



cheltenham+minster
st matthew's | church

PCC Minutes

Monday 15th March 2021 at 7.45pm, held remotely using Zoom

Present: Richard Coombs (Rector) Clare Salisbury and Bill Harvey (Churchwardens) Adrian Bowcher (Treasurer), Rachel Hargreave (Minutes Secretary), Stephen Ayland, Michael Bishop, Diane Bruckland, Rupert Cox, Clare Dyson, David Evans, Margaret Failes, Liz Horder, Graham Nicholls, Peter Ormerod, Andy Ponting, Ken Syme, Godfrey Tarling, David Warren, Dan Wright

Prayer, Welcome and Chairman's' remarks. Richard welcomed everyone and reflected on his preparations for the new sermon series, and in particular Deuteronomy 6:4-8. Trusting the Lord wholeheartedly, committing to God, where God's Word ought to dominate all parts of our lives. Richard then extended his thanks to four members of the PCC stepping down at the APCM in April. Ken Syme, who has been on Deanery Synod and Standing Committee over the last 9 years, Stephen Ayland who has served for many years and is Safeguarding Officer (Julia Sawers will come on as Safeguarding representative at the APCM in his place), Peter Ormerod who has served on and off for over 40 years and Ian Perry who had stood for many years on PCC and Standing Committee (Ian had stepped down prior to this meeting and Richard had written to thank him). Richard welcomed Rachel Hargreave as Minutes Secretary, mentioning that it was a beneficial arrangement in her role as Operations Manager.

Apologies. Holly Cupper

Update on MIS and agreement to Faculty.

Jackie Jobes from CBC (Cheltenham Borough Council) was not with us today but the latest plan for the Minster Churchyard has been circulated prior to the meeting. CBC would like our agreement in principle to apply for a faculty to go ahead from the Diocese. Adam Klups from the Diocese was positive in principle but urged us to safeguard our interests.

Bill Harvey presented the document Minster Garden Project, focusing on page 7 of the document circulated.

PCC are keen to safeguard the 'flexible lawn space' to be as open as possible to allow for church activities such as the Merriment events. Whilst the resin bound gravel path leading from the Innovation Centre to the North Door of the Minster was felt to be a good idea, the raised timber boardwalks were a great concern. The boardwalks could be quite hazardous with potential for slips and falls, not good to cycle on and cuts across the open flat space that is of great benefit to the church events. Planting surrounding the boardwalks as presented on page 11 again was felt to impede the open space the PCC would like to preserve. However, the PCC were keen to support biodiversity planting in the Minster grounds. It was understood that the electricians had already been briefed as to the power demand for the outside events that the church would like to hold.

Areas around the graves to be planted with bulbs by the South and North sides of the area are not really utilised by the Minster and it was felt that in low maintenance planting, to be maintained by CBC, it may encourage people to be more respectful by the graves.

Repair of the footpaths across the area was deemed essential as they are in a terrible state of repair at the moment. The addition of the 'layby' by the South door for church use, i.e. weddings, funerals was welcomed. It would also be very useful for the flower arrangers and event preparation for items to be dropped off safely before parking at St Matt's.

There was concern that art work both on the paving and in the grounds were to be in keeping with the church. CBC was to be encouraged to consider the artwork surrounding Gloucester Cathedral which reflects the spiritual Christian nature of the Cathedral in the art.

Proposed seating around the site was welcomed, although caution to not impede the flexible lawn space as earlier mentioned. The addition of USB charging points into seating was felt to encourage people to enjoy the space more.

Lighting proposals were welcomed, particularly in improving the safety and security of the area. Reducing the opportunity for vandalism was also raised. PCC questioned whether CCTV was to be installed or if security or police officers were to include the area in their patrols. PCC suggested whether the Street Pastors could make use of this centrally located space for their base. There was further discussion on the provision of lighting and responsibilities of such. PCC would like clarifications that CBC would be responsible for the energy consumption of the lighting and USB points as well as upkeep/repairs. PCC were keen to develop proposal to flood light the Minster and consider the internal lighting of the stained glass windows in the evenings to enhance the building and area. PCC considered whether the addition of solar panels to the south facing roof could help offset any costs of energy consumption associated with this.

