

Parish of St Cuthburga, Wimborne Minster, PCC Minutes,

18th September 2024 at 19.15 hrs in the Minster

(Chair: Canon, Andrew JW Rowland, Rector)

Attendees: Canon Andrew Rowland, CW Bruce Jensen, CW Andrew Patrick, DCW & Treasurer Richard Knott, DCW Peter Cook, David Allen, De Ashton, Heather Davey, Alison Francis, Anne King, Revd Marianne Mangham (ex-officio) Angela Mullens, Sarah Steele, PCC Minutes Secretary Joy Craddock.

- 1. Welcome and Prayers.** The Rector opened the meeting by reading the gospel for the day Luke, Chapter 7 verses 31-33. Revd. Marianne led the PCC in prayer.

All agreed to the meeting being recorded for minuting purposes.

- 2. Apologies:** Dennis Child, Andrew Kelley, John Waldsax & Revd. Heather Waldsax (ex-officio).
- 3. Declarations of new interests: Trustees' register of interests:** None
- 4. Safeguarding:** None. It was agreed that the proposed Lanyard Policy would be discussed under item 10.
- 5. GDPR:** Usual advice to keep all PCC papers and data held on Minster or personal computing devices password protected and/or locked away safely. No personal data or contact details to be disclosed to third parties.
- 6. Correspondence:** None received.
- 7. Minutes of the 16th July 2024 PCC meeting:** No objections received. Acceptance of the minutes was proposed DCW Peter Cook. All who had attended the July Meeting approved the minutes. The Rector signed the minutes.

Actions arising: CW Andrew Patrick referred to item regarding security of laptops. He confirmed that he had instructed the Vergers to ensure the vestry is locked whenever nobody is in it. The instruction appears to be followed.

- 8. Treasurer's Report, Richard Knott:** The Treasurer confirmed that the expenditure and income was broadly in line with budget and there were no immediate concerns. No financial questions were raised.

9. Churchwarden Bruce Jensen's Report:

A) Benches: Martin, the Verger and a handyman, recommended by Neil and Trudi Davies, had inspected the Minster's benches. Ten benches were identified as needing maintenance. A quote was received but the Fabric Committee was unsure whether it was reasonable. Therefore, a second quote was obtained. The first quote was £95 to sand and

varnish a bench. The second quote was £265. Therefore, it was concluded the first quote was reasonable. It was proposed that the recommended contractor be engaged to repair a bench with a broken arm rest, cost quoted £135 and to repair two other benches in poor condition at a cost of £95 each. It was proposed that in the future bench donors be asked to provide £100 for maintenance costs. There was discussion about the lifespan of benches. It was agreed that it would be explained to donors that benches have a finite life and a donation of £100 is requested to help extend their life. It was agreed to initially repair the three benches detailed above.

Action: CW Bruce Jensen to organise the repairs.

- B) Children's Corner: Plaster is falling off the wall in this area due to damp. It was proposed to replace this and the iron hooks that hold a monument to the wall. A Faculty application was submitted to and initially rejected by the DAC because a 'statement of works' is required. The damp has been discussed with the Minster's Architect who believes it is residual damp following masonry repointing in 2015 and that it will dry out in time. The Architect has recommend removing the existing plaster to aid the drying process. CW Bruce Jensen will revise the Faculty application regarding this, which will now include a statement of works.
- C) Forest Garden Fence & Gate: This was in an unsafe condition and CW Andrew Patrick organised emergency repairs during the summer. The fence has been inspected further and is at the end of its life. The wooden posts are splitting. A quote of £3,250 has been received to replace it all and install concrete uprights. It was confirmed that the existing fence had been treated during its life of, at least, 25 years. The proposed contractors are known to CW Andrew Patrick and the Rector. The quote is considered a reasonable market rate. CW Bruce Jensen proposed that the quote be accepted, and the work undertaken. De Ashton seconded the proposal. It was unanimously agreed to sanction the expenditure.
- D) Beaufort Window: CW Bruce Jensen explained how the south transept window had been cleaned and a window in the north aisle and two in the chained library tower had been repaired. The restorers identified that the Beaufort Window (opposite the Beaufort tomb) needs to be repaired by the end of 2025 as it is distorted, and the panes are likely to crack soon. They wish to take the window out and repair it in their workshop. The area would be boarded up during the repair. The quote for this work is £35,000 +VAT. It has been established the window is Victorian and made by Thomas Williment. The paint on the banners is faded and flaking, and the restorers were asked if they could repaint some of the degraded painted spots. They declined as it is no longer considered appropriate to repaint windows. They suggested placing a layer of glass behind the banners and paint those so that when the light shines through a clear image of the words is seen. This would cost £600 per banner. Subsequently, CW Bruce Jensen has reviewed

