

# MUCH WENLOCK WITH BOURTON PCC

## MINUTES OF MEETING

Thursday 20<sup>th</sup> March 2025, 7.00 pm



in Holy Trinity Much Wenlock

### PRESENT:

Revd Preb Matthew Stafford (RevdM)  
Mrs Carallyn Benbow (CB)  
Mrs Francine Coulson-Joy (FCJ)  
Mrs Ann Craig (AC) (Bourton)  
Mrs Susan Crooke-Williams (SCW)  
Mrs Alison Dixon (AD)

Mrs S Gilling (SGi)  
Revd Lisa Harper (LH)  
Mr Mark Laws (ML) – Vice Chair  
Mr Andrew Ramsay (AR)  
Revd Sam Rigby (SR)

### APOLOGIES:

Mrs Beryl Bull (BB)  
Mrs Gill Davis (GD)  
Mrs Sally Grant (SG)  
Mr Richard Hawthorne (RH)  
Mrs Judi Ramsay (JR)

ITEM	ACTION BY
<p>The meeting was opened with a Lenton reflection by RevdM.</p> <ol style="list-style-type: none"> <li><b>1. Apologies</b> - as noted above. The PCC formally received the resignation of Beryl Bull from the PCC and the Deanery Synod, with thanks for her years of service.</li> <li><b>2. Approval of minutes</b> The minutes of the meeting held on 30<sup>th</sup> January were approved as a true and accurate record of the meeting – proposed by SCW seconded by ML and unanimously agreed and duly signed by the Chair.</li> <li><b>3. Matters arising from the previous minutes</b> All are covered on the agenda</li> <li><b>4. Holy Trinity Bourton</b> <ul style="list-style-type: none"> <li>A quote had been received from local workman Matthew Jones for plastering and painting work required to resolve wall cracks by the east and north windows. The total cost of £341 was unanimously agreed and approved. SCW will raise a faculty.</li> <li>The Gallery Singers have advised they will not be able to perform a concert at Bourton church as planned, because there is no toilet available in the church.</li> <li>A morning service will be held on Sunday 23/03/25.</li> <li>AC will arrange a delivery of oil in a timely manner.</li> <li>It was noted the village has had a defibrillator installed.</li> </ul> </li> <li><b>5. Diocesan Year of Engagement</b> It is planned to keep the feast of St Florian in May (patron saint of fire fighters). Activity is also being planned for Education Sunday and St. Luke's tide (doctors).  A programme is being followed with Cressage and Brockton primary schools, currently focussing on Saints days. An Easter Experience is also planned on 9<sup>th</sup> April with different stations for the children to learn about the Easter story. There will be tiny crosses and small Easter gifts for the children to take away with them.  The Easter service for Brockton primary school will be held at Bourton church on the afternoon of 9<sup>th</sup> April.  It is also hoped to bring a 'fresh expression' of church to Cressage primary school.</li> </ol>	<p>SCW</p> <p>AC</p>



Approaches to William Brookes are progressing slowly. Regular communication is being maintained.

A very positive open Deanery Synod meeting took place in Donnington on 18<sup>th</sup> March, with fresh input and an open-minded approach to engaging with the community. RevdM has aspiration for holding some youth activity in the autumn with hospitality in church.

It was noted there is an opening for another representative on the Deanery Synod following Beryl Bull standing down.

The Deanery succeeded in bringing in 99.7% of the parish offer last year. The offer this year is down with a deficit of around £30,000, which we should note when considering our Parish Offer this year.

#### 6. Holy Week and Easter arrangements

Church activity is planned for every day of Holy Week around the group of parishes. Details were circulated separately.

#### 7. Social Media Policy

RevdM met with the Archdeacon last week. Social media was discussed and it was strongly advised we should have a social media policy. A proposed policy document was discussed, to be displayed on the church website and reviewed annually as good practice. FCJ suggested a shorter and more simple policy would be appropriate for general circulation, similar to what is on the Diocesan website. The document will be further reviewed with a view to creating a simpler policy document, backed up with the more detailed protocol as good practice, for agreement at the APCM.

REVDM

It is hoped that the new website will go live for Holy Week.

#### 8. Finance

##### Accounts to 28/02/2025

- Payments from around 20 advertisers in the Herald were outstanding. The Editor has been contacted with all of them. Eirwen Kinna's work and commitment as Editor was again acknowledged, as was the need for contingency planning for back up as good practice in case ever required. RevdM and AR will review.
- Completion of the new organ is expected by the end of May. The financial manager for the donors has already been in touch to confirm arrangements. We should be able to reclaim the VAT once the final invoice has been paid.
- The 2024 Accounts have not yet been received back from Jill Robinson, submitted in January. The Treasurer is following up for approval of the accounts.
- A donation of £500 has been given to the choir by a member of the congregation. It had been suggested to spend this on equipment for live streaming, however the PCC agreed it was more appropriate the monies should go into choir funds for more specific choir use.
- Our current arrangement with CAF bank is that £1000 is held in the current account and the rest in the deposit account, transferred across as required. CAF are changing the system meaning we would not be allowed to go overdrawn even for one day, so we need to increase the amount kept in the current account to c. £8,000. This was proposed by SCW, seconded ML and unanimously agreed. The Treasurer will arrange.
- Following the necessary cancellation of the Much Wenlock Christmas Fayre last year, incurring a financial loss, the organisers have asked for a reduction in the rate

REVDM/AR

AR

AR



for hire of the church green this year. The Treasurer will write to them to enquire about their insurance arrangements and establish what discount they are seeking.

