**Minutes of Holy Trinity Tewkesbury PCC Meeting**

**Monday 4th November 2024 at 7.30pm in the Church Foyer**

**Present**

Stephen Walker (Chairman), Sara Simpkins (Church Warden), Alan Bedford (Church Warden), Simon Phillips (Curate), Ian Hart, Duncan DeGruchy, Julian Dickinson, Liz Walker (Secretary), Nigel Chetwood, Martin Edgeley, Lesley Rogers, Alison Cirel, Isaac Davies, Jo Davies

**Apologies**

Phil Loveridge (Treasurer), Sue Thatcher

1. **The meeting opened at 7.30pm in the Church Foyer.** Stephen welcomed all to the meeting.
2. **Opening devotions**

Stephen opened the meeting by reflecting on the tragic circumstances that occurred in Tewkesbury on Saturday. Prayer was given for family and friends for comfort, strengthen and peace. Prayer was also given for God’s presence and guidance in our thinking and discussions at this meeting. This was followed by The Lord’s Prayer.

**Agreement of previous PCC minutes of** **the 2/9/24**

The PCC minutes of Monday 2nd September 2024 were agreed as an accurate record of the meeting with the following amendments –

The Diary dates are for September and October and not May and June

These were signed off by the Chairman.

1. **Matters arising from the PCC minutes of the 2/9/24**

* The PCC discussed whether SW’s Job description was compared to other Job descriptions. It was agreed that her Job Title was compared and not her full Job description. It was agreed that the staff should be requested to submit timesheets for the next month which will indicate the accuracy of their job descriptions for their weekly activity.

1. **Treasurers’ report**

Phil circulated his Treasurers report prior to the meeting. Stephen read this in his absence.

Phil has investigated the accounts as at 31/10/2024 and, removing the aspects of the likes of Gift Day, building fund, self-funded youth activities/events, church weekend, gift collections/donations, he can report the following.

The average monthly income has increased to £17,800. This is up from £15,700 that he reported in May. The income YTD is in the order of £180,000 against an expenditure of £181,500. For the year end, he would forecast that the income should be in the order of £216,500 against an expenditure of £218,000. This is a shortfall of £1500 but much better than we may have feared back in June and against last year’s shortfall of some £21,000.

Looking ahead to next year, Phil has made a provisional look at what a budget may look like. Yesterday’s government budget will not have had a negative impact on us in regard to NI contributions as we are covered by the small business relief scheme. However, the increase in the national wage will need to be considered as the church staff salaries are reviewed and a reasonable differential maintained to acknowledge the jobs they do, and their skill set. Therefore, Phil foresees that we will need to set a budget target for expenditure of £230,000. Staff costs, Parish share and cleaning contractor makes the lion share of the increase. An increase of £12,000 on this year’s anticipated actual means we will be looking to increase the monthly income by £1000.

This is to remain the status quo and does not consider any additional or increase in any activity.

A question was raised on how we can grow our resources. Stephen informed that Phil has addressed the congregation within a Sunday Service re our finances, to consider a legacy etc. He also informed that there have been some newcomers and is holding a newcomers evening soon.

A question was raised on whether we should pay the full Parish Share. Stephen informed that as a church we have always paid our parish share in full and this keeps us in a good position with the Diocese in terms of paying for the cost of ministry, the more so as we now benefit from having a curate.

It was noted that we can opt to increase giving each year in line with inflation through ticking the box on the Parish giving form.

Stephen suggested that we should preach on the Biblical aspect of giving as tithing in our sermons at least once or twice a year as part of our on-going discipleship and that would continue next year in order to realise an increase in giving whilst recognising that every person’s circumstances are different and personal to them.

A thank you was given to Phil

**5.Safeguarding report**

Duncan circulated his report and Action Plan prior to the meeting and also gave a verbal report

The Parish Safeguarding Dashboard has been partially updated – see Action Plan

As far as Duncan is aware, all historical and current safeguarding concern/reports are now saved in the secure and confidential One Drive folder. There is a remaining action to transfer contents from previous emails that relate to these records.

The Action Plan was sent prior to the meeting for PCC to review. Duncan is still trying to establish the relatively new feature of the Safeguarding Hub. He intends to obtain further advice and guidance on how other parishes are using it before establishing how useful we would find it.