and discussed this window with the Minster's Architect. The Architect is familiar with the situation and considers the window could last between 2 and 25 years. He agreed that a further quote should be obtained and gave CW Bruce Jensen a list of suitable restorers. CW Bruce Jensen has written to these restorers inviting them to survey the window and to quote for the work. During the Architect's visit a crack in the windowpane containing the 'F' in Beaufort was noticed. It was queried whether any grants could be applied for to repair the window. CW Bruce Jensen confirmed there are several funding bodies to whom requests for funds can be made to pay for portions of the work. The Minster also has some funds available.

10. Churchwarden Andrew Patrick's Report:

- A) Draft Lanyard Policy: The intent of this policy is to clarify when and who needs to wear a lanyard to prevent queries. Since circulating the draft De Ashton had suggested 1c be amended to – Church Wardens and voluntary Vergers. CW Andrew Patrick considered that after 'other musicians', 'other participants' in services should be added. CW Andrew Patrick proposed the draft policy with the suggested amendments to PCC. If accepted he will arrange for the policy to be distributed via the weekly notices by the Parish Secretary. De Ashton commented that Minster ID cards should never be left unattended to prevent theft and use by those wishing to pretend to be authorised Minster personnel. CW Andrew Patrick agreed to add this to the policy. A question was asked about how Lanyards can be applied for. CW Andrew Patrick explained the application process and agreed to clarify this information in the notice rather than the policy. In answer to a further question, it was confirmed that Sunday School volunteers and anyone dealing with children need to wear a lanyard. The proposal was seconded by DCW Peter Cook. The policy was unanimously agreed.
- B) Re-ordering: Canon Tom Clammer, who uses a motorised wheelchair, recently visited the Minster to provide advice on accessibility. He was recommended by Archdeacon Penny as part of the faculty process. It was a very helpful and insightful visit. Canon Tom was very keen on the dog leg main entrance ramp which brings everyone down to the same welcoming spot within the church. He was also supportive of creating an accessible chapel for remembrance and reflection in one of the transepts. Alternative locations for toilets were also discussed following negative comments from Dorset Council Officers related to the rebuilding the Vestry block. Any plans need to meet the future needs of the Minster and gain the Chancellor's approval. CW Andrew Patrick wished to present a report at the next PCC meeting regarding a two staged approach. The first stage is to do things within the body of the church, such as the servery and toilets. The Vestry and Church House locations can be looked at separately for their future needs, particularly those of the choir.

The current thought is to locate the toilets in Trinity rather than a transept. Canon Andrew advised that he had mentioned this to Archdeacon Penny the previous day and she appeared pleased at this approach. A site visit with the Minster's Architects took place on 18th September 2024. They are to draw up two alternative schemes that demonstrate how a toilet pod can be located in Trinity. Plans and a visual will be provided. Further research and

paperwork are required. CW Andrew Patrick intends to circulate a report with the plans and visuals to Fabric and Standing Committees, and subsequently as far in advance of the next PCC meeting as possible. This will enable informed decisions to be made and for formal consultation to be undertaken. Once consultation and decisions are completed, Archdeacon Penny's further advice will be followed, and a series of individual Faculty applications will be made. Each will move at their own speed and will not be affected by concerns raised in other applications. If the Minster community are happy with the decision on the toilets, this may help the application to be subject to fewer Faculty objections and to be something that can be achieved. It has been reported that the Minster is losing families because there are no toilets, and this is worrying. It was requested that as many council members as possible attend the next PCC meeting. If attendance is not possible council members were asked to express their views in any event.

In response to a question about toilet pods, it was explained that wooden pods are being used in churches. They are beautifully finished. Canon Andrew suggested a factfinding tour to view some, such as St Thomas' in Salisbury, where toilets are on one side and the Servedy on the other. The pods are not permanent and can be removed in the future without any damage to the fabric of the church. They are very popular and the way the Archdeacon wants the Minster to go. It was also explained that existing drainage ducts in Trinity Chapel means no ground excavation is required under existing walls.

It was suggested that consideration be given to offering families the use of the toilets in Church House in the interim period. The fire door could become an access door with a key code, a stair gate could be installed with all other doors remaining locked. It was agreed this was a reasonable suggestion. It was explained that while the public toilets were closed Church House toilets were used, e.g. evening concerts. It was agreed to ask the Fabric Committee to look into the possibility of making Church House toilets accessible as detailed above.

