

## Amesbury Parochial Church Council

### **PCC minutes of the meeting of Wednesday 21st September 2022.**

- (1) Fr. Darren opened the meeting with prayer.
- (2) **Those present at the meeting:** Fr. Darren A'Court (FrD), Sophie Moody (SM) (Churchwarden), Lisa Courtney (LC)(Hon.Treasurer), Ruth Davies (RD), and Andrew Robson (AR)(Hon. Secretary)(via Zoom).
- (3) **Apologies** were received from Alex Fryatt (AF), Julie Lewis (JL), Katie Newham (KN), and John Swindlehurst. (JS).
- (4) **Declarations of Interest:** none were declared.
- (5) **Approval of the Minutes of the meeting of Wednesday 20th July;** these were signed as a correct record.
- (6) **Matters arising from the minutes of the meeting of July 20th:** *references relate to the minutes of the meeting of July 20th*
  - Item (14.3) (Action: JL) The purchase of a **Parish Condolence Book**; a Parish Condolence Book has been created with pages kindly donated by the Town Council.
  - Item (6.4) (Action: FrD) A Doodle Poll to identify a date for the first meeting of the Fit for the Future **Working Group**. This arrangement is in hand.
  - Item (7.1) (Action: FrD) **Appointment of PCC Finance sub-committee.** This has been finalised and is made up of Father Darren A'Court (FrD), Lisa Courtney (LC), Katie Newham (KN), and John Swindlehurst (JS).
  - Item (7.2) (Action: AR) Completion of online **Fairer Shares Survey** form. This has been completed and submitted to the Diocese.
  - Item (8.2) (Action: RD) **List of people for whom the PCC has requested a DBS check.** This is now completed and is maintained by the Safeguarding Officer. (RD).
  - Item (8.3) (Action: RD) List of people who have undergone **Safeguarding Training**. This has been created and is maintained by the Safeguarding Officer. (RD).
  - Item (11.2) (Action: AR) Contact David Felgate regarding the idea of a possible **concert**. AR has met with David Felgate who has undertaken to make further enquiries with the director of the choir that he had in mind.
- (7) **Approval of the Minutes of the Extraordinary Meeting** of Wednesday 9th August; these were signed as a correct record.
- (8) **Matters arising from the Minutes of August 9th:** *references relate to the Minutes of the meeting of August 9th.*

Item (2) Katie Newham was present at the meeting but was omitted from the minutes.

Item (5.2) **Update on the actions relating to the adopted proposal to proceed with works on the tower and associated works.**

We understand the the **environmental survey** may cause a delay.

A **bat survey** was undertaken on Thursday 15th September.

One of the companies that has submitted a tender for the Bell Tower project has returned to carry out further detailed investigation related to the nature of the work involved and the potential cost.

The **Diocesan Board of Finance** has given its approval for the PCC to draw down the sum of £200,000 in installments as required. The architect, Emma Mullen, (EM) has been informed of this arrangement.

Item (6.2) (Action: SM) Obtain quotations for remedial work to the 'shed'. We are awaiting a list of suitable contractors from the architect. (EM).

Item (6.4) (Action FrD) Arrange an inaugural meeting for the **Fit for the Future Working Group**. This matter is in hand (see above).

Item (6.5) (Action: RD) To write an **article about the Bell Tower project** for the *Stonehenge Trader*. This has been done and the item has been published.

Item (6.6) (Action: FrD) To collaborate with EM to make a **faculty application** in relation to the tower flagpole. This item is ongoing.

## (9) **Finance**

(9.1) **Finance Report** (LC); we are running a deficit of £3464.00 at this point in the year. This does not include funds owed for the Parish Share.

**Energy costs:** LC informed the meeting that she has been advised that the unit price is to more than double to £1.20 per unit; this involves the PCC in a monthly payment of £1349. We are currently in credit by £500. A number of options was discussed. It was agreed that we should leave the £500 with the energy company and ask them to reduce the direct debit payment commensurately. SM proposed that we should wait for the H.M. Government's announcement on energy prices before making a decision on how to proceed.

Action: LC.

**Parish Share;** we have not made any payment towards our annual Parish Share of £62,438. We are also in arrears for the 2021 Parish Share by £22,807. We need to inform the Deanery Treasurer (a) what we can manage to pay now and (b) what we can manage to pay during the rest of the year. After a discussion it was agreed that the PCC should pay half of this year's share request, £31,219, split across the remaining two installment dates in October and December. It was further agreed that we should keep this matter under review in the light of our financial circumstances.

Action: LC.

This decision needs to be communicated to David Ferguson, the Deanery Treasurer.

