to continue to communicate with BT and Zen, in consultation with <b>Julia</b>.</p> <p>Close Zen and make sure telephone line is active</p> <p><b>Jenny</b> to ask David to put her in touch with Graham Findley without mentioning the portfolio, merely to they can meet and discuss whether he might be prepared to support the church other than through ringing.</p> <p><b>Martin</b> to contact Littledown to ask if they can arrange for George Beeston to visit and sort lights in the tower and service system.</p> <p><b>Jenny</b> to ask David to put her in touch with Graham and if he's willing, to meet him, supported by John Cox.</p>
<p>e. Timing of Lindsay's talk to educate members of the congregation concerning the responsibilities of churchwarden</p> <p>Agreed a different approach is needed. Better for individuals to be approached and information offered (re legal and other responsibilities) if required. Exeter diocese job descriptions for churchwardens and PCC secretary are helpful</p> <p>Two Churchwardens needed to enable Jenny to focus on her ministerial role, which involves the cure of souls, ministry and mission. A new season will involve a five year plan which will be exciting for all concerned and enable Holy Trinity to develop missional work in response to God's call for this church.</p>	<p>All to consider suitable personnel and alert Jenny to them so that she can approach potential postholders. We need to have people in mind by 23<sup>rd</sup> February, ie a month before the APCM</p>
<p><b>6. Churchwardens' Team Report</b> (Elizabeth)</p> <p>From previous meeting: state of floor; winding motor for turret clock given go-ahead; tidying of cleaning</p>	

<p>cupboard has happened; state of kitchen post-hiring: hosts alerted</p> <p>Welcome desk is untidy again, particularly with trailing wires. Suggested a tower adapter would make things more manageable.</p> <p>Children's corner suggested to be moved to behind the welcome desk, and the welcome desk to be moved slightly so that it's flatter against the wall. This felt to be safer than right outside the kitchen.</p> <p>Rota duties (chalice bearers and those setting up) have become muddled. Meeting of those involved to take place to clarify.</p> <p>Concern raised at the amount of paper being used, which undermines our status as an eco church. Holy Week already in hand taking account of need for re-use.</p> <p>Vernon and David unable to help with opening, closing and bins from 24<sup>th</sup> January, when Vernon has an operation scheduled.</p> <p>Comment from member of congregation that singing took too long on Epiphany Sunday. Others disagreed.</p> <p>Spring clean and cupboard emptying to be undertaken, by anyone willing. Suggested the day before Palm Sunday: 12<sup>th</sup> April 10-12 with coffee and cake.</p> <p>Glass door handles need attention. Vernon will do this before his operation.</p>	<p><b>Martin</b> to buy tower adapter for behind the welcome desk.</p> <p>Address children's corner after meeting.</p> <p><b>Peter and Mavis</b> to arrange meeting for those named on the rota after a Sunday service in February to clarify roles</p> <p><b>Martin</b> ensuring future orders of service will be published without dates so that they can be re-used. More modest quantities to be printed.</p> <p><b>Julia</b> to go back to Netty with what she can do. Jenny has already responded</p> <p><b>Julia</b> to get into calendar and brief Netty re bulletin: March 23<sup>rd</sup> for following weeks.</p>
<p><b>7. Fabric</b></p> <p>a. Update on architect Clive to meet George imminently.</p> <p>b. Checking clearing of gutters (Martin). Inclement weather has prevented this. B/F</p> <p>c. Sources of funding for repair of quarter-hour chime John suggested Bradford on Avon Preservation Trust.</p> <p>d. Replacement of velux window (John) This will be fixed free of charge (since Velux have acknowledged a design fault) on 20<sup>th</sup> January. Steve the builder will meet them. He is offering his time for free.</p> <p>e. Stone seat outside south door needs attention Joe Leber, Stonemason, was asked about repairs to damaged coping stones outside south door and supplied estimate: £1250. After some discussion it <b>was proposed by John Cox, seconded</b></p>	<p>B/F <b>Martin</b></p> <p>Lyndsay to ask Judith Holland to approach John Potter (chair of trust) about this in the first place</p> <p><b>John</b> to offer to pay for time.</p>

<p><b>by Lindsay Driscoll</b> that the stone should be left to weather. All agreed.</p> <p>Damp previously reported in the flower room has improved since Oasis is kept in box with lid, which has, however, occasionally been left open.</p>	<p><b>Lindsay</b> to add sign to box: 'please always replace the lid on this box to reduce damp' – or similar</p>
<p><b>8. Treasurer's Report</b></p> <p>a. Figures from Clive (see attached/to follow) Clive talked through the financial papers: Congregational giving has remained flat or declined over the past 5 years, despite recent efforts to explain our deficit to the congregation. Costs have increased. Trading income (lettings etc) has increased over time, to some degree offsetting the fall in giving. We can no longer rely on congregational giving for the upkeep of the church. The increasing deficit has been evident for the past 5/6 years but there has been a culture of not setting a plan to remedy the situation</p> <p>b. Income generation working group: terms of reference - attached (Lindsay) The above situation will be the focus of the income generation working group. <b>Proposed by Julia Steward, seconded by Martin Cooke that terms of reference as circulated should be accepted. All agreed.</b> Lindsay to chair group; John to join membership. Others to be invited from within and outside of the immediate church community. Some immediate suggestions: increase income streams with music festivities; lecture series; collections at weddings, funerals, baptisms</p> <p>c. Charitable giving in relation to church-related services and events. Counting, recording and acknowledging contributions Suggested that donations to charities should be at our discretion so, eg we could decide to donate to the Hub from Tree Festival receipts, rather than telling people in advance that's what we're raising money for. Discussion of cheques which had been mislaid before being banked. Action in future</p> <p>Proposed trial run for envelopes – 6 months from 2<sup>nd</sup> February. Jenny to find out where they are. Alert counting team. Envelopes to be held on the welcome desk.</p>	<p><b>Lindsay</b> to set up pattern of meetings, starting in February. Jenny to be included.</p> <p>Counting money (eg after morning services) should happen in the office (rather than the sacristy) and be undertaken by 2 individuals who are not otherwise connected. Donations should be recorded immediately and the PCC secretary alerted in order to avoid donors slipping under the radar and not receiving thanks in acknowledgement.</p> <p><b>Jenny</b> to find out how we arrange giving envelopes. <b>John</b> will alert counting team via Beryl <i>*since the meeting Juia alerted Elaine about this</i></p>

