



St Michael and All Angels, Ledbury

Minutes of Parochial Church Council - 20 September 2023

Present:

Keith Hilton-Turvey	(Chair)
Cath Beech	(Churchwarden)
Andrew Beech	(Secretary)
Maria Dineen	
Benjamin Hilton-Turvey	
Anne Scull	
Peter Scull	
Sue Simpson	
James Smith	
Will Wake	

Apologies: Stephen Cheetham, Sue Cooper, David Houghton, Tony Hodder, Ian James

1164. Keith Hilton-Turvey opened with Psalm 34:1-14 and prayer.

Minutes of meeting held on 19 July

1165. These were agreed unanimously.

Minutes of the Standing Committee on 3 September

1166. These minutes were noted.

Safeguarding

1167. Nothing to report. The DBS process is still going painfully slowly.

Worship over the winter

1168. The church boiler had failed, and was beyond repair. It was unlikely that any replacement system could be put in place before late winter/early spring 2024 [for consideration of the boiler's replacement, see below]. The PCC needed to consider where the church should worship during the cold months of winter.

1169. A number of congregants had indicated a strong desire to continue to worship in the church building, despite the cold. The Archdeacon of Ludlow (standing in for the Archdeacon of Hereford, who is away) had indicated a strong desire that the church should continue to worship in the building instead of moving to a hall elsewhere in the town. Given this, it was agreed that the church should attempt to continue to worship in the

building. Two possible solutions were identified: the provision of halogen heaters in the nave, or moving services into the Chapter House. The churchwardens and PCC secretary had done some preliminary work on the latter, and believed that the Chapter House could accommodate 60-65 people, allowing for sufficient space to circulate, for emergency exits etc.

1170. It was agreed that Will Wake will investigate the provision of portable high efficiency halogen radiant space heaters in the nave. He will investigate how many of these might be needed to give sufficient warmth to the congregation in the nave, and whether they could be hired as opposed to purchased and at what cost. He will report back to the PCC by 14 October.

Action: Will Wake

1171. Sue Simpson and Maria Dineen, in conjunction with Peter Scull and David Houghton, will consider the practicalities of moving the church into the Chapter House for the winter. The move would take place after Remembrance Sunday, and would continue until a new heating system is installed or the warmer weather arrives, whichever is earlier. They too will report back to the PCC by 14 October.

Action: Sue Simpson/Maria Dineen/Peter Scull/David Houghton

1172. It was unclear why the Archdeacon of Ludlow had taken the position she had, as alternative (and warm) halls are available in the town that could easily accommodate the congregation. Keith Hilton-Turvey will discuss this with the archdeacons.

Action: Keith Hilton-Turvey

St Katherine's

1173. The rector and churchwardens had indicated that, without prejudice, they were willing to surrender the lease of St Katherine's Hall, to enable LEAF to take a lease on the hall. It was reported that LEAF were still discussing heads of terms with the dean and chapter of the cathedral. The rector and churchwardens will seek legal advice, to ensure that the deed of surrender extinguished all of their rights and liabilities over the hall.

Action: Rector and churchwardens

Church awayday

1174. The church awayday will take place on 21 October in Lady Edith Hall, Tarrington. It will be led by Derek Chedzey and Mark Melliush. Cath Beech circulated an agenda. Charles Burgess will run a *PCC Tonight* training session at the church on 9 October at 7.30 pm. An invitation will be extended to other churches in the deanery.

Action: David Houghton

Website

1175. The old website will transfer enquirers direct to the new one by the end of October.

Action: Stephen Cheetham

Trinity altar

1176. Andrew Beech proposed, seconded by Will Wake, that the former Trinity altar, its frontals and frontal cupboard be given to St Helen's church, Hangleton, Hove, Sussex (see Annex A), and that a faculty be sought for this purpose. This was agreed unanimously.

