



# PCC of the Parish of Wiverton in the Vale

Minutes of the meeting held at 7.00 pm on Monday 12 July 2021  
using the online Zoom platform

**Present:** Lay Chair Nick Perry  
Churchwardens: Robin Coles, Edward Hine, Trevor Simpson, Hilary Tabron,  
Elected members: Anna Betts, Rosie Dulwich, Mike Raines  
Ex Officio: Katharine Bacon, Reader (Deanery Synod Rep),  
Treasurer: Max Jordan

**Apologies:** Mick Beazley, Rev Rachel Mitchell, Pam Powell, Jane Travis

Item		Action
21/07/01	<p><b>Welcome and opening prayers</b></p> <p>NP opened the meeting with a prayer.</p> <p>Maureen Wright has stepped down as church warden. Welcome to Anna who will represent Granby Church. AB was encouraged to talk with other church wardens if there is any advice required.</p>	
21/07/03	<p><b>Minutes of the meeting held on 10 May 2021</b></p> <p>The minutes were agreed as an accurate record and were signed off.</p> <p>Proposed - HT; Seconded - KB; agreed unanimously.</p>	
21/07/04	<p><b>Matters arising</b></p> <p>21/07/05/02 No further update from PP regarding finding files etc from MM estate.</p> <p>NP reiterated importance of ensuring someone else has password for computers which store any files regarding church business in case of emergencies.</p> <p>21/05/08/01 NP reported 40-50 views of online services during height of lockdown, towards end of lockdown 20-30. Now live services recommenced, recorded views are still around 20-30, though fewer people are using feedback form.</p> <p>21/05/17 NP apologised for not organising a collection for Anna. HT, KB and Ann Mansell took Anna out for a meal to say thank you.</p>	
21/07/05	<p><b>Churchwardens' or Church Representatives' Reports</b></p> <p>Full details are documented in the attached appendices.</p> <p>The following points from each report were emphasised or queried at the meeting:</p>	
21/07/05/01	<b>Colston Bassett (see Appendix 5.1)</b>	
21/07/05/02	<b>Elton (see Appendix 5.2)</b>	
21/07/05/03	<p><b>Granby cum Sutton (see Appendix 5.3)</b></p> <p>Huge thanks from PCC to Maureen Wright for all the work undertaken.</p> <p>AB to check with MW where to position restored drawing when it comes back.</p> <p>MJ has to register AB with her details as a Trustee for the Charity Commission listing. AB to send info to MJ and a declaration to sign, includes undertaking DBS and safeguarding training to meet requirements.</p>	<p><b>AB</b></p> <p><b>MJ, AB</b></p>

Signed ..... Name ..... Office ..... Date .....

Item		Action
21/07/05/04	<p><b>Langar cum Barnstone (see Appendix 5.4)</b></p> <p>RC raised school leavers service which needs approval by PCC. It's a church service, Stephen Hippisley-Cox attending, so 2 DBS-approved will attend from church, following all guidelines and risk assessment. RC has asked for school risk assessment. PCC agreed that RC can approve school risk assessment. Church providing each leaver with a presentation bible at a cost of £143.45, costs to come from Parish general fund.</p> <p><i>PCC agrees with proposal to hold Langar School leavers service subject to acceptable school risk assessment being approved prior to date.</i></p> <p><i>Proposed - NP, seconded - EH, unanimously approved.</i></p> <p>Want to re-open pop-up café in August, RC proposes special meeting of PCC to decide on policy, risk assessments, etc based on new CofE guidelines following latest Government regulations.</p> <p>RC raised concerns about some of the new procedures and safeguarding requirements. HT understands that existing volunteers don't need to be retrospectively 'safely recruited', still important to undertake CO, if possible.</p> <p>What is the dividing line for 'staff' depending on their role within the church?</p>	RC
21/07/05/05	<p><b>Cropwell Bishop (see Appendix 5.5)</b></p> <p>MJ read quinquennial report, nothing of financial concern for PCC.</p> <p>School visit, part of school curriculum, visit went well - thanks to Ann Mansell. Not a forerunner to regular church-based slot, it may be an annual visit with another group. School party included some parents too - good outreach to people who would not normally come to church.</p>	
21/07/05/06	<p><b>Tythby cum Cropwell Butler (see Appendix 5.6)</b></p> <p>MR needs to get risk assessment approved for Tythby so service can proceed. Need to have 2 DBS- and safeguarding-trained attending. Adopting similar risk assessment to one approved for Granby last week, no different circumstances to take into account.</p> <p><i>Adopt RA from Granby for service at Tythby</i></p> <p><i>Proposed - MR, seconded - RC, unanimously agreed</i></p>	MR
21/07/06	<p><b>Treasurer's Report (see Appendix 6.1)</b></p>	
21/07/06/01	<p>Half-year report, Parish is in a reasonable financial position, paying Diocesan share, bills paid promptly, income more than expenditure. Helped by the recent Giving Campaign as this resulted in an increase in income. MJ passed results of the campaign to Tony Brown from Jubilee House. MJ not anticipating any further standing orders.</p> <p>Each church's figures based on unrestricted funds. Changes on restricted funds shown on separate spreadsheet. Takes a long time to put this breakdown together, so if it is not needed, please advise MJ.</p> <p>Difficult to compare results of Christian Aid appeal with previous years. Had to undertake differently, no door to door, majority of donations came through website.</p> <p>Parish has a Current Appeal which people can donate to on the website.</p> <p>To ensure donations qualify for Gift Aid, encourage donations to go to general parish funds, earmarked for a particular charity. Then money (plus reclaimed Gift Aid) is donated by the Parish to the relevant charity.</p> <p>Current Appeal - what will next charities be after Christian Aid week? Normally run for 2 months. Following discussions agreed: Barnabas Fund now, then Self Help Africa, Framework, The Children's Society. NP to change website accordingly.</p>	NP

Item		Action
21/07/16	<p><i>Agenda item 16 dealt with out of order so that MJ could leave afterwards.</i></p> <p>Additional hours for Parish Administrator - paid position so Parish should cover hours worked or ask for less work. Parish can afford to pay extra hours.</p> <p>Agreed up to 50 hours per month where necessary.</p> <p>MJ left meeting at 19:52</p>	
21/07/06/02	<p><b>Sale of Barnstone Church</b></p> <p>All in hand.</p> <p>Sum agreed by competitive tender, PCC needs to resolve to execute transfer document.</p> <p><i>PCC resolves to execute transfer document attached in association with exchange of contracts for the sale of Barnstone Church.</i></p> <p><i>Proposed -RC, seconded EH, unanimously agreed</i></p> <p>RC will print off page to sign, signed by NP and 2 others in the presence of a witness. RC and TS to meet with NP.</p> <p><b>Font at Barnstone Church</b></p> <p>RC spoken with Jonathan Pickett. He has put RC in touch with someone at Church House who keeps a register of surplus church fabric. If a new home cannot be found for the font, Chancellor says it must be broken up. TS has quote of £1000 from Lymn's to carefully remove and store for a year, after that may need to be disposed of. Lymn's registered to handle monumental stone, any delay would delay completion which we should avoid.</p> <p><i>PCC resolves to accept quotation from Lymn's to remove and store the font.</i></p> <p><i>Proposed - RC, seconded - TS, unanimously agreed</i></p> <p>RC grateful to EH efforts to progress the sale, now nearing completion.</p>	<p>RC,TS,NP</p> <p>RC</p>
21/07/07	<b>Approval of faculties</b>	
21/07/07/01	<p><b>Request for grave reservation at Langar (see Appendix 7.1)</b></p> <p>KB proposed RC and JC qualify and are very suitable for a plot reservation and fulfil the criteria.</p> <p><i>PCC supports faculty as follows that Robin and Julie Coles application for two grave spaces in the churchyard of St Andrew's Church, Langar in Parish of Wiverton in the Vale and Diocese of Southwell and Nottingham</i></p> <p><i>Proposed - NP, seconded - KB, 8 in favour and 1 abstention</i></p>	
21/07/08	<p><b>Worship report (see Appendix 8)</b></p> <p>NP thanked HT for her comprehensive report.</p>	
21/07/08/01	<p>Some parishioners disappointed that more services cannot be offered at the moment. The number of services each week is limited by the availability of retired ministers and lay readers. Also a need to fit in baptisms and weddings. The Worship Team has tried to satisfy each village having one service a month.</p> <p>9.00am a little early for communion for some churches for congregation and churchwardens, hence 10.30am start for services. Colston Bassett may be able to have an earlier service on a less busy Sunday but dependent on a vicar being available.</p> <p>HT reiterated the need and difficulty to adequately provide for children in services.</p> <p>Addressing feedback from parishioners where concerns were raised about limited services, the question was raised as to whether this was about not</p>	

