

HOLY TRINITY PARISH CHURCH KENDAL

Meeting of the Parochial Church Council



Thursday 25th March 2021

7:30pm via Zoom

Present: David Aspinall, Norma Bates, Dick Forsyth, Mandy Fox, Ashley Henderson, Mat Ineson (in the chair), Liz Lockwood, Beverley Moore, Amanda Nicholson, Anita Peat, Helen Platts, Anne Underwood, Ann West, Kate Wright and Dot Yates.

1. Prayers

Ashley led the meeting in prayers.

2. Apologies

Apologies were received from Joan Carnaffin, Deborah Horsman and Janet Thompson.

3. Minutes of meeting of 11th February PCC meeting

The circulated minutes for the meeting 11th February were approved as an accurate record of the meeting.

4. Matters arising

i. 11th February PCC

Item 4.ii – cheque signatories. Helen reported that further work was needed to action the change in signatories, including a revised wording in the minutes. She will re-visit the issue at a later PCC when she has the full details.

ACTION: Helen

Item 9. Bishop's letter on the CPEA. Mat reported he will return the completed form this week, along with his personal letter.

ACTION: Mat

Item 11. Beverley reported that the Lent course was much appreciated and enjoyed, giving the opportunity for people from different churches to meet. She asked that this was minuted.

ii. 4th March Standing and Finance meeting.

None. The issue of insurance was covered in item 6.iii Finance below.

5. Worship and Ministry

i. Plans for Holy Week, Easter and easing of lockdown.

This Sunday 28th March services in church will recommence with a 9:30 Common Worship communion. There will also be a Zoom service at 10:30

Holy Week

- zoomed service of Night Prayer at 7:30 pm on Monday to Wednesday, run by the Helm Mission Community.
- 10:30 communion in church building on Maundy Thursday,
- service 12 to 3pm in church building Good Friday
- communion at 9:30 in church building on Easter Sunday.
- Zoom Gathering Service on Easter Sunday at 1030

11th April – as Easter Day.

If lockdown easing follows the published national plan with **step 2 on 12th April**, on **Sunday 18th April** we will resume 3 services each Sunday in church building and the Thursday communion service will recommence in church on 15th April. The church will be open for private prayer only (not general visits) from **19th April** from 10am -12 noon Monday to Friday.

If step 3 of lockdown occurs on May 17th – then the church will re-open for all visitors. It is hoped that will include additional opening hours and Saturdays but this is dependent on additional volunteers. During services in church, the organ will be played but there will be no other live music or singing.

The PCC approved these plans.

ii. Mission area

Mat reported that the Kendal Mission Area is discussing developing and maintaining permanent online mission and worshipping community. Lucy Foster and Rev Melanie from Kendal Methodist churches are bringing a group together to more this forward.

The CAP debt relief centre has raised more than half of the required £22k funding to commit to training of staff and launch of the centre. The start of the project has been slightly delayed to the end of 2021 or start of 2022. They plan to launch a Just Giving fundraising page after a meeting in April. Helen asked for confirmation of KPC's commitment to the project, which is £50/ month.

iii. Furloughed staff

Mat and Norma outlined the current plans for bringing staff back from furlough:

- Cleaners on 19th April
- Andy – organist from 18th April.

In absence of other live music allowed under current regulations, Duncan will remain on furlough or part furlough. Mat will speak to him.

The PCC approved these plans.

Libby is meeting with Mat next week to review possibilities for work with young people, children and families. A decision about whether to unfurlough her hours will be made after that.

Mat proposed the formation of a personnel subcommittee after the APCM to deal with various personnel/ HR issues such as appraisals, workload, salary review and job descriptions. The committee would not be directly responsible for line management of staff. The committee would consist of the vicar, one church

warden and other members of the PCC. It was noted that clear terms of reference would be needed. Mat will write a draft of these for approval at the next PCC.

The PCC agreed to this proposal.

ACTION: Amanda /Mat item for agenda on PCC meeting after APCM

6. Finance

i. Pay award

Helen noted that no pay award was given last year and she would like to be able to offer an award to staff from the second quarter of 2021, April or soon after. It was agreed that this would be the first task of the new personnel committee.

ii. Report for APCM

Helen had circulated a draft of the annual report for the APCM which she had been working on. It had not been possible to present a complete audited report for approval at this PCC so an additional PCC meeting was agreed for Tuesday 13th April @ 7:30 via Zoom to finalized and approve the report.

The PCC helped Helen with information she needed to complete the text.

ACTION: Helen and other to finalise reports for meeting on 13th April

iii. Church insurance excess

Norma reported back from S&F committee (4th March) that queries had been raised about the insurance position of the detached youth work. Anne Underwood explained that she had had conversations with Ecclesiastical Insurance and agreement had been given by the underwriter. She would find the relevant emails and send them to Norma. Norma commented that to be covered by KPC insurance any volunteers needed to be registered with KPC. The excess was £2,500 for personal injury for all church work.

The PCC has agreed to the pilot project (meeting 11th February) and the three volunteers involved in the pilot are all licensed clergy or Diocese employees with relevant Diocese safeguarding training. There was discussion as to whether the Diocese would cover insurance or whether this would be the individual churches of the clergy. This needs to be checked but we are pretty sure that they will come under KPC's insurance as it is a KPC pilot project.

ACTION: Anne Underwood and Norma

7. Triennial visitation – church wardens report

Dick reported the Archdeacon Vernon Ross has visited on 24th March to review the forms and archives. The Archdeacon was impressed with the organisation and especially the work of the church office and Ann and Dot's tremendous work on covid-secure opening of the church. He wished us well in the building work but reminded KPC to keep the mission/ purpose of the church in focus throughout.

Mat thanked the church wardens for all the work which had gone into preparation for the visit.