Action: Andrew Beech

Pew rearrangement

1177. Andrew Beech introduced a plan for creating additional space for concerts etc. at the east end of the nave by rearranging the first two rows of pews. The pew frontal and first pew on the north side of the nave are over 6m. long and extend from the nave into the north aisle. The first two pews on the south side of the nave are similar (the pew frontal from the south side is currently stored in the Chapter House), and extend some way into the south aisle. It is proposed that all four be removed. The two pew frontals would be stored in the tower, the two pews from the south side would be moved to the south wall, and the first pew from the north side would be disposed of.

1178. There are a number of shorter (between 2.4 and 2.8 m in length) pews stored in the aisles. It is thought that these were originally in the south aisle, which was de-pewed at an unknown date. Four of these pews would be fitted with braked casters. In normal use they would be in the nave, with their inner ends aligned with the ends of the pews behind them. For concerts etc. they would be moved outwards, with their outer ends aligned with the ends of the pews behind them. This would create sufficient space for concerts.

1179. The pews to be fitted with casters would be the easternmost two along the south wall, that alongside the Biddulph pew and that beside the Chapter House door. The four were chosen as they are the most similar in length. The westernmost pew along the south wall would be moved to beside the Chapter House door (to provide seating during after-service coffee), to replace the one being moved to the nave. The two easternmost pews along the south wall have been stripped of varnish or stain at some point. They would be revarnished/stained to match the pews in the nave.

1180. A quote was awaited from the joiner for the cost of fitting the casters and or revarnishing/staining the two pews. It was thought that this might be of the order of £1,500. Subject to the quote from the joiner being considered acceptable, it was agreed unanimously in principle that the pew rearrangement be carried out, and a faculty sought for the purpose.

Finance

1181. Stephen Cheetham had provided a finance report. Cath Beech reported that Stephen was cautiously optimistic that the church would break even this year. The saving on gas caused by the boiler failure would help. A new tap and go machine would be installed shortly.

Action: Stephen Cheetham

1182. It was felt that the church did not explain well enough the nature of our faith outside the building. It was thought that the noticeboard at the entrance to the churchyard might be used for this purpose. Keith Hilton-Turvey will investigate.

Action: Keith Hilton-Turvey

Boiler replacement

1183. Andrew Beech explained that the Fabric- Sub-Committee had engaged an environmental consultant recommended by the Hereford DAC. His advice was not uncontroversial, especially about providing ambient heat to prevent long-term damage to the structure of the building. A second opinion was being sought.

Action: Ian James/David Houghton

1184. Sue Simpson proposed, seconded by Maria Dineen, that a dehumidifier be purchased to protect the organ. This was agreed unanimously.

Action: Stephen Cheetham

Catering

1185. Andrew Beech reported on a useful meeting with those from the church who were involved in catering. Work is underway to design and cost a teapoint/servery for the Chapter House, to sit along the west wall. This would provide adequate facilities for the serving of food, to replace the rudimentary ones currently in place. The design and costings will be for a future PCC meeting to consider. Keith Hilton-Turvey proposed, seconded by Benjamin Hilton-Turvey that, subject to a future decision on a replacement heating system, the radiator and heating pipes along the west wall of the Chapter House be removed. This was agreed with eight votes in favour and one abstention.

Action: Fabric Sub-Committee

1186. Cath Beech introduced a draft Food Hygiene Policy, as the church currently lacked one. The final bullet point (about cleaning the fridge) was added at the suggestion of Maria Dineen. The amended policy (see Annex B) was proposed by Sue Simpson and seconded by Cath Beech. It was agreed unanimously.

Fabric

1187. Andrew Beech reported that the work on the roof valley repairs had been delayed by the inspecting architects. He is discussing a date for the work to commence. Other items:

- Upper Room refurbishment and Chapter House catering facility: the church architects had finally delivered plans for these. Given the amount of work currently under way, the Fabric Sub-Committee proposed to take work on the upper rooms forward in 2024.;
- Funerary monuments: Nothing to report;
- Rachel Sycamore, the Diocesan Furniture Adviser, had commented during her visit on the condition of the oak chest near the north door. The floor of this chest had collapsed, and it was in need of restoration. She thought that grants could be made

available both to fund a report by her on what needed to be done, and the restoration work itself, and offered to contact grant-giving bodies for the purpose. Andrew Beech proposed, seconded by Benjamin Hilton-Turvey, that she be asked to take this forward. This was agreed unanimously.