There are still some outstanding roles within the Church without the required level of training (including a couple of PCC members!). It was agreed that any person without a current DBS should not be working without supervision. HH is working on improving her spreadsheet and system to make it easier for her to keep up to date with when renewals of training and DBS etc are required.

The Diocese are promoting, and providing, training for Unconscious Bias. This is aimed at all those with any HR or recruiting responsibilities. Duncan would encourage people with these responsibilities to undertake this training when it is next available.

There are no current incidents or concerns that he is aware of. Previous concerns continue to be monitored, and on his last ‘check-in’ with leaders all was reported to be ok.

Safeguarding Sunday is being planned for November 17

Social Media Policy. Duncan has stalled on having a ‘workshop’ of different groups of people to help develop our own guidelines as he was collecting resources from other sources. He now has several other churches policies and guidelines. These are useful starters, which can now help to inform or start a discussion with our young adults and leaders to help us develop our own policy that suits us and our circumstances.

Stephen thanked Duncan for all his work

**6.Fabric report**

Sara and Alan circulated the Fabric report prior to the meeting and gave a verbal report.

Numerous small repair jobs are being completed alongside the ongoing major work for the hall heating project.

The wardens would like to thank PL who has spent many hours in the churchyard repairing the lime mortar pointing. He has also replaced the rotten timber around the outside vestry door.

Based on the two fire drills that occurred during the summer, the Wardens have updated the fire procedures and signage.

The Wardens are now also working on a General Risk assessment document to cover the day-to-day activities in our buildings and hope to have this ready for the PCC meeting in January.

The Wardens would like to express their thanks to PJ, who has conducted three First Aid training sessions this month to members of the church free of charge.

One of the emergency lights on the balcony stairs have been replaced as well as soap and hand towel dispensers in the office and OMH. We have also replaced the padlock on the bollard at the front of the church. The Wardens are replacing the top bolts on the foyer doors with magnetic catches to comply with fire safety regulations. They are also waiting for a local locksmith to advise on a better way of securing the hall doors.

The vicar, Curate and Wardens have cleared out a blocked gully on the roof of the halls lobby, which was causing rainwater to come into the building.

SB has replaced the lights in Stephen’s office and a faulty socket in the office kitchen, both items identified from the last electrical report.

The Wardens have conducted the annual kitchen inventory and bought an additional 18 drinking glasses to make up for breakages over the past year. There has been a request for us to purchase an additional ten chairs for use in rooms one and two

There has been some visible progress this month with the Heating Project. C.F.Roberts have installed a three-phase electricity supply to the halls, ready for the new heating system. We are pleased to say that they not only completed the work on time, but also cleaned up afterwards and all appears to be working as it should be. The old, redundant guttering stored in the void between church and halls has been disposed of to make room for the new heat exchangers. There has also been progress with both the Planning and the Faculty applications and SB has done an amazing job as he has liaised with both of these organisations, and patiently provided them with all the documentation, diagrams and calculations that they have requested. The DAC seem to be willing to issue the faculty once we have agreement from the planning people, and we have been told to expect this on November 14th.

A Fire Risk Assessment for the church, the halls, the OMH and the office has been completed, which based on a template provided by Ecclesiastical Insurance. This was circulated prior to the meeting. It has taken many hours of work, and the Wardens are grateful to HH for the time she has given to the assessment. It was noted that a format amendment is required on page 10. However, with this amendment made, the Fire Risk Assessment’s declaration was signed by the Chairman and a copy of the Assessment will be added to our website.

Stephen thanked the Wardens for the huge amount of work that they do for the Church

**7.Staffing committee update**

Alison updated that LW and herself met with SW on the 16/10 (with BV giving SW some support), to feedback the PCC responses to her request for additional hours and increased rate of pay etc. SW is upset by the decision of the PCC. BV suggested that an application could be made to Sylvanus Lysons Trust for possible additional funding (however, funding is usually only offered for new initiatives/projects not for adding to existing salaries). Stephen has since contacted the secretary of Sylvanus Lysons Trust for confirmation of this and is awaiting a reply. It was suggested that SW could be offered the opportunity to attend the next Standing committee meeting in December to express her thoughts and feelings. It was also agreed that SW and SB should produce a monthly timesheet to detail the time spent on tasks throughout the week so as to ascertain if the tasks accurately reflect their job description. It would also be useful to know if staff are working additional hours for duty of care purposes.