Action: LC.

**Stewardship**; FrD suggested that we should invite the Diocesan Giving Adviser, Hannah Hardy, to meet with the PCC to discuss ways of boosting the stewardship funds. This was agreed.

Action: FrD.

FrD proposed that we restart the collections at the Parish Eucharist starting on the first Sunday in October. This was agreed. FrD will add a note to the pew sheet regarding this.

Action: SM, and JL (Sidesperson).

It was pointed out that we have quite a number of visitors during the days when the church is open. It would be good to make it easy for them to make donations to church funds.

It was proposed that we should ask Avon Security to visit and advise whether the wall **safe collection box** is repairable, or otherwise to advise the PsCC on a suitable alternative.

Action: SM to contact Avon Security.

FrD observed that many churches have **electronic facilities for making donations**. It is understood that these are expensive to run, but it is increasingly clear that fewer people are carrying cash and so we need to invest in this kind of donation arrangement.

Action: FrD to discuss will make further enquiries.

(10) **Fabric**

(10.1) Bell Tower Project Update. See above.

(10.2) The 'shed' project update. See above.

(10.3) **The Archdeacon's Visitation Report**, Update on actions completed; (deadline October 2022) All outstanding items have been addressed.

Action: AR to contact the Archdeacon to inform him that the assigned tasks have been completed.

(10.4) A new **Church Maintenance Log Book** is now stored in the filing cabinet in the Vestry.

(10.5) The visit of the **Sound Engineer to service the system** on September 6th. He confirmed that all the equipment is working effectively except one radio mic that was taken out of service. The system settings were adjusted and we are advised to keep them at those levels in future.

The PCC wished **a vote of thanks to Mrs. Audrey Edgar** be recorded for providing the funding for this visit by the Sound Engineer.

Action: SM to monitor the sound levels when the system is in use.

SM proposed that we replace the mics as soon as possible. It was decided to hold this matter over to the October PCC meeting.

Action: Standing Committee to include this item in the Agenda for October PCC meeting.

(11) **Fit for the Future**

(11.1) Arrangement of a date for the inaugural meeting. This is in hand.

(11.2) PCC '**Awayday**' in church on Saturday 8th October. Father Darren is putting a programme together. The theme of the day, which runs from 10 until 4 and includes a (Said) Eucharist is to focus on Mission and Outreach. Any PCC Members who wish to contribute ideas for the discussions should share them with Father Darren before the end of September please.

Action: All PCC Members.

(12) **Deanery Synod Update;** AF is our Deanery Synod Representative. Customarily the Deanery Synod Representative provides a brief report to the PCC following each Deanery Synod Meeting.

(13) **Health and Safety**

(13.1.1) **Compilation of a Risk Assessment proforma** and the carrying out of a Risk Assessment. AF has kindly devised the proforma and it was agreed that it should be adopted. We now need to ensure the Risk Assessment is fully completed as soon as possible.

Action: SM to discuss with AF.

(13.1.2) **PAT Testing** in church; the PAT testing was carried out on Tuesday 20th September, and that a report will be provided by the electrical contractors who undertook the work. This will be filed in the Archdeacon's Visitation Report.

Action: AR

(13.1.3) FrD further reported that as a result of the PAT tests three items were condemned as unsafe and removed from the church including the two-pin adaptor for the electronic keyboard. It is understood the keyboard is to go to the school who will need to arrange for it to be PAT tested under their own testing regime. It will also need a replacement adaptor.

(13.1.4) **Overhead heaters:** the electricians removed the broken heater nearest to the choirstalls and repaired another similar appliance. We are advised that the overhead

heaters are likely to be condemned during the next inspection in autumn 2023 because the fixing brackets are deteriorating quickly.

(13.1.5) We are also advised that overall the **lighting fixtures** are in a satisfactory condition. The company will provide a quote to replace the spotlights at the tower crossing and on the rood screen.

(13.1.6) **The roof alarm**; the electricians advised that it is not working; the power supply reaches it but the device is not functioning.

Action: SM to contact the company that supplied the roof alarm to rectify this situation urgently.

#### (14) **Safeguarding**

(14.1) Safeguarding Report. RD advised that there were no new developments to report. PCC Members please see Appendix for Confidential Note. (14.4)

(14.2) **A Parish Safer Recruitment Policy**. This was adopted on the basis that it is likely to be temporary until there is a model policy provided by the Diocese.

Action: AR to email a copy to RD, our Safeguarding Officer.

Action: FrD to place a copy on the church notice board.

(14.3) **Church of England Safer Recruitment**. FrD has completed the course and other church members will also undertake it at an early opportunity.

