

## St Thomas, Wells with the Horringtons

### Minutes of the meeting of the Parochial Church Council held on

Wednesday 29<sup>th</sup> January 2025 in the Community Room

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**Present:** Revd. Claire Towns (Chair), Ian Ames-White, Iona Baker, Debbie Cochrane, Ann Edmonds, Chris Jenkins, Judy Penhaligon, Charlie Sutton, Mike Tolley, Gill Tucker, Barbara Calverley

**Apologies:** Fiona Rorbye, Christina Baron, Megan Hewson

1. **Opening Prayer**

Gill opened the meeting with prayer.

2. **Apologies for absence**

As above.

3. **Minutes of the meeting held on 27<sup>th</sup> November 2024**

It was **unanimously agreed** that the minutes be signed as a correct record.

4. **Matters Arising**

**4.1 Booking rates** – It was reported that the new rates had been sent out omitting a rate for regular church users, eg. Good Afternoon Choir. The new rate remained the same.

**4.2 Hiring a premises manager** – discussed under item 12.

**4.3 Bookkeeper's fees** – Barbara reported that a church of comparable size and facilities charged £150 a month for the same book keeping work that Fiona currently provided.

**4.4 Roles in church** – Following the notification in the pew sheet, Katie had been appointed to manage the website and our social media accounts and Lydia had volunteered to wash the altar linens. Nobody had come forward to run the Parish Giving Scheme. It was agreed the APCM would provide an opportunity to re-advertise this role.

5. **Prayers for next meeting**

John volunteered.

6. **Churchwardens' feedback**

Chris reported that he had received a quote from Extance Roofing for the replacement of the flat roof above the office. It was for £1860. It was agreed that Chris should proceed with this firm to provide the covering which would last longest.

Oak pews – it was noted that these pews were very heavy to move and were not in use stacked at the back of the church. It was agreed that Chris would investigate selling 6 of the longest ones to create more flexible space.

Judy reported that two bookcases had been donated which would be placed at the back of the church for popular fiction and church related books. It was noted that the porch had become very untidy with various magazines and items being left there. A note would be put in the pew sheet to ask people to put books in the new bookcases and not leave other items in the porch.

It was noted that the tree surgeons had not been able to prune the two lime trees at the entrance of the church lane. The Diocese was responsible for this work as they own the land and would pay for

the work (approximately £3000). It would be re-scheduled as the branches needed to be cut back within the next two years.

**7. Safeguarding**

Mike reported that he and Michaela had visited Dinder church to discuss safeguarding with them and bringing the church under our safeguarding remit. The following documents had been circulated to update the PCC and for them to review and note:

- a) Lone Working and Appropriate Boundaries requirements on Parish Dashboards -Extract from CofE Safer Environment and Activities (v1 Sept 2019)
- b) CoE Safer Environment and Activities
- c) Safeguarding Action Plan – Level 2
- d) Safeguarding Action Summary – Level 2

It was noted that Lone Working covers both safeguarding and health and safety aspects. It was re-iterated that safeguarding was all our business and this message would be highlighted at the upcoming Safeguarding Sunday on 9<sup>th</sup> February.

**8. February meeting**

Due to a number of planned absences, this meeting had been cancelled and we would therefore next meet on 26<sup>th</sup> March.

**9. Electoral Roll**

The Electoral Roll was due for renewal in 2025 and letters and forms would be going out next week for the congregation to complete.

**10. APCM - PCC Membership**

<b>Ex-Officio</b> Claire Judy Chris Fiona Christina Gill Plus Ian co-opted				
<b>Elected Members</b>	<b>Year elected</b>	<b>Term (years)</b>	<b>Yrs remaining as at Apr 2025</b>	<b>Notes</b>
Ann	2024	3	2	
Charlie	2024	3	2	
John	2024	3	2	
Barbara	2024	2 yr casual vacancy	1	
Megan	2023	3	1	Resigned Jan 2025
Mike	2023	3	1	
Iona	2022	3	0	
Debbie	2022	3	0	
Linda	2022	3	0	

Therefore we would be looking to fill the following vacancies:

2 x churchwardens

1 x casual vacancy for Deanery Synod (following Veronica's resignation)

3 x 3yr terms

1 x 1yr casual vacancy (following Megan's resignation)

The PCC noted with thanks the work Megan had done especially as part of the Environment Group.

#### **11. Pamela Pye legacy**

Claire reported that the church had received a legacy of approximately £250,000 from Pamela Pye.

#### **12. Interim suggestions for legacy spend**

Claire raised that she and the Churchwardens were feeling that there sadly does not seem the energy or people-power around at present to pursue a large-scale project and so the three of them were proposing that we begin with a number of small projects were proposed in order to update and refresh the facilities we have in the hall and church in order to make them work better for us:

1. Community room – remove oak pews, new coffee table, small sofas and coffee machine. TV screen on wall;
2. New external noticeboards;
3. New lighting;
4. Replacement shed;
5. Installation of a drop down screen and projector in the church;
6. Introduction of better storage in the vestry;
7. Small improvements in the hall kitchen eg. new appliances;
8. New camera in church

These would be shared with the congregation but it was agreed that the smaller proposals such as community room, shed, vestry and noticeboards could be actioned now.

**Hiring a premises manager** – the need to employ a premises manager for the hall and church had previously been discussed (see October meeting minute). It was agreed that as Claire had now received a job description from the premises manager at a church Bristol there was a compelling case to proceed with employing someone as soon as possible. Team agreed (Claire, Judy, Chris, Barbara and Charlie) to meet and prepare the job description for advertising the role. Initially it would be for about 20 hours a week and without accommodation being offered. This might be reviewed in due course.

#### **13. Finance Matters**

13.1 – monthly update sheet and Jan – Dec 2024 summary sheet had been circulated. The monthly deficit had been reduced as a benefit of interest received. There were a couple of items to investigate – telephone expenditure and gas charges for hall and church. It was reported that there would be another £40,000 coming in from the Hannam legacy.

The PCC agreed that the accounts needed to be handed over to an accountant and Ian agreed to ask Pro Business to do this work which would cost about £500. The accounts would then be ready for auditing.

#### **14. Feedback from Community team**

As previously discussed the Church Open Day would be held on Saturday 22<sup>nd</sup> March from 10am-1pm. It was hoped that groups using the hall and church groups would take part. Invitation letters would be going out on Monday.

The team also discussed holding a garden party in July.

**15. Joanna and school chaplaincy**

Joanna was due to complete her training as a Licenced Lay Minister and was looking into school chaplaincy in primary schools alongside her duties as a deacon. She asked for our prayers as she considered this work.

**16. For information and suggestions for next PCC meeting**

Judy reminded the PCC about the jigsaw and book sale on 23<sup>rd</sup> February. Charlie reported that the Rotary Club had taken over responsibility for the de-fib machine at the church hall.

**17. Dates of future meeting:**

**PCC:** 26<sup>th</sup> March 2025

**Standing Committee:** 17<sup>th</sup> March

**APCM - Wednesday 9<sup>th</sup> April 2025**

The meeting closed at 8.55pm with the Grace.