

Vestry and Annual Parochial Church Council Meeting

19.15hrs, Wednesday 6th April, 2022

Held in the Parish Church of St Cuthburga, Wimborne Minster.

Attendees: Mary Adams, Dennis Child, Peter Cook, Beatrice Dopita, Alison Francis, Barry & Christine Gibbs, Barry & Patsy Glazier, Jean Harvey, Minna Harvey, Diana Hiscock, Bruce & Rosalind Jensen, Andrew Kelley, Patricia & Richard Knott, Michael & Rosemary Lunt, Elfriede Mills, Andrew Patrick, Jane Pike, Anne Pollard, Zahra Rowland, Leonie Thurlow, Laurence & Margaret Turner, Jane Watson, Phyllis Wood, Penny Young.

Minutes:

Prayers to open the meeting were led by the Rector, Revd Canon Andrew J W Rowland and we all shared in the Lord's Prayer. The Rector thanked everyone who contributes to the Minster, as volunteers, working to enrich the life of the church. He also thanked those who tend "God's Acre," which is looking particularly beautiful this Spring, remarking that all is remarkably rosy in the garden, in spite of circumstances, for which he was thrilled and praised God!

The Vestry Meeting:

1. **Minutes of the 2021 Vestry Meeting**, held on May 19th, 2021, were read and unanimously approved.
2. **Election of Churchwardens:** Peter Cook and Bruce Jensen were re-elected, unopposed, for another one year term.

This concluded the business of the Vestry Meeting.

The Rector invited anyone not on the Parish Electoral Roll to leave before the start of the APCM. (Mr Chris Young left the meeting).

The APCM

3. **Apologies for absence:** Anthony & Christine Oliver, Colin & Heather Davey, De Ashton, Barbara Hallett, Revd Heather & Dr John Waldsax, Francis & Stephen Howard-Vine, Neil & Trudy Davies, Anne King, David & Sarah Steele, Colin & Chris Feltham, Steve & Judy Burrows Hilda Butler, Rosemary Protheroe, Antony & Ros Wakeling, Revds Michael & Elise Harding, Sheila Soper, Derrick & Pam Powell, Chris & Julia Stocker, Norma Aitchison, Jane Davidson.
4. **Safeguarding:** Safeguarding Officer, Jane Davidson, was unable to attend the meeting. There were no questions regarding safeguarding.

**Please see supplementary information below.*

5. **GDPR** - Management of all information being held: The Rector reminded all of our shared responsibility to password protect all data, or lock away all printed records that we hold in relation to our role, as members of the PCC, or in the running of the church. We were reminded that nobody should pass on contact information or church documents without permission from the Rector or the Churchwardens.
6. **Minutes of the 2021 Annual Parochial Church Council and Vestry Meeting**, were approved. Proposed: Leonie Thurlow
Seconded: Jean Harvey. All in favour.
7. **Matters Arising**: none.
8. **Electoral Roll 2022**, (compiled by Mrs Jane MacCaig, Electoral Roll Officer and Parish Secretary) The Electoral Roll Certificate was approved by the Rector and will be sent to the Salisbury Diocese. There are 329 parishioners on roll. The meeting wished to convey their thanks to Mrs Jane MacCaig for compiling it and confirmed that they would like her to continue as our Electoral Roll Officer.
9. **Elections Parochial Church Council Members**: There were five vacancies and one person had been proposed and seconded in the month before the APCM, so, there was no need for an election. Andrew Kelley was thus elected for a three-year term. The Rector asked if anyone was willing to take on the role of Diocesan Representative, but the role remained unfilled.

10. Annual Accounts for 2021 & Treasurer's Report:

The Draft Accounts had been circulated to the PCC. No questions were asked about them at the meeting. Richard Knott, our Treasurer, said that the Minster now has an experienced Finance Manager, Jackie Morgan (a qualified Accountant) which has assisted him greatly in the reporting the accounts to the PCC.

There were no questions.

Draft Accounts Proposed: Richard Knott, Seconded: Andrew Patrick.
All in favour.

