

**Winchcombe Parochial Church Council**  
**Minutes of the Meeting held on 15 Jan 2024 at 7.30 pm in St Peter's Centre**

**Present:** Geof Adlington (GA), Simon Andrews (SA), Elizabeth Atkinson (EA) (Secretary), Charlie Bagnall (CB) (Treasurer), Susan Crownshaw (SC), Rosemary Hancock (RH), Felicity King (FK), David Penny (DP) (Chair), Abbie Shurmer (AS), Judith Skinner (JS), Trevor Upton (TU), Jane Wain (JW), Cathryn Wilcock (CW).

**Apologies:** Maxine Clare (MC), Susan Fleck (SF), Rob Stone (RS)

		<u>Action</u>
<b>1</b>	<b>Welcome and Opening Prayer:</b> DP welcomed everyone and said the opening prayer. He asked for volunteers to say an opening prayer at future meetings. Cathryn Wilcock volunteered for the next meeting.	<b>CW</b>
<b>2</b>	<b>Apologies for Absence</b> See above For personal reasons RS is taking a break from his church duties and is stepping down from his representative roles on the Deanery and Diocesan Synods which gave him membership of the PCC. So he would not be attending on 15th January.	
<b>3</b>	<b>Approval of Minutes of last meeting</b> The minutes of the last meeting were approved	
<b>4</b>	<b>Matters Arising from Minutes of Last Meeting</b> <ul style="list-style-type: none"> <li>• Xmas Tree Festival: AS was pleased how it had gone and the positive feedback she had received. The winner of the Best Tree vote was the tree by the Cottswold Dairy and the result will be published in the February Parish Magazine. The PCC thanked AS for all her hard work and it was agreed it should be repeated next year. A request to expand the time in which the trees were displayed was made, and it will be considered as the Tree Festival evolves</li> <li>• Winchcombe Abbey School Foundation Governor replacement: Still looking to recruit someone.</li> <li>• The present sent to Jane Fletcher for her work on the font cover was well received by her.</li> <li>• DP informed the PCC that 35 people have accepted the invitation to the parish discussion on same sex blessings</li> <li>• Winchcombe Burial Ground Consecration: RS had sent a note to say he had chased the Town Council for a decision and that the matter was with the Chair of the Burial Committee. <b>After note:</b> with RS declaring stepping back from PCC for the present, SA will oversee this issue.</li> </ul>	<b>DP</b>          <b>SA</b>
<b>5</b>	<b>Chair's remark's</b> <ul style="list-style-type: none"> <li>• DP informed the PCC that Mark Mulley, our Parish Administrator had given in his resignation due to domestic pressures at home. His last day will be 11 February and plans to provide cover and recruit a successor were underway. A collection would be made for Mark who has been in post for some 5 years.</li> <li>• DP had received a letter of thanks from a visitor including special thanks to the creators of the knitted Winchcombe monks. This would be passed on to Pam Mitchell.</li> <li>• DP had had a meeting with the Directors of Music and Churchwardens to review delivery of music. It was agreed that the delivery of music supported the service and the directors of music would work with the service lead; there would be a trial period of freeing up the chancel space for liturgical reasons during hymns and settings with any conducting needed for these to be done in the pews; the need for Church Suite training; and no "choir cancelled" type terminology to be used. If multiple events in one day, one will be confirmed as the "Principal Choir Event". Individual choir members then gauge their ability to support each non-principal activity as individuals feel able but with no requirement for a rehearsal for the non-principal event(s).</li> </ul>	<b>DP</b>          <b>DP</b>

6	<p><b>1. Finance:</b></p> <p><b>2023 Accounts to Date:</b> (Charlie Bagnall). (See Attachment 1) The budget target of plus £11k was exceeded by £6k to record an overall excess of receipts over purchases of nearly £18,000. General donations (05) came in at almost double our budget. The final balance sheet figure to be better than plus £18k because of investment gains on our CCLA holdings. However, although we have grants for St Michael's roof, much of this money has been used already and we will have a bill next year of £46,000. Although the utilities picture looks good in 2023, we are now paying the new rate for gas and this could add as much as £5,000 to costs next year.</p> <p><b>6.2 Finance Package:</b> This will come into use during January 2024 now the EOY figures balance. The move to being paperless will be gradual.</p> <p><b>6.3 Finance Admin:</b> There is a need for a volunteer to be trained up on the new accounting system to provide emergency cover if required. Any PCC member willing to take on this training, or who knows a potential candidate, please contact Charlie Bagnall Also DP has agreed to be the second signatory on the main account to cover for Simon when absent. Stewart Aylward has replaced Simon Andrew as back up to Tony Mason on the Stewardship account.</p> <p><b>6.4 The PCC agreed a staff increase of 7%,</b> in line with the diocesan recommendation. This will come into effect from 1 April 2024.</p> <p><b>6.5 Display Boards:</b> The posters showing the cost of running the Churches are now on display</p> <p><b>6.6 Funds and Investment Review:</b> A draft proposal for reallocating Fund statuses has been agreed. The work on reallocating our CCLA investments will resume once we have agreed the financial implications of the Strategy plan presented by DP.</p> <p><b>6.7 Local Fees Review (Elizabeth Atkinson)</b> The PCC reviewed the Table of Local Fees and agreed an increase of 10% for a number of the local fees for weddings, blessings and funerals. These will be from 1 Jan 2024 and be reviewed again in the Autumn as part of the budget planning for 2025.</p>	<p><b>All</b></p> <p><b>CB</b></p>
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**Fabric Update:**

