**Minutes of Holy Trinity Tewkesbury PCC Meeting**

**Monday 10th March 2025 at 7.30pm in Room 2**

**Present**

Stephen Walker (Chair), Sara Simpkins (Church Warden), Alan Bedford (Church Warden), Simon Phillips (Curate), Ian Hart, Liz Walker (Secretary), Lesley Rogers, Alison Cirel, Jo Davies, Phil Loveridge (Treasurer), Martin Edgeley

**Apologies**

Sue Thatcher, Duncan DeGruchy, Nigel Chetwood, Julian Dickinson, Isaac Davies

1. **The meeting opened at 7.30pm in Room 2.**

Stephen advised that 2025 is the year for a new electoral roll where everyone must come off the roll and re-apply and this is an opportunity for expressing a belonging to Holy Trinity Tewkesbury. Applications can be made on-line or hard copy (blank electoral roll forms are available to completein the Foyer).

1. **Opening devotions.**

Prayer was given thanking God for our life together as part of this Community and for the discussions this evening. This was followed by the Lord’s prayer

1. **Agreement of the previous PCC minutes of** **the 6/1/25**

The PCC minutes of Monday 6th January 2025 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 3/2/25**

There is one amendment to the SC minutes of Monday 3rd February 2025 –

We had agreed to increase our giving to our Mission Partners in the January PCC meeting from £3200 to £3500. These were then agreed as an accurate record of the meeting and signed by the Chair.

1. **Matters arising from the PCC minutes of the 6/1/25**

Staff timesheets have been completed and received from all staff, thanks and acknowledgement expressed to the staff.

**Matters arising from the SC minutes of the 3/2/25**

Simon gave an AV update in that a new Network switch and broadband has been installed, increasing the speed of the Wi-fi. The Camera for recording sermons is in use (recordings have taken place over the last 2 weeks) and a place on the wall for it to be installed has been identified. The recordings have been uploaded to Spotify which then transfer to YouTube, Apple Podcast etc. Therefore, a new RSS feed is not required as originally thought. Thanks to HR and SC for their help.

Simon and Jo met with LF regarding the possibility of being our “Social Media Rep”. The meeting went well, and Simon will arrange another date for him and LF to meet to progress our social media profile as a church.

HH has arranged for a new office boiler to be installed

1. **Treasurers’ report and Annual Report**

**Annual Report**

Phil circulated a copy of the Annual Report prior to the meeting. No further questions were raised, and copies were signed off by the Chairman.

A big thank you was given to MP for all his help in completing this report.

Phil informed that this is the last Annual Report that MP will complete and the last time that MA (the independent examiner) will independently examine the accounts. Phil will produce a report from the new software, and he has approached a local Accountant regarding examining the accounts for 2026. This will be at a cost of approx. £900-£1000 and will need approval at the APCM

**Treasurers Report**

Phil gave a PowerPoint presentation of the 2024 finances –

As our income is greater than £250K, it is a requirement to have the Annual Accounts to be signed off by a qualified accountant.

2024/5 Shows a positive position of income over expenditure, in contrast to the management accounts presented at the Jan meeting. This is due to the inclusion of income from “one off” donations received on the gift day.

£1002 was found to be owed by a Funeral Director, which has now been recovered.

Regarding a finance update. Phil informed that –

Our cash flow is stable.

The PGS income is dynamic (ebbs and flows), but overall positive

The Sum-Up Card Machine is used most Sundays

A further legacy has been received for £1,100.00 It was agreed to allocate this to the CCLA GE Fund

Phil informed that there is a new model or formula to be used for 2026 Parish Share calculations. Phil also informed what is included and not included in the Parish Share contributions and that it is based on a “Band” or “Matrix” of contribution scale which is fixed for three years. There is a Diocese meeting planned for this week when more information will be shared. It is not known how this new model will effect our Parish Share contributions. However, we are likely to see an increase in 2026. A question for later discussions is should we consider paying our parish share through the “Ephesians Fund”? If we are a net contributor to parish share (i.e. give over and above the actual cost of ministry as calculated by the diocese), paying through the Ephesians fund would ensure that the surplus amount is used to support the ministry of other like-minded churches.

