**PARISH OF CALNE AND BLACKLAND**

**Meeting of PCC on Wednesday 15th July 2020 at 7pm**

**Present:** Deirdre Aldhous, Richard Aldhous, Stan Anniss, Jonathan Billings, Morcia Booton, Jenny Colby, Alex Grenfell, Lucy Hemmings, Revd Bob Kenway, Revd Teresa Michaux, Kathryn Miller, Mary Pilcher-Clayton, Lucette Rees, Jane Ridgwell, Jack Robinson, Graham Spencer, Kevin Wells

**Apologies:** Isabella Gage

Due to COVD-19 we met virtually over Zoom.

Teresa opened the meeting in prayer.

**2) Minutes and Matters Arising**

Minutes from the 4th March 2020 – Bob signed these.

Amendment to the minutes – Jack Robinson was added to Present.

**3) Review of Lockdown Period**

Review of Online Worship

One Benefice service each week has been planned and put together using Zoom. The recordings are available online. There has been a virtual service from each of the different churches within the Benefice. A Family service has also been available each Sunday on Zoom, organised by the Colby’s.

Lucy extended thanks for the St Peter’s Patronal Service.

VE Day service was the most watched, but all services had 100+ unique views.

Bob extended thanks to Steven for all the editing of the services and allowing everyone to get involved.

Lucette and Kate both extended thanks to Jenny and Steven for the Family Services on Zoom on a Sunday morning as they have been brilliant and for all their work on the mini videos created alongside these services.

Bob is keen to carry these practices forward to extend our outreach as a Parish and across the Benefice.

Alex asked whether this is something that can be added to the website. Kate explained that this can be done on the new website, once this is live. Clergy will discuss this further. Jane has been putting the service link onto our current website every week.

Pastoral Care.

There have been a lot of telephone and email conversations with people who are more vulnerable in the community.

Bob extended thanks to those who have been putting notice sheets through the doors of people who cannot access the materials online.

The LPAs have been working hard to identify the most vulnerable. Some have volunteered to work through a section of the Electoral Roll, to check that these people have been able to maintain church contact. Teresa acknowledge the work of Sue Twyman who circulates the home communion team to ensure that these parishioners get a phone call rather than a visit each month.

Jenny said that some people without online access to services but who have a DVD player, have been given a DVD of the services which Steven has created.

Kathryn says that some people who previously regularly attended services are not on the Electoral Roll. Contact Teresa, Bob, Kathryn Miller or Sue Twyman if there is anyone who you feel needs contact and that may have been missed.

All Mothers Union communications are being printed out and posted to those who are MU members without email addresses, so the MU contact has also been maintained.

Communication

Bob extended thanks to the communication team for continuing to put together the newsletter.

Report from Communications Group attached.

Food Bank

Since lockdown, the need for the Food Bank has grown. There is a group of people, chaired by Kevin Wells, who are currently working at getting charity status for the Calne Food Bank. The team are also in the process of getting premises for the Food Bank so it can be moved out from Church House. A temporary move into the old Marden Café site, this has been offered by the new owner of the site, free of charge and could be available by the end of July/August for about 8 months before moving into permanent premises.

Teresa highlighted how generous the community has been in supporting the needs of the Food Bank.

Kevin also highlighted the community effort with Calne Town Dinners.

**4) Review of opening Holy Trinity for Personal Prayer**

Permission for the opening of churches for Personal Prayer was given at the end May.

Holy Trinity has been opened for 3 weeks on Saturday’s between 12 noon and 4pm.

Teresa feels this is working well. Although it has been quiet, people have been appreciative of having this availability.

Bob said that Standing Committee decided on Saturday as this can be the easiest day for people who are working. It is the day when the churchyard tends to be the busiest with people visiting grave sites.

Jane asked whether we could split the times to 2 hours on a Wednesday and 2 hours on a Saturday to allow more people to access the church. The hours depend on volunteers being available to arrange and cover access times.

Bob will again put a request for volunteers in the notices. This will ask if other days would be better for people. If this were to happen then Kate and Stan will need to update the risk assessment.

**5) Future: Opening churches for worship**

Government permission has been given for churches to open for worship and this is for PCCs to decide the best course of action for this.

Bob is aware that parishioners would like to be able to attend church. We need to open soon, but in the safest way possible. Risk assessments will be needed for the worship that will be taking place in the churches. Decision is needed as to whether this is done at Holy Trinity or St Mary’s.

Kevin feels that we need to start somewhere and recognises that this will be a slow process. There may be a diminished congregation as some people may be fearful of coming back into the church buildings.

Bob feels 2nd August 2020 would be achievable.

Concerns were raised that people are getting out of the habit of coming into our church buildings and so the sooner we can get back into the church buildings the better. We also need to be aware that a lot of the congregation are at a greater than average risk. We need to ensure that the opening is done safely, and people need to be made aware of exactly what to expect when coming into the building.

Services will look quite different. Social distancing will be in place and no singing during services. People will be advised to wear masks during the services and cannot remain in church after the service. Socialising will need to be done outside but with no refreshment being provided.

Jack asked whether we are in a financial position to open all 3 churches when we come out the lockdown period. Bob says we will open one church at a time. It will be done slowly with the introduction of the other churches in the future. We need to start somewhere.