**7.1: Christ Church:** Nothing to report

**7.2: St Mary's:** Nothing to report

**7.3: St Michael's: Storm Damage:** The stormy weather before New Year caused the stone cross at the Western end of the church to be blown off causing some small damage to the North Nave roof (that which is to be refurbished in Spring). There was no sign of rain coming through to the church interior. SA, Alex Graham the stonemason and Gill Badger inspected on 2 Jan. The cross was undamaged and required refixing. The job was completed on 5 Jan for £275. Noting the £250 insurance excess limit, SA does not intend to make a claim but Rosemary Hancock has made a generous £275 donation to cover the costs for which the PCC thanks her.

**North Nave Roof Restoration:** The National Churches Trust did not support with a grant. So, our current position is promised funding of just under £37,300, a shortfall of some £18k. £9k is likely to offset this from the eventual VAT recovery, leaving an eventual shortfall of approx £9k. A generous benefactor has agreed to give a non-repayable £5000 legacy in advance and fund the remaining shortfall of £4k as a loan. The PCC thanked Simon for his work on this.

**7.4: St Peter's:**

**I. Quinquennial Review Repairs:**

- South Aisle Roof Window seals: awaiting action by GA.
- Repointing on Nave/Aisle Roofs. Completed and within budget which the FoSP will cover.
- Merlon Pinning. Awaiting contractor's Spring date confirmation once weather allows work to be done.

**II. Gloucester St West Wall Refurbishment:** Works completed and thanks sent to Town Council.

**III. Tower Bells Refurbishment:** the period 5-23 Feb 24 has been set aside for the bell repairs already agreed by the PCC.

**IV. Integrated Project:**

- Project team volunteers: Rob Davies, Alan Thomas, Peter Methven, Mark Collins, Tim Hall, Geof Adlington, Sue Crownshaw. They will first meet with DP and SA on 12 Feb 24.
- No feedback yet from DAC regarding the project's general intent and request for DAC reps to meet the project team.
- Heating: Using the PCC's previously agreed experimentation funds, on 14 Dec 23, Tim Hall installed some (wired) heated cushions (sourced in Hong Kong on his trip) in the choir stalls and briefed Shelley and the team. He also has the battery cushion for the Stewards. He awaits feedback.

**V. Textile restoration:**

In Nov 23, we received an offer to help with textile repairs in the Parish. After consultation with Dep CWs and Revd David, it was identified that the only thing that needed such work was the refurbishment of an early 20th Century Paschal Lamb white altar frontal in St Peter's Church (noting that we also hold a white altar frontal with St Peter's cross on it). Whilst labour for the work would be free, there would be a fee for the conservator of about £50 and materials although costs for the latter would expect to be mitigated by using materials from the repairers' own spare pieces. The conservators inspected on 23 Nov 23 and indicated approx 8-12 months to complete. The frontal was collected on 3 Jan. SA to chase progress in October 24.

For Christ Church, a red pulpit and altar frontal will be made with the coordination of Penny Kain and Gwyneth Cocks. Penny intends to make a new red pulpit frontal for St Peter's which, on completion, will allow the release of the current one in St Peter's to Christ Church. Penny has also offered to make a new red Altar frontal for Christ Church with any gold appliqué being done by Gwyneth to make a complete set for Christ Church. Despite generous personal offers to cover funding by both Penny and Gwyneth, SA feels that neither Penny nor Gwyneth should be out of pocket for these works and the **PCC should be prepared to receive invoices accordingly.**

Simon Lainé is close to completing the repair to the sump pump and ironwork in the boiler house. The PCC are very grateful for his work.