AR

## 9. Fabric

- **Church boundaries and access:**

ML is in touch with solicitors regarding registration of the churchyard and then their submission to the Land Registry.

ML

- **Trees, churchyard, prayer area:**

A schedule of work on 13 trees was submitted to Shropshire CC on 24<sup>th</sup> January, to be determined by 17<sup>th</sup> March. No concerns have been raised so we can proceed with the work, which is due to be carried out on 7<sup>th</sup>/8<sup>th</sup> April by Treeman tree specialists (Clive Hancock). The main work is to the remaining Wellingtonia nearest the church, together with pruning/tidying up of several other trees. The cost for 2 days' work is £1,800 incl. VAT (which is not recoverable). The bollards will need to be removed first and it was suggested to involve the scouts in some of the tidying up work required. RevdM will follow up.

REvDM

- The Prayer boards are in progress. RevdM following up with Isobel Buschell.

REvDM

- **Quinquennial –**

The Wall Walkers, to clean off any loose stone on the Tower, are scheduled for 6/7<sup>th</sup> May subject to a road closure order being sorted by then. The cost is being held at last year's figure of £2,600 (plus VAT, which should be recoverable).

- It was noted that the ability to recover 20% VAT is being removed by government from 2026 (assume 5<sup>th</sup> April) so it is suggested we should carry out as many repairs as possible this financial year so the VAT can be recovered. Tim Ratcliffe is reviewing.

- Les Pinder kindly did a survey of the pew doors finding that all the doors require attention. It was suggested that they be removed instead – this matter will be raised at the APCM.

REvDM

- **Heating/Green agenda –**

The heating has been working well. It will be turned off on 1<sup>st</sup> April until after the summer. We are contracted with the current suppliers until September.

The water ingress in the boiler room still requires attention and it was suggested we have an alarm as a warning when the level rises too high, as well as sourcing more quotes for work on tanking the walls. The trap door will also be looked at as it is not in good condition. SCW proposed we get a quote for tanking and a new trap door, seconded by FCJ. ML to follow up.

ML

- ML, GD and Tim Ratcliffe met Ian Hill and Lee Westcott, 2 of the 3 newly formed Net Zero team from the Diocese (group of 3 for Herefordshire/Worcestershire/Gloucestershire) on Monday 17<sup>th</sup> March in church to discuss the way forward. It was a useful first discussion and a follow up email was received from Lee with his initial thoughts. Further draught proofing (to doorways) was suggested as a good practical step. How to replace a gas boiler to heat the building is the challenge going forward and what plans may be required for churches. Setting up a Green Agenda fund is being considered, as future costs will be considerable.
- It was noted we need to look at changing from BT for the phone signal for the digital terminal as they are expensive and there are more cost-effective options.

## 10. Parish safeguarding

SGi has tried out face to face training with SG, CB and AC, which was very successful.

A busy month with local safeguarding issues which are being worked through. Thanks were expressed to the safeguarding team.



**Any other business**

- The glazier is coming on 31<sup>st</sup> March to repair holes in the windows by the altar.
- The annual check on the electronic doors will be carried out in April
- There is a loose board in the roof by the East window. It is hoped it can be looked at when work is carried out on the organ installation.
- The sound system will be reviewed/checked when the new organ is installed.
- SCW (as a churchwarden) and the PCC secretary signed a letter approving arrangements are in place to cover RevdM's sabbatical planned for next year.
- The Tower Captain had suggested that the Priest room be open to visitors during Gift Day / Heritage Day, with information about the history of the Priest room. All were in favour.

**11. Date of next meetings:**

Sunday 27<sup>th</sup> April, 9.30 am - APCM

Thursday 22<sup>nd</sup> May, 7 pm – with termly update from the Director of Music

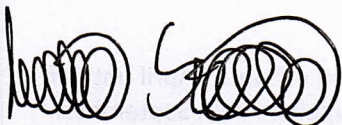
Thursday 17<sup>th</sup> July, 7 pm

Thursday 18<sup>th</sup> September, 7 pm – with termly update from the Director of Music

Thursday 13<sup>th</sup> November, 7 pm

The meeting closed at 9.00 pm in prayer.

Signature:



Date:

22.5.2025