Action: CW Bruce Jensen to discuss this matter with the Fabric Committee.

11. Deputy Churchwarden Peter Cook's Report:

- A) Hedging: Prior to the meeting details of a recommended plant (Lonicera Nitida) to replace the dead box hedging was circulated. This plant is disease resistant. Discussions are taking place with the Minster's gardener who is looking at suppliers, cost and timescales. Once these details are available they will be considered.

It was suggested that Euonymus hedging be considered. This had been used at the Museum of East Dorset as a box replacement. It was agreed a photograph would be circulated and DCW Peter Cook will talk to the Minster's gardener about this plant.

Action: Alison Francis to circulate a photograph of Euonymus.

A question was raised as to whether Hidcote Lavender had been

considered. It was confirmed lavender had been considered, it had not been dismissed but it was thought that other options were better.

- B) Super-administrator: Jackie Morgan is now a user administrator on the PCC's Charity Commission website. She could not become a super-administrator because she is not a PCC member nor a trustee. Jackie & DCW Peter Cook have completed and filed the Annual Report for the PCC. Jackie will do it next year.
- C) Bookings: In the future bookings will not be held open for people. There are too many Minster events taking place now and 2025 events are already being booked. Some of these will benefit the Minster. Holding open unconfirmed dates has caused a problem this Christmas. This means that two brass band concerts will be taking place on consecutive days. Two firm bookings have been made in 2025 for the Minster Makes Music events, an Orlando Singers event on 26th April and the Barnes organ recital with Sam Hansen on 24th May. A choir has been booked for the 25th May Bank holiday to sing Evensong and one to sing on the Saturday and both services on Sunday on August Bank holiday. In response to a question the Flower Festival was confirmed as 24th - 29th September 2025 and Bishop Karen will be at the Minster on 28th September 2025.
- D) Breast Cancer Weekend: This is 13th October 2024 when various buildings across the country will be coloured pink. DCW Peter Cook has obtained pink lighting gel, and he will be experimenting with it shortly.
- E) Chorister Taster Day: This will be held on 26th October 2024. PCC were asked if they knew of any children interested in joining the choir.

12. Rector's Matters:

- A) Car Park: The Rector invited DCW & Treasurer Richard Knott to update PCC on the car park. It was confirmed two disabled parking spaces are now available. He gets a lot of applications from people he does not know. They are not on the electoral roll but say they are a worshipper. PCC were asked how they felt about removing the category of worshipper in the application because anyone is allowed to park in the car park if they are attending a service. There was discussion about 3 permit applications from people Richard did not know, who should be allowed to park and whether there was a need for permits. Richard confirmed that the permits do deter the general public from using the car park. It was considered that a cautious approach should be taken to issuing fines. Genuine 'outsiders' can be fined but a charitable approach is to be taken with all other church users.
- B) 1300th Anniversary of the Death of St Cuthburga: This anniversary is on 31st August 2025. Bishop Stephen is available, and a formal invitation has been issued and accepted. The Flower Festival is also being held one month later. Revd. Heather has suggested holding musical concerts and events so that a festival month can commemorate the 1300th anniversary.

Bishop Karen is coming at the end of the flower festival.

Action: DCW Peter Cook, Revd. Heather and Colin Davey to consider an appropriate music & events programme.

- C) Claire Lehmann: Claire has now joined the permanent staff because she has completed two years of her three-year fixed term contract. Therefore, under employment law she now an employee with full employment rights. The Rector has written to Claire, and she has formally accepted the revision to her contract. She is now employed for 35 hours per week.
- D) Wimborne Minster Governors: The Governors are completing the review of their constitutions. This should lead to some accumulated funds being passed to the PCC. Initially some £1,030 is to be given, designated for Minister flowers.
- E) New Rectory: An ecological report was commissioned due to revised planning regulations. A substantial report has been received which identifies how Wimborne might flood but not the new rectory site. A poor-quality fir tree has been identified which cannot be removed without permission. Consultation is taking place with Dorset Council about this tree and a possible replacement, and also as to where the new rectory will sit on the plot.

There were no questions for the Rector.

The meeting ended with Prayers offered by Canon Andrew, Rector at 20:28 hrs.

Next PCC Meeting, Thursday, 21st November at 19.15, in Church House Lounge.

Minutes approved and signed at PCC Meeting 21st November 2024 by Rector on behalf of the Parochial Church Council.