

Minutes of PCC meeting held on Monday 8 July 2024 at 5.30pm in St Benedicts

Present: Fr Christopher, Philip Aldred, Martyn Chamberlain, Isabel Davidson, Kay Dorling, Iain Drayton, Chris & Diana Grant, Jim Hartley, Catherine Mack, Andrew Naylor, Alex Perry, Brian & Barbara Randall, Morwenna Thomas.

1 Welcome and Prayer

Apologies had been received from David Hamilton and Hilary Hunter.

2 Minutes of PCC meeting held on 21 May 2024

The minutes were accepted as a correct record but with reference to the Fabric report of 21 May 2024 the **PCC all agreed** that for clarity for the purpose of applying for faculties the word unanimously should be inserted as follows:

1. **Repairs to East Tower** – following investigations by rope access company WallWalkers last year. Costs were likely to be £10 to £15K.
2. **Various Abbey repairs identified as necessary** by a cherry-picker inspection last year could total around £150,000.
3. **Repairs to rotten doorsill leading onto porch roof.**

Faculties need to be sought for all the above works. The PCC unanimously agreed in principal that all the above works should be done subject to funding being available from the Preservation Trust.

3 Matters arising not on current agenda:

There were none

4 MISSION and OUTREACH – serving our community.

It was noted that Fr Andrew had been attending recent staff meetings to help plan future activities and enable a smooth handover in September.

a Youth and Families

It was agreed unanimously that this key appointment should be delayed so that Fr A had an input into the job description and appointment process. Consideration should be given to whether the person appointed would be required to work over the Feast Days of Easter and Christmas. It was hoped an appointment could be made before Christmas.

b Abbey Hall – Wymondham Community Outreach Project

Martyn Chamberlain (MC) gave an update on the Abbey Hall refurbishment project to reconfigure the hall lobby area, to make two office spaces suitable for the CAB and a Parish Nurse and to upgrade the insulation, ventilation, heating and lighting to reduce energy costs. CG and Lionel had already cleared the storeroom area of fitted cupboards etc to facilitate the work required to prepare for the CAB to move in on 22 July 2024. A Wi-Fi link had been connected.

The general funding strategy at the moment was to apply for: (a) the VCSE (Voluntary, Community and Social Enterprise) Energy Efficiency Scheme (Government Funds) to improve the hall energy efficiency; and (b), a separate grant, perhaps of up to £30K to £40K. from non-government sources (e.g. The Mick George Community Fund (MGCF)) to cover other works including the conversion of the current gents' lavatories into unisex cubicles and an accessible WC, together with decoration costs and new cupboards. A small grant had already been obtained from the VCSE scheme to pay for a full Independent Energy Assessment (IEA) of the Hall and the surveyor was due shortly.

The next step was to apply for a capital grant from VCSE to implement these recommended measures. This might be up to £100K in value. The purposes of upgrading the Hall energy efficiency were (a) environmental, reducing CO₂ output, and (b) to reduce energy costs to support the delivery of frontline services with free use of the hall for eligible organisations.

/continued

4b *contd.* Andrew Naylor had consulted Nick Jackson, architect, from Nicholas Vanbrugh Ltd, Norwich and also Stuart Jones, Diocesan Registrar, who was providing the deeds to demonstrate to grant providers that the PCC owned the hall.

MC pointed out that the timescales were very short (15 August for the capital grant) and for the subsequent completion of works, should the application be successful. He indicated that if, for any reason, the capital grant application failed, or was not submitted in time, then other funding sources would be approached. The information that had been gathered (energy survey, builders' quotes, permissions etc) would all be essential for any such applications.

Everyone involved were thanked for their work on this important project.

c Guild of St Benedict

Jim Hartley had nothing new to report. The next team-leaders meeting was on Wed 25 Sept. at 11am. The **PCC agreed** that we would wait until Fr Andrew was in post before deciding on a new chairman and get new ideas on how the Guild should function.

d Community events and concerts

An updated concert booking form and events list had been distributed before the meeting

School Living History event.

Bar reported that 180 children from Year seven of Wymondham High Academy took part. Each child came on two full days for 10 different activities.

The abbey financed a public open evening which was very popular with those who attended. 100 adult tickets were sold (no charge for children). The event made a loss of £720. It was noted that the school had not made any donation to the Abbey for the three-day event. Before covid they used to make a donation. BR would talk to Duncan Rowe, Head of History and see if a donation would be possible this year. However, it was noted that school funds were in very limited supply.

After discussion the **PCC agreed** that we should try and hold another public evening if the school were able to fund the daytime events. The proposed dates were 1st, 2nd and 3rd July 2025 with Wed 2nd as the evening event.

Concert booking fees for 2025

A proposal for increasing the basic concert fee in 2025 from £400 to £450 **was agreed unanimously**.

BR

e Holy Trinity Spooner Row

Philip Aldred reported that the acoustics were improved since the removal of the carpeted dais. There had been an increase in people attending church services.