Item		Action
	<p>having services in their own church or unable to go to other churches? HT reported that many people turn up at their own church, some will go elsewhere wherever. HT does not feel it is an issue with transport to other churches, offers available for those who need help.</p> <p>MR recalls previously having an outside service for dogs, worship, picnic etc. HT used to organise this. EH away end of August which was historically weekend used. Individual Home Teams need to work out what they would like. Events like this will need planning, risk assessments, availability of leaders, etc. It could be held in an afternoon on 8<sup>th</sup> August? Picnic and Praise - 4pm picnic followed by 5pm service at St Mary's, Colston Bassett, fall back to use church if weather inclement.</p> <p>HT suggested that risk assessment uses guideline from Ecclesiastical Insurance for outside events. Colston Bassett Home Team meet next week so can discuss and plan.</p> <p>HT to consult with RM and try to progress and report back to Colston Bassett in time for Home Team next week.</p> <p>Regarding provision for children, Fred, Keith and Clare are meeting to discuss how this might work at the upcoming All Age Service in Colston Bassett. RM hoping to start a during the week provision in Langar, could include Cropwell Bishop children too.</p> <p>KB suggested a possible children's communion service, discussing with RM on Wednesday.</p> <p>Thanks to HT for time putting schedules together. There is still a need to ensure services have risk assessments and DBS requirements, safeguarding in place. Churchwardens/representatives to ask if they need extra people to help cover having 2 DBS attenders.</p>	<p>HT, RM</p> <p>Wardens /Reps</p>
21/07/08/02	<p><b>Risk Assessments</b></p> <p>Does the risk assessment have to name the DBS-cleared people? HT suggested we had an addendum with names so that risk assessment does not need to be changed every week/service.</p> <p>RD stated that with a risk assessment there is no need to add names each time, we just need to state we will comply.</p> <p>Provide a list to RM who would like to know who meets the requirements each week.</p>	
21/07/09	<p><b>Deanery Synod Report and Deanery Update</b></p> <p>Synod held but no written report.</p> <p><i>Living on Love and Faith</i> course being run in the Autumn. Invited by Stephen Hippisley-Cox to join in or run in Home Groups. KB felt it sounded very interesting and good to be part of.</p> <p>Prayer group - <i>Open View of the Bible</i> by James Halstead.</p> <p>Hoping to put on Deanery events like when the visiting Bishops came, PCC to put ideas together.</p> <p>Talked about Parish dashboard and safeguarding.</p> <p>The two Bishops came to East Bridgford and prayed for half an hour. KB and Dorothy Thompson attended.</p> <p>Paul Massey Songs of Praise every month, which is very successful</p> <p>Car Colston and St Wilfred's eco - bug houses etc</p> <p>SH-C has singing in the churchyard service at Wysall. It is a service outside, with chairs, no masks, and a PA system. Online services have brought SH-C churches closer during pandemic.</p>	All

Item		Action
	RC part of Deanery Synod because of being a Diocesan Synod member. This will end soon. Vacancy for a member of Deanery Synod. Would RC like to join. Can RC join now as a Casual Vacancy. JT to research what might be possible	JT
21/07/10	<b>Diocesan Synod Report</b> No meeting	
21/07/11	<b>General Synod Report</b> Meeting held recently, no report as yet.	
21/07/12	<p><b>Safeguarding Report (Appendix 12)</b></p> <p>Thanks for the comprehensive report from JT. Important that people comply with actions outstanding so PCC is compliant.</p> <p>EH reported that Colston Bassett will have safeguarding on every Home Team meeting agenda. EH confirmed he has completed the C2 course.</p> <p>RC asked what level of safer recruitment is needed for volunteers, e.g. help at pop-up café, flower arrangers? SH-C advised that a light touch for existing volunteers who have been helping for a long time is suitable. AB asked what is the identified level of risk? RD advised that the PCC needs to know if there is anything in someone's background which could be problematic. The PCC needs to demonstrate we have made every effort to ascertain nothing in background or history that might cause a risk to others or compromise the reputation and integrity of the PCC and/or the Church.</p> <p>Issues regarding lone working are different from 'safer recruitment'.</p> <p>Volunteers still need to be 'checked'. If something came to light in the future and no checks had been undertaken it would leave the PCC in a very difficult position. RC asked for guidance to what level is required in different roles in church. RD suggested guidance should come from the Safeguarding Officer.</p> <p>NP concerned at possible level of admin needed for vetting of volunteers and appointed posts. Posts such as Secretary requires confidentiality and the process is for everyone's safety. It is important we follow it.</p> <p>Treasurer post will need to follow the process and there are extra requirements for this role from the Charity Commission.</p> <p>All the PCC members are Trustees of a Charity, so requirements need to be followed.</p>	RD
21/07/13	<p><b>Parish Policies (see appendix 13.1)</b></p> <p>Risk Assessments need to be in place for all services, outlining the requirements re number of DBS people and must be approved by the PCC. MR confirmed that all current template risk assessments are approved.</p> <p>RD advised that having risk assessments does not cover against all future insurance claims. They are not a catch-all that makes everything right. Risk assessments do not need to have every detail to the n<sup>th</sup> degree, but they are important. PCC needs to have reasonable system of assessments and we need to take all reasonable steps. Generic risk assessments should suffice for every church unless there is a significant difference for a service.</p> <p>RM wants risk assessments to be accessible. This may involve putting them on the website, maybe password protected. Email the generic risk assessments for services, visits or other events for each church to the PCC. NP will put on the website.</p> <p>MR confirmed that he has a risk assessment for wedding at Langar and for choir singing at a wedding. MR to send to PCC.</p> <p>PCC unanimously agreed that all current risk assessment are approved and services can proceed as scheduled.</p>	All  MR

Item		Action
21/07/14	<b>Parish Posts</b>	
21/07/14/01	<p><b>Recruitment (see Appendix 14.1)</b></p> <p><b>Secretary</b> Recruitment of Sally Stothard for post of PCC Secretary is ongoing and is following Safer Recruitment Process. It is hoped that the appointment will be made in time for next PCC meeting.</p> <p><b>Safeguarding Officer</b> RD has recently gone through the process and been interviewed by RM today, RM has approved the appointment. <i>NP proposed the PCC appoint RD as Safeguarding Officer</i> <i>Proposed - NP, seconded - KB; 8 in favour, 1 abstention</i></p> <p><b>Treasurer</b> MJ has done a brilliant job and given a lot of notice that he will be stepping down. This is not a paid role at the moment. The PCC has previously discussed making this a paid role to be more attractive to applicants. TS has put the Job specification on local social media, MJ will provide training. 6 hours per week currently to undertake the role, fluctuates at certain times of the year. RC suggested that someone contacts the Finance Officer at the Diocese asking advice and how we might proceed and what it will cost if PCC need to pay someone. NP to contact Diocese. One person contacted NP when the role was originally advertised. They asked if this was a paid post. NP has contact details on file if the PCC decides to make this a paid post. Nobody else has enquired whether this is a paid or voluntary role. Local advertising required, local newsletters, magazines, social media etc. All need to promote within their village settings. NP to email most up to date advert for people to promote. TS recommended using digital advertising wherever possible due to lead in times for printing. MJ recommended a face-to-face approach which can be more productive in recruiting than general advertising. That was how he was recruited in Cropwell Bishop. TS suggested the PCC use East Bingham Deanery network. JT to contact the new administrator.</p> <p><b>Vice Chair of PCC</b> NP reminded the PCC that he advised at the PCC meeting in May that he wishes to step down. No volunteers as yet, please all consider.</p>	<p>NP</p> <p>NP All</p> <p>JT</p> <p>All</p>
21/07/14/02	<p><b>Additional Hours for Parish Administrator (see Appendix 14.2)</b> MJ has confirmed that financially the PCC can afford an increase in hours. NP suggested 50 hours maximum per month. Unanimously agreed.</p>	
21/07/15	<p><b>Requests to use Parish Premises (See Appendix 15.1)</b> Discussed earlier in today's meeting and approved buying bibles and using the building. Stephen Hippisley-Cox presenting bibles to leavers.</p>	
21/07/16 21/05/16/01	<p><b>Correspondence</b></p> <p><b>Pylons and Overhead Powerlines (see Appendix 16.1)</b> Small income may be possible from this. Individual churchwardens to identify if applicable to their church. If any identified, please talk with MJ.</p>	<p>Wardens /Reps</p>

Item		Action
21/07/17	<p><b>Any other business</b></p> <p><b>Ride and Stride - 11<sup>th</sup> September.</b> There is a wedding at Langar that day. Will need to have a risk assessment for the event. NP advised organisers that all churches will have a welcome sign and registration form but no toilet facilities or commitment to provide refreshments. Each church can provide refreshments as they are able and if there are any people who can greet visitors that would be good, but this is not promised to the organisers.</p> <p><b>New Covid guidelines</b></p> <p>When new guidelines are issued will churches be open, masks worn, singing in church, what will be numbers allowed at weddings and baptisms etc? Updated guidance from CofE not due until end of this week. Risk assessments will need to be revised accordingly, circulated as necessary to PCC to approve prior to services taking place.</p> <p>HT suggested a churchwardens meeting once CofE guidance is out to discuss and have a communal view.</p> <p>RC reminded the PCC that there are 2 weddings and rehearsals at Langar on 30 and 31 July. Risk assessments will need to be updated. NP suggested using a commercial cleaning company for a deep clean as used at Colston Bassett. This was not expensive, ask EH for details.</p> <p><b>Granby organising a clear out</b></p> <p>AB asked if a faculty is required and if so, what faculty is needed to clear out. Some records need to be kept and given to Diocese and archive. Ask MW and BP for advice.</p>	AB
21/07/18	<p><b>Matters for the next Meeting's Agenda</b></p> <p>None</p>	
21/07/19	<p><b>Date and venue of next meeting</b></p> <p>13<sup>th</sup> Sep, 8<sup>th</sup> Nov - in St Andrew's Langar starting at 7pm</p>	
	<p><b>KB closed the meeting with a prayer at 9.45pm</b></p>	

# **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

## **Appendix 5.1 – for the church of St John the Divine, Colston Bassett**

**Author: Edward Hine**

### **Mission and Ministry (Growing disciples Wider, Younger, Deeper)**

1. Our Friday Evening prayers service on Zoom continues to be popular
2. Close contact is being maintained with all vulnerable people in the village

### **Churchwarden's / Church representative's Report**

#### **Events:**

1. We have a Home Team meeting next Monday
2. We have cancelled our Village Breakfast on 25<sup>th</sup> July but hope to be comfortable enough to hold the one in August

#### **Maintenance and Fabric:**

1. We now have the faculty to carry out the works necessary to rectify damage caused by the defective drain.
2. We now have the faculty for our new sound system
3. We haven't had any problems at St Mary's since the last meeting.