#### (15) **Outreach**

(15.1) We had a very successful **Parish Coffee Morning and Pottery Workshop** on Saturday 3rd September. We thank Karen Mathias for facilitating the pottery workshop, which was greatly enjoyed, and also Jeanette A'Court for the coffee morning, and for her assistants. We thank Jeanette and Father Darren for their initiative in running the summer programme of coffee mornings, and everyone who has made cakes for these events.

(15.2) **Visit of Salisbury Area U3A Group** to the church on Friday afternoon, August 19th. This was also much enjoyed by a group of about twenty people. Thanks to AR for meeting them.

(15.3) The Wiltshire Historic Churches' Trust '**Ride and Stride**' Day took place on Saturday 10th September and we had a number of visiting walkers and cyclists that day. Thanks to Ann May for organising Amesbury's part in this annual event.

(15.4) Potential **concert** in the church (see above).

(15.5) New Leaflet: '**Who is Jesus?**' Our second leaflet, printed on blue paper, is now available. You are encouraged to take a copy home with you.

(15.6) **BRF 'New Daylight' Bible Study Notes**. A small poster about these will be placed on the blue display board in the north transept to encourage their use by parishioners.

For more information contact AR.

Action: AR.

(15.7) **Bell Tower Project and Living History Project Coffee Morning** in church, Saturday 17th September. Thanks to Ruth Davies for this initiative and to Jeanette A'Court, Jenny Fryatt, and Katie Newham for the provision of coffee and cakes.

This event proved to be an especially happy occasion with several people with past links to the church pleased to talk about their memories of it in past decades. We received a lovely letter from an elderly gentleman from Windsor who shared many memories and wrote to say how pleased he had been to be with us that day.

(16) **Any Other Business**

(16.1) **Lightning protection for the church tower.** There was insufficient time to discuss this matter at the meeting.

Action: FrD and SM to liaise with EM, our architect, to establish what would be possible with the funds available and for guidance about whether it could be incorporated into the Bell Tower project financially as well as practically.

(16.2) SM informed the meeting that the 'middle' **shed of the row on the site north of the church** is the one that belongs to the church.

Action: SM.

(16.3) **Emails from Emma Mullen, architect.** From now on these will be copied to PCC members for information.

Action: FrD, SM, AR.

(16.4) **Silver Salisbury Project Group** is visiting Amesbury Abbey Church on Saturday 1st October between 10.0am and 12.0pm. Help with transcribing people's memories, and coffee making, and donations of cakes will be most welcome. Please contact Ruth Davies.

**Post-Meeting Notes for the Record:**

(16.5.1) The death of **Her Majesty Queen Elizabeth II** took place on Thursday 8th September.

(16.5.2) The **protocols related to the flying of the Union Flag** from the church tower were carefully observed. This involved a number of raisings and lowerings of the flag at particular times during the period of National Mourning and we thank Philip Dale for his help in making this happen.

(16.5.3) The Church of England specified a number of **additional prayers** and other changes to the worship of the Church during the period of National Mourning and these were observed by FrD in our services during that period.

(16.5.4) **A service of Prayer and Reflection** remembering Her Late Majesty Queen Elizabeth II was held in church on Saturday 17th September at 12.30pm. The choir contributed two anthems '*Thou knowest, Lord, the secrets of our hearts*', by Henry Purcell, and '*God be in my head*' by Henry Walford Davies. A special Order of Service leaflet was provided for the service which was based on a model published by the Church of England.

(16.5.5) **The first singing of 'God save the King'** for the new King Charles III took place during the Service of Prayer and Reflection, and it was also sung at the end of the Eucharist and Sung Evensong on Sunday 18th September.

(16.5.6) A **Book of Condolence** was opened for parishioners and remained available for contributions throughout the period of National Mourning.

(17) FrD closed the meeting with Prayer.

### **Please note:**

The next meeting for the PCC is the 'Awayday' on **Saturday 8th October** from 10 until 4, which will include a Said Eucharist; it will enable the PCC to worship together as a group. The theme of the day will be '**Mission and Outreach**' and you are invited to pass your ideas and suggestions to Father Darren **by the end of September**.

The next monthly meeting of the PCC is on **Wednesday 26th September** at 7.30pm in church. Please send items for AOB to AR by 5.0pm on Wednesday 5th October.

### **PCC Meeting Protocols**

- Coffee will be served from 7.15pm.
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- The meeting will start promptly at 7.30pm and finish by 9.0pm.
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- All PCC Members are asked to address all comments to the Chairman during the meetings to ensure the available meeting time is used most effectively.

AR September 2022.