

**CROFT YARPOLE & LUCTON PCC MEETING Minutes**  
**22<sup>nd</sup> June 2023 at 7.15 pm: St Leonards**

<b>1</b>	<p><b>Welcome &amp; Opening Prayer</b> Chair: Revd Matthew Burns  <b>Present:</b> Revd Matthew Burns, Oliver Elphick, Ruth Elphick, Morwenna Lloyd, Gordon Ewing, Sandra Ewing, David Nightingale, Rose Jenkins; Jane Higgins; Sue Smith; Richard Fletcher Andrew Prail.(guest for item 3)  <b>Apologies:</b> Barbara Nurse</p>
<b>2</b>	<p><b>Co-option Motion</b>  This PCC approves the co-option of Oliver Elphick (Church Warden) and Gordon Ewing (PCC representative to St. Leonard’s Management) for 2023/24.  Proposed: Rose Jenkins      Seconded: Sue Smith  Passed nem con</p>
<b>3</b>	<p><b>Discussion &amp; Information</b>  St.Leonard’s Management and the Licence to Occupy.</p> <p>This discussion was requested by Revd Matthew Burns and was attended by Andrew Prail one of the Trustees of SLM</p> <p>This PCC understands that it is the legal owner of the Church property, and that the shop has been granted a licence to occupy for a total of 25 years. St Leonards Management is the body, delegated by the PCC to manage the property. The Church, both locally and with Diocesan representation , has been party to and in agreement with the discussion all the way along this journey.</p> <p><b>Motion:</b> The PCC is unanimous in its support of this arrangement continuing into the future. It also notes how the Church of England has promoted the St. Leonards development as a good example of the way forward for rural churches. The Partnership Memorandum has been signed.  Proposed: Rose Jenkins Seconded: Richard Fletcher Passed nem con.</p> <p>.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>i. Meeting at Rectory 10<sup>th</sup> July about this arrangement. Attending: Matthew Burns; Andrew Prail, Oliver Elphick; Gordon Ewing</li> <li>ii. Gordon Ewing and Andrew Prail will share relevant information papers with all members of the PCC. (Done)</li> </ul>
<b>4</b>	<p>Minutes of previous meeting approved as correct  <b>Completed or shelved for now:</b></p> <ul style="list-style-type: none"> <li>1. Be Still sessions are now underway</li> <li>2. Historic Churches entry reviewed and amended although it is noted that the village website address has since changed</li> </ul>

### ***In Progress***

1. Living History storage – resolution of storage of historical material ongoing. A suggestion that the cupboard with archive could be retained in the church, back to back with the newspaper stands.

The PCC agreed that the cupboard should stay in the church and that the archive material should stay with it. We don't know if they were part of the original design and hence included in the faculty.

This item to remain on the agenda.

#### **Action**

Gordon will convey these feelings to SLM at next meeting.

2. Croft Church - Electrical inspection outstanding

There is a letter from the Diocese with a list including the overdue inspection.

In this report is a list of recommended repairs with estimated costs including masonry work, backfall of gutters, missing brick surrounds of surface water gullies. A thorough timber inspection is also recommended.

#### **Action**

- a. H&S inspection to be arranged between Matthew & Oliver
- b. Rose to send Tom Jenkins contact details to Oliver)
- c. St. Leonards quinquennial inspection to be sent to Gordon to be presented to SLM

3. Change of Bank A/c – see Treasurers Report

4. Partner Internment Guidelines – Matthew was to contact Jeremy re our suggested wording which was

“Where both partners have put the wish for joint internment into writing OR all immediate family members and any other interested parties have supplied a document signed by all parties that it was the declared intention, then partners can be interred together.”

#### **Action**

Matthew will raise this with Jeremy at 10<sup>th</sup> July meeting Then if this was acceptable he will communicate this to the original enquirer

### ***Outstanding***

5. Kerbstones around one grave. We are advised that a notice should be placed on these kerbstones that they are unauthorised and will be removed. The note should give Matthews number.

#### **Action:**

- a. David will put a specific notice on the kerbstone grave that they are not permitted and will be removed within a week
- b. Matthew will email Burial guidelines to Rose for printing & laminating on the boards to be positioned around the graveyard.

## Decisions

- 4
1. Local Ministry Roles : Further to Appendix A Letter from the Diocese How does this apply to our 4<sup>th</sup> Sunday and other worship activities?  
**Action:**
    - a. Matthew to chase up Janes Worship Leader paperwork
    - b. Re Worship activity in St.Leonards, DBS checks are required but for now we shall not pursue Worship Leader training. Where we have a lay worship leader there should always be someone with DBS certification in attendance
    - c. DBS certification does expire do need to be renewed.
  
  - 2 Autumn Services preparation :
    - a. **Harvest Festival**  
2nd Sunday in October (8th) 3pm afternoon service, there will be no morning service .  
It requires outreach to make it a wider community service to celebrate the harvest, ask people to bring produce. Over Tea and Cake afterwards we can ask people what they want from the Church via questionnaire slips or whiteboards.  
Action:  
For the moment we spread the word but prepare a formal article for the September Parishioner. Invite all groups to make their own much like Songs of Praise – Songs of Harvest?
  
    - b. **All Souls**  
2<sup>nd</sup> November Sunday service to read the names. Mention the book in the Parishioner , people can submit names to be remembered either directly into the book or send it to Church Wardens via email. For a limited time we could have a tree with cards onto which people can write names to be remembered. Take names up to Croft for the 1<sup>st</sup> Sunday service.

## Discussions

- 5
1. Display materials:  
Biblical, historical, and informational. Do we have the right balance? Are our materials all presentable and up to date?
    1. Display of what Gospel is or how/why to become a Christian  
**Action:** Oliver will send his suggestions around the PCC
  
    2. Could offer Key Stage 3 & 4 to display their Artwork before it goes to assessment.  
**Action:** Matthew to raise with Earl Mortimer College
  
    3. Sue Smith to remind Barry about the display banner to cover gap next to Altar – we have since learnt that there is still £700 in shop allocation for printing of banner

## Updates

6

1. **Treasurer Report :**

- a. Change of Bank Account. There is an account available from Lloyds but account could never be more than £50k. This option to be followed up
- b. Contactless Machine and Info Point Update. Machine at Croft is working well, was a hiccup with the St. Leonard's machine but now sorted. We need to get the St. Leonard's machine used more – ideas please
- c. There are restricted and designated funds for Croft which can be used for repairs of which some are still outstanding from previous project.
- d. Quarterly Recharge from the Forbury Office. This is a share of cost of items that support ministry across the group which are not allocated to a particular church.

2. **Church Warden Report:**

Jane & Oliver go on 7pm Monday 26<sup>th</sup> to Ludlow to be officiated by the Bishop.

3. **St. Leonards Management :** Gordon Ewing is now our rep and will follow up on a number of items, cupboard location, quinquennial report and Harvest Festival

4. **Croft update** - nothing to report

5. **Safeguarding report** – Rescheduled Training tbc

6. **Forthcoming events:**

- a. Burial Ground – adopt-a-grave tidy up 3pm Saturday 24<sup>th</sup> June  
Adopt a grave maintenance this Saturday,
- b. Midsummer Music in the Churchyard – help required
  - Putting up posters - Gordon
  - Cakes - all
  - Setting up - Jane
  - Clearing Up - Jane
  - Pimms prep & Fruit - Sandy
  - Jugs -all
  - Paper cups & serviettes from café – Sandy
- c. Be Still – good start, programme arranged Sandy/Oliver/Rose
- d. House Church – summer break and future will be considered
- e. Tearfund Big quiz – discussions to hold it in the pub will be held at Events Group meeting in September

7	<b>Any Other Business Correspondence &amp; Forthcoming Events</b> <p>I. Bamboo in Churchyard – Oliver offered to cut it down, Rose will set up contact between him and Parishioner concerned to make sure right bits are cut down</p> <p>II. Email from Leominster Team about sponsoring Coffee mornings at the Forbury – Appendix B attached – any takers?</p>	
8	<b>Next Meetings : Suggested for 2023/4</b> Sept 7 <sup>th</sup> : Chair Oliver Elphick Nov 9 <sup>th</sup> : Chair: Jane Higgins Jan 11 <sup>th</sup> : Chair: Gordon Ewing March: 7 <sup>th</sup> Chair: tbc	
<i>For Information</i>	<b>4<sup>th</sup> Sundays</b>	
	25 June	Archdeacon Derek
	23 July	Jane Higgins
	27 August	Sue Russell
	24 September	William Talbot-Ponsonby
	22 October	Rev Nick Helm
	26 November	Rob Walker

## Appendix A : Letter from the Diocese

Dear Colleagues,

Re: Local Ministry Roles and Safeguarding

As you may be aware, Bishop Richard contacted all clergy, Readers and Churchwardens last summer to introduce the new Local Ministry roles, details of which can be found here:

[Local Ministry - Diocese of Hereford \(anglican.org\)](http://anglican.org)

If you are doing Safer Recruitment or asking for a DBS check for anyone who will be leading worship, pastoral visiting or ministering missionally with children or adults of any age they will now be expected to be in one of the Local Ministry roles:

Local Worship Leader

Local Pastoral Visitor

Local Missioner

Application Forms for these roles are available on the Local Ministry page of the website (via the link above).

Please use these if at all possible, however if you have already completed a Safer Recruitment application form of your own devising, for a limited time we will be happy to accept these in lieu of the Local Ministry Application Forms.

Template Role Descriptions are available which can be tailored to the local context, but we will be equally happy for you to use your own Role Descriptions.

If it is helpful to you, other paperwork is also available to support good practice, including simple Working Agreements and Annual Reviews.

Thank you for your help with moving into this new system which we hope will enable everyone ministering locally to be recognised, valued and supported in their ministry as well as being in line with best Safeguarding practice.

If you have any queries, please feel free to contact us.

With all good wishes,

## Appendix B : Leominster Team Office Coffee Mornings email

Good Morning all,

Just a nudge about booking coffee mornings in July, August and September. We have a lot of available dates, in fact only one parish has booked since I sent out the rota. (Thank you Stoke Prior.) Lots of people drop into the coffee morning now, even serving the tea and coffee would help the team.

I am away next week but hope to see lots of replies on my return!

Best wishes

Sue

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Team Administrator

Leominster Church of England Team Ministry

The Forbury Chapel