#### **Finance:**

1. Nothing further to report



## **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

### **Appendix 5.2 – for the church of St Michael and All Angels, Elton-on-the-Hill**

**Author: Pam Powell**

#### **Mission and Ministry (Growing disciples Wider, Younger, Deeper)**

1. No events

#### **Churchwarden's / Church representative's Report**

##### **Events:**

1. No services or events

##### **Maintenance and Fabric:**

1. No interior maintenance has taken place since the last report although the church and churchyard are inspected regularly
2. The Churchyard continues to be maintained by volunteers, principally Don Masson.

##### **Finance:**

1. We received 2 additional standing orders from a new family in the village, both to be gift aided

# **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

## **Appendix 5.3 – for the church of All Saints, Granby and Sutton**

**Author: Maureen Wright**

### **Mission and Ministry (Growing disciples Wider, Younger, Deeper)**

1. We continue to support the more isolated people in the village either by visits or phone calls.
2. The Home team had its first face to face meeting on 12<sup>th</sup> May.

### **Churchwarden's / Church representative's Report**

#### **Events:**

1. Our first service since Christmas Eve was Holy Communion service held on 27<sup>th</sup> June. The service was lead by Rev'd David Milner, a retired priest who lives in the village. The villages had invitational leaflets delivered to every home. The Risk Assessment was updated and the church cleaned . There were 28 attendees with a ratio of 2:1 of villagers to visitors from other churches. Rev'd David and his wife sang first and last Verse of Praise my Soul at beginning of the service. After the service we joined together outside to sing Living Lord.
2. There are new properties being built in Sutton and houses in Granby which are for sale. We look forward to welcoming new people into our villages and introducing and encouraging them to share in our church life.
3. We look forward to the return of the pencil drawing after its restoration by the Diocese Conservator. This should be within the next 2 weeks. The charge for this is £150.00.

#### **Maintenance and Fabric:**

1. We are trying to source firms who are willing to clear the church gutters.

#### **Finance:**

1. Nothing to report

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I would like to say a huge "thank you" to all the PCC also those who attend these meetings, for your support, help, advice and guidance you have freely given me during my time as warden. I know I shall miss you, but I am certain it is the right time to step down.

Thank you also for the beautiful flowers and your kind words I received from you all.

Maureen

# **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

## **Appendix 5.4 – for the church of St Andrew, Langar & Barnstone**

**Author: Robin Coles**

### **Mission and Ministry (Growing disciples Wider, Younger, Deeper)**

1. St Andrew's is pleased to be open when required for weekly services.
2. The Home Group had a social meeting in the garden of Church Cottage, but has not met since due to members' holidays.
3. Contacts are being maintained with the wider church community in Langar and Barnstone.

### **Churchwarden's / Church representative's Report**

#### **Events:**

1. A memorial service was held on June 25<sup>th</sup> for Connie Smith, former churchwarden, born in Granby in 1920, died last year 2 months short of her 100<sup>th</sup> birthday and long term supporter of the church.
2. Langar School is having its Leavers' service in St Andrew's on Friday 23<sup>rd</sup> July. The school is maintaining current regulations to the end of term (23<sup>rd</sup>) irrespective of an changes on 19<sup>th</sup>, so there will only be present the 13 leavers, 2 parents each, 3 staff, the Chair of Governors, and Stephen H-C representing the church (and possibly me). This can easily be accommodated within our Worship RA as the Leavers constitute a bubble and there is space for the parents to be 2m apart.

Hopefully we can source appropriate Bibles to be presented to the Leavers by Stephen.

3. A number of weddings are planned from the end of July including two on consecutive days. How these will take place depends on the guidance in place at the time.
4. Depending on the Government regulations and the Church's interpretation of them, consideration will be given to re-opening the Pop-up Café in August or September. It is recognised that a Risk Assessment will have to be completed.

#### **Maintenance and Fabric:**

1. Nothing to report

#### **Finance:**

1. Sale of Barnstone Church: See separate Agenda item
2. Nothing else to note.

# Report for Wiverton in the Vale PCC Meeting of 12 July 2021

## Appendix 5.5 – for the church of St Giles, Cropwell Bishop

**Author: Hilary Tabron**

### **Mission and Ministry (Growing disciples Wider, Younger, Deeper)**

1. St Giles' has continued to be open for private prayer on Mondays, with the time now extended to cover 10.30am – 4.00pm.
2. The first St Giles' service of the year will be held on 11<sup>th</sup> July.
3. The Tuesday house group has met via Zoom most weeks, fitting around people's availability, and 'The Bible Course' has now been completed. We expect to have occasional meetings in-person through the summer without specific study planned.
4. Contacts are being maintained with the people in our congregation and on our radar.

### **Churchwarden's / Church representative's Report**

#### **Events:**

1. **Funerals and committals**

There have been no funerals or interments of ashes since the last report, although we have been dealing with requests for possible interment of ashes and a potential funeral, and ongoing communications about memorial headstones. Thanks to Jane Travis and Katharine Bacon.

2. **Garden Social Afternoon**

This was held on 15<sup>th</sup> June 2021, with known contacts invited to socialise around seven gardens, with refreshments offered in three of those. The principal aim was social, but a net amount of £176 was raised for St Giles' funds

3. **School visit**

Ann Mansell was approached by the Class 3 teacher from Cropwell Bishop Primary School, asking for a visit to St Giles' Church to fulfil part of the RE syllabus. This took place on Friday 9<sup>th</sup> July, with appropriate risk assessments from school and church in place. Ann and I offered a mixed programme covering history and worship, including children contributing to a prayer tree.

#### **Maintenance and Fabric:**

1. The Quinquennial Inspection Report has been completed by Carl Andrews and received 7<sup>th</sup> July 2021. The fee of £500 plus VAT has been paid, and we will look through the report carefully in the coming week.
2. **Reordering:** We responded to a further request for some clarification on 11<sup>th</sup> May 21. Our revised plans were made available to the historic societies and church building council for their further comments. They were asked to respond by 5<sup>th</sup> July 2021.
3. The notice board in the porch has been refixed to the wall, thanks to John Robinson.
4. A lightening conductor test was carried out 20<sup>th</sup> May 2021.
5. A smart meter installed 7<sup>th</sup> July 2021, so no longer a need for monthly submission of readings!
6. The churchyard is overdue for a 'working party' trimming session.

#### **Finance:**

1. Nothing to report in addition to Max's report.

## **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

### **Appendix 5.6 – for the church of Holy Trinity, Tythby cum Cropwell Butler**

**Author: Mike Raines**

#### **Mission and Ministry (Growing disciples Wider, Younger, Deeper)**

1. Nothing to report.

#### **Churchwarden's / Church representative's Report**

##### **Events:**

1. We are planning to prepare and clean the church for next Sunday's Holy Communion service, our first back since lockdown and look forward to Keith officiating.
2. I have kept in touch with our vulnerable group - nothing new to report.

##### **Maintenance and Fabric:**

1. Minimal grass cutting around the graveyard is being adopted in line with a more natural approach.
2. Am waiting for John Farnsworth of Harby to agree a date for the installation of the new camera security system. He has revised the specification due to our poor mobile signal reception. The revised quote is £1290 +VAT, plus annual charge after the 1st service of £160 +VAT. Also, the use of a GPRS sim card makes for more efficiency in that it allows for annual billing, thus negating the need to top up every few months.

##### **Finance:**

1. Nothing to report



Charity Commission SOFA Report as at 30/06/2021

Paxton

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Wiverton in the Vale PCC

Printed: 06/07/2021

	Unrestricted funds	Restricted Income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	55,435	5,681	0	61,116	110,012
Charitable activities	5,901	0	0	5,901	6,135
Other trading activities	660	0	0	660	2,514
Investments	1,472	1,406	83	2,961	6,825
Separate material item of income	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>63,468</b>	<b>7,087</b>	<b>83</b>	<b>70,638</b>	<b>125,486</b>
<b>Expenditure on:</b>					
Raising funds	796	0	0	796	24
Charitable activities	53,210	3,177	0	56,387	119,419
Separate material item of expense	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>54,006</b>	<b>3,177</b>	<b>0</b>	<b>57,183</b>	<b>119,443</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>9,462</b>	<b>3,910</b>	<b>83</b>	<b>13,455</b>	<b>6,044</b>
Net gains/(losses) on investments	0	0	0	0	14,104
<b>Net income/(expenditure)</b>	<b>9,462</b>	<b>3,910</b>	<b>83</b>	<b>13,455</b>	<b>20,148</b>
<b>Extraordinary items</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers between funds</b>	<b>4,940</b>	<b>-4,940</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets for the charity's own use	0	0	0	0	0
Other gains/(losses)	0	0	0	0	0
<b>Net Movement in Funds</b>	<b>14,402</b>	<b>-1,030</b>	<b>83</b>	<b>13,455</b>	<b>20,148</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	52,538	257,770	109,314	419,623	
<b>Total funds carried forward</b>	<b>66,940</b>	<b>256,740</b>	<b>109,397</b>	<b>433,078</b>	