SA

8	<p><b>Ministry</b></p> <p><b>8.1 Eco:</b> An application has been made for a Diocesan small grant for our planned work on Kenelm's Corner. Also a talk by Jonathon Porritt is taking place on Thursday 18 Jan organised by Win Green Town and the Eco group is promoting it.</p> <p>2. <b>Pastoral Team:</b> Nothing to report</p> <p><b>3. Strategy Plan:</b> DP produced an up to date list of Actions from the Strategy Plan with RAG status and highlighted progress with Pioneer Ministry led by a small team headed up by Steve Carter. A monthly event is planned starting in March. Also Marriage Preparation Team headed up by Fliss Hall is making progress.</p> <p>4. <b>Services:</b> DP has picked up a desire from a number of people for a non-Eucharistic service at the main service at St Peter's on a Sunday. He plans to hold 4 such services in 2024. These are planned for 7 April (Low Sunday), 23 August, 27 October and 29 December. This plan is still to be shared with the Ministry Team and Directors of Music but wished to have the approval of the PCC first. He acknowledged that these services would need good communications. The PCC was happy for this to be tried in 2024.</p> <p>5. <b>Children and families:</b> A small team was needed to short list applications and help with the recruitment process. It was also suggested that Steve Carter should be asked to be involved. AS volunteered to be involved, and it was suggested that Katy Bagnall should be approached</p>	
9	<p><b>Deanery Synod Report:</b> GA updated the PCC. Most of the Deanery Synod had been spent on Finances as the Diocese is working with a deficit of £2.4m and the Tewkesbury Deanery as a whole was not achieving its share. The cost of one fulltime clergy was calculated as £81k but includes oncosts from Diocesan Dept for Ministry.</p>	
10	<p><b>Safeguarding:</b> Nothing to report of significance.</p>	
11	<p><b>Social Committee/Events</b></p> <p><b>2024 Events:</b> (<i>changes from the previous meeting are in blue; Social Committee involvement in italics</i>)</p> <ul style="list-style-type: none"> <li>• <i>Sat 10 Feb 24: Pudding Evening (St Peter's).</i> This is the day after the Children's Society Quiz so date change proposed as either 17 Feb (in Lent) or Shrove Tuesday 13 Feb. SA to discuss with Social Committee.</li> <li>• <i>Spring 24: Curry Evening (tbc).</i> <ul style="list-style-type: none"> <li>• <i>9 Mar 24: Oriol Singers Concert (tbc; Martin Gorman).</i> Awaiting return of booking form. No interval, but PCC thought bar at end of concert would be appreciated.</li> <li>• <i>Sat 16 Mar 24: Progressive supper.</i></li> <li>• <i>24 Mar 24 (3pm): Oldham Youth Brass Band concert (St Peter's; Deborah Penny/Martin Gorman. Social Cttee for sandwiches/drinks tbc).</i> Awaiting update from Deborah.</li> <li>• <i>Mar 24: Sudeley Castle/St Mary's opening/transfer event (tbc).</i></li> <li>• <i>19 Apr 24: FoSP sponsored Glos Police Male Voice Choir (St Peter's, FoSP).</i> Awaiting details from FoSP.</li> <li>• <i>Tue 23 Apr 24: St George's Day lunch Ploughman's Style (St Peter's tbc).</i></li> <li>• <i>3-29 Jun 24: Book Fair (Kate Robinson).</i></li> <li>• <i>21-30 Jun 24: Midsummer Festival.</i></li> <li>• <i>21 Jun 24: St Peter's Choir Concert.</i></li> <li>• <i>29 Jun: Parish Fête (Stewart Aylward).</i></li> <li>• <i>Jul 24: Sudeley Castle/St Kenelm Pilgrimage event (tbc).</i></li> <li>• <i>19 Oct 24: Choir/organ fundraiser (concert and Parish social tbc) (St Peter's).</i></li> <li>• <i>Oct 24: Harvest Sunday Bring and Share lunch (St Peter's).</i></li> <li>• <i>Xmas 24: Sudeley Castle/St Mary's Carols and candles service (tbc).</i></li> </ul> </li> </ul> <p><b>Beyond Events</b></p> <ul style="list-style-type: none"> <li>• <i>Spring 2025 Progressive Supper organised by Jane and Richard Wain</i></li> </ul>	<p>SA</p> <p>SA</p>