8. Future Vision for KPC - (Mat's document circulated in advance)

Mat opened discussion with a summary of his methods and sources in drafting the discussion document. He asked that small groups consider the mission outlined on page 6 and the associated questions on page 2. The feedback from groups is summarised below.

Feedback from groups at PCC 25th March 2021

Vision is a v good starting point for Architect to present us with structures questions to help us work out what we need to decide on and also to enable him to present us with defined possibilities.

Developing the space that we have in a safe and creative way to meet the community needs; rehearsal space, exhibitions / cafe meeting space etc Outside the building? Garden for youngsters to explore creation life and death.

Good to develop the space we have so that the community feel welcome in it - develop area where Kitchenette is - welcoming space for community as well as being a beautiful space. Vision is good.

Building is there to support work outside it as well. Adapt building, extend Cafe area, get out into community non churchy things), need people to be able to see into the church. becoming carbon neutral?

Next Steps?

We need to include others quickly inside and outside?

Mat would like to set up a small group of PCC members to work this year on these issues between April and July this year. This group will be formed at the PCC after the APCM. Mat asked all PCC members to think and pray about whether this is something they would like to be involved in.

ACTION: Amanda /Mat item for agenda on PCC meeting after APCM. All PCC members for reflection.

9. Building Matters

i. Conservation repair of windows sXIV and sXII.

In order to proceed with the Faculty application the following proposal was made;

Having received a substantial grant from Historic England and a guarantee from the Kirkland Trust to cover the remaining costs of repairs, this work can now go ahead. The repairs will be carried out under the supervision of Mike Darwell, Architect/Director at John Coward Architects Ltd, Cartmel. The contractor for the masonry work will be Ian Askins from Askins and Little and the stained glass will be repaired by Elizabeth Hipsley-Cox from Eden Stained Glass.

The motion to approve the start of the works was proposed by Dick Forsyth and seconded by Norma Bates. It was approved unanimously by the PCC.

ACTION: Diane, Mat and Dave Aspinall to complete Faculty application process.

ii. Update Master Plan from Mike Darwell

A draft copy of the Quinquennial inspection report from Mike Darwell was circulated just before the meeting. Members would need time to read fully.

Norma gave a brief summary of the current situation:

Scaffolding: will be erected in and outside the building for work on the windows. This may be in the early summer. Couples with weddings booked during that time need to be contacted to let them know.

ACTION: Norma and Church Office

West Doors: Paul Crosby has submitted the final drawings and his invoice. We hope that this invoice will be covered by the All Hallows Trust. Norma will follow this up.

ACTION: Norma and Buildings group

Mike Darwell is taking on this work as part of the main project and there are steps in process for the transfer of work between architects.

Bellingham roof: the roof has been inspected and the formal report is awaited

Tower: Dave Aspinall has borrowed dehumidifier for the Tower to help with condensation.

Porch: (*Facts corrected after the meeting*) Diane has been in contact with Steve Meyer from Craig and Meyer Architects (the architects for the porch roof repairs 2017) to discuss the faults which have been discovered and detailed in a preliminary report by Hutton and Rostrum. This was done on the advice of Samantha Jenkins of DAS Solicitors (who act on behalf of Ecclesiastical Insurance). We are still awaiting the final report from Hutton & Rostrum and a response from Meyers detailing what their original instructions were. More will follow on this as things unfold.

Pinnacles: the top two courses of the faulty pinnacle have now been removed/ fallen. The protective barriers below are to remain in place. We are awaiting a report from the stone mason before proposing a way forward to PCC.

ACTION: Buildings group

10. Safeguarding

In Janet's absence this was deferred to the PCC meeting of 13th April.

11. Deanery Synod

- i. Meeting report

In Deborah's absence and Mat not being at the last meeting no report of the last DS meeting was possible.

- ii. Vacancies

There are two vacancies for lay Deanery Synod representatives. Mat noted that DS lay members will form the electorate for this years elections to the General Synod.

ACTION: PCC to think about who could be encouraged to stand, and whether they might like to.

12. Wardens' Report

Dick gave an update on the wardens' report in preparation for the APCM. The wardens have prepared an up to date inventory, terrier and logbook of the church to be presented to the APCM.

- The inventory has been checked, updated and transferred to spreadsheet. Digital records of all items are in progress. One item (a silver flagon) is missing but 18 items previously thought lost have been found.
- The terrier is underway with various issues about land ownership around the church to be resolved.
- The logbook (of repairs/ alterations) is being transferred to a spreadsheet

13. Preparation for APCM - 25th April

i. Re-election of church wardens

Wardens will need to be nominated again for elections at the APCM if they wish to continue in post.

ACTION: Church office and wardens

ii. Re-election of PCC and change to membership term

PCC members will need to be nominated again for elections at the APCM if they wish to continue in post. The current term is one year. Mat proposed that at the APCM we suggest changing this to three-year terms, with a maximum of two terms. If this was passed it would come into force at the next PCC election, 2022. This was agreed by the PCC.

ACTION: Church office and PCC for nomination. Church office, Mat and Amanda for agenda item APCM.

iii. Electoral roll

The Church office is preparing an updated electoral roll.

ACTION: Church office

14. AOB

Mat has been asked about informing the wider church community about the activities and decisions of the PCC. As well as the display of minutes in the porch, a brief, regular update in *Parish Life* was suggested. This might contain upcoming discussion items and recent decisions. It would need preparation and care to ensure confidential details or matters were not disclosed. Amanda and Mat both agreed to consider taking on this role.

ACTION: Amanda/ Mat

Mat closed the meeting with prayer and all members joined in saying the Grace.

Dates of next meetings

- PCC Tues 13th April
- APCM on 25th April
- PCC 6th May
- Standing and Finance 10th June