

Vestry and Annual Parochial Church Council Meeting

19.15hrs, Wednesday 19th May 2021

Parish Church of St Cuthburga, Wimborne Minster.

Prayers to open the meeting were led by Revd Nick Wells

Minutes:

The Vestry Meeting:

1. Minutes of the 2020 Vestry Meeting, October 14th 2020, read and 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.

The APCM

3. Apologies for absence: Rosemary Lunt, Mel Canham, Jane Davidson, Alison Francis, Revd Heather & Dr John Waldsax, Dr Peter & Mrs Sue Hatherley, Francis Vine, Neil & Trudy Davies, Sarah Steele, Patsy Glazier, Colin & Chris Feltham, Steve & Judy Burrows.
4. Safeguarding – the new rules: The Rector read the following statement from our Safeguarding Officer, Jane Davidson, who was unable to attend the meeting:

At the Minster we adhere to Church of England requirements for Safer Recruitment in all roles. This includes all paid staff and volunteers.

All volunteers are now required to have a Job Description. This is a simple outline of the tasks you are to carry out as volunteer.

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.

It is my intention to have a regular presence in the Minster, or the Parish Office, and I will be more than happy to complete these checks with you. It is likely to be a Thursday morning; please check with Jane MacCaig in the office first as I may be away some Thursdays after the easing of lockdown restrictions. However, I am more than happy to be flexible and can be available at other times and days.

I would like to take this opportunity to thank everyone who has already completed the necessary checks and completed forms. I appreciate how frustrating this can seem which is why I would like to support you all in making the task as easy as possible.

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

5. GDPR - Management of all information being held: The Rector reminded us all of our 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. Data such as the Track and Trace records should be destroyed after 3 weeks and nobody should pass on contact information or church documents without permission from the Rector or the Churchwardens.
6. Minutes of the 2020 Annual Parochial Church Council and Vestry Meeting, approved. Proposed by Georgina Arnold and seconded by Anthony Oliver. All in favour.
7. Electoral Roll 2021, (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 333 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.
8. Elections Parochial Church Council Members: There were two vacancies and two people had been proposed and seconded in the month before the APCM, so, there was no need for an election. Anthony Oliver was elected for a two-year term (he had already served the remaining year of the late Mike Downton's term, in addition to a three-year term) and Heather Davey was elected to her first three- year term as a member of the PCC.
9. Annual Accounts for 2020 & Treasurer's Report: The Draft Accounts had been circulated to the PCC and no questions were asked about it at the meeting. Richard Knott, our Treasurer, said that the Minster has recently appointed an experienced Finance Manager, Jackie Morgan (a qualified Accountant) and from July we should have a better and more informative way of reporting to the PCC. As an overview, we have enough reserves to cover our Parish Share for 2021, although we do not have enough to cope beyond that. The Diocese is launching a 'Generous Giving' campaign this autumn and it is hoped that it will encourage parishioners to increase their support for our church. Anthony Oliver pointed out that Mike Downton, who died 14.02.20, had been mistakenly listed as a Trustee in the Draft

Accounts. This was noted and corrected. Draft Accounts: Proposed by Richard Knott, Seconded Anthony Oliver. All in favour.

10. Presentation of the Terrier (An inventory of the Minster Church): Churchwarden Bruce Jensen explained that this is an inventory of the assets of the church which is compiled as a record for the Church of England, rather than for insurance purposes. A comprehensive list has been recorded and will be sent to the Diocese. Bruce thanked individuals like: David Warwick, our Bell Tower Captain, Verger John Hughes and volunteers from the Chained Library, for helping him record items of value which are held by the Minster. The Inventory was received by the Rector.
11. PCC to receive The Annual Report: Thanks were given to our PCC secretary Mrs Beatrice Dopita for compiling it, and to the many groups who had sent in reports of their activities during lockdown. It is available on our website www.wimborneminster.org.uk (There are a few printed copies available for those unable to access it). Proposed Sheila Soper, Seconded Rosalind Jensen. All in favour.
12. Church Wardens' Supplementary reports: CW Peter Cook confirmed that faculties had been granted, since the October 2020 APCM, for the organ work and for the new stone floor in the western end of the nave. Professional cleaning will be done, before the organ is installed, following the restoration work. Publicity in the national press, in recent months, has enhanced the public profile of the Minster and groups, like Laudemus, are already starting to book for Choral Evensong (17th July), and for concerts, as soon as Covid restrictions permit. We hope that lunchtime recitals will be able to resume too. Peter thanked PCC Secretary, Beatrice, for managing the installation of fibre Broadband, to facilitate our YouTube & Zoom livestreams of the principal services, and for overseeing the changeover to our new digital telephone system, which was installed in January 2021. Peter also thanked Verger John, whose help and flexibility has been appreciated by all of us.
13. Chairman's (Rector) Supplementary Report: The APCM Report was finalised, including an update from the Rector, a week before the meeting, thus it was up to date. The Rector thanked Churchwardens, Peter and Bruce for their service to the church during what has been a difficult year. He also thanked Andrew Patrick and Richard Knott, Assistant Wardens. Many of our planned 900th anniversary celebrations were lost, but we hope to celebrate with a family day on the Minster Green on Saturday 10th of July. The 900th Anniversary brochure will be adapted and published for the 11th of July.

Margaret Turner asked for safety advice, concerning our re-opening (21 June?), to be given to Chained Library volunteers. Deputy Churchwarden, Andrew Patrick, will advise this group and others on Covid safety.

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

(35 people were present in the church for the APCM plus 4 clergy).
The names of those present will be held at the Parish Office as an addendum to the Minutes.

First meeting, of the new PCC, Wednesday 21st July at 19:15hrs, Church House.