<p>12</p>	<p><b>Business from around the Parish</b></p> <p>I. <b>Gretton/Greet/Gretton Fields</b> (Sue Fleck)</p> <ul style="list-style-type: none"> <li>• <b>Christ Church:</b> <ul style="list-style-type: none"> <li>○ Still seeking an organist for fourth Sundays.</li> <li>○ Stump grinding by Chris Arnold completed. Replacement Rowan trees have been sourced; awaiting planting.</li> <li>○ Still awaiting news of having a smart meter installed to avoid having to read the meter each month.</li> <li>○ Christmas concert by Octavo took place on Saturday, 9 December. Sell out concert raised £550</li> <li>○ Gretton School held Carol Service on 21 December</li> <li>○ Carols in the Churchyard on Christmas Eve afternoon was moved into Church due to inclement weather – the Church was packed. Estimated 150 attended.</li> </ul> </li> </ul> <p>II. <b>Stanley Pontlarge</b></p> <ul style="list-style-type: none"> <li>• <b>St Michael's:</b> <ul style="list-style-type: none"> <li>○ A person with guitar has volunteered to help with 3<sup>rd</sup> Sunday service at St Michael's.</li> </ul> </li> </ul> <p>III. <b>Winchcombe</b></p> <ul style="list-style-type: none"> <li>• <b>St Peter's</b> (Robert Stone and Simon Andrews) <ul style="list-style-type: none"> <li>○ Stewards: Lynn Gorman has stood down and Katy Bagnall taking it on. The PCC thanks Lynn for her tireless efforts as coordinator. Katy produced a short report on the visitors' comments that had been circulated to PCC members. She also mentioned that there were still gaps in the timetable where new stewards were needed.</li> <li>○ Burial Ground Consecration. Details are awaited from Winchcombe Town Council via RS.</li> </ul> </li> <li>• <b>St Mary's</b> (Simon Andrews) <ul style="list-style-type: none"> <li>○ Future: The Church Commissioners' (ChCm) wider stakeholder engagement concerning the draft Pastoral Scheme required responses by 18 Dec 23. No objections were made. This means that all can now proceed. In terms of timings, the ChCm do need to reformat the scheme slightly and then run this past the Sudeley Estate before it can be signed and dated by the Bishop Rachel and the Commissioners. The ChCm then need Bishop to sign the Directions and then the way is clear to complete. The ChCm see no reason why this shouldn't conclude in January, but that would depend on correspondence being turned around efficiently.</li> </ul> </li> <li>• <b>Churches Together</b>(Robert Stone) <ul style="list-style-type: none"> <li>○ The very successful meals project working in partnership with local primary schools has now ended. Surplus scheme monies have gone to the Salvation Army.</li> <li>○ The survey of users of the Health &amp; Wellbeing publication was positive. An updated version will go forward with more emphasis on an electronic copy if external funding is available.</li> <li>○ The future of Meeting Point at the Guide Hall is uncertain following difficulties in covering costs.</li> <li>○ A number of key lay members of the committee have stepped down. The next meeting will need to discuss if it is viable to continue Churches Together in its present form.</li> </ul> </li> <li>• <b>Winchcombe Community Network</b> (Simon Andrews) <ul style="list-style-type: none"> <li>○ Nothing significant to report</li> </ul> </li> </ul>	<p>RS</p>
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13	<p><b>Communications</b></p> <p>I. <b>Correspondence</b></p> <ul style="list-style-type: none"> <li>○ Childswykhham Parish Transfer to Worcester Diocese: Objectors overruled by the Church Commissioners have the chance to appeal, with deadline of 5 Jan.</li> </ul> <p>II. <b>Social Media</b> - The PCC thanked Deborah Penny for her work on Social Media.</p> <p>III. <b>Magazine:</b> Cathryn Wilcock informed the PCC that the Magazine Team were continuing their outreach to new housing using the surplus copies of the magazine each month (about 25). Subscriptions will now be due for 2024.</p> <p>IV. <b>Confidential items:</b> See separate document. For PCC Eyes only and not to be forwarded outside PCC unless with Chair's agreement.</p> <p>V. <b>Email Decisions:</b> Nil</p>	
14	<p><b>AOB</b></p> <p>DP requested that any AOB should be notified to him and/or PCC secretary at least 48 hours before the meeting</p> <p>I. APCM Timeline. The timeline for the APCM including reports was circulated to PCC members</p> <p>II. Post APCM PCC membership –SA requested that current PCC members inform him whether or not they are intending to stand for the PCC again. If no response by Friday 26 Jan, assume wish to re-stand.</p> <p>III. Health and Safety Policy needs to be reviewed and approved. <b>The PCC approved the current H&amp;S Policy</b></p> <p>IV. Policy Statement on Bullying and Harassment needs to be reviewed and approved. <b>PCC will review at next meeting.</b></p> <p>V. Jane Wain suggested a short statement of values may be helpful to building good relationships both inside and outside the Church. Similar to lots of Organisations and Schools etc. <b>PCC agreed to put it on agenda for next meeting.</b></p> <p>VI. DP had a meeting with leaders of WAM today (15 Jan) to discuss how Winchcombe Parish can help. WAM would like to use St Peter's Centre more as a base and discussions are ongoing as to how this could happen. <b>The PCC was happy to support WAM in this way.</b></p>	<p>EA</p> <p>EA</p>
15	<p><b>Dates of Future PCC Meetings: 2024:</b> 11 Mar; 13 May; 15 Jul; <b>2 Sep (note change);</b> 11 Nov. All at 7.30pm at St Peter's Centre.</p>	
16	<p>The meeting closed at 21.20 with all saying the Grace.</p>	
<p>Approved: _____ Date: _____</p>		

