



• ST GEORGE'S •

**St. George's Church, Wilton
Parochial Church Council (PCC)
Agenda**

9th July 2024 7.30pm, Dunning Room, St. George's Hall

Present: Rev. Nick Griffin (Chair), Rev. Rob Cromwell, Rev. Richard Kelly, Bethan Baigent, Lisa Westlake (Churchwarden), Peter Joyce (Churchwarden), Paul Cole, Pete Underwood, Laura Willetts, Matt Norman, Mary Carson, Lucy Norris (PCC Secretary).

- 1. Opening prayer:** Nick read Psalm 8 and led a time of prayer.
- 2. Apologies:** Ian Pinder (Treasurer), Katie Lanchbury, Hilary McKegney.
- 3. Minutes from last PCC meeting:** The minutes of the last PCC meeting were passed as a true record.

Actions completed from last meeting:

- Bethan has produced and shared a church calendar of events.
- Nick Griffin and Lucy Norris met to work on incident review and risk registers.
- Nick Griffin has investigated pews being removed, but currently this is a non-starter. However, a temporary ramp is now in place to assist wheelchair users. It was noted that there are three reasons for potential pew removal:
 - Accessibility
 - Safety and fire risk
 - Flexibility and capacity.

Actions pending from last meeting:

- Nick Griffin to circulate list of other members of the church proposed to distribute communion for PCC approval.
- Nick Griffin to send list of approved members of the church to Bishop.
- Peter Joyce and Paul Cole to meet about health and safety.

Any other business: Allotments: Nick Griffin shared the history of the allotments which were purchased from the Kinglake family in 1905 as temperance allotments. This has provided a buffer for development which would come too close to the church. The Trust currently owns the land. The charity runs the allotments for ecclesiastical purposes of the church.

When the Charities Commission started the allotments were separately registered as Wilton allotments (not part of the Church). Current trustees are James Clapham (former rector) and John Page (former treasurer).

Accounts are up to date and one person coordinates the running of the allotments. Rents cover water bill and range from £6 to £20 per year.



However, now is a good time to look at combining under one banner. The proposal is to mirror Wilton allotment trustees with St. George's PCC. An annual meeting could then be included alongside St. George's APCM. It is straightforward to change trustees on the Charities Commission website.

Ultimately the desire is for the allotments to be used to bring people together and potentially build toilets and space for Men's Shed in future.

Key queries/concerns/discussion points from the PCC:

- Diocese has no details about the allotments. There are no records on the Registry.
- Legal advice has not currently been sought on land ownership and legalities surrounding this and potentially taking over trusteeship.
- Checks need to be completed on conflict of interests.
- There is no committee or process.
- Need full search and exploration.

The PCC agreed that legal advice must be sought first from the Diocese Registry for clarification on the above points before proceeding.

Action: Nick Griffin to contact Diocesan Registry about allotments.

- 4. Items for decision: Spaces:** Currently Tots meet in Dunning room, Kids in main hall and Youth in the prayer shed. This seems to be working well, except for the acoustics in the hall which need resolving. Paul Cole is working on this.

Proposal is that Youth move to the Winston room which is underused. It was proposed that a maximum budget of £500 be given to make this room more 'youth-friendly'.

In the future, to consider use of the choir room which is currently the least used room.

PCC agreed that the Youth should move to the Winston room and be granted £500 to make the room more 'youth friendly'.

5. Items to receive:

5.1 Vicars update

Churchyard: Shared that there has been a shift on how we bury the dead. For example, some people are cremated, and ashes scattered. For theological reasons this is not done in the Church of England. When people do scatter ashes, they have nowhere to go to remember. Nick proposed using the church walls and railings for remembrance plaques for those associated with the church.



This would require an assessment of the wall and guidelines to be put in place e.g. whether the person has a connection with the church, plaque size, font etc.

PCC members had different views on whether this should go ahead. All agreed clear boundaries would be required and that we need to consider maintenance costs associated with this.

The PCC agreed for Nick to investigate further.

Actions:

- Nick Griffin to investigate remembrance plaques.
- Nick Griffin and Peter Joyce to work on guidelines, which would be an addendum to the churchyard policy.

Choir: Robed choir has decreased in size, and it is now more difficult to recruit. St. George's choir will combine with the 'Come and Sing' choir which will not be robed (as robes can be seen as a barrier to joining). Chris Sampson is aiming for a larger choir of 21 people and will also be looking into more accessible sung liturgy. Chris is also exploring working with local schools including Queen's College, but this is at early stages.

Grants:

- £2,500 from Somerset Community Foundation for replacement of cooker. Both cookers do not work.
- £1,000 from Jan Jones towards the kitchen.

One member of the PCC highlighted the need to consider getting a new barbecue in the future as the current one is very heavy.

Vocations:

St. George's has seen:

- Rob's ordination
- Lucy Davis ordination
- Di Vickery accepted to train at Trinity

This has been really positive in terms of vocations. However, Nick has decided to no longer run the Ministry Experience Scheme due to a lack of Diocesan support and due to cost. This will, however, be replaced with a scaled down teaching series which is more accessible for the wider church over a period of 5-6 weeks. PCC members suggested running this on Zoom or on YouTube.