**Charity Commission Balance Sheet as at 30/06/2021**

**Paxton**

**Page 1 of 1**

**Wiverton in the Vale PCC**

**Printed: 06/07/2021**

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total funds	Prior year funds
<b>Fixed assets</b>					
Intangible assets	0	0	0	0	0
Tangible assets	0	0	0	0	0
Investments	0	118,183	95,069	213,252	219,205
<b><i>Total fixed assets</i></b>	<b>0</b>	<b>118,183</b>	<b>95,069</b>	<b>213,252</b>	<b>219,205</b>
<b>Current assets</b>					
Stocks	0	0	0	0	0
Debtors	2,517	53	0	2,569	2,708
Investments	0	0	0	0	0
Cash at bank and in hand	64,433	138,505	14,328	217,265	199,725
<b><i>Total current assets</i></b>	<b>66,950</b>	<b>138,557</b>	<b>14,328</b>	<b>219,835</b>	<b>202,434</b>
<b>Creditors: amounts falling due within one year</b>	10	0	0	10	2,016
<b><i>Net current assets/(liabilities)</i></b>	<b>66,940</b>	<b>138,557</b>	<b>14,328</b>	<b>219,825</b>	<b>200,418</b>
<b><i>Total assets less current liabilities</i></b>	<b>66,940</b>	<b>256,740</b>	<b>109,397</b>	<b>433,078</b>	<b>419,623</b>
Creditors: amounts falling due after more than one year	0	0	0	0	0
Provisions for liabilities	0	0	0	0	0
<b>Total net assets or liabilities</b>	<b>66,940</b>	<b>256,740</b>	<b>109,397</b>	<b>433,078</b>	<b>419,623</b>
<b>Funds of the Charity</b>					
Endowment funds	0	0	109,397	109,397	109,314
Restricted income funds	0	256,740	0	256,740	257,770
Unrestricted funds	66,940	0	0	66,940	52,538
Revaluation reserve	0	0	0	0	0
<b>Total funds</b>	<b>66,940</b>	<b>256,740</b>	<b>109,397</b>	<b>433,078</b>	<b>419,623</b>

Signed by one or two trustees  
on behalf of all the trustees

**Signature**

**Print Name**

**Date of  
approval**



## Charity Commission Balance Sheet Details

Paxton

Page 1 of 3

Wiverton in the Vale PCC

Printed: 06/07/2021

June 2021

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Year Total</u>	<u>Last Year</u>
<b>B01 Intangible assets</b>					
	0	0	0	0	0
<b>B02 Tangible assets</b>					
	0	0	0	0	0
<b>B03 Heritage assets</b>					
	0	0	0	0	0
<b>B04 Investments</b>					
Colston Cap Endowment Inv	0	0	3,667	3,667	3,667
Cropwell Bishop CCLA Inv	0	0	18,111	18,111	18,111
Elton Clock Memorial Inv	0	7,766	2,815	10,580	10,580
Elton McLean Memorial Fund Inv	0	83,721	0	83,721	83,721
Langar Caporn Endowment Inv	0	0	11,497	11,497	11,497
Tythby Sheldon Trust Inv	0	12,444	0	12,444	18,397
Tythby Crane Trust CCLA Inv	0	8,932	0	8,932	8,932
Tythby Butler Smith CCLA Inv	0	5,320	0	5,320	5,320
Tyhby Chapel of Ease CCLA Inv	0	0	58,979	58,979	58,979
	0	118,183	95,069	213,251	219,204
<b>B06 Stocks</b>					
	0	0	0	0	0
<b>B07 Debtors</b>					
Recoverable Gift Aid	2,517	53	0	2,569	2,708
	2,517	53	0	2,569	2,708
<b>B08 Investments</b>					
	0	0	0	0	0

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Year Total</u>	<u>Last Year</u>
<b>B09 Cash at bank and in hand</b>					
Wiverton in the Vale curr acc	-2,583	6,662	-961	3,117	6,383
Wiverton Group Curr Account	3,767	-3,767	0	0	0
Colston Bassett current accoun	-3,670	9,869	0	6,200	2,171
Cropwell Bishop C/A	-62,824	65,554	0	2,730	3,873
Elton C/A	-7,392	10,334	0	2,942	5,890
Granby C/A	-5,258	10,348	0	5,090	2,382
Langar C/A	2,316	7,619	83	10,018	4,044
Tythby C/A	11,752	-3,000	0	8,752	3,898
Colston Bassett N/WDep Closed	-3,000	3,000	0	0	0
Colston Bassett CCLA DepClosed	-10,021	10,021	0	0	0
Cropwell Bishop CBF Deposit	0	0	6,859	6,859	6,859
Elton NWest Deposit Acc	-9,396	1,049	8,348	0	0
CCLA Deposit Acc	161,112	7,125	0	168,237	162,179
Tythby Sheldon Trust Deposit A	-2,517	2,839	0	322	101
Tythby Crane Deposit Acc	-2,206	2,335	0	128	0
Tythby Butler Smith Dep Acc	-1,600	1,909	0	309	233
Tythby Chapel of Ease Dep Acc	-4,047	6,607	0	2,560	1,713
	64,433	138,504	14,329	217,264	199,726
<b>B11 Creditors (due within one year)</b>					
Creditors control a/c	-10	0	0	-10	-873
Advance Payments	0	0	0	0	-1,143
	-10	0	0	-10	-2,016
<b>B14 Creditors (due after one year)</b>					
	0	0	0	0	0
<b>B15 Provisions for liabilities</b>					
	0	0	0	0	0
<b>B17 Endowment funds</b>					
Colston Cap Endowment Inv	0	0	3,667	3,667	3,667
Tythby CofEase Inv't Fund	0	0	58,979	58,979	58,979
Cropwell Res Endowment Chancel	0	0	6,859	6,859	6,859
Cropwell Cap Endowment Fund	0	0	18,111	18,111	18,111
Elton Designated Clock Fund	0	0	10,201	10,201	10,201
Langar Res Caporn endowment	0	0	11,580	11,580	11,497
	0	0	109,397	109,397	109,314

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Year Total</u>	<u>Last Year</u>
<b>B18 Restricted income funds</b>					
Little Saints	0	1,172	0	1,172	1,172
Messy Church	0	191	0	191	191
Colston Designated Fabric	0	6,850	0	6,850	6,100
Colston Restrict Building Fun	0	20,129	0	20,129	20,129
Colston Restricted Tower Fund	0	530	0	530	530
Colston Restricted Organ Fund	0	955	0	955	1,083
Tythby Crane Investment Fund	0	8,932	0	8,932	8,932
Tythby Butler/S Invest't Fund	0	5,320	0	5,320	5,320
Cropwell Designated Fabric Fun	0	26,704	0	26,704	23,296
Cropwell Rest Parish Room	0	386	0	386	386
Cropwell Rest Tower Fund	0	749	0	749	749
Cropwell Restricted Organ Fund	0	406	0	406	406
Cropwell Restricted Choir Fund	0	363	0	363	363
Cropwell Reordering Fund	0	68,454	0	68,454	65,929
Elton Restricted McLean Fabric	0	88,170	0	88,170	91,170
Tythby Res Sheldon Income Fund	0	322	0	322	101
Tythby Res Crane Income Fund	0	128	0	128	0
Tythby Res Butler/S Income Fun	0	309	0	309	233
Tythby Res CofEase Income Fund	0	2,560	0	2,560	1,713
Tythby Res Sheldon Inv't Fund	0	12,444	0	12,444	18,397
Granby Designated Fabric Fund	0	5,263	0	5,263	4,927
Langar Restricted Organ Fund	0	187	0	187	187
Langar Restricted Tower Fund	0	1,019	0	1,019	969
Langar Rest Caporn churchyard	0	2,128	0	2,128	2,045
Langar Res yard maintenance	0	-125	0	-125	0
Langar Res Coffee Fund	0	29	0	29	29
Langar Res Flower Fund	0	153	0	153	153
Langar Res Howe Charities Fund	0	729	0	729	729
Langar Res Gregory Charities	0	114	0	114	114
Langar Res Repair Fund	0	300	0	300	550
Langar Howe Distribution Fund	0	1,870	0	1,870	1,870
	0	256,741	0	256,741	257,773
<b>B19 Unrestricted funds</b>					
Retained surplus	57,825	0	0	57,825	57,825
WitV Unrestricted General Fund	9,115	0	0	9,115	-5,286
	66,940	0	0	66,940	52,539
<b>B20 Revaluation reserve</b>					
	0	0	0	0	0

Jan-March 2021	Colston Bassett		Cropwell Bishop		Elton		Granby		Langar		Tythby		Total
	6mos to Jun 21	6mos to Jun 20	6mos to Jun 21	6mos to Jun 20	6mos to Jun 21	6mos to Jun 20	6mos to Jun 21	6mos to Jun 20	6mos to Jun 21	6mos to Jun 20	6mos to Jun 21	6mos to Jun 20	
<b>RECEIPTS</b>													
Planned Giving + Gift Aid	6196	6341	11209	10185	413	375	4729	4513	12550	11676	5914	6068	41011
Plate collections + Gift Aid	526	1193		717		254	171	63	446	822		254	1143
Donations/grants	2698	84	1506	79	178	19	482	22	860	437	3339	3030	9063
Fund Raising	510	315	176					669					686
Divs/Interest	55	51	6		1355	1301							1416
Stat/NonStat Fees	124	14	1175	1151		211			1140	1522		157	2439
Other Income						122			192				192
Gift Aid Income													0
Inter Fund Transfers					3000	6000					6000		9000
<b>TOTAL INCOME</b>	<b>10109</b>	<b>7998</b>	<b>14072</b>	<b>12132</b>	<b>4946</b>	<b>8282</b>	<b>5382</b>	<b>5267</b>	<b>15188</b>	<b>14457</b>	<b>15253</b>	<b>9509</b>	<b>64950</b>
<b>PAYMENTS</b>													
Parish Share	4300	4330	6946	6832	2315	2338	3969	3984	8931	9024	6616	6643	33077
Group Share		783		1455		429		705		1359		522	0
Insurance	1838	1835	1072	1070	436	434	876	874	2180	2178	572	570	6974
Donations/Grants				50									0
Utilities	243	624	1182	1430	217	233	63	70	1295	2262	130	-55	3130
Maintenance/Repairs	964	1470	274	148	65	65	191	277		266	420		1914
Building Repairs										600			0
Professional Fees												720	0
Admin Costs													0
Sundry Expenses		150	360	64	18	15	66		192	31	185	77	821
Inter Fund Transfers			3000	3000									3000
<b>TOTAL EXPENDITURE</b>	<b>7345</b>	<b>9192</b>	<b>12834</b>	<b>14049</b>	<b>3051</b>	<b>3514</b>	<b>5165</b>	<b>5910</b>	<b>12598</b>	<b>15720</b>	<b>7923</b>	<b>8477</b>	<b>48916</b>
													0
Opening General Surplus	19671	19644	6126	10399	-2909	-5949	5029	7221	7429	7217	-3465	-411	24875
Income less Expenditure	2764	-1194	1238	-1917	1895	4768	217	-643	2590	-1263	7330	1032	16034
<b>General Surplus carried forward</b>	<b>22435</b>	<b>18450</b>	<b>7364</b>	<b>8482</b>	<b>-1014</b>	<b>-1181</b>	<b>5246</b>	<b>6578</b>	<b>10019</b>	<b>5954</b>	<b>3865</b>	<b>621</b>	<b>47915</b>
<b>PCC General Surplus 30.6.21</b>	<b>66940</b>												
Net position	<b>19025</b>												

When looking at comparative figures year on year please note payment share of Group expenses i.e. admin costs etc have not been passed for first 6 months of the year to reduce group net surplus and assist under performing churches. (Line 18).

