**Minutes of Holy Trinity Tewkesbury PCC Meeting**

**Monday 6th January 2025 at 7.30pm in the Church Foyer**

**Present**

Stephen Walker (Chair), Sara Simpkins (Church Warden), Alan Bedford (Church Warden), Simon Phillips (Curate), Ian Hart, Duncan DeGruchy, Julian Dickinson, Liz Walker (Secretary), Lesley Rogers, Alison Cirel, Isaac Davies, Jo Davies, Phil Loveridge (Treasurer), Sue Thatcher

**Apologies**

Nigel Chetwood, Martin Edgeley

1. **The meeting opened at 7.35pm in the Church Foyer following the Week of Prayer Gathering.** Stephen welcomed all to the first meeting of 2025.
2. **Opening devotions**

Prayer gathering from 7.00pm

1. **Agreement of the previous PCC minutes of** **the 4/11/24**

The PCC minutes of Monday 4th November 2024 were agreed as an accurate record of the meeting and signed by the Chair. These will be added to the Church Website

**Agreement of the previous SC minutes of the 9/12/24**

The PCC minutes of Monday 9th December 2024 were agreed as an accurate record of the meeting and signed by the Chair.

1. **Matters arising from the PCC minutes of the 4/11/24**

Staff have been requested to complete a timesheet, but none have been received as yet (staff have only just returned after the Christmas break). Alison agreed to email all as a reminder

**Action: Alison to email staff re completing a timesheet**

SW was invited to the SC in December but declined to attend

**Matters arising from the SC minutes of the 9/12/24**

The Date of the 2025 APCM was discussed. It was agreed to put this back from the usual date in April 25 due to the Easter Holidays this year. Final date TBA. Alternatives to an evening meeting were discussed (as families with young children find it difficult to attend an evening) ie whether it should be on a Sunday instead of a sermon. The leadership team will discuss at their next meeting

**Action: The Leadership Team to discuss date and APCM event**

1. **Treasurers’ report**

Phil circulated the 2024 report and 2025 budget proposal.

Phil informed that 2024 saw both negatives and positives in respect of the budget. The positives were that our expenditure was £12,000 below anticipated due to lower utility costs, a savings in staff costs due to the reduction of hours for the Children’s Worker and the fabric budget due to many repairs being completed in-house. There has also been an increase of regular income of £13,000. The negatives were that our budget was £9,000 in shortfall but this can be covered by the monies received from the Gift Day general fund (2023 showed a shortfall of £20,000).

Phil informed that he is due to meet MP to commence preparing the 2024 accounts and Annual Report.

The use of the card reader was questioned. Phil informed that the card reader (Sum-Up) was used 6 times over the Christmas services and the majority of congregation paid their fee for the Church Christmas Party via the Card reader. Therefore, the card reader is a useful tool.

Jo informed that the Church need to pay £500 deposit for the Cefn-Lea weekend if this is going to go ahead in 2026. The PCC agreed that this event should go ahead as it is very beneficial for Church fellowship and teaching. They also agreed for the £500 deposit to be paid. We are all very grateful for Jo for project managing this event and could not go ahead without her input.

**Action: Jo to contact the office and arrange payment of the deposit**

1. **2025 Budget Proposal**

The 2025 Budget Proposal was discussed. It is noted that the request from the Diocese to pay the Parish Share is less than the 2024 payment. (It is noted that in 2026 a different model is going to be used to calculate the Parish Share, so the Parish Share is likely to increase then).

It is suggested that there is an increase in some budget lines ie staff salaries due to the increased minimum wage due in April

It was proposed that the 2025 budget is agreed as circulated

Proposer: Phil

Seconder: Stephen

Vote: Unanimous

Stephen thanked Phil for his work as Treasurer.

1. **2025 Mission Partners**

Stephen informed that WO’L is stepping back from his ministry with SGA (Slavic Gospel Association) and undertaking a new role as part time Pastor of an Evangelical church in Malvern and as our mission partner through SGA, Yuri Bostan, has recently passed away, it was suggested that this is an opportunity to review our ongoing support for SGA. An alternative focus might be to demonstrate our commitment to Creation Care, given the impact of climate change we see in the world around us. As we are working towards the Eco Church Silver award with the Christian environmental charity Arocha, it was suggested we adopt this charity as a focus for our mission support. In this way we reflect a good spread of support across various continents and interests. This was agreed by all.

It was proposed that we support the following Mission Partners-

Pedro and Annu Santos (CMJ) Tel Aviv, Israel £3,500

Tim Curtis (CMS) Paraguay £3,500

Chris and Suzy Wilson (CMS) Ethiopia £3,500

Jason and Tracey Day (CMS) Thailand £3,500

Arocha Creation Care £1,500

Release International Persecuted Church,

Pakistan £1,500

Proposer: Stephen

Vote: Unanimous

Prayer was given for WO’L as he transitions into his new role as Pastor of Wyche Free Evangelical Church

**5.Safeguarding report**

Duncan informed that he has been liaising with the office re Risk Assessments.