Church management software: Church Suite is being implemented and this has already made ticketing and payments easier.



5.2 Safeguarding update

Jenny has resigned from this position. Nick Griffin is currently safeguarding lead with support from Hilary McKeegney. St. George's will need a safeguarding lead, but it is a lot of work. In the meantime, further progress has been made with safer recruitment.

5.3 Risk assessment update

- Nick Griffin and Lucy Norris have reviewed best practice in risk management across different organisations.
- St. George's has primarily used the Church of England template for activities (e.g. children and youth). Bryony Griffin has done several risk assessments for children and youth activities.
- Risk assessments are a requirement for insurers. We also have a health and safety policy.
- We want to keep the approach used simple and user friendly.

Suggested:

- **Risk register** identifies the most significant risks to the organisation including categories of type of risk, risk rating (likelihood/probability and severity/impact) before and after control measures. This should be reviewed at each PCC meeting or annually with the health and safety policy.
- **Risk assessment** identifies risks and hazards for a specific activity or event deciding the safest way (as reasonably practical) to carry out a specific task. This includes the activity, risk/hazard, rating before and after controls, who is responsible. Templates to be created for key activities and events which can be adapted as required, for example:
 - External events: Mossy church, camps, harvest service
 - Children's work: youth, creche, Buggy Buddies
 - Services
 - Pastoral care: care homes

A master copy will be stored in Teams. Risk assessment templates can be shared and adapted as required.

PCC approved the approach.

Action: Lucy Norris to create risk assessment templates, add date for review and create a dashboard workflow or process to accompany this.

5.4 Financial update

An update was provided by Ian Pinder in advance of the meeting:

- We have just under £50K in the bank with the Q2 Gift Aid tax refund of £5,106 due in the next few days.



- We have paid the first six months of the Parish Share.
- Gift Aid tax reclaims are up to date.
- Ian Pinder is in the process of sorting out new contracts for gas supply.
- Christian Giving up to 30 June has increased by about 12% compared to last year. However, in recent years the Christian Giving income alone has not been sufficient to cover all our costs and we have been relying on legacies to make up the difference and so far, this year we have not received any legacies. Most of our costs are rising so we need further increases in our Christian Giving to keep paying our way.
- For further information contact Ian Pinder.

In addition:

- Parish share calculation being voted at Diocesan Synod. Likely to go from £95,000 to £80,000 over the course of a few years and depending on the way the calculations work out from the diocese.
- New leaflet on legacies available.

5.5 Standing Committee update

Summary shared with PCC. No further comments.

5.6 Diocesan Advisory Committee (DAC) update

Nick Griffin has tried to talk to different people on the DAC, about future building place, but no success yet.

In addition, Nick wanted to flag that the main projector in the church is on its way out. Lightbulbs are needing to be placed more frequently, and they are costly. Matt Norman met with an audio-visual specialist who quoted £25,000 for a replacement. However, there are several factors to consider:

- Mounting a projector nearer to the front could block view.
- Pull down screens have stopped working and currently need to be kept down – which is unsightly.
- Projector can interrupt sound, can be unsightly and interrupts reverberation of the pipes.

The proposal is to move to smaller screens mounted on the pillars. We would need to consider how many screens and where they are positioned, and we would need a faculty to drill into pillars. Estimates suggest this could cost around £5,000.

Action: Matt Norman and Bethan Baigent to look at what other churches have done with projectors and screens and propose options.

5.7 Church camp 2025

The church weekend at Leigh Abbey 2024 is a great event; however, we recognise the cost is prohibitive especially for families. Suggested that St. George's does a DIY church weekend away in a field for community building and teaching from a guest



speaker. The aim will be to keep costs down (e.g. £80 per adult, £40 per youth, £20 per child, free for under 5's).

A field near Weston-Super-Mare has been sourced which can accommodate 100 people. There is power and water and scope for a marquee. Caravans and tents can be brought on site and there is other accommodation available nearby for those who do not want to camp. The event would be largely self-catering, with some food provided. A café and bakery are on site.

Currently planning for July 2025. PCC agreed to go ahead with the plan. PCC members to let Nick know if they are interested in being on the organising committee (meeting on Thursday 11th July, 8pm).

Action: Nick Griffin and Rob Cromwell will agree date for church camp for (mid/late July 2025).

6. Items for discussion:

- N/A

Next PCC meeting date: 10th September 2024.

Future PCC meeting dates: 19th November 2024.

	Action summary	Who
1	Circulate list of other members of the church proposed to distribute communion for PCC approval	Nick Griffin
2	Send list of approved members of the church to Bishop	Nick Griffin
3	Nick, Paul, and Peter meeting with DAC.	Nick Griffin, Peter Joyce, Paul Cole
4	Contact Diocesan Registry about allotments.	Nick Griffin
5	Investigate remembrance plaques.	Nick Griffin
6	Work on guidelines, which would be an addendum to the churchyard policy.	Nick Griffin, Peter Joyce
7	Create risk assessment templates, add date for review and create a dashboard workflow or process to accompany this.	Lucy Norris
8	Look at what other churches have done with projectors/screens and propose options	Matt Norman, Bethan Baigent
9	Agree date for church camp for (mid/late July 2025).	Nick Griffin, Rob Cromwell