

## Parish of St Cuthburga, Wimborne Minster, PCC Minutes,

16<sup>th</sup> July 2024 at 19.15 hrs in the Minster

**(Chair: Canon, Andrew JW Rowland, Rector)**

**Attendees:** Canon Andrew Rowland, CW Andrew Patrick, DCW & Treasurer Richard Knott, David Allen, De Ashton, Dennis Child, Heather Davey, Jane Davidson, Anne King, Revd Marianne Mangham (ex-officio) Angela Mullens, Sarah Steele, John Waldsax, PCC Minutes Secretary Joy Craddock.

- 1. Welcome and Prayers.** The Rector, advised 16<sup>th</sup> July is a commemoration of Saint Osmund whose tomb is in the Trinity Chapel at Salisbury Cathedral, and he read the gospel reading for the day and opened the meeting with prayer. Revd. Marianne Mangham was welcomed as an ex-officio member (of all three benefice parishes) and as Assistant Curate in the Benefice. Revd. Marianne will be with us for 3 to 4 years and will preach at the Minster for the first time on Sunday, 21<sup>st</sup> July 2024 followed by a bring and share welcome lunch.
- 2. Apologies:** DCW Peter Cook, Alison Francis, CW Bruce Jensen, Andrew Kelley & Revd Heather Waldsax (ex-officio).
- 3. Declarations of new interests: Trustees' register of interests:** None received. *Post meeting note: Following the meeting Revd. Heather Waldsax advised that until Tuesday 9<sup>th</sup> July 2024 she had been Chair of the Board of Trustees for the Bournemouth Symphony Orchestra. This role has now ceased.*
- 4. Safeguarding:** Jane Davidson confirmed there were no safeguarding issues to raise. CW Andrew Patrick sought guidance on when lanyards should be worn. It was confirmed these should be worn whenever the person is 'on duty' undertaking roles/activity in the name of the Minster. Staff should wear them at all times they are at work. The lanyard indicates that the wearer is reliable and trustworthy. It was considered CWs should wear their lanyard at all times when on Minster premises. It was agreed that all spare lanyards and generic identity cards should be retrieved and stored to prevent improper use. **Action: CWs to issue clear instruction to all lanyard holders. All section leaders to challenge those who do not wear their lanyard. Jane Davidson to provide a list of lanyard holders to CW Andrew Patrick.**
- 5. GDPR:** Usual advice to keep all PCC papers password protected and not to pass anything on to others. The rector confirmed that PPC Minutes Secretary Joy Craddock had received the PCC laptop from Beatice Dopita. Everyone was reminded that any Minster information they hold cannot be

retained upon leaving their role and must be returned to the Minster.

6. **Correspondence:** None received.
7. **Minutes of the 16<sup>th</sup> May 2024 PCC meeting:** Unanimously accepted as an accurate record of the proceedings. Proposed Dennis Child, Seconded David Allen. All who were present were in favour.

**Matters arising:** Beatrice Dopita was presented with Flowers on Sunday, 14<sup>th</sup> July 2024 by Revd Heather Waldsax. Beatrice asked that the Rector pass on Beatrice's appreciation for the gesture from the PCC and Church. It was confirmed that the Standing Committee minutes had been received. No further matters were raised.

8. **Review of revised H&S policy:** It was confirmed the policy had been circulated and was based on a model policy which has been adapted to the Minster's needs. A policy already exists but it has to be reviewed from time to time. Comment was made by John Waldsax that the policy forms the basis for how any incident would be viewed and should be taken very seriously. Specifically, concern was raised about the incidence of trips/falls that occur due to the paving/cobbles around the Minster environs, including Minster Green. There was discussion about who owned the land, public rights of way and who had responsibility and liability. It was confirmed that the Minster Green is a closed graveyard. The path that runs between the east end of the Minster and Church House is a public right of way and previous repairs were undertaken by the local authority under the supervision of the Conservation Officer. It was concluded that the rights of way and ownership of paths and hence responsibility for liability is not fully known. **Actions: (1) Ascertain what responsibility the Minster has for all the paths surrounding the Minster and the curtilage of the building. (2) Contact to be made initially, by Jackie, with Registry at Salisbury who will provide advice on this. Parks and Recreation to also be contacted. (3) Conduct a survey for the Standing Committee to consider.**

It was proposed that the revised H&S Policy be suspended until the above actions had been taken. This proposal was opposed as a policy must be in place as it sets out the Minster's key principles which are the same whether or not the Minster is responsible for the pavements. Once the further work is completed the policy can be amended or have appendices added to it. De Ashton proposed the H&S Policy be accepted. Anne King seconded the proposal. Acceptance of the policy was unanimously agreed.