**Figures relate to unrestricted funds only. See Bal Sheet Details File for Restricted Fund Positions.B17-18**

# Report for Wiverton in the Vale PCC Meeting of 12 July 2021

## Appendix 6.2 – Sale of Barnstone Church

**Author: Robin Coles**

### **Motion**

The motion is proposed:

*“The PCC resolves to execute the Transfer Document (attached) in association with the exchange of contracts for the sale of Barnstone Church”*

(Note that this requires the signatures of the Chair and two other PCC members present at the meeting in the presence of an independent witness)

### **Font**

The diocese require that the font is removed, and unless used as a font in another church, destroyed so that it cannot be used for anything other than its original purpose. The wardens of Langar & Barnstone would like to extend their deliberations on this to the rest of the PCC.

If you need more room than is provided in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Give full name(s).

Complete as appropriate where the transferor is a company.

Give full name(s).

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

**Agreed document**

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

1	Title number(s) of the property: NT558134
2	Property: Land at Main Street, Barnstone, Nottingham
3	Date: 2021
4	Transferor: Southwell and Nottingham Diocesan Board of Finance (Registered Charity Number 249359)  <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:  0034165  <u>For overseas companies</u> (a) Territory of incorporation:  (b) Registered number in the United Kingdom including any prefix:
5	Transferee for entry in the register: Graham William Dawn and Sarah Elizabeth Dawn  <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:  <u>For overseas companies</u> (a) Territory of incorporation:  (b) Registered number in the United Kingdom including any prefix:
6	Transferee's intended address for service for entry in the register:  1 Nottingham Road, Southwell, Nottinghamshire, NG25 0LG
7	The transferor transfers the property to the transferee
8	Consideration  <input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures):

Two hundred and ninety five thousand three hundred and sixty three pounds (£295,363)

- The transfer is not for money or anything that has a monetary value
- Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to Land Registry's Public Guide 18 – *Joint property ownership* and Practice Guide 24 – *Private trusts of land* for further guidance. These guides are available on our website [www.landregistry.gov.uk](http://www.landregistry.gov.uk)

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

9 The transferor transfers with

- full title guarantee
- limited title guarantee

10 Declaration of trust. The transferee is more than one person and

- they are to hold the property on trust for themselves as joint tenants
- they are to hold the property on trust for themselves as tenants in common in equal shares
- they are to hold the property on trust:

11 Additional provisions

**11.1 Interpretation**

11.1.1 In this Transfer:

11.1.1.1 the "Council" means the Parochial Church Council of the Church of St Andrew's, Langar in the diocese of Southwell and Nottingham

11.1.1.2 the expression "the Transferee" includes the owner or owners for the time being of the Property, and the Transferee's successors in title;

- 11.1.1.3 obligations expressed to be made or assumed by a party comprising more than one person are made and are to be construed as made by all such persons jointly and severally;
- 11.1.1.4 words denoting one gender include the other genders and words denoting persons include firms and corporations and vice versa;
- 11.1.1.5 words importing the singular number include the plural and vice versa;
- 11.1.1.6 clause, paragraph and schedule headings are not to affect interpretation;
- 11.1.1.7 any obligation on the Transferee not to do, or omit to do anything includes an obligation not to allow that thing to be done or omitted to be done;
- 11.1.1.8 unless the context otherwise requires, a reference to a clause or to a Schedule is a reference to the relevant clause in, or Schedule to this Transfer, and a reference to a paragraph of a Schedule is a reference to the relevant paragraph of that Schedule
- 11.1.2 Any references in this Transfer to “liability” include, where the context allows, claims, demands, proceedings, damages, loss, costs and expenses
- 11.1.3 Any references in this Transfer to any statutes or statutory instruments include any statute or statutory instrument amending, consolidating or replacing them respectively from time to time in force, and references to a statute include statutory instruments and regulations made pursuant to it.

## **11.2 Title**

- 11.2.1 The Property is vested in the Transferor as diocesan authority for the diocese of Southwell and Nottingham within the meaning of the Parochial Church Councils (Powers) Measure 1956 on behalf of the Council;
- 11.2.2 The land transferred is held by the Transferor in trust for the Council a non-exempt charity and this transfer is not one falling within paragraph (a), (b), (c) or (d) of section 117(3) of the Charities Act 2011 so that the restrictions on disposition imposed by section 117 to 121 of that Act apply to the land;
- 11.2.3 This transfer is made at the request of the Council;



11.2.4 The Council certifies that as charity trustee it has power under the trusts of the charity to effect this disposition and that it has complied with the provisions of sections 117-121 of The Charities Act 2011 so far as applicable to it.

**11.3 Indemnity Covenant**

The Transferee covenants with the Transfer that the Transferee will observe and perform the covenants and conditions contained or referred to in the property and charges registers of the title referred to above and will indemnify and keep the Transferor and its estate indemnified against all actions, proceedings, damages, costs, claims and expenses which may be suffered or incurred by the Transferor or its estate in respect of any future breach or non-observance or non-performance of those covenants and conditions.

**11.4 Third Parties**

The parties to this transfer do not intend that any terms of this transfer shall be enforceable solely by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party.

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 10 has been completed, each transferee may also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to Land Registry's Public Guide 18 – *Joint property ownership* and Practice Guide 24 – *Private trusts of land* for further guidance.

**12 Execution**

EXECUTED as a DEED by )  
SOUTHWELL AND NOTTINGHAM )  
DIOCESAN BOARD OF FINANCE )  
acting by either two directors or a )  
director and its secretary )

Signature of  
director.....

Name of  
director.....

Signature of  
director/secretary.....

Name of  
director/secretary.....

SIGNED as a DEED by  
[ ] and  
[ ] and  
[ ]  
pursuant to a resolution of  
the Council (being the  
chairperson and two other  
members of the Council  
present at a meeting at which  
such resolution was passed)  
in the presence of:-

Signature of  
chairperson.....

Signature of  
member.....

Signature of  
member.....

Signature of  
witness.....

Name of witness.....

Address of  
witness.....

.....

SIGNED as a DEED by )  
GRAHAM WILLIAM DAWN in the )  
Presence of:- )

Signature of  
witness.....

Name of  
witness.....

Address of  
witness.....

.....

SIGNED as a DEED by	)
SARAH ELIZABETH DAWN in the	)
presence of:-	)
Signature of witness.....	
Name of witness.....	
Address of witness.....	
.....	

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

# Report for Wiverton in the Vale PCC Meeting of 12 July 2021

## Appendix 7.1 – Request for Grave Reservation

### **Authors: Jane Travis (Parish Administrator) and Nick Perry (Vice Chair)**

A request has been received from Robin and Julie Coles to reserve graveplots in Langar Churchyard for them both. As Robin and Julie are resident in the Parish, this is in line with the current Parish Graveyard Policy approved by the PCC on 13 July 2020.

Approval of this request requires a faculty. Submission of the faculty will need to be raised and approved at a PCC meeting.

The following resolution is proposed:

*“The PCC supports a faculty as follows; Robin and Julie Coles’ application for two grave spaces in the churchyard of St Andrew’s Church, Langar, all in the Parish of Wiverton in the Vale in the County of Nottinghamshire and Diocese of Southwell and Nottingham.”*

# Report for Wiverton in the Vale PCC Meeting of 12 July 2021

## Appendix 8 – Worship Report

**Author: Hilary Tabron**

### **The present situation**

Since 27<sup>th</sup> June we have included more churches among those able to offer in-person services, and have replaced the online pre-recorded 'Pause for Prayer and Reflection' with a recording of an in-person service uploaded and available via the Parish website later in the day.

Maureen was very happy to report that 27 attended the Holy Communion at Granby, with 19 of those coming from the village.

The Risk Assessments have been amended to allow for 1 metre plus spacing rather than strictly 2 metres, and also to reduce the general time expected between services/activities in a church from 72 to 48 hours. These are in line with revised government guidelines. It is also noted that singing outdoors in groups of up to 30 is permitted, as well as appropriately distanced singing in church by a choir or group of up to 6 people.