Graham has said that other churches he has contact with are running booking systems so they can monitor who is in the services. It means that people are also allocated a seat/pew to ensure social distancing can be maintained. Bob recognises that we might need to do this.

Kate expressed concern that those in the parish without internet access will lose out on the opportunity unless a team (possibly LPAs) is able to get them booked in online if they wish to attend.

Jenny has had request from a funeral home regarding when funerals can happen in St Mary’s. This is not possible at present. Bob made it clear that a risk assessment is the first step to getting churches opened. Bob asked Kate to help with this along with Jonathan and/or Lucette – Bob suggested 18th July 2020 to do this.

Focus needs to be on reopening as safely as possible and keeping up to date with the Government and Diocesan guidance which is being published and updated frequently.

Bob feels that whatever we are doing in the church buildings we need to keep the online services going to ensure that people can still access worship if they are not comfortable coming into the church buildings yet.

Lucette emphasised the duty of care we have as a PCC to the community to make it safe

**ACTION – Bob, Kate and Jonathan to complete risk assessment on Saturday 18th July 2020 at 2pm**

**6) Finance**

A gift aid claim of £7,004 came into the account on the 13th July 2020.

Providing no unexpected invoices come in then Graham is hoping to make another payment of £15,000 to the diocese which will take us to halfway through our Share payment for the year.

The Diocese have been in touch requesting treasures’ views on future financial outlook and anxious that we endeavour to keep up our payments as best we can.

Do not forget Giving is now possible via our website.

The treasurer is challenged by the concerned and generous support from many of our elderly and housebound who have phoned him directly.

There were worries about having to pay the insurance claims upfront as we only have £15,000 available in non-restricted funds, but Graham managed to gain clarification on the VAT claim and that the insurance company would pay the contractors directly. We have paid for the architects, and the insurance company will be reimbursing us for this.

Employers’ Liability Insurance notice for the year commencing 1st June 2020 has now been received for the following:

St. Mary’s, Church House, Holy Trinity and St. Peter’s.

These certificates have been received along with insurance renewal, Policy no. 04/XPG/0274128 invoiced at £13,188.35 to be paid in 12 monthly instalments.

**7) Buildings**

Repair of the South Chapel Roof - there is a meeting for this on Tuesday 23rd June at 10.30. Bob, Ellis & Co and Chedburns are involved in this. Graham asked for it to be mentioned to them that the insurance company will be paying the fees and not the parish. Stan to make Chedburns aware of this prior to the meeting as it changes the liability.

Another pinnacle needs repairing on the St Mary’s roof, and this is not included in the claim from Ecclesiastical, Lucette would like to request £2909 plus VAT from FOSM.

Graham asked for a second invoice from the contractors which includes the VAT for the extra works then we can claim the VAT back. Graham has offered to write to FOSM requesting these funds.

**PROPOSAL** from Lucette Rees for grant to be requested from FOSM for the repair of the second pinnacle at St Mary’s Church.

SECONDED by Jonathan Billings **ALL** in favour.

Ecclesiastical runs a charity called All Churches which can be used for funding requests.

Graham asked for all invoices received to be sent to him as soon as possible to prevent payment delay.

St Peter’s has had their quinquennial on Tuesday 2nd June 2020. Report not received yet, expected late summer.

We will need to create a risk assessment for the reopening of Church House when the office is reopened. Richard offered to help with this.   
Kevin mentioned the gate, at the back of Church House, which needs repairing. It cannot be opened at present so the bins are having to be taken through the building for fortnightly emptying. Richard is happy to build a new gate. Purchasing a gate would be difficult as it will not be a standard size. Richard and Jonathan to build this.

1. **Bell Project**

Report for this is attached.   
The team are ¾ of the way to their £200,000 funding and hoping to get another £50,000 by the end of the year. They are now needing to apply for the Faculty. The DAC have been consulted and the application can be the same one used 4 years ago.  
No effect will be had on the church itself as the tower is outside the church.

Is the price accurate? There are savings on the original cost. If work is done before end of March 2021, when the Listed Places of Worship scheme comes to an end, the cost would not include VAT.  
**PROPOSAL BY** Jane Ridgwell, permission to apply for the faculty to rehang the bells.   
**Seconded by** Bob Kenway **ALL** in Favour.

**8) Holy Trinity Churchyard**

No further communication has been received from Calne or Wiltshire Council regarding the maintenance of the churchyard.

There is a 3-month period when the council does not need to take up the maintenance.

Bob extended thanks to Richard, Jonathan, Stan, and Kevin as well as the wider team for their aid in maintaining the churchyard in this current transition period.

Bob mentioned that there has been an offer to help us in the maintenance of this. Lucette passed on to Stan the contact details for the individual concerned. Insurance implications need to be checked.

Lucette felt as though we need to wait to see what the decision of the council will be. The volunteer has a team of people who can help. Stan questioned whether they would be working on the 1896 section, but this needs to be clarified.

We ended the meeting with the Grace.

The following items were not discussed due to this meeting being held on Zoom so needed to be time limited. They will be discussed in future meetings:

* Placement of legacy
* Purchasing of oil candles
* Updates from working groups, schools, Deanery, and the Partnership of Churches

**Next meeting date to be confirmed.**