



St Michael and All Angels, Ledbury

Minutes of Parochial Church Council - 15 March 2023

Present: Keith Hilton-Turvey (Chair)
Cath Beech (Churchwarden)
Andrew Beech
Benjamin Hilton-Turvey
William Hopkinson
Christabel Panter
Anne Scull
Peter Scull
James Smith
Diana Veasey
Peter Veasey
Will Wake

Apologies: Stephen Cheetham, Sue Cooper, Maria Dineen, David Houghton, Ian James, Tim Keyes

1086. Keith Hilton-Turvey opened with Psalm 136 and prayer. He thanked those members of the Council who were to stand down at the APCM (William Hopkinson, Tim Keyes, Christabel Panter, Diana Veasey and Peter Veasey) for their service; very long service in some cases.

Minutes of previous meeting

1087. The minutes of the meeting held on 2 February were agreed unanimously.

1088. The minutes of the Standing Committee on 1 March were noted. Matters arising were considered during the meeting.

Safeguarding

1089. There are no issues to report, but DBS applications remain subject to computer and other problems. It was agreed that it would be useful for the PCC to meet Annie Lindon, possibly over coffee after a Sunday morning service.

Action: Keith Hilton-Turvey

APCM

1090. The venue for the APCM on 13 April will now be St Katherine's Hall. Andrew Beech reported that there are two vacancies for churchwarden, four for the Deanery Synod and four for lay representatives to the PCC.

1091. It was agreed that the agreed baptism policy will be posted at the appropriate point on the existing website.

Vision and church awayday

1092. The churchwardens had circulated a questionnaire about the vision that had been produced with the help of Maria Dineen. The document was forward looking and enabled everyone to express their views. It had been circulated to all on the electoral roll, and paper copies were available in the church for those without email. Cath Beech agreed to circulate copies to those who attended the Friday service. The deadline set in the paper will be extended.

Action: Cath Beech

Reviews

1093. Keith Hilton-Turvey and Ian Beer are to meet the heads of music and RE at John Masefield High School in June or July, after the exam season is over, and when planning for the following academic year is under way.

Action: Keith Hilton-Turvey

1094. William Hopkinson mentioned that the PCC had agreed to establish a small oversight group to look at linkages to the website and to oversee policy. A second committee had been proposed to oversee the church's internal and external communications. He, seconded by Will Wake, proposed to merge the two. This was agreed with one abstention. Will Wake volunteered to join this committee, whose membership will be determined after the APCM.

Action: Andrew Beech

Parish Directory

1095. William Hopkinson introduced a paper proposing how the Parish Directory might work. It was agreed that it was important that all members of a committee or other group should be able to communicate with each other. Joining such a committee or group would be considered agreement to contact details being circulated among the other members.

1096. It was pointed out that, to a considerable extent, the arrangements being put in place to replace the church office after it closes will obviate the need for some of the proposals. Five non-specific email addresses are being set up that can be transferred from postholder to postholder as individuals replace one another. Furthermore those joining the electoral roll are asked to agree that their contact details may be used "for church purposes". It was felt that this was wide enough to cover immediate and foreseeable needs, and that no changes need be made to this. Keith Hilton-Turvey, seconded by

William Hopkinson, proposed no change to the existing arrangements. This was agreed with three abstentions.

Website

1097. Deferred to the next meeting in the absence of Stephen Cheetham.

Church office

1098. Cath Beech indicated that a phone system would be installed that would automatically direct calls to the appropriate person in the church. An IT system, iKnowChurch, would assist with timetabling and invoicing. People were needed to volunteer to take phone calls and emails arriving at the church and to direct the caller/sender to the person in the church responsible for the issue concerned. She sought volunteers. Stephen Cheetham is negotiating with BT over the phone system.

Action: Cath Beech/Stephen Cheetham

1099. Sarah Williams' final day in post will be 30 March.

Church cleaning

1100. Cath Beech sought volunteers to assist with cleaning the church on a regular basis.

Finance

1101. The PCC noted the finance report.

Fees

1102. The diocese had circulated a new list of fees, to be implemented almost immediately. Andrew Beech will circulate the new list to PCC members. It was pointed out that the increase in the charge for heating the church had deterred at least one organisation from using the church over the winter period. In reply it was stated that the church's gas bill had increased six-fold since 2019, and the church could simply not afford to absorb this level of cost.

Action: Andrew Beech

Fabric

1103. Work to install the new lighting in the Chapter House would take place from 21 - 24 March.

1104. Further consideration of the repairs needed to the roof valleys had (a) identified considerable savings over the previous cost estimate, and (b) shown that the work could be done by local contractors rather than conservation grade ones. A revised specification and tender document was awaited from the church architects.

1105. A paper on repair of funerary monuments would be brought to the next PCC meeting

Action: Andrew Beech

WiFi

1106. Keith Hilton-Turvey introduced a paper inviting the PCC to agree a quote of £2289.83 for equipment and fitting of WiFi within the church (see Annex A). This was already covered by the faculty for the drop-down screen and projector. Andrew Beech seconded the proposal, which was agreed unanimously.

Action: Keith Hilton-Turvey

Review of sound

1107. The PCC having agreed at its previous meeting that the sound system in the church needed urgent work, AV Direct of Weston-super-Mare had been invited to consider what needed to be done to replace the entire existing sound system, which was worn out. They will also look at how to ensure compatibility with the hearing loop, which wasn't working at present. It was agreed that, once a specification had been agreed, three firms would be invited to tender for installation of the new system. Will Wake agreed to assist Keith Hilton-Turvey with this. The PCC were reminded that some funds had already been donated towards a new sound system.

Action: Keith Hilton-Turvey/Will Wake

1108. It was thought that any elements of the existing system that still had some residual use after a new system had been installed in the church might be moved to St Katherine's Hall.

Tower CCTV

1109. Tim Keyes had been authorised to purchase a replacement CCTV control box, the cost of which would be covered by the insurance. Once installed it was hoped that the tower could once again be opened on a regular basis.

Action: Tim Keyes

Church silver

1110. Andrew Beech and David Houghton will identify which silver items would best be transferred to the cathedral for safe-keeping, and negotiate with the cathedral authorities to put this into effect.

Action: Andrew Beech/David Houghton

Next meeting

1111. The next meeting will be in St Katherine's Hall at 7.15pm on Wednesday 17 May.

The meeting closed at 9.08 p.m.

ANNEX A

WiFi

A.1 We have had a couple of quotes for the installation of WiFi in church. Installation requires point-to-point, line of sight 'ariels' one on the office gable-end and one on the church roof (behind the south pinnacle) leading to a hub in the church. Power for the church end will be taken from one of the sockets in the light-switch cabinet at the north door. There will be three WiFi access points that work like home routers; one covering the nave, one the Chapter House and the third the chancel and St. Anne's. The access points are connected by wire and the nave one will have the means to connect to it by ethernet cable too.

A.2 The work is covered by the faculty received for the drop down screen and projector.

A.3 We have been quoted £2289.83 including VAT (£381.64) for equipment and fitting. The Standing Committee recommends the PCC to agree this work and expenditure and allow a 10% percentage contingency (taking the total to £2518) should minor changes be needed.

Keith Hilton-Turvey

March 2023