### **Planning for August and September**

Worship leaders had a virtual meeting to plan services and staffing allocation, and noting weddings and christenings in the schedule. We also looked more provisionally at October. Please note the following:

1. We do not want to ask too much of our retired clergy and lay leaders, so we remain in a transitional 'holding' pattern offering an HC per week and occasional additional services.
2. Now we have heard that Rachel has authority to begin a gradual phased return to work, she has said that she will attend services, but not take an up-front role until and unless she feels able, and then will liaise with the rota'd leader about how she might contribute. She intends that duties as allocated among retired clergy and lay leaders for August and September will remain in force through this time.
3. Katharine has successfully been able to record and upload services for wider viewing via the parish website.
4. Please note that in consultation with Pam Powell, we have allocated a Holy Communion service at Elton on 12<sup>th</sup> September. This is a day when they will be hosting a christening in the afternoon and will have therefore cleaned and prepared the church. Pam wants to honour the agreement that Elton hosts 6 services a year, which on a pro-rata basis for the rest of this year means that this, plus the much-hoped-for Carol Service and early Christmas Day Holy Communion, would comply. The 9.00am service time allocated for the Elton service will give an indication of how many will seek and support this early time and will help in future planning.
5. We have arranged, via Area Dean Stephen Hippisley-Cox, for a new-to-us and newly retired priest, Sally Baylis, to look after the Holy Communion Service at St Giles' Cropwell Bishop on 19<sup>th</sup> September. As things stand, she will lead, preach and preside.
6. According to what church communities want and what could be managed in terms of leadership, there are some late afternoon slots which could potentially be used for additional services along the lines of Tythby's Tea and Praise, or possibly a reflective or healing service.

### **Child friendly / accessible worship**

We continue to be mindful of the fact that we need to be as inclusive as possible across age groups and people's familiarity with church services in general. Katharine has a printed copy of a child-friendly HC liturgy which could be approved and used if thought appropriate on occasion. Apart from this we all need to recognise that *how* we do something can be as critical as the specifics of *what* we do, when aiming to make it accessible to as many as possible. A non-HC service suitable for families' needs to be a priority for additional provision.

<b>AUGUST 2021</b>	<b>Service</b>	<b>Readings</b>	<b>Leading</b>	<b>Presiding</b>	<b>Talk</b>	<b>Readers</b>	<b>Prayers</b>	<b>Accompanist</b>	<b>Church Team</b>
Sunday 1 <sup>st</sup> August Green	<b>AA HC 10.30am</b> <b>With baptism</b> Rueben Harby Adams <b>Langar</b>	<b>Relate</b> Trinity 9 2 Samuel 11.26 - 12.13a Psalm 51.1-13 Ephesians 4.1-16 John 6.24-35	/FC	/FC	FC			Robin	Langar
Fri 6 Aug Langar	Wedding Paul Baguley / Alexandra Mason		Rev Ben Evans						
Sunday 8 <sup>th</sup> August Green No KHT No SM	<b>HC 10.30</b> <b>Tythby</b>	Trinity 10 2 Samuel 18.5-9,15,31-33 Psalm 130 Ephesians 4.25 - 5.2 John 6.35,41-51	CC/FC ?	CC/FC ?	KB				
Fri 13 Aug Langar	Wedding 3.00pm Paul Ward / Amanda English		Rev Deb Mayo						
Sunday 15 <sup>th</sup> August <b>Not Granby</b> <b>Not Tythby</b> Green	<b>HC 10.30am</b> <b>Cropwell</b>	The Blessed Virgin Mary /Trinity 11 1 Kings 2.10-12; 3.3-14 Psalm 111 Ephesians 5.15-20 John 6.51-58	KHT	KHT	KHT			Tony	Cropwell
	<b>Blessing 12noon</b> <b>St Giles</b>		CC	Blessing Imogen Mullen	CC			Tony	Cropwell
	<b>MW Colston</b> <b>10.30</b> <b>With baptism</b>		FC	<b>Baptism</b> Oscar Bullimore	FC			Dorothy	Colston
Sunday 22 <sup>nd</sup> Green  No Colston Team am – Big Breakfast	<b>10.30am</b> <b>HC</b> <b>Granby</b> <b>4.00pm</b> <b>Tea, Buns and</b> <b>Praise, Tythby</b>	Trinity 12 1 Kings 8.[1,6,10-11] 22-30,41-43 Psalm 84 Ephesians 6.10-20 John 6.56-69	KHT  HT/KB	KHT	SM				
Sunday 29 <sup>th</sup> Green NO EH	<b>10.30am</b> <b>Colston</b>	Trinity 13 Song of Solomon 2.8-13 Psalm 45.1-2,6-9* James 1.17-27 Mark 7.1-8,14,15,21-23	FC/CC	FC/CC	FC/CC				

<b>September 2021</b>	<b>Service</b>	<b>Readings</b>	<b>Leading</b>	<b>Presiding</b>	<b>Talk</b>	<b>Readers</b>	<b>Prayers</b>	<b>Accompanist</b>	<b>Church Team</b>
Sunday 5 <sup>th</sup> Sept Green	<b>AA HC 10.30am Langar</b>	<b>Trinity 14</b> Proverbs 22.1-2,8,9,22,23 Psalm 125 James 2.1-10[11-13] 14-17 Mark 7.24-37	KHT	KHT	EH			Robin	Langar
Weddings at Colston and Langar on Sat 11 <sup>th</sup> FC and CC officiating									
Sunday 12 <sup>th</sup> Sept Green	<b>HC 9.00am Elton check with Pam BCP orCW</b>	<b>Trinity 15</b> Proverbs 1.20-33 James 3.1-12 Mark 8.27-38	KHT	KHT	KHT			n/a	Elton
	<b>HF 10.30 Tythby</b>		KB	KB	KB			CD's or acapella	Tythby
	(Harvest Festival C Bishop Methodists as village service)		Rev Fiona Cotton- Betteridge					Dorothy	Elton
Sunday 19 <sup>th</sup> Sept <b>Not Granby Not Elton</b>  Green	<b>HC 10.30am Cropwell</b>	<b>Trinity 16</b> Proverbs 31.10-31 Psalm 1 James 3.13 - 4.3,7-8a Mark 9.30-37	SB	SB	SB			Tony	Bishop
	<b>Colston Pet Service 10.30</b>		EH/KB		EH			Dorothy	Colston
Sunday 26 <sup>th</sup> Sept Green <b>Not Colston, not KB or EH</b>	<b>10.30am HC Harvest theme? Granby</b>	<b>If Harvest Year B Trinity 17</b> Esther 7.1-6,9,10; 9.20-22 Psalm 124 James 5.13-20 Mark 9.38-50	KHT	KHT	SM			Elisabeth	Granby

# **Report for Wiverton in the Vale PCC of 12 July 2021**

## **Appendix 12 – DBS and Safeguarding Training Report**

**Author: Jane Travis: Lead DBS Recruiter**

### **Administration Information**

Further to the APCM report and following the appointment of the new PCC members, a review of the DBS and safeguarding training has taken place.

In the absence of a Safeguarding Officer, Jane Travis has been named as the Lead DBS Recruiter and has undertaken the training on the new application system from APCS being used by Southwell and Nottingham Diocese.

All church wardens are up to date with their DBS clearance and all have either completed, or are in the process of completing, the required safeguarding training – C0 Basic, C1 Foundation and C2 Leadership. Digital copies of certificates are held by Jane Travis.

Other members of the PCC have been issued with their unique identification number for the DBS clearance process and to date 4 out of 7 have applied and their ID checked and submitted accordingly. Outstanding are NP, PP and AB. When SS joins the PCC she will also need to apply. Stephen Hippisley-Cox is checking whose responsibility it is to ensure lay readers, retired ministers and LLM have both current DBS clearance and safeguarding training.

Regarding safeguarding, 7 members of the PCC have been asked on 17 June 2021 to undertake safeguarding training at Basic and Foundation level. This is a requirement for all members of the PCC by the Charities Commission and Southwell and Nottingham Diocese, regardless of their interaction with people and activities. Both are carried out online using a national Church of England portal. Copies of certificates need to be sent to Jane Travis on completion. To date none have been received.

Jane Travis has undertaken the Safer Recruitment Training (S1) as well as C0 Basic training.

### **Safer Recruitment Process**

Having checked with Heather Rolfe at Southwell and Nottingham Diocese, the appointment of Safeguarding Officer, PCC Secretary and a new PCC Treasurer must follow the Safer Recruitment process. Ideally all roles within the Parish, both paid and voluntary, should follow this process which involves:

- Be clear who is responsible for the appointment
- Ensure Parish safeguarding policies are in place, including a statement on the recruitment of ex-offenders. Policies should be reviewed annually
- Job/ role description agreed and issued to possible candidates. Can be very simple and uncomplicated
- Application form
- References (at least 2)
- Interview, at least one of whom has completed S1 training
- Confidential declaration form completed
- DBS application where applicable
- Letter of appointment
- Supervision and training
- Review regularly, normally annually



## **DBS & Safeguarding for Churchwardens and PCC members, April 2021**

Following conversations between the diocesan registrar and the diocesan safeguarding adviser, the Diocese confirmed the following:

- All PCC members must have a DBS check as they are trustees of a charity.
- If the parish engages in any children's activities for which the Parish provides insurance cover, then they are regarded as a Children's Charity by the Charity Commission and all PCC members must have an Enhanced Level DBS check.
- All Enhanced Level DBS checks are provided free by the Diocese.
- If there are no children's activities provided by the parish for which insurance cover is required, then all PCC members must have a Basic Level check.
- All Basic Level DBS checks must be paid for by the parish at a cost of about £29 per check.
- All PCC members should complete the Basic and Foundation Modules (C0 and C1) of Safeguarding Training. This is a local decision agreed by +Paul and the DSAP and is at a higher requirement than the National Training and Development Policy recommends.
- In addition, all Churchwardens must complete their Leadership Module (C2) within six months of being installed in post.

