

Minutes of meeting held on Monday 5 December 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), Catherine Mack (CM), Alex Perry (AP) and Barbara Randall (BaR) taking notes

- 1 **Welcome and Prayer** *Action*
- 2 **Apologies** – none
- 3 **Minutes of last meeting** held on 31 October 2022 were accepted as a correct record.
- 4 **Matters arising**
Re finance: it was noted that there was still no debit card available for Hayley to use. CG CG
would chase this up with Barclays.
- 5 **Eucharistic Ministers:**
The PCC agreed the appointment of three new Eucharistic Ministers: Paul and Sonia Wood, and Ruth Brett. They would need to complete further safeguarding training and permission would be sought from the Bishop. Currently 14 parishioners were receiving communion at home once a month.
- 6 **Safeguarding**
The PCC agreed the appointment of Paul Wood as Assistant Safeguarding Officer

Confidential item for PCC members only. Minute to be redacted for public display
The PCC agreed that the Incumbent, one Churchwarden, and both the Abbey and Diocesan Safeguarding Officers would agree conditions under which a particular person could attend worship. The process was likely to take until end of January.
- 7 **Appointment of Trustees to Wymondham Abbey Preservation Trust**
At the request of the Chair of the Wymondham Abbey Preservation Trust, *the PCC agreed to recommend two new Trustees:* Diana Grant and Diana Ralphs.
BR suggested that next year we invite the chairs of the: Papillon Trust, Preservation Trust and Friends of Wymondham Abbey to talk about their work supporting the Abbey.
- 8 **Electoral Roll**
BaR reported that: 97 completed forms had been received so far. 67 were renewals and 30 were new.
Fr Christopher had sent invitations to renew to those who were on a previous list and who had not yet returned a form.
Once completed the roll would be held securely on the team site. In the year 2025 and in every sixth year thereafter, a completely new Roll would need to be prepared.

9 **Mission/Outreach – reports on activities**

a) **Baby and Toddler Group**

The PCC wished to record thanks to Lorna Kisby for setting up this group. 38 children plus parents attended the first session on Thursday 1 December. It was free to users and utilised our warm space. It was a great success and would take place weekly in term time.

b) **Warm in Wymondham Initiative on Friday mornings**

This had been less successful so far but it was hoped numbers attending would increase as the weather became colder. We might need to reconsider changing from Friday mornings. Fr C would consult the other Wymondham Ministers. Volunteers should be encouraged to engage with those coming to the café.

Fr C

It was hoped we could extend the welcome and get sufficient volunteers to host the café for two hours every day between 11am and 1pm.

c) **Remembrance Sunday 13 November**

A full church with 340 attending, including youth groups.

d) **Advent and Christmas**

The Advent Carol Service had been well attended and the newly formed choir widely appreciated.

e) **Christmas Fayre 26 November**

This community event had brought in many visitors and much needed funds. Clear Company, who put on the event for a fee of £600, had raised over £2,500 from stallholders and together with substantial amounts from the café, Abbey shop and tombola the event was expected to raise over £3,000. It was noted that live music inside was too loud and had caused problems.

f) **Christmas Tree Festival from 3 December**

This had just started and would run until January. There were over 1,500 visitors on Sunday afternoon 4 December – the day of the town's Wynterfest. This event had clashed with the Parish Christmas Lunch which involved a lot of volunteers and we had missed the opportunity to run a café and also to have the shop open from 1 – 4pm.

g) **Concerts**

These had started with the Cavick Quartet concert on Sunday 27 November at 3pm. It was well attended and raised £450. Posters and fliers were available for forthcoming events at the welcome desk. JH had started a schedule of chair-moving requirements relating to school carol services and concerts. Further liaison with BR and BaR would be required.

BR/BaR

JH

h) **Churchyard**

The churchyard and herb garden were being attended by Hilary Hunter, who had raised money from selling herbs, to pay Tim's Garden Services for heavier work.

It was reported that a parishioner wanted to give a picnic bench. AN reported that all churchyard furniture needed a faculty.