Wymondham Youth Music Society were using the church for their summer concert and have held meetings there.

f Parish Nurse scheme

Jim Hartley reported that the post was now being advertised as follows:

*Wymondham Abbey is looking to recruit a **NM Registered Nurse to lead their new Parish Nursing Service. This is provided in partnership with Parish Nursing Ministries UK and aims to improve and maintain the wholistic health and wellbeing of local people.***

The parish nurse role includes:

- *Advocating for individuals and health more widely.*
- *Acting as health navigator and resource*
- *Providing spiritual support (as it is a genuine occupational requirement for the applicant to be a practising Christian)*
- *Liaising with other local services*
- *Supporting the wider health needs of the Abbey and Wymondham Community*

The PCC agreed that the advert should also go on the Diocesan website. The interviewing panel will be Vivienne Clifford-Jackson, Sue Naylor, the representative from Parish Nursing and Fr Andrew.

WJH

5 MAINTENANCE and ADMINISTRATION

a Finance report

Chris Grant reported that the half-year financial summary would be circulated during July once the June cash had been banked. CG estimated a £1,000 positive balance for the half-year.

Fees for 13 weddings booked this year should provide a surplus of about £4,500 after Diocese and other fees have been paid.

Recent events – the Living History event made a £720 loss with income of £525 and expenses £1,245. Ticket sales of 100 were below half of what would be required to break even. See item 4d.

Bank account balances were as follows:

- PCC Current account £68,389
- PCC Reserved account £76,840
- Spooner Row Current account £6,237
- Spooner Row Saver account £25,646

The PCC discussed the purchase or lease of an A3 copier printer scanner to simplify choir copying which had been requested by Rob Goodrich. There were several options We have a stock of A3 paper.

A quote from Norfolk Copiers had been received:

Option 1: Konica Minolta C250i A3 Colour MFP: 3 Year Lease: £325.00 per quarter 5 Year Lease: £210.00 per quarter To Acquire: £3,304.00 + VAT

The PCC agreed that we should opt for leasing on an initial three-year lease.

The machine would live in St Margarets until space was available in the hall.

b Fabric Report

Andrew Naylor reported that electrical upgrades were planned following the recent inspections in the Abbey and Spooner Row.

The stone floor in front of the welcome desk would be cleaned next week Mon 15 to Wed 17 July. This required visitors to use the West doors. Items would be moved into the porch whilst work was being done.

The wood floors were due for oiling and polishing but work would have to be delayed until funding was available. The Friends paid for the initial floor restorations and would be asked to finance the treatment at a cost of approx. £2,000.

AN

c Eco Church and Churchyard – Hilary Hunter sent a report as she was unable to attend the meeting

Eco Church:

To progress the application for a Gold Award Hilary has suggested that the wardens/fabric officer etc. meet so they can complete the online form.

BR,
WJH,
AN, HH

Churchyard:

Lucy Seely from Norfolk Wildlife Trust (NWT) had visited recently and found 13 more plants, including a bee orchid, to add to our survey. She has advised cutting the wildflower area in mid-July rather than wait for the August cut as it would help with the problem of a certain type of grass ‘taking over’.

John Bennet of Wymondham Nature Group (WyNG) had a scything team and was very willing to help with this.

Our small scythe needed to be replaced. The **PCC agreed** that they should pay for this.

The Lavender Vera had died and has been replaced, donated by Norfolk Herbs. Both Norfolk Herbs and Peter Beales Roses were generous with the discount they give us. Sales were doing well.

A new garden fork was needed and it was suggested asking in the pewslip as a parishioner may have a spare one to donate.

The information panel in the wildlife conservation area needed to be replaced.

Signposts for the Herb Garden and Wildlife Conservation Area were still needed, preferably a wooden one as used for public footpaths etc. or the white on black laminate which the Council use.

PAROCHIAL CHURCH COUNCIL OF WYMONDHAM ABBEY with SPOONER ROW

Registered Charity Number 1130495

ACTION

5c contd The refuse bins cabinet needed replacing. The **PCC agreed** to buy a new triple bin cabinet at £350. Snowdrops have been donated for the churchyard.

CG

d Safeguarding

Diana Grant reported that there had been no particular concerns. Routine work continues with arranging training for new volunteers.

e Health and Safety

Iain Drayton reported that there had been no particular concerns.

f Schedule of PCC dates for 2024:

Thu 26 Sept, Mon 11 Nov, Wed 8 Jan – all at 5.30pm

6 Diocesan matters:

New PCC members have been asked to complete Diocesan database and data protection forms. Barbara Randall's role as PCC Secretary was now listed on the Diocesan 'dashboard'.

Swearing in of Jim and Brian as Churchwardens took place in the Sunday Eucharist on 7 July 2024. Fr Christopher has sent completed forms to the Archdeacon.

7 Thetford and Rockland Deanery Synod news

There have been no meetings or correspondence since the last PCC.

8 Any other business

Iain Drayton sought approval to be authorised to distribute the sacrament. The **PCC agreed unanimously**.

HH raised the following matter: at a recent wedding the photographer was dashing about in front of the high altar out of sight of the priest. Fr C said that they should not need to enter the chancel.

As it was Fr Christopher's last PCC, he took the opportunity to thank the PCC members for their dedication and hard work. BR replied, saying that we all marvelled at, however long the agenda, the meetings never overran their allotted 90 minutes. No discussions were ever cut short, either.

The meeting closed with prayer

Barbara Randall 12 July 2024

Signed as a correct record of the meeting __ **Jim Hartley** __

Date 26 Sept 2024