Action: Andrew Beech

- Sound Review: Keith Hilton-Turvey has circulated estimates from two suppliers. Both would cost approximately the same; £15,500 - £16,500. PCC members were asked to send comments on these to Keith Hilton-Turvey by mid-October.

Action: All PCC members

Moveable Objects

1188. David Houghton will contact J B Gaynan & Son (Ledbury jewellers) to seek to have hallmarks on the church silver read.

Action: David Houghton

1189. Cath Beech reported that it might be better not to cover the Chapter House floor. But measures to deaden the sound will be needed. David Houghton will dispose of the old carpet.

Action: Cath Beech/David Houghton

Other Business

1190. Peter Scull proposed, seconded by Will Wake, that the church fund Tony Hodder's prebendary robes. He estimated that the cost would be c.£500. This was agreed unanimously.

Dates of meetings in 2024

1191. It was agreed that meetings would alternate between Mondays and Wednesdays. They would continue to take place in the third week of odd numbered months. Andrew Beech will circulate a list of dates.¹

Action: Andrew Beech

Date of Next Meeting: 15 November

The meeting ended at 21.35 with prayer.

¹ Proposed as 15 January, 20 March, 20 May, 17 July, 15 September, 20 November

ANNEX A

Former Trinity altar

A.1 The PCC of St Helens and St Richards, Hangleton, Hove, Sussex has agreed to accept the Trinity altar from SMAA subject to the necessary faculties being granted. The altar is intended for St Helen's church, which happens to be the oldest building in the combined borough of Brighton and Hove (there are, incidentally, two Hangletons in Sussex, the other being west of Worthing).

A.2 It is proposed that the altar be transferred to Sussex, together with the frontal cupboard and the frontals themselves, of which there is a complete set made specifically to fit this altar. The altar and frontals have been offered to St Helens in the condition they are now in (they will need some cleaning and restoration) and on the basis that "buyer collects".

A.3 The altar has been inspected by Rachel Sycamore, Hereford Diocesan Furniture Advisor. She has reported that "the altar table is made of quarter-sawn oak which is the most expensive and stable oak for furniture. Along with the solid construction, the table is therefore of high quality. There is little patina or darkening associated with aged oak and circular saw-marks are visible on the rear of the front boards, indicating that they were converted post Industrial Revolution. There does not appear to be a maker's mark or stamp anywhere on the table. I therefore place the construction of the altar table, and its associated cupboard, in the 20th century." At our meeting Rachel further thought that the altar probably post-dates the Second World War.

A.4 The diocese have confirmed that the altar does not need to be deconsecrated before its move from Ledbury.

A.5 Unexpectedly we may have a use for this altar over the coming winter. The Trinity altar is smaller than the nave altar. Should worship be moved to the Chapter House over the coming winter it would save space to use it rather than move the nave altar into the Chapter House.

A.6 Notwithstanding that, SMAA has no long-term use for the Trinity altar, and St Helen's, Hangleton needs it. The PCC are asked to agree that a faculty be sought for the transfer of this altar to Sussex.

Andrew Beech

September 2023

Food Hygiene Policy

B.1 On occasion St Michaels Ledbury stages or allows the church to stage events where food and drink are served.

B.2 Pending improvement of the Church catering facilities, the following policy should be followed when preparing or serving food in the church:

- Food should not be prepared in the church. Only food brought in, and kept in secure hygienic containers, should be served;
- Food stored, for example surplus cakes, should be stored in secure and hygienic containers for as short a time as possible;
- Wherever possible, disposable plates, cups and cutlery should be used. The sink in the priests vestry is primarily for use for hand washing;
- Those serving food are encouraged to wear disposable gloves;
- All food stored in church freezers should be fully labelled, with the name of the person storing it and the date it was frozen and any 'use by' date. Any food not labelled will be thrown away;
- Anyone storing food in the fridge is responsible also for removing and disposing of it. The fridge and coffee machine area should be regularly cleaned by users.

Churchwardens

September 2023