

PAROCHIAL CHURCH COUNCIL OF WYMONDHAM ABBEY with SPOONER ROW
Registered Charity Number 1130495

MINUTES of meeting held on Monday 31 October 2022 in St Benedicts at 5.30pm

Present: Fr Christopher Davies(Fr C), Brian Randall (BR), Jim Hartley (JH), Andrew Naylor (AN), Chris Grant (CG), Philip Aldred (PA), Kay Dorling (KD), Alex Perry (AP) and Barbara Randall (BaR) taking notes

1 **Welcome and Prayer**

Action

Fr C welcomed Chris Grant to his first meeting. The **PCC agreed to co-opt CG as Treasurer.**

Fr C led us in prayer, particularly remembering CM as she started her treatment.

2 **Apologies** – received from CM

3 **Minutes of last meeting** held on 22 September 2022 were agreed as a correct record.

4 **Matters arising**

- Fr C reported that the **redundancy process** had gone smoothly. All three members of staff had received ex-gratia payments and all other payments had been made.
- The life of the **Pop-up café** had come to a natural end and would only run on special event days. There was now an honesty box and provisions left available for visitors to make their own drinks. Donations could also be made by contactless payment at the welcome desk. Sue Naylor would keep an eye on stock levels.
- **Worship** – there had been an increase in requests for pastoral visits and the Bishop had agreed that Morwenna Thomas could administer home communions.
- **Safeguarding** – all volunteers would need to be DBS checked as well as doing the safeguarding course. Hayley would be asked to assist those who do not have a computer at home. Each DBS check would require a payment of £12.50.

5 **Urgent Items**

BaR had been asked by Fiona Prentice to request that the fee for a choir at 2023 weddings could be fixed. The **PCC agreed £250.**

BaR

6 **Mission/Outreach:**

Baby and Toddler Group – Lorna Goodrich would set up this initiative and would buy equipment with £1,000 granted by the Reverend William Papillon's Charity (RWPC) The group would meet weekly on Thursday mornings in St Benedicts from 9.15am. The start date was not yet confirmed.

Warm in Wymondham – Rosemary Heylings was leading this important outreach work. £500 had been granted by Breckland Council. The Abbey had been given two slow cookers by Jarrolds for heating soup. The first session was on Friday 28 October. Kellie Siddall had volunteered to help on Fridays.

Remembrance Sunday 13th November

1. The morning Eucharist would start at 10.50am to allow for the national silence.
2. The 3pm town service would welcome General Lord Dannatt as preacher. The air cadets would attend at 12.15pm to set out chairs under supervision. JH was looking for a member of the congregation with recent military experience to do the intercessions.

JH

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Advent and Christmas Concerts, events and carol services.

1. A poster had been prepared and updated with details of several concerts and other events both at the Abbey and Spooner Row.
2. There would be two services on Christmas Day – a BCP communion at 9am and the main service at 10.30am. The ***PCC agreed with the change of time for Christmas Day and subsequent main eucharist services during 2023.***

Christmas Fayre Saturday 26th November – the set up would start on Friday 25th November.

Churchyard activities – Hilary Hunter was getting a group of Abbey volunteers together and was also involving 'Greening Wymondham' and other town groups.

Abbey Hall – Fr C reported that the former committee have agreed to pick up the reins and get the hall ready for community use once more. The RWPC had agreed that the ground floor of the Schoolroom could be used for the storage of furniture etc. The hall needed to be empty in time for the Christmas Fayre. AN would arrange the removals.

AN

Parish Christmas Lunch – this would be on Sunday 4 December in the Abbey Hall.

Publicity – most of the above activities would require publicity to the wider community. The Abbey website needed to be updated and also <https://www.achurchnearyou.com>. It was agreed a publicity officer was required.

7 **Volunteers**

The church and shop were now open every day and needed a full rota of volunteers from 10am – 3pm. There were plenty of people coming forward but there was an issue with locking and unlocking. The churchwardens needed to set up a rota of 'lockerupperers'. The church should be locked at 3pm but not alarmed until after Evening Prayer. The CWs would ask Hayley for a list of keyholders.

CWs

Hayley was compiling a list of volunteers on the team website.

Guild of St Benedicts – JH suggested setting up a Guild, similar to the Guild at St Edmundsbury Cathedral, for all the Abbey volunteers in their many and diverse roles. It was suggested that there could be benefits such as a 10% discount in the shop and an annual social event. JH had asked Robert Culyer to chair the Guild. The ***PCC agreed to form a Guild.***

JH

8 **Finance:**

- The 2021 Accounts would be completed by Peter Bussey. There would be a delay before they were ready to go on the Charity Commission website.
- CG was working hard on the current accounts and getting them in order.
- Quickbooks included four different accounts: main account, fees account, deposit account and shop account. There was a charge of £8 a month for each account. It was hoped to streamline accounts to reduce the bank charges.
- There was a total of approx. £68,000. This would enable us to pay some bills.
- We owed £48,056 to the Diocese.
- There was approx. £27,000 in the Spooner Row account but access was currently not possible as it was not known who the signatories were. PA would need to use blank paying in slips to put money into the account.
- The Preservation Trust would pay for various new and replacement equipment including the Fire Alarm etc. They would not pay for subscriptions.
- The wedding couple married on 22nd October had not yet received their invoice.

Finance continued:

- We needed a debit card for Hayley to use.
- We needed to contact Sue Bunting about the parish share. It was hoped that we would not need to pay back dated payments.
- The PCC discussed the Epos system and agreed that the Square system was the best purchase. The Preservation Trust would be prepared to pay the initial payment. The EPOS system and drop safe total would be about £1,400 including VAT etc. The **PCC were in agreement**.
- There was a Paypal account which Hayley had access to.
- There was a backlog of Gift Aid submissions. Chris Jackson was compiling a list of Gift Aid envelope names.
- There was space for the finance archive to go in the vestry.
- We needed a letterbox for expense claims.
- We needed a spreadsheet organised to use as a repository of log in details.

9 Holy Trinity Spooner Row

PA reported that there had been a successful Harvest Festival.

To help members of the community they were hoping to set up a course on slow cooking. It was suggested that the Town Council might be willing to offer a grant for this.

PA

10 Fabric

Fr C reported that the Preservation Trust had agreed to set aside money left over from funds allocated for the Heritage Project for replacing missing items.

11 A.O.B

1. The new choir had sung at the All Souls service and would also be singing at the Advent and Christmas Carol Services, and at Midnight Mass.
2. Fr C had asked the Bishop to approve three more people to assist with the administration of communion: Paul and Sonia Wood and Alex Durrant.
3. The Electoral Roll needed a complete revision with everyone reapplying in good time for the APCM. The forms would be prepared with the option to give full contact details.

BaR

12 PCC meeting dates were agreed

Next meeting: 5.30pm Monday 5 December

Proposed dates for 2023: Wednesday 25th January, Wednesday **1st** March

APCM proposed for 10.30am on Saturday 4 March 2023

13 The meeting closed with prayer

BaR 3/11/2022