



St Michael and All Angels, Ledbury

Minutes of Parochial Church Council – 23 July 2025

Present: Keith Hilton-Turvey (Rector) (Chair)
David Houghton (Churchwarden)
Cath Beech (Churchwarden)
Andrew Beech
Sue Cooper
Maria Dineen (*via Teams*)
William Hopkinson
Richard Nightingale
Anne Scull

Apologies: Stephen Cheetham, Ian James, Sue Simpson, Will Wake

1420. Keith Hilton-Turvey opened with Psalm 119: 129-154 and prayer.

Minutes of meeting held on 2 June

1421. Comments from William Hopkinson needed to be incorporated. Andrew Beech will do so and recirculate.

Action: Andrew Beech

Minutes of the Standing Committee on 7 July

1422. The re-instatement of ceremony in worship from September was welcomed, although the extent of it required definition. It was agreed that the policy would be reviewed after six months. David Houghton will produce a paper setting out what the changes are to be¹. It was hoped that more people could be involved in worship. The changes were agreed, with one abstention.

Action: David Houghton

¹ On the first Sunday of each month there will be a procession to the altar, with the officiating clergy preceded by a crucifer. For each communion service, the communion assistants will bring the elements to the altar. On the fourth Sunday of each month, prayers left by visitors will be offered to God.

Safeguarding

1423. The diocesan safeguarding team believed that the current issue was one of conduct, not a safeguarding one. Members of the PCC were reminded that they should adhere to the PCC Code of Conduct, and offer a good witness in and out of the church.

Volunteering

1424. The review group had met twice. It was hoped that they might bring a proposal to the September PCC meeting.

Services

1425. The 5.30p.m. communion service on the second Sunday of each month had not been well supported, so would no longer take place.

Policies and procedures

1426. A Zip file containing all agreed policies, with review dates, had been sent to members, and would be updated as required.

Administrative support

1427. The churchwardens presented the paper at Annex A. Fewer people than had been hoped had stepped up to offer administrative support after the church office closed. This work fell increasingly on very few people. There was concern that certain of the church's legal obligations might not be being met in full, and hence it was proposed that administrative support would be purchased. The churchwardens had consulted Margaret Adewale, who is an HR specialist, about the proposals. She was thanked for her input and advice, and it was intended that she should continue to be involved. The recommendations in the Annex were proposed by Cath Beech, seconded by Sue Cooper, and agreed unanimously.

Action: Churchwardens/Margaret Adewale

Finance

1428. A finance report submitted by the treasurer was noted.

Fabric

Inspecting architect

1429. Andrew Beech, David Houghton and John Hainsworth had interviewed two candidates and identified a preferred one. References will be followed up before any recommendation for appointment is made to the PCC.

Action: Andrew Beech/David Houghton/John Hainsworth

Heating

1430. A report from Ian Mather was expected. It will be considered by the Fabric Sub-Committee before being circulated to the PCC.

Action: Fabric Sub-Committee

Organ repair

1431. List B approval had been received for this work, which it was hoped would take place soon.

Upper rooms

1432. The project is out to tender.

Pews

1433. The work is complete. Andrew Beech proposed, seconded by David Houghton, that the redundant long pew be donated to the Peace and Hope Trust. This was agreed unanimously.

1434. All other fabric projects are on hold until a new inspecting architect has been appointed.

Audio-visual and sound

1435. It was noted that Benjamin Hilton-Turvey's departure will create a void in the ability of the church to offer streaming of services. Benjamin is writing instructions on how to operate the system. Part of any incoming administrator's responsibility would be to produce PowerPoint presentations for services. It was noted that the previous proposal for an AV and sound system included items, such as a sound desk, that were not proceeded with, although a faculty was issued for them. Keith Hilton-Turvey will ask AV Direct to re-quote for the missing items. It was, however, noted that expenditure on heating and the upper room floor would have to take priority.

Action: Keith Hilton-Turvey

Date of Next Meeting: 7.15pm on Monday, 15 September in the Chapter House.

The meeting ended at 20.13 with prayer.

Proposal to appoint a part time administrator

1. This is to ask members to agree that we should seek to recruit limited administrative support for the church.
2. Members will recall that the financial pressures on the church meant that we were forced to reduce the hours worked by Sarah Williams, the office administrator in August 2021 and to make the post redundant in August 2022.
3. At the time, it was hoped that the administrative work would be shared among several people. In practice this has only happened to a limited extent and the relatively inflexible administrative burden falls on a small group of people most of whom are involved in other areas of church life.
4. As a result, there is insufficient capacity to develop some area of the churches work, such as communications.

Also, we are not meeting our obligations as a charity in some areas, notably data protection and the administration of DBS checks for safeguarding, and we are not maintaining some of the records required by the Church of England.

5. We therefore propose that we should look to appoint a part time church administrator to take on some administration and record keeping responsibilities
6. We would look to appoint a self-employed or agency administrator. Employment is a complex area with added responsibilities to provide workplace pensions, sick pay etc. Also, we would potentially have greater flexibility to increase or reduce hours as finances or work allow.
7. The treasurer has drawn attention to the financial position of the church, and has noted that notwithstanding the income from the Heaton legacies the churches underlying financial position is poor. He has suggested that the we should allow no more than £5000 pa for admin support. As an indication only, this might allow 6 – 7 hours/week admin support over 46 weeks.
8. The elements of the job to be given priority would need to be determined in discussion with the Rector, Wardens and others, but as an indication Margaret Adewale, who is an HR specialist, has drafted the attached job advert based on a job description drafted by the Rector and Wardens.
9. The PCC is asked to agree that the Rector and Wardens should explore recruiting admin support of the church within the financial constraints indicated.

Draft job advertisement

About Us

We are a welcoming and active Christian church at the heart of our local community. Rooted in our faith, we seek to serve with compassion, inclusivity, and purpose. We are now looking for a committed and organised individual to support the day-to-day administration of our church and its ministries.

About the Role

As Church Administrator, you will play a vital role in the smooth running of the church's operations. You'll manage communications, maintain records, support event coordination, and assist the clergy and leadership team with a range of administrative tasks.

Key Responsibilities Include:

Prepare weekly service materials (pew sheets, slides, rotas)

Manage church diary, bookings, and life events (weddings, funerals, baptisms)

Maintain records, handle enquiries, and support church communications

Assist with printing, website updates, and basic admin tasks

Liaise with clergy, volunteers, and external contacts

About You

We're looking for someone who is:

Well-organised and efficient with good attention to detail

Friendly, approachable, and able to deal with a wide range of people sensitively

Confident using Microsoft Office and digital communication tools

Able to work independently and manage time effectively

Salary is negotiable and is dependent upon experience.