The following payments to our Mission Partners were agreed as follows –

|  |  |  |
| --- | --- | --- |
| **Mission Partner** | **2024 £** | **2025 £** |
| SGA | 3,200 | 0 |
| CMS – J & T Day | 3,200 | 3500 |
| CMS – T Curtis | 3,200 | 3500 |
| CMS – C & S Wilson | 3,200 | 3500 |
| CMJ – P Santos | 3,200 | 3500 |
| Release International | 1,500 | 1500 |
| Glous CM | 300 |  |
| Kintsugi Hope | 360 |  |
| Ochalla | 1000 | 1000 |
| Arocha Creation Care |  | 1500 |
| Total | 19160 | 18000 |

Stephen Thanked Phil for all of his hard work.

1. **Safeguarding report**

Duncan sent his apologies for the meeting and no report was received.

1. **Health and Safety and Fabric report**

**Fabric Report**

The Fabric report was circulated prior to the meeting

Since the last PCC meeting, the new heating system has been installed in the halls, and it is now in use. The Wardens are looking into the options for heating in the kitchen and toilets, and once this has been agreed and installed, the old gas central heating system will be decommissioned, and redecorating will begin.

Ceiling insulation in most of the rooms has been installed and we are grateful to SB and PL for helping to do this. The remaining areas will be insulated in the coming weeks, and damaged ceiling tiles will be replaced. The Room 2 ceiling tiles are in generally poor condition and replacing these should be considered. There are about 60 tiles. Tile prices vary considerably from £2 to £18 per tile. At £6 the cost would be around £400. The PCC agreed these costs and there are monies from the Heating Gift Day to cover these costs.

It is noted that Room 2 recessed spotlights do not fit particularly well in the tiles. It was agreed to replace all the current ceiling light panels with dimmable panels (approx. £600) to enable a more subdued lighting. The PCC agreed these costs and there are monies from the Heating Gift Day to cover these costs.

Quotes are currently being gathered for the cavity wall insulation which must be done professionally, and the Wardens will inform the PCC of these figures in due course.

The fire extinguishers and alarm panels have had their annual maintenance service, which has resulted in a recommendation for 14 extinguishers to be replaced as well as the backup batteries for both alarm panels. This would cost around £1200. Discussions were held whether these needed to be replaced etc. so the wardens are asking the company to explain their recommendations as some of the extinguishers are less than 5 years old. However, we do need to be safety compliant.

The central heating boiler in the church office is over 20 years old and has become unreliable. Replacement parts are no longer available for it and so when it failed again last month, the Standing committee authorised its replacement, which HH has actioned

The emergency lights are tested every month, and the recent annual 3-hour test of their back-up batteries showed that 14 of them need replacing. These have now been purchased, and Alan is fitting them.

A number of smaller maintenance jobs have also been completed in the last few weeks, including the fitting of additional handles to the external fire doors at the bottom of the balcony stairs and vestry, fitting finger guards to the nave doors, rewelding and remounting the heritage log on the main doors, and replacing a tap in the men’s toilet.

HH has created a Health and Safety log to record accidents and incidents which is included in a separate health and safety report below.

The wardens are grateful for the help they have received from members of the church with these tasks and Stephen thanked the Wardens for keeping us safe and overseeing our buildings.

**Health and Safety Report**

The Health and Safety report was circulated prior to the meeting

There were two accidents since the last PCC. HH has very usefully captured the accidents forms in an Excel spreadsheet as detailed below:-



1. **Staffing committee update**

Ian left the PCC meeting for the Staffing Committee discussions due to a conflict of interests.