The current picnic tables were frequently moved by the public and left in hazardous positions, too close to the ha-ha or blocking the fire exit.

A new bench would probably need to be fixed increasing the cost to around £1,500. He would discuss this with the DAC.

AN

i) Abbey Hall

The Hall had been put to good use for the Parish Christmas Lunch on Sunday 4 December. The lunch made a small surplus which would be used to purchase some more equipment.

The PCC has responsibility for the Hall and there should be a PCC member on the hall committee. *The PCC agreed* AN, as Fabric Officer, was a good fit. Hire costs needed to be set by the Hall management committee and agreed by the PCC.

j) Community Engagement Group – item adjourned to next meeting's agenda.

10 Volunteers

The numbers of volunteers had increased. Most were doing a three-hour stint. It was hoped there were sufficient volunteers to enable to shorten duty to two-hour sessions. See also minute 9b relating to hosting the café on more morning during the week.

11 Finance:

CG reported that the auditor's questions on the 2021 Accounts had now been satisfactorily answered and it was hoped we would be able to publish the 2021 Accounts in January.

CG tabled a financial spreadsheet of activities for 2022. PB had been away and there were items that may be incorrectly allocated. CG would check with Sue Bunting regarding some of the codes in the accounts.

CG made the following points:

- a. The new Parish Giving Scheme had brought in £760 in November and monthly amounts were likely to increase for December onwards.
- b. This week we would pay back £48,000 to the Diocese to cover the cost of the Abbey bills when the Abbey bank account was disabled whilst signatories were changed.
- c. We would be left with around £25,000 in our account
- d. We should start to pay Parish Share in January. Virtually no share had been paid for three years. The share would be less than before as we now only had one stipendiary minister. It also depended on the number of parishioners on the Electoral Roll.
- e. We should set up a reserve account to aid cashflow.
- f. in the future it was hoped we could benefit from Papillon Trust funds to help with the costs of an education related post
- g. AN commented that some VAT can be reclaimed through the Listed Places of Worship scheme.
- h. CG would work towards providing a budget for next year.

12 Holy Trinity Spooner Row

PA reported that he and many others had noted the much warmer welcome in the Abbey recently. Spooner Row was also welcoming back previous attenders lost in the last few years. The 'Carols around the organ' would be on Monday 19 December at 7pm and further help with publicity was needed.

BR

12 contd.

There had still been no progress with accessing the Spooner Row bank acc. It was hoped intervention by Sue Bunting at the Diocese could bring about a resolution.

13 **Fabric**

AN reported that:

- a. Painting of part of the south wall, behind the shop, would take place in January
- b. South and north aisle floors would be treated in January
- c. Cherry-picker inspections would also take place in January
- d. The sound system should finally be installed in February
- e. Outside roof repairs would take three to four weeks during March

The PCC were very grateful to the Preservation Trust for funding all these repairs.

14 **Policy for wedding flowers**

The PCC agreed a fee of £125 to cover the cost of two large arrangements reflecting the Bride's choice of colour etc. There are currently four weddings booked for 2023. More bookings were coming in for 2024.

15 **APCM**

This will be held at 10.30am on Saturday 4 March 2023. The notice for the meeting must be published before Sunday 19 February 2023.

Department reports on parish activities during 2022 will need to be prepared in January.

A financial statement for the year ending 31 Dec 2022 will need to be approved by the PCC before the APCM. This could be done by email correspondence.

Election of Churchwardens will take place at the Vestry meeting just before the business of the APCM. The Bishop has said we should elect two churchwardens and appoint two assistants, rather than four churchwardens.

16 **A.O.B**

AP suggested inviting Ukrainians to church at Epiphany as this is the time for the Orthodox Christmas using the Julian calendar.

The Abbey will be open during the week after Christmas.

17 **PCC meeting dates**

Agreed dates: Wednesday 25 January,
 Wednesday 8 March (with new PCC members).

18 **Closing prayer**

BaR 6/12/2022

item 11c £25,000 amended 1/03/2023

Signed as a correct record of the meeting by Fr C J Davies on 1st March 2023