**Attachments:**

1. Winchcombe Parish Accounts 2023.

ATTACHMENT 1

Winchcombe Parish 2023 Draft Accounts for Jan PCC

Code	Description	2023 Budget	Actual to 31/12/23	Variance	Notes on 2023 performance
1	Total planned giving	£62,000	£58,717	-£3,283.00	One to focus on
3	Other collections at services	£6,000	£7,763	£1,763.00	
5	Other Giving & Donations - Non-Recurring	£7,650	£14,113	£6,463.00	Great. Can we keep this up?
6	Special Appeals	£0	£534	£534.00	
7	Gift Aid Tax receipts under direct Stewardship	£15,000	£17,158	£2,158.00	
8	Legacies received	£15,000	£16,250	£1,250.00	
10	Non-Recurring Grants	£3,750	£16,536	£12,786.00	All earmarked for St Michaels
11	Fund Raising Events	£6,000	£8,447	£2,447.00	Fete, Michael Hand walk, concerts
12	Dividends & Interest	£10,000	£11,713	£1,713.00	
13	Income from Properties	£3,000	£120	-£2,880.00	Budget error
14	Net Parochial Fees Income	£12,000	£9,266	-£2,734.00	Can we reverse this trend?
15	Bookstall, Magazine etc	£5,600	£5,174	-£426.00	
17	Income from other Church Activities	£50		-£50.00	
21	Service Fee Reimbursement by DBF	£1,500	£1,920	£420.00	
22	Other Income	£12,500	£12,382	-£118.00	Includes VAT reclaims on major repairs
<b>Total Income</b>		<b>£160,050</b>	<b>£180,093</b>	<b>£20,043</b>	
30	Fund Raising Costs	-£400	-£548	-£148.00	
31	Donations/Grants to Charities & Mission Giving	-£2,400	-£1,736	£664.00	
32	Parish Share	-£80,520	-£80,520	£0.00	
33	Salaries & Wages	-£15,000	-£15,509	-£509.03	
34, 35 & 36	Clergy and Other Expenses	-£3,000	-£1,185	£1,815.00	
37	Local Mission and Evangelism Projects	-£300	-£815	-£515.00	
38	Children/Youth Work costs	-£400	-£317	£83.00	
39	Insurance costs	-£13,000	-£13,203	-£203.00	
40	Cleaning costs	-£600	-£400	£200.00	
41	Minor Repairs/Routine Maintenance	-£2,500	-£8,872	-£6,372.00	

42	Administration costs	-£2,500	-£6,318	-£3,818.00	
43	Other Church Expenses/Provision of Services	-£1,750	-£3,620	-£1,870.00	
44	Churchyard Maintenance	-£1,600	-£3,115	-£1,515.00	
45	Flowers	-£200	-£320	-£120.00	
46	Music costs	-£2,650	-£4,161	-£1,511.00	
47 & 48	Utilities (incl Heat, Light and Water)	-£12,000	-£7,759	£4,241.00	But new gas contract will impact next year
49	Costs of Trading	-£4,750	-£4,320	£430.00	
55	Service Fee Remittance to visiting Minister	-£1,800	-£1,920	-£120.00	
57	Deanery Costs	-£100	-£16	£83.80	
58	Sundry Expenses	-£250	-£52	£198.00	
59	Major Repairs/Redecoration to Church Building	-£2,000	-£7,412	-£5,412.00	Includes £5k on St P roof in December
60	Major Repairs/Redecoration to other properties	-£100	£0	£100.00	
61	Other major repairs/expenses	-£500	£0	£500.00	
	<b>Total Expenses</b>	<b>£148,320</b>	<b>-£162,118</b>	<b>-£13,798</b>	
	<b>Net Surplus/-Deficit to date</b>	<b>£11,730</b>	<b>£17,975</b>	<b>£6,245</b>	