11. Presentation of the Terrier (An inventory of the Minster Church):

This is the inventory of the assets of the parish church which is compiled as a record for the Church of England, rather than for insurance purposes. A comprehensive list is maintained and will be presented as required, at the time of the Archdeacon's visitation (June 22nd 2022). An electronic organ has been added along with a

few other items of smaller value. There were no significant losses or disposals reported.

There were no questions.

12. **PCC to receive The Annual Report:** (compiled by PCC secretary Mrs Beatrice Dopita.) The Rector thanked the PCC Secretary for gathering and compiling the report which represented most of the diverse activities of the Parish. He thanked all involved in their commitment during difficult times.

CW Bruce Jensen raised this point to correct a misunderstanding:

The Chained Library report contains this sentence:

The library roof was found to have a small hole through which rain was coming in.

This is not quite correct. The true situation is that the hole was on the side of the building, not the roof, and cold damp air was coming in, not rain. So the problem was not quite as serious as it sounds.

No further matters were raised, or questions asked.

The report is available on www.wimborneminster.org.uk (There are some printed copies available for those unable to access it online). Printed copies can be obtained through the Parish Office or by asking PCC Secretary, Beatrice, for a copy.

Proposed: Margaret Turner, Seconded: Alison Francis. All in favour.

13. **Church Wardens' Supplementary reports:**

CW Peter Cook especially thanked CW Bruce Jensen for his extra Verger duties, and for his role in streaming services on YouTube and Zoom. These have been greatly appreciated, during the pandemic, by those who are unable to return to church.

Faculties have been granted, and the work completed, for a new notice board in the churchyard. The faculty for the repair to the support structure for the seventh bell was granted today (6th April, 2022).

The work on the organ continues and the large pipes and much of the casing for the organ and the swell box are already in place. An inaugural recital is planned for July. Woofyt courses and Experience Easter have brought children into the Minster to engage with both the organ and the spiritual dimension of Easter.

CW Bruce Jensen, in turn, thanked Peter for dealing with the complex paperwork associated with obtaining faculties for proposed work in the church, a task which he found disagreeable. A pigeon, which had entered the church, has been successfully chased out.

There was warm and heartfelt applause for both Wardens.

There were no questions.

14. Chairman's (Rector) Supplementary Report:

Plans to improve disabled access and to enhance the Children's Corner are continuing. We are also considering ways to make the Rear Nave a more flexible space for worship, welcome and for temporary exhibitions. Making more of the Minster's cultural heritage, as a visitor attraction, is also being considered.

As we emerge from the Covid-19 Pandemic, and our finances have improved the decision has been taken to recruit a second Verger to return to seven-day opening as soon as possible. We pray that the right person will apply for this post.

The Minster is also trying to recruit a Community Outreach Worker; both posts have been funded by generous donations. Minster Praise, at 11.15am, is now a weekly service; we hope that it will offer a less formal style of worship which may suit younger families. All seeking baptism will be directed to attend our services as appropriate.

The Rector has consulted colleagues and been granted sabbatical leave by The Bishop of Sherborne. (May, June, July 2023) during which time Revd Nick Wells and colleagues will offer cover for him.

There were no questions.

15. Concluding Prayers & The Grace led by the Rector.

The meeting ended at 8pm

***Supplementary information on safeguarding**

Safeguarding Training and DBS checks continue for all volunteers who have contact with young people. At the Minster, we adhere to Church of England requirements for Safer Recruitment in all roles. This includes all paid staff and volunteers. As the Minster has a turnover over £100,000, all PCC members and those in paid senior management positions are required to complete a number of safeguarding checks. These are:

Fit and Proper Person Declaration

Confidential Declaration (of criminal convictions).

All PCC members are now required to have a DBS check and complete a basic safeguarding training. All PCC members will be notified of how to get these checks. The DBS checks and training details are all online.

Further information on Safeguarding and Safer Recruitment can be found on the Salisbury Diocese and Church of England websites.