A question was raised whether a review of SW’s Job description has taken place. Stephen informed that he is meeting SW for an appraisal next week and this will be completed as part of the appraisal process

Stephen thanked the Staffing Committee who have met regularly to discuss the above

**Action: To request that SB and SW complete a timesheet**

**Action: To invite SW to the next SC meeting in December**

**8. AV upgrade**

Simon circulated the update on the tech project for the worship space in the church and the future livestream proposal prior to the meeting. He also gave a verbal update.

Progress has been slower on the project than he had hoped, as it has been a very full autumn term. Therefore, he has been approaching the project in two stages. The first stage is to look at enabling live streaming from the church, which we currently do not have the ability to do. The second stage will look in the new year at a few other updates to our technology, including some items for the worship group. NC has finished setting up the computer which was purchased some while ago with capabilities for live streaming or recording services/events.

A church member has agreed to pay for the hardware which we will need to set this up. This will principally involve buying one PTZ camera (a camera which has the ability to ‘pan, tilt, and zoom’ by remote control), as well as a desktop controller which includes a joystick for controlling the camera, and buttons which can be assigned to presets for different camera positions. This will enable swift changing between camera positions and will also ensure user friendliness. The donor is open to buying a second camera once we have got the first set up. Simon has also met with CP, a member of Tewkesbury Baptist Church, and professional AV installer and consultant. He has given confidence in our plan and is willing to give further help and advice where necessary in future.

Upgrading the hardware will therefore come at no cost to the PCC, however there will be a necessary annual cost for a streaming license from CCLI. This will be at a cost of £121 per annum based on an attendance of 200. This gives us permission to live stream music played by our worship group/the organ. It is possible that we could recoup this by putting in place a small charge for those funerals and weddings who wish to make use of this facility, as we also charge for vergers.

**Proposal:** Simon proposed the following:

**The PCC gives permission for the purchase of the necessary hardware to enable livestreaming (at no cost to itself), and for the purchase the CCLI streaming license at the appropriate time. This will enable us to offer live streaming for funerals, and other special services. I also propose that once we have the cameras set up, we begin looking at a move towards video recording our sermons and to switch over when we are confident to do so.**

Proposer: Simon

Vote: Unanimous

Additional costs to be considered for the future:

• Easy Worship upgrade – around £160 per annum. (Easy Worship has moved to a subscription model, meaning that new features are only available to subscribers (although we still have access to support for our version of Easy Worship). If we decided to live stream services regularly in the future, then upgrading to the subscription model would give us access to newer features which have been developed since the pandemic, when many churches began streaming services.

• Apply for a faculty to mount camera(s) on the wall, although we can use temporary measures for now, and it will be worth waiting to see if any other actions from the tech project require a faculty, such as a second camera.

A thank you was given to Simon.

**9. Deanery Synod Update**

Ian circulated his report prior to the meeting and gave a verbal report.

The main focus of the last Deanery Synod meeting was a promotion of Christian Aid and that our regional representative is available for church services and school assemblies. There was also a promotion of Christmas outreach ideas from another Christian ministry.

The Deanery Synod have difficulties filling the Treasure role.

The next Deanery Synod meeting will be in Kemerton next February.

**10.Diary Dates**

Events being held in the Church, outside of services, need to be approved by the PCC and recorded in the PCC Minutes for insurance purposes. The events occurring in November and December are:

AA meeting

Tewkesbury District Scouts

Birthday Party

Welcome Table

Discovering Britain

Chaplaincy Prayer meeting

Smarties

Life Groups

Foodbank Trustee meeting

Worship group practice

Kintsugi Hope

Book club

Clergy Meeting

Newland Antiques

Afternoon for You

Prayer meetings

Ladies craft session

Church Wardens meeting

PCC/SC meetings

Sanctuary

Hymns we Love

Carol Service rehearsals

Puppet rehearsals

U3A

Assisted Dying Debate

CS private room 4 booking

Diocese Evangelical Fellowship

PT Release International visit

Experience Christmas and set-up

Mitton Mannor KS2 performance

Church Christmas Party and set-up

**11.Correspondence**

None received

**12** **AOB**

None

**13.The meeting closed at 9.20pm**

The meeting closed with a prayer for valuing the staff team, the contributions that they make and for protection. This was followed by the saying of The Grace

Date of the next SC meeting – 2nd December 2024

Dates of next year’s PCC and SC meeting to be agreed at the December SC meeting