### **UPDATED INFORMATION, 08/07/21**

Since writing the initial report, please see below an update

- 08/07/21 DBS applications started for Ann Mansell (children's ministry and wedding co-ordinator), Colin Bryan (Tower Captain), Geoffrey Yarnall (Tower Captain)
- Please can church wardens send JT lists of other volunteers, their role within the church as undoubtedly others will need to have DBS checks carried out to allow them to continue helping out, particularly anyone in a leadership or children's ministry role.
- Stephen Hippisley-Cox has confirmed that DBS checks for lay readers, retired ministers and LLM are undertaken by Gill Wahlers at Jubilee House
- AB has started the DBS application process. JT is waiting for documents from AB to undertake the ID check
- RD has undertaken C0 Basic and C1 Foundation safeguarding training.
- Any Safeguarding policies, along with all other policies will need to be reviewed and updated.
- Risk assessments need to be in place for services, activities and events (coffee mornings and cafes, school visits, lunch meet-ups, etc )

*Jane Travis, Parish Administrator, 1<sup>st</sup> July 2021*

# **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

## **Appendix 13.1 – Parish Policies and Risk Assessments**

**Authors: Revd Rachel Mitchell**

### **Risk Assessments**

To smooth the transition as restrictions are lifted please ensure the following;

All services and activities planned for the remainder of the summer, autumn and ongoing will need the following approved by PCC (and Rector when I return) before they can proceed:

- An adequate Risk Assessment conforming with the current template.
- Named staff who should have the relevant DBS checks and Safeguarding training - or have these scheduled.
- Without the pre approval by PCC, events and services may not go ahead even if they appear in a schedule. The necessary documents should be available to present for approval to the PCC meeting on the 12<sup>th</sup> July.

### **Access to documents**

I think it would be a good idea to make current drafts available for all policies and RA's on the members' section of our website to be as a resource for home teams and church warden. Each church will be responsible for their own, but I'm sure Mike Raines and Jane Travis will be at hand to advise too.

# Report for Wiverton in the Vale PCC Meeting of 12 July 2021

## Appendix 14.1 – Recruitment

**Author: Nick Perry**

### General

The 'Safer Recruitment' process (as outlined in Appendix 12) is now mandatory for all new roles in the diocese, for all volunteers to new posts as well as staff.

### PCC Secretary

Jane Travis has produced a Role Description for the post which is attached to this report.

Sally Stothard, a member of St John's church and Ann Mansell's Home Group, has indicated a willingness to take on the role. She is in France at present but will discuss the role with Rachel on her return. She will then need to complete an application form, provide two references, undergo a DBS check and undertake a formal interview. The appointment would then have to be approved by the PCC.

### Safeguarding Officer

Jane has produced a Role Description for the post which is attached to this report.

Rosie Dulwich, an elected member of the PCC, has indicated a willingness to take on the role. She has completed an application form and provided two references. Rosie's DBS application is underway and she has already completed C0 and C1. She will still need to do C2 and S1 and S3 when she is appointed. She is due to be interviewed by Rachel on 10 July. The appointment would then have to be approved by the PCC.

### Treasurer

Max announced some time ago now that he will stand down as Treasurer at the end of 2021. As yet, we have received no indications of interest in taking over the role. It is becoming quite urgent that a successor is identified, due to the necessity of an induction period in which the new Treasurer will work alongside Max. If anyone knows of any suitably qualified or experienced candidates, please raise the issue with them and encourage them to consider the position.

Jane is working on a Role Description.



## PCC Secretary

Welcome to the role of PCC secretary and thank you for your willingness to serve. The PCC is the governing body of the church and as such is called, alongside the minister, to lead in carrying out its mission. It is also the means by which information and resolutions are passed from the Diocesan and Deanery Synods to the congregation and, just as importantly, from the congregation to these wider groups.

As secretary it is your role to be the point of contact for the PCC and to be responsible for the preparation and distribution of all paperwork that enables it to operate well. This guide aims to give you an overview of the tasks that are likely to fall to you as well as some of the key legislation that applies to PCCs.

This document is not an exhaustive list of the things you might do as a PCC secretary nor does it contain the answers to all questions of procedure. A copy of the Church Representation Rules (particularly the sections on Parochial Church Meeting and Councils as well as the supplementary sections) is the working document for these types of questions and it is essential to have a copy at meetings. In summary, according to the Church Representation Rules, the secretary has the following functions –

- (a) to have charge of all the documents relating to the current business of the PCC other than the roll of the parish (unless the secretary is also the electoral roll officer);
- (b) to keep the minutes;
- (c) to record all resolutions passed;
- (d) to notify his or her name and address to the secretary of the deanery synod and the secretary of the diocesan synod.

This guide also does not take into account local variations. While all of the tasks outlined do need to be completed they do not necessarily have to be undertaken by the same person.

The role of PCC secretary is an important ministry but it is not one you undertake alone. Also remember that Diocesan Staff are happy to help with any problems you may come across.

### **PCC Meetings**

The PCC is required by law to meet at least 4 times a year (as well as the Annual Parochial Church Meeting – APCM) unless there is an approved scheme for a Joint Parochial Church Council in place (see below). A PCC is quorate (can legally conduct its business) if a third of its current members is present and voting is decided by a simple majority of those present. But on some occasions, for example when there is an item of business to do with the Patronage (Benefices) Measure 1986, it is necessary for there to be a majority of all PCC members to be quorate. If necessary the chair has a second or casting vote. If the meeting is not quorate it cannot make any binding decisions or vote on any agenda issues. Appendix II of the Church Representation Rules gives greater detail on these matters. If a meeting has to be postponed, members must be given written notice of the date of the reconvened meeting within 14 days of the original meeting date. Emergency meetings can be convened by the chair with at least three days' notice in writing and the quorum for such a meeting is a majority of PCC members. Only business specified in the notice convening the meeting may be discussed.

## Your Role

### Agendas

It is your task to prepare the agenda for PCC meetings, with the minister and standing committee, and circulate to members at least seven days before the meeting. If possible it is also a good idea to circulate any written reports or documents that are due to be discussed so that members are able to read them beforehand. It is absolutely fine for this to be done via email for those happy to receive documents like this. The order of the agenda is flexible so that if a guest has been invited to contribute to the meeting their item can be taken near the beginning.

A word of warning, it is very easy for the agenda to focus on business matters to the exclusion of all else and this can lead to discussions that appear to have little to do with furthering the mission of the church. An awareness of the mission should be present in all that we do but it is often a good idea to be more explicit and intentional about this when planning the meetings. For example, if your parish or mission community has a Mission Action Plan the PCC might decide to focus on a different point or section at each meeting to discuss progress and the way ahead. Alternatively, the PCC can give special attention to a particular sub-committee at each meeting or invite speakers to talk on areas that are important to the ministry of your church. How your PCC decides to do this will be reflected in the agenda. The outline given below is to remind you of some of the business items that should be discussed regularly.

A typical agenda for Wiverton in the Vale (templates are available)

1. Welcome and opening prayers
2. Attendance and apologies
3. Minutes of previous meeting
4. Matters arising
5. Churchwardens' or Church Representatives' Reports (see Appendices 5.1 - 5.6)
6. Treasurer's Report (see Appendix 6)
7. Approval of faculties (are there any?) (see Appendix 7)
8. Worship Report (see Appendix 8)
  - 8.1. Continued suspension of in-church services
  - 8.2. Risk assessments (see Appendix 8.1)
9. Deanery Synod Report and Deanery Update (see Appendix 9)
10. Diocesan Synod Report
11. General Synod Report
12. Annual Report and APCM
13. Parish Giving Campaign (see Appendix 13)
14. Safeguarding Report (see Appendix 14)
15. Recruitment (see Appendix 15)
16. Correspondence
17. Any other business

18. Matters for next meeting's agenda

19. Date and venue of next meeting

20. Closing Prayer

Some of these issues can be covered very quickly and if there is nothing to report then it is fine to say so and for the chair to move on. There are some items that do not appear at every meeting but should be raised at specific points of the year. For example the fabric report and the financial statement should be presented to the PCC by the churchwardens before the Annual Meeting so that members can discuss it before recommending it to the wider church community at the Annual Parochial Church Meeting. Similarly, at the meeting following the Annual meeting the PCC needs to elect a vice-chair, treasurer, secretary and electoral roll officer as well as other key people such as the safeguarding representative or stewardship officer. It is also important to decide who should comprise the standing committee and any other committee you want to establish. At some point in the year it is useful to decide the dates for the year ahead.

On some occasions it is possible for matters arising from the minutes to dominate the agenda in terms of the time they take to discuss. It is perfectly possible, from time to time, to take matters arising as the penultimate item on the agenda and to see whether this gives a better balance to the meeting as a whole.

### **Minutes**

You need to attend the meetings and take accurate notes (including attendance), so you can prepare minutes and distribute them afterwards. The minutes do not need to include a fulsome account of who said what and to whom but are instead a brief summary of essentials. However, it is important that the minutes include accurate and clear wording for decisions, resolutions and action points. All resolutions passed by the PCC should be recorded with the names of the proposer, seconder and voting figures. If action is to be taken please make it clear who is responsible. It is often a good idea to put names in a separate column running alongside the minutes so they are obvious or at least put them in bold type.

The minutes of formal meetings normally follow a pattern similar to that below (templates are available):

- Description of meeting - ie: title, date, time, place, etc
- List of those present
- Apologies for absence
- Record of any corrections necessary to the previous meeting's minutes followed by a note that the minutes were approved
- Matters arising from the minutes - normally this reports action taken as a result of decisions at the last meeting.
- Other agenda items – including reports from sub-committees where needed.
- Date of next meeting
- Confidentiality - Where the PCC decides that part of the meeting is confidential, you should minute those items separately clearly marked as confidential.

When the draft minutes are ready check them with the chair before they are circulated to other members. The minutes do not become an official record until they have been approved at the next meeting and it is always useful to bring your initial notes in case any items are disputed. It is important to maintain a complete set of minutes with accompanying papers.

## The Annual Parish Meeting (formerly the Annual Vestry Meeting) and the Annual Parochial Church Meeting (APCM)

The first of these meetings is usually relatively short and its purpose is to elect the churchwardens. Anyone resident in the parish or on the civil electoral roll of the parish may attend and vote and it is important for the chairperson of the annual Parish meeting to acquaint themselves thoroughly with the procedure for electing churchwardens which is set out in the Churchwardens Measure 2001. The second, usually held immediately afterwards, is only open to those on the church electoral roll and is to elect representatives to the Deanery Synod and the PCC, and to appoint sidespersons and an auditor or independent examiner. Further information on the Annual Meeting can be found in rules 6-13 of the Church Representation Rules.