PCC would prefer the project to be called 'The Minster Churchyard Project'

PCC were supportive of the plans as presented with the above concerns to be noted.

Proposal: PCC to submit a faculty to the Diocese in support of the Minster Churchyard Project, subject to the caveats noted above.

Proposer: Bill Harvey

Seconder: David Evans

Vote: Unanimous

Minutes from 18th January 2021 plus suggested amendments had been published on website and were accepted as a correct record. Matters arising: New DONATE giving system. Question on Gift Aid, whether this was offered. The DONATE scheme claim gift aid and pass on to the church in due course. Regarding Gift Aid on the contactless giving boxes, Rachel Hargreave to further research. **Action:** Rachel Hargreave

Ministry Report. Circulated prior to the meeting, comments invited. Annie also put forward a proposal for Detached Youth Work, comments invited. PCC were supportive of this excellent idea of engaging young people throughout the town. It was reported that a similar scheme in Bath had made a positive impact in community engagement. There were concerns over safety of staff and volunteers involved. It was encouraged that those going out consisted of a male and female as a minimum. Although a great idea, Annie was encouraged to ensure that the project would fit within her current hours.

The new service, All-In at 3.30, was met with enthusiasm to engage families particularly as children and young people groups could not meet.

Staff Update. Ministry Report circulated prior to the meeting. Simon proposed a change in his job title from 'Associate Minister with responsibility for 18-30s' to 'Associate Minister with responsibility for students, young adults and families'. PCC were in favour of this title change.

Branding. David Gibson was now back from Paternity Leave. Branding Team now extended to include Richard Coombs, the Wardens, Anna Sanders and Andy Sawers. Team now looking to roll out the new branding across all assets to be done in a careful and organised way. Thanks given to a generous donation funding the rebranding work.

APCM and elections. It was previously proposed this would take place on Sunday 25th April after the 11am Minister service. However, with government covid restrictions still in place, large gatherings are not permitted for this purpose. Therefore, the APCM will take place on Zoom on a Thursday evening. Richard advised that four people would be standing for Deanery Synod, seven for PCC and one more place still available. Voting papers would be posted out to those without access prior to the meeting. (After the meeting, it was decided that the APCM would take place on Tuesday 20th April at 7.45 pm by Zoom as this was thought to clash less with other activities.)

Safeguarding. Report circulated prior to meeting. Stephen Ayland presented his last Safeguarding update as PCC member, introducing the Safeguarding Dashboard developed by the Diocese of Coventry as a tool to assist Parish Safeguarding Officers fulfil their obligations. PCC felt it was very useful for the PSO to use, with staff and PCC members to have view only access.

Proposal: to adopt the Parish Safeguarding Dashboard as developed by the Diocese of Coventry.

Proposer: Stephen Ayland

Secunder: Clare Salisbury

Vote: Unanimous

Standing Items:

- a. Minutes previously circulated from last meeting. PCC approved a 1% pay rise for staff, effective 1 April 21. N.B. Clare Dyson abstained
- b. Treasurer's Report circulated prior to meeting. Adrian highlighted the Report from Randall and Payne. Points that have been addressed since the last APCM Treasurer's Report include monthly bank reconciliation and petty cash log with assistance from Anita Jenkins, book keeper. Fixed Assets now correctly classified. Work still to be done with Risk Register. Adrian highlighted that there is a surplus of £13402 for the year 2020. Questions invited. Question raised on ensuring that an individual would be responsible for signing off Annual Report and Accounts – this would be so. PCC membership list out of date and to be changed.

Proposal to accept the Annual Report and Accounts as presented with amendments mentioned above to be completed.

Proposer: David Evans

Secunder: Bill Harvey

Vote: Unanimous

Adrian concluded with current state of accounts for end of February being £1k short and announcing a generous legacy from the late Constance Guerrier of £80k. Richard extended thanks for Adrian's work on the Accounts.

- c. Minutes of last B&F meeting circulated prior to meeting. Rachel taking on tasks arising was welcomed to keep on top of the maintenance tasks.
- d. Not much to report on civic matters. Deanery Synod meeting is scheduled for Thursday.

Any Other Business: none

Meeting closed in prayer at 9.46pm

Next meeting: Monday 17th May, 7.45pm venue to be advised.