9. **Treasurer's Report, Richard Knott:** It was reported that for the next 2 to 3 years the Minster finances appear to be 'set fair' if current income and expenditure trends continue. The Treasurer asked for feedback on

the format of financial information provided to PCC, i.e. is it useful and understandable for all PCC members. A concern was raised about whether people would raise queries if they had any. It was agreed some people would and some would not. Richard suggested members consider the information provided and email him their thoughts.

The car parking spaces were discussed. There are over 200 people with permits for 20 spaces. The issues of illegal parking, the problems of enforcing/ monitoring the parking restrictions, people's expectations of being allowed to park, the car park being used to go shopping and the cost of resident permits being increased were discussed. It was suggested that people should only use their permits for official Minister duties/worship. The lack of parking spaces for people with disabilities was also discussed. It was proposed to convert the first 3 parking spaces into 2 disabled parking spaces for those who hold a blue badge. Richard Knott proposed this change. Jane Davidson seconded the proposal. The proposal was unanimously agreed. **Action: Treasurer Richard Knott to instigate work to create the disabled parking spaces.**

10. **Churchwarden Bruce Jensen's Report:** Canon Andrew, Rector read CW Bruce Jensen's report in his absence.

**From the Fabric Committee:**

**Possible new boiler.** You will recall the Church of England has a goal of having a carbon-neutral operation by the year 2030. We received a report from the Rector, who sits on the Salisbury Cathedral committee that is investigating greener heating for the cathedral. The report concluded that the technology we are looking at (air-source heat pump) was still too new to invest in, but in any case would need to be supplemented by a gas boiler for the coldest weather. (The carbon produced by burning the gas could possibly be offset.) We are now looking at how we might replace our aging boilers in such a way that the new boiler or boilers could then act to back up the new heating system, when it is ready. In the meantime, more efficient modern boilers could reduce our carbon footprint by 30-40%. A visit from Hamworthy Engineering was very useful, and we are now looking to commission a plan for our new system, using money from a grant.

The Rector explained the above is a difficult ongoing major engineering project which has a PCC sub-committee. The project is at a stage where the installation of more efficient boilers is being considered with the provision for air source heat pumps to be added in the future. Currently, all air and ground source pumps and heat recovery systems do not work efficiently and a gas boiler system is

also needed. Other factors to be considered with air source pumps are their size, noise and siting them in a conservation area.

**Solar Panels** MEG reported to the Fabric Committee that they extensively looked at the idea of having solar panels installed on the Minster or Church House. The difficulty and cost involved means that at the moment, a better use of time and resources is to reduce the carbon footprint of heating the Minster. Looking toward the future, the best hope of having solar panels in the Minster would be the new vestry, assuming their presence would be part of the design from the start.

The Rector explained solar panels cannot be put on the Minster roof due to wrong angles, weight and the lead. It is cheaper to buy green electricity.

**Contributions to Sudan:** (from the Memorial service for Sheila Soper and other events)

First of all, the goal of US \$10,000 for "Mama Field" was reached, and we have received thanks for that.

Here are collections for Yambio:

£3874 Various collections by the Minster (Memorial Service & after)

£2000 Cream teas, Folk Festival MU teas, Lunch & Chat, other funds, collected by Chris Thornton

Total of £5874 sent to Yambio Diocese (Bishop Samuel Peni).

The Rector explained these funds had been transmitted through the Diocese of Salisbury because that is a known working route to transfer funds to Sudan. Thanks were given to Sheila Soper for having achieved what she had intended.

There were no questions on CW Bruce Jensen's report.