### Your Role

These meetings require quite a bit of forward planning and a likely timetable is given below.

January	If not already fixed decide, with the minister and churchwardens, on a date for the APCM. Please note that the meeting must be held before the 30th April.
March	Settle the agenda for the APCM with the minister or during a vacancy with the churchwardens. The final PCC meeting before the APCM needs to consider and approve the financial statements and the annual report so that they can be submitted on their behalf at the APCM.
April	The APCM must be held before the 30th April. Remember to put up the appropriate notices (which are available to download from the Diocesan website or can be purchased as paper copies from Church House Publishing at the address given below) at least 2 Sundays before the meeting. The financial statements should also be on display for 7 days before the meeting.
After the Meeting	Return the required forms to the Diocesan Secretary (this may be via the Archdeacon at the Visitation) and the deanery synod secretary with details of your parish's deanery synod representatives. The results of the election must be published as soon as possible after the meeting for a period of at least fourteen days. Copies of the accounts and the annual report should be sent to the Diocesan Secretary.
The first PCC meeting after the APCM	The first meeting may take place very soon after the APCM or at a later date. After the first meeting of the newly elected PCC, return forms to the Diocesan Secretary (this may be via the Archdeacon at the Visitation) with details of churchwardens, PCC secretary and treasurer. You do not need to include the names of other PCC members or sidespersons. At this meeting you should also elect a vicechair, secretary, treasurer, electoral roll officer and safeguarding representative.

### Agenda & Minutes

The only business to be contracted at the meeting of parishioners is the election of churchwardens. Apart from the usual agenda items (apologies, minutes of the last annual meeting etc) there are items that usually only appear at the APCM:

- Elections
  - Election of representatives to the Deanery Synod occurs every 3 years. Unless a casual vacancy occurs elections will take place in 2011, 2014, 2017 & 2020. Please see Part 3 of the Church Representation Rules for further information on Deanery Synods.

- Lay members of the PCC are also elected every 3 years although this is often a rolling process as terms of office finish at different times.
- Appoint an independent examiner/auditor of accounts
- Appoint sidespersons (annually)
- Report on changes in the electoral roll
- Minister's report (or in a vacancy a report by the chair). This is not a legal requirement but it is often a good opportunity for them to review, to thank and to outline a vision for the coming year.
- Annual report on the proceedings of PCC and the activities of the church generally. As secretary you will probably be asked to compile this report. Again, it does not have to be lengthy but should contain details of the major events in the life of the church and the substantive areas of discussion of the PCC.
- Audited statements of funds or property if any, remaining in the hands of the PCC at the preceding 31st December.
- Financial statements of PCC for the year ending the 31st December. independently examined or audited.
- A report on the fabric, goods and ornaments of the church or churches in the parish. This is given by one of the churchwardens.
- A report on the proceedings of Deanery Synod given by one of the representatives

Again it is your duty to compile concise minutes of the meeting.

### **Parishes with more than one place of worship**

In parishes with more than one place of worship arrangements are possible for congregations to both ensure that their views are represented and that they are able to share in the responsibilities of leadership. At the Annual Parochial Church Meeting one or both of the following schemes may be agreed.

1. Elections to the PCC happen in such a way as to ensure due representation of the congregations at each place of worship.
2. Authority is delegated to a District Church Council (which then elects its own members and officers) to oversee the leadership of an individual place of worship. However, there are certain functions which may not be delegated and these include the production of the financial statement of the parish. A scheme such as this, as well as that of a joint PCC (see below), needs to be ratified by the Bishop's Council. More detailed information on this may be found in rule 18 of the Church Representation Rules and advice is available from the Synod Office.

### **Correspondence**

As PCC secretary you will find that much of the correspondence for the PCC and, particularly if you do not have a church administrator, for the church as a whole, will come to you. You will work with the Parish Administrator who acts as a communication point for Wiverton on the Vale Parish. It is up to you to either pass it on to the relevant person or to present it at the next PCC or other appropriate meeting. The task of responding may well also fall to you, usually having taken guidance on what sort of response is required. It is always helpful to respond in timely fashion which may require responding before the next PCC meeting is scheduled. For example, it may be the case that the views of the PCC on a particular issue are needed by the Diocese and a request will be made for



a written reply. If at all possible please do this within the time frame given. Your opinion and input are really valued and we may be surprisingly tenacious in asking for it. If you can respond promptly it is appreciated and will prevent multiple communications.

Some requests are made on a regular (often annual) basis, for example the collection of attendance data via the Statistics for Mission form, issued every autumn. The data helps us to plan for mission and ministry in individual parishes and mission communities and more widely in the diocese. Once we have extracted the relevant information the forms are forwarded to the Department for Research and Statistics of the Archbishops' Council for the compilation of national comparative statistics.

Importantly, during a vacancy or impending vacancy the PCC Secretary is the point of contact for the Patrons, Registry and the Bishop's Office and undertakes much of the legally required correspondence on behalf of the PCC. The appointment process has a strict timetable of notices to be displayed and forms to be completed and may require extraordinary meetings of the PCC. The staff at Jubilee House will guide you through this process.

### **Training, Mentoring and Succession Planning**

When you are new to a role, it is often useful to speak to someone who has been 'in post' for a while. Looking towards the future it is also a good idea to have an exit strategy of your own. Some people are happy to serve in the same way for decades while others prefer to find new challenges as well as to just take time off and recharge for the next period of service. A change of posts is also a good way of bringing new people into the PCC. In the year or so leading up to your intended 'retirement' think and pray about who might replace you. This might be the ideal time to mention it to them and begin to give them an idea of what the post entails.

### **Records**

There is a church office at the Rectory in which you can store minute books and papers, there may be times you may need to keep these things at home. However, this should not mean taking over your house. All records other than current minutes and accounting records in the custody of the PCC secretary and treasurer should be kept in the church safe. Records, i.e. parish register, minute books, deeds, etc, which no longer need to be consulted should be deposited in the appropriate Records Office. This will most often be the Devon Records Office (contact details below). There is further advice on what should be kept and for how long on the diocesan website as well as in some of the publications mentioned below.

### **Other Tasks**

You may additionally find that you are asked to do some of the following:

- Contact the diocese for information and advice on a variety of issues. The Parish Administrator may also be asked to undertake these type of requests
- Electoral Roll: In the absence of an Electoral Roll Officer, you may need to keep the electoral roll up to date and report any changes to the PCC. Sections 1-5 of the Church Representation Rules deal with the Electoral Roll. Wiverton in the Vale Parish has a designated Electoral Roll Officer so these tasks will be undertaken by others.
  - o Revisions: The electoral roll should be kept up to date throughout the year when new people may be added and others removed. It is revised annually and the revision is completed not less than 15 days, and not more than 28 days, before the annual meeting. This allows time for anyone who wishes to inspect it to do so. The revised list is posted on the main notice board for at least 14 days before the Annual Meeting. At the meeting itself complete the electoral roll certificate (available from the diocesan website) and post one

copy on the notice board (for at least 14 days) and send another to the diocesan offices. This has to be done by 1st June each year.

o Renewals: Every six years a completely new electoral roll is prepared. This process is next due in 2013 and has a longer timetable. Not less than two months before the annual meeting warning is given of the new roll. This warning period lasts for at least 14 days and at every service on each of the two Sundays in this period the person taking the service announces the intention to create a new roll. It is the responsibility of the PCC to take reasonable steps to inform everyone currently on the roll that a new roll is being prepared. Everyone who wishes to be on the roll, even if they are already on it, must complete an application form. The new roll is again completed not less than 15 days, and not more than 28 days, before the annual meeting followed by a period of inspection lasting at least 14 days. During this time corrections may be made but there can be no additions or removals.

- Other Committees: You may be asked to serve as secretary to other committees connected with the life of the church, for example by attending meetings and compiling minutes. Please do help in this way if you are happy to do so. Equally, if you would prefer not to, it is perfectly acceptable to decline.

There are responsibilities attached to the role of PCC secretary and you should be aware of them before you agree to the position and wholehearted in executing them afterwards. However, they should not become such a burden that they cloud your enjoyment of the church in which you worship. Please do ask for help from your fellow PCC members, the diocesan staff and the Diocesan Registrar. Thank you once again for your commitment.



## Parish Safeguarding Officer [PSO] Role Outline

The PSO represents the parish/benefice according to National & Diocesan Safeguarding guidelines. The role of PSO is to:

- Ensure that a Safeguarding Policy and Good Practice Guidelines are developed, adopted, implemented and reviewed annually. Encourage good practice and work closely with the incumbent/priest in charge on all safeguarding matters to ensure that the safeguarding policies and procedures are known, understood and acted upon across the parish/benefice.
- Act as the link person between the parish/benefice and the diocese. Advise on good practice in respect of working with children and adults who may be at risk of harm or abuse.
- In accordance with Diocesan Safer Recruitment Guidelines, to contribute to the appointment of all volunteers and PCC employees in regular contact with children and vulnerable adults; to obtain necessary criminal records and renew these appropriately.
- Working with the Parish Administrator, compile and update annually a list of names of paid and voluntary workers and ensure that full recruitment procedures have been followed for each of them.
- Provide the PCC with regular updates on safeguarding and report at least annually on the implementation of the safeguarding policy, procedures and guidelines within the parish/benefice.
- Along with the incumbent/ priest in charge receive, but not investigate any concerns, incidents or allegations of abuse that may arise within the parish/benefice, including allegations against clergy , or licensed commissioned. Inform immediately and subsequently liaise with the Diocesan Safeguarding Advisor [DSA]
- Ensure that a log of concerns, incