

## Minutes of PCC meeting to be held on Wednesday 19 July 2023 in St Benedicts

**Present:** Fr Christopher, Jim Hartley, Brian Randall, Philip Aldred, Isabel Davidson, Kay Dorling, Chris Grant, Hilary Hunter, Andrew Naylor, Catherine Mack, Alex Perry, Barbara Randall, Sarah Sayer and Morwenna Thomas.

**Apologies:** David Hamilton, Ruth Brett

### 1 Welcome and Prayer

2 **Minutes of last meeting** held on 16 May 2023 were agreed as a correct record and signed Action

### 3 Matters arising not on current agenda:

1. The **Wymondham High Academy Living history event** had been a great success and would be repeated next year. Fr C complimented the children on their good behaviour
2. The Bishop had approved the appointment of Ruth Brett, Isabel Davidson, Diana Grant and Margaret Hartley as **Communion Assistants**.
3. **9 Applegarth:** Following the churchwardens' visit in May, the PCC have **agreed** for the house to be used as the Vicarage. Permission can now be sought from the Diocese and for them to make all the necessary modifications.
4. **Herfast House** has been put on the market. Proceeds from the sale will cover the cost of a new property for the incoming Bishop of Thetford on Silfield Road and the cost of modifications to 9 Applegarth.

### 4 Finance report from Chris Grant

1. CG explained that regular costs and income were becoming more predictable and there were fewer one-off payments. This would make it easier to budget for the second half of the year.
2. The new contactless donation station was working well and had raised £265 from 54 payments. Many payments had also been registered for GiftAid. The second donation station in the café was also needed but may get upgraded when funds allow.
3. Cost control was very important and any suggestions on cutting costs would be welcome.
4. A proforma for expenditure requests will be available once designed and put on the website. It will also be available from Hayley.
5. The Friends now have access to their accounts.
6. Spooner Row funds remain inaccessible.
7. The shop was currently averaging over 35% return on purchases.

### 5 Mission / outreach

#### Families Worker:

A job description had been circulated and **agreed** after a few minor amendments were made. A self-employed person was required on a three-year contract of 20 hours per week (renewable) for a remuneration of £15,000 pa. It would be advertised on the Diocesan website. Application deadline 31 August 2023. Isabel, Catherine and Philip offered to be on a selection team.

Fr C

#### Parent and Toddler group questionnaire

Jim reported that as a result of a survey of parents attending the group there would appear to be demand for a messy church style activity on Saturdays.

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Registered Charity Number 1130495

## 6 Progress with new website

The money for this would come from the Development Project surplus. Naked Marketing had quoted £11,500 for all the design work. They had set up the 2016 website at a cost of £4,600. We should be able to maintain the new one without further cost. There was concern at the expense, but the importance of the website was vital as the public face of the Abbey. Naked Marketing was a trusted, local firm.

BR

BR would check with the Preservation Trust whether further quotes would be required.

## 7 Management of Abbey Hall

The PCC was responsible for the management of the hall and the management committee had recently all resigned. Hayley has taken on the role of managing bookings but a committee of five is needed to replace the previous committee.

The hall needs to make a profit in addition to covering the cost of maintenance.

There have been few enquiries, perhaps due to poor advertising and there is only one regular user. It was **agreed** that use of the hall for community groups was no longer a primary need.

Fr C had been approached by the **Food Bank** also known as '**Wymondham Community Outreach Project**' (WCRO) which is looking for new premises. They could pay £10k to £12k pa for use of the hall and attract further grants for any alterations required. The Paul Bassham Trust was also a likely source of funds. The PCC **agreed** to investigate the possibilities.

It was uncertain whether the Papillon Trust had got a new tenant and if not the use of the schoolroom might be another option for WCRO. It was agreed that our furniture currently in the schoolroom would need to be moved back to the hall as soon as possible.

Team  
required

## 8 Concerts and Events

### 1. Venue hire fees for concerts

The PCC **agreed increased rates** for new concert bookings

- A request from Rob Goodrich for an **Abbey Choir fund-raising concert** at 5pm on Saturday 11 November was discussed. Rob intended this to be to raise funds to cover fees of an additional organist for a Choral Eucharist on the 3<sup>rd</sup> Sunday morning of the month. The PCC **agreed** that this was not appropriate whilst the church finances were in the current state. If there was to be a choir concert it should be for general abbey funds rather than for an extra organist.

BaR would ascertain whether John Stephens still wished to fulfil a previous request for an organ recital that morning or whether he would prefer a different date.

BaR

Fr C would explain the situation to Rob.

Fr C

- The **Afternoon Tea** proposed for Sunday 23 July had been cancelled as working with the Town Green Garden Café would not have made sufficient income for the Abbey.

### 4. Sundays at 3pm

BR reported that these have been successful events with an average of over 50 attendees at each with income from donations.

Three more were planned for 2023:

- Norfolk West Gallery Quire in Spooner Row church on 30 July (concert with Evensong)
- Images of India on 27 August
- landscape architecture on 22 October

BR would welcome ideas for subjects or speakers for 2024.

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## 9 **Guild of St Benedict report**

The Guild Team Leaders had met on 14 July and the report of the meeting had been circulated. It was noted that the next social event for all volunteers would be on 19 September at 6pm would include a brief training session.

The next Guild Leaders' meeting would be on Tue. 7 Nov. at 11am so that Hayley could attend.

## 10 **Fabric report**

Andrew Naylor reported on work identified in the 2018 Quinquennial Inspection that still needed to be done. The Wallwalkers Company had inspected the East tower earlier in the year and the cost of repairs were estimated at £40k-£50k. This would make the tower wall stonework safe and enable the walkway cover to be removed. The PCC **agreed** that this work should be done and detailed quotes sought.

Ruth Blackman, the Diocesan architect had visited in February and estimated that £150k would be needed to complete all the necessary repairs to the walls. Most of this work was external. The PCC **agreed** that this must be attended to and expressed their very grateful thanks to the Preservation Trust who would finance the repairs.

Currently roof work was being completed, including repairing a leak from a new site in the north aisle near the font.

Ruth Blackman had now done the Abbey's 2023 Quinquennial Inspection. Spooner Row's was due.

The matter of the type of safety signs near the haha had still not been resolved. It was thought that as the glass doors are only in use as a fire exit or occasionally on summer Sundays that small signs should suffice.

## 11 **Eco church and Churchyard**

Thanks were given to Hilary for all the work she does in the churchyard with funds raised from selling herbs. The report she had written for the Guild had been circulated. The 'Wymondham-in-Bloom' Judges had visited.

## 12 **Holy Trinity Spooner Row** (PA attended the meeting with his new assistance dog)

The next service was a concert/Evensong with the West Gallery Quire who rehearse at Spooner Row at 3pm on Sunday 30 July.

He asked that the noticeboard at Spooner Row could be updated with the 'office' telephone. There appeared to be a discrepancy in the invoice for care of the churchyard which needed to be reviewed.

## 13 **Safeguarding** – nothing to report

Most volunteers have now completed their training sessions

## 14 **Health and Safety**

It was noted that Iain Drayton had been appointment as H&S Officer.

## 15 **Date of next meeting – Wednesday 20 September at 5.30pm**

Signed as a correct record of the meeting \_ Fr CJ Davies \_

Date 20 Sept 2023