11. **Churchwarden Andrew Patrick's Report:**

**Re-ordering:** CW Andrew Patrick, CW Peter Cook and DCW Richard Knott will attend a site visit on 2<sup>nd</sup> September 2024 with Canon Tom Clammer. As a person with a disability Canon Tom Clammer will be able to provide real insight from the viewpoint of a person with a disability. In the interim period feedback from informal consultees will be analysed. It is hoped that by mid-September proposals and timescales will be available. An additional PCC meeting may be needed to discuss this. Formal consultation with the Minster Community and Parish will be required once final proposals are drafted. Thereafter, a series of formal faculty applications will be made and when necessary a planning application. CW Andrew Patrick expressed his confidence at being able to make

submissions before the next annual general meeting.

**Decluttering:** A skip is on the east side of the Minster. This will remain in place for a few more days and members were invited to use it for any metal waste they have. The Minster will be paid by the weight of the metal waste. The south and north porches have been tidied. Thanks were given to the vergers for this initiative.

**H&S Information:** This has been moved and information relevant to everyone including the H&S policy is on display next to the servery. This is an area the majority of volunteers use. All out of date information has been destroyed. It was considered that everyone should look at, and be aware of, this information. It was highlighted that all staff and volunteers must be given and acknowledge receipt of this H&S information. It was established there were 91 volunteers undertaking 165 roles and it was suggested that a more formal approach be taken and a welcome pack created. There were no questions on CW Andrew Patrick's report. **Action: Jane Davidson to provide a list of volunteers and their email/address details to CW Andrew Patrick who will send the H&S information to them.**

12. **Rector's Matters:**

1. New Rectory planning update: Since the Standing Committee meeting further conversations have taken place with Jon Pittard, the architect. New environmental surveyors (STM Environmental) have had to be found at a cost of £400 each to the Diocese and Minster Governors. There are problems with the trees which may force the property back on the building line. The project is slowly moving forward and it is hoped that building work will be started this year.
2. Anne Pollard has decided to retire from her LPA role, which she has undertaken since the 1980s. She has previously been the co-ordinator for the whole of the Wimborne Deanery and was instrumental in taking forward the LPA programme. The Rector gave his personal thanks to Anne for the joy of working with her for twenty years and confirmed that Anne's service must be marked at an appropriate service. A vote of thanks was given to Anne by the PCC.
3. Villages accountancy. The Treasurer of the Wimborne Villages parish wishes to relinquish the role. Jackie Morgan has agreed to undertake the role if somebody else does the banking. Discussion is taking place for Jackie to reduce her hours with her other employer and increasing her hours with the Minster. The Minster will then invoice the villages for time spent on their accountancy work. Following the departure of Revd. Suzie Allen there are no longer two stipends to fund and parish share on the whole Benefice will reduce. The amount is yet to be determined. John Waldsax wanted it noted that during the development of proposals to merge the 'Northern

churches' into what is now known as Wimborne Villages Parish, the issue of treasury and banking was discussed. It was concluded that what is happening now had been the intended the way forward and a vote confirmed this. It was suggested that a formal letter detailing the new provision of services be sent to the villages in due course.

4. The Rector considered the Minster was in good shape and the clergy are optimistic as new people are coming to all our services. The Rector received feedback at clergy day from two individuals who attended Sheila Soper's funeral. They considered the Minster to be an amazing church, the welcome, the technology, the presentation, the way people were allowed to say nice things about Sheila, it was not too stuffy, the talk about the Archbishop of Sudan, it all worked together - even the management of the parking. They said the people at the Minster are wonderful, the Rector agreed and wanted to share with PCC members this feedback. Two other PCC members had also received similar feedback from people who said they would be come back to the Minster. The Rector asked PCC to share this feedback with others. We must make people welcome in the mission of 'Making Jesus Known' (the diocesan strapline). The Rector asked everyone to keep praying for growth, and for people to find the Lord at the Minster.

**The meeting ended with Prayers offered by Canon Andrew, Rector at 20:26 hrs.**

**Next PCC Meeting, Wednesday 18<sup>th</sup> September at 19.15, in the Minster.**

Minutes approved and signed at PCC Meeting 18<sup>th</sup> September 2024 by Rector on behalf of the Parochial Church Council.