There is a Face to Face safeguarding training date set for the 25th of February 2025 (with new resources from the Dioceses).

Duncan has commenced a chronology of safeguarding incidences that have occurred. He will refer to Social Care if necessary and appropriate.

Duncan will commence looking at the next 2 Safeguarding Standards and bring to the next PCC.

Stephen informed that the Safeguarding Sunday Service was timely and well received. He thanked Duncan and SW for their hard work in delivering this.

Stephen thanked Duncan for overseeing safeguarding in our church so conscientiously and thoroughly.

**6.Fabric report**

Sara and Alan circulated the fabric report prior to the meeting.

As documented in the SC minutes, the Church Wardens have met with a lady from the Fire and Rescue Service. Our up-to-date Fire Risk Assessment, Evacuation Procedures and logs for regular tests, together with the recent fire drills, were shown and provided reassurance. She identified 3 items requiring attention as per the Fire Matters Letter, which has been circulated to the PCC. These have largely been sorted.

1. A magnetic door release has been fitted to the kitchen door which will hold it open but releases automatically when the fire alarm is sounded. A second one has been purchased to replace the one currently on room 4, as it does not release automatically.

2. The chairs on the balcony have been removed, leaving just the 80 bench type seats and a sign installed stating that the maximum capacity of the balcony is 60. The Christingle services are the only regular services where capacity can be a problem, (although school concerts and festival services result in the balcony being packed by parents) and numbers were carefully monitored at this year’s services to keep them below 60. In fact, for the first service demand exactly matched the capacity, which was an answer to prayer!

3. In the new year, seals will be installed around the hall doors and hatches to stop the spread of smoke. We have also installed additional smoke alarms in the hall corridor, and rooms 1& 2, and these are all linked in order to give early warning of any fire.

A question was raised if we were considering changing the doors in the Balcony. However, this would require faculty planning and other works, and it is thought that the costs and works would outweigh the benefits as the balcony is not usually over-occupied (with the Christingle Service being the only concern)

The Faculty and Planning Permissions have been granted for the Heating Project and work will commence on the 13th of January. SB and Alan are also hoping to get a significant amount of the hall lighting replaced while the halls are out of use. The Wardens will be looking for help from other members of the church later in the year when it comes to stripping out the old heating and redecorating. The Wardens have also submitted a claim to the Listed Places of Worship Grant Scheme for the VAT that we paid on the electrical work in the autumn.

The lock on the Hall front door broke about a month ago, and following a temporary fix, this has now been replaced with a new lock that has a turning knob on the inside. We have also taken the opportunity to reduce the number of keyholders from 51 to about 25.

The organ has been tuned and serviced, the guttering downpipe and hopper on the church office has been replaced and Phil has sanded, filled and repainted the main front doors to help protect the woodwork from the elements this winter.

Additional emergency lights have been added in the balcony, and a couple of other life expired emergency lights have been replaced.

Numerous other small repairs have taken place in the last month and the Wardens are grateful to other members of the church who have helped with some of these tasks.

Stephen thanked Sarah, Alan and all those involved in our Church buildings

**7.Staffing committee update**

Stephen informed that the Staff have had a busy Christmas period with many schools visiting for their carol concerts, experience Christmas etc. There will be a staff meeting tomorrow, the first staff catch-up after the Christmas period

**8.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 January and February are:

Book Club

Men’s Breakfast

Ladies Breakfast

Welcome Table

Discovering Britain

Smarties

Foodbank Trustee meeting

Tewkesbury Hospital Society

Kintsugi Hope Men’s Group

Stephen informed that there have been 2 x individuals attempting to book the Hall for their private businesses. This is not in line with our current Policy and has been addressed

**11.Correspondence**

None received

**12** **AOB**

It has been noted that the wi-fi within the Church has a weak signal. Simon informed that both he and SC have been added to list of names of those permitted to discuss/negotiate with the current wi-fi provider regarding increasing its speed and possibly relocating the wi-fi to the Church (currently located in the office and “bounced” to the Church). It was agreed that a faster wi-fi is required, especially if we are going to stream services etc in the future.

New Wine was discussed. It was decided not to promote as a Church this year, due to the increasing costs that would possibly prevent families from attending.

The 2025 PCC and SC dates have been circulated to all PCC members. However, the next PCC in March will be postponed for a week until the 10th of March 2025

**Action: All to change the date of the next PCC in diaries. From the 3rd of March 2025 to the 10th of March 2025.**

**13.The meeting closed at 8.50pm**

The meeting closed with prayer thanking God for his Faithfulness. This was followed by the Lord’s Prayer.

Date of the next SC meeting – 3/2/25

Dates of next PCC meeting – 10/3/25