The Staffing Committee have met to consider the 2025 pay award for the staff. The diocese this year have awarded their staff a 3.2% pay increase. The PCC habitually aligns the pay award for our staff to that which the diocese pay their lay staff. However, this year due to the government’s 6.7% increase in the minimum wage and in order to maintain the differential and express how much we value and appreciate all that our staff do, the PCC agreed to move away from the customary alignment with the diocesan pay increase and recommend a 7% increase as from 1st April 2025. The hope is that this expression of support will communicate how much our staff are appreciated and valued. The PCC agreed the 7% increase and LW (Staffing Chair) to send letters to staff to inform them.

**Action: LW to send letter to staff advising them of the pay increase**

The Staffing Committee circulated a letter from SW prior to the meeting regarding possible additional hours.

It is noted that -

HH is currently employed for 25 hours per week

SB is currently employed for 20 hours per week term time and 5 hours non-term time

SW is currently employed for 24 hours per week

It was clarified that SW would like the PCC to consider both increasing her hours from 24 to 29 per week and the PCC to consider a pay increase in-line with the JNC scale (a suggested banding for youth workers) which is applied to secular youth worker employment but not necessarily in the charitable sector although this would be considered best practice.

Lengthy discussions were held, and the PCC considered the request at length. However, it was agreed that, at this time, the PCC are unable to offer SW a pay increase (above the 7% already agreed) or increase her hours due to financial constraints in our regular giving. Simon informed that Annie is meeting with Sam to complete a Sylvanus Lysons Trust Application for £10,000 (over 3 years) which will provide for some increased hours for new initiatives such as transitional projects in schools work. The PCC supported this application but recognised it would be time limited (for 3 years) and would end after 3 years unless our income was such that we could continue the funding from the church budget.

Proposer: Martin

Seconder: Jo

It was suggested that SW’s request for increased hours etc could be reviewed as and when our monthly income increased sufficient to remove our current deficit and we were in a more favourable position financially. Once we identify the extent of the deficit later in the year it was proposed to hold a gift day to address an increase in regular giving. We also have to consider other outreach and funding of potentially additional positions such as a senior’s pastor, verger/ facilities manager etc.

Stephen thanked the Staffing Committee for meeting and their input to the discussions

1. **Deanery Synod Report**

Ian and Martin attended the Deanery Synod in February 2025 at Dumbleton Village Hall.

We met our regional youth connector (Amy Todd) and she spoke about her role, and in our Tewkesbury Breakout Session, we looked at ways that she can support the Deanery, in and around Tewkesbury. We mentioned how blessed we were to have SW as a paid youth worker and SB as our Children’s worker. Rev Nick Davies mentioned the Boys brigade has 90 lads on the books too.

The Deanery Synod were successful in appointing a Deanery Treasurer and new Secretary.

We also heard from Rev Kate Stacey from the Diocese who specialises in collaborative ministry and that there are training opportunities on Pastoral Care.

There is a new minister starting at Ashchurch, called Chris Gayner, and his instillation is on Sun 27th April.

Overall it was a successful evening, and we will see if we can host one of the next two meetings this year

Stephen informed that due to the massive increase in housing in Ashchurch, he has offered the Diocese the possibility of extending our Parish Boundary up to the M5, with the M5 being the parish boundary for St Michaels, Ashchurch. However, no response has been received.

1. **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 March are:

Discovering Britain

AA

Tewkesbury District Scouts

1. **Correspondence**

None received

1. **AOB**

Sue T has served 6 years on the PCC and will be stepping-down this year. We would like to welcome another lady onto the PCC in replacement. Any interest, please see Stephen.

1. **The meeting closed at 9.45pm**

The meeting closed with prayer thanking God for his Faithfulness.

Date of next SC meeting – 11am 7th April 2025

APCM Celebration Sunday – 11th May 2025

APCM Meeting – 7.30pm 15th May 2025

Date of next PCC meeting – 7.30pm 12th May 2025