<p><b>9. Worship and music</b></p> <p>a. Review of Christmas services (see attached) No further comments made.</p> <p>b. What can we do to open the doors further? Jenny had been asked about hosting a service for Ukrainians at 3pm on a Sunday. <b>This was agreed.</b> There had also been a request from the community church, which is being considered. There have been four enquiries for baptisms since Christmas</p> <p>c. Broadening the PTO team Work in progress. Tim Hawkins will do some services as will Liz Gifford. Jenny has had some encouraging conversations about lay ministry. Bishop John Inge will be leading some services. <i>From previous meeting</i></p> <ul style="list-style-type: none"> <li>• Wedding and funeral fees to remain unchanged. <b>Wording to be altered re weddings</b> to increase clarity re payment times:</li> <li>• Jenny liaising with Christopher Tanfield over wedding blessings at the Saxon Church.</li> </ul> <p>Martin suggested we need to be entrepreneurial re weddings. This would be something to be considered by the income generation group.</p>	<p><b>Jenny</b> to communicate agreement re Ukrainians' service and consider further implications of request from community church.</p> <p><b>Jenny</b> to brief Netty.</p> <p><b>Jenny</b> to continue to keep in touch with Christopher.</p> <p><b>Lindsay</b> to add suggestion to her list</p>
<p><b>10. Mission and the Community</b></p> <p>a. Christmas Tree Festival John's report considered. Purpose of festival re-affirmed as to foster relations with community and to support the upkeep of the church.</p> <p>b. Wednesday Coffee mornings for seniors continues Nothing further to report</p> <p>c. Update on St Laurence involvement in updating memorial book (Lindsay &amp; Liz) All in hand. Evelyn has been unwell and not available to do training.</p> <p>d. Hire document amended in light of recent experience Tone of this document is thought insufficiently professional. Nevertheless, accepted as is until a further update is agreed.</p>	<p>Monies received to be used in line with the purpose of the festival; charitable donations to be made from receipts at discretion of PCC. Hassocks to be removed and stored elsewhere for the duration of the Festival. <b>John</b> to ask Jane Jones about helping with publicity.</p> <p><b>Lindsay and Liz</b> to keep behind this. If necessary, they will continue project without involving Evelyn.</p> <p><b>Julia</b> to share amended document with Netty to send to hirers until it can be further amended</p>
<p><b>11. Health and Safety</b> Velux window – see above</p> <p>Health and safety policy to be updated and agreed (see attached). Lindsay has further suggestions.</p>	<p><b>Lindsay</b> to add amendments and circulate to PCC members for approval before the next meeting</p>

<p><b>12. Deanery Synod</b></p> <p>Acknowledged that we could make more of the Sudan connection. This is also a priority for St Laurence at present.</p>	<p><b>All</b> to bear in mind greater focus on Sudan connection when the opportunity arises.</p>
<p><b>13. Any other business</b></p> <ul style="list-style-type: none"> <li>• Five-year plan.</li> </ul> <p>Jenny has this in mind: to be a focus for PCC and congregation in future, to agree and communicate our vision, supported by the income generation plan.</p> <ul style="list-style-type: none"> <li>• Consideration of implementing the clergy covenant (Peter)</li> </ul> <p>Jenny appreciated the gesture of support. She specified that she is very well supported by the diocesan structures for incumbent ministry, including their facilitating their usual pattern for wellbeing conversations, retreats, and statutory time off, in the usual pattern for an incumbent role. Jenny feels she is good at setting her own boundaries, eg appropriate and timely email responses given her pastoral responsibilities, ensuring she takes her 24-hour break weekly, and 48 hours monthly.</p> <p>She plans to take her 36 days off a year in line with her contract; this should include 6 Sundays off a year which is currently a challenge. Once the PTO team has expanded, there will be the necessary support and cover for the balanced rota of services.</p> <p>She was asked about the Rectory: replacement of study window is imminent. Fence panel needs replacing (storm damage).</p> <p>Everyone needs to be aware the rectory is a family home. A pastoral approach from all is always helpful.</p> <p>John raised the issue of running the Street market. It was suggested he should ask Jane Jones whether she knows anyone (or two/three) who might take it on. Might links at St Laurence help?</p>	<p><b>Jenny</b> to start the process when appropriate</p> <p><b>John</b> to ask Jane Jones if she has contacts who might be prepared to work on Street Market.</p>

The meeting closed with the grace at 4.30pm.

**Date of next meeting:** Thursday March 6<sup>th</sup>, 1.30pm in the tower room.

Agreed \_\_\_\_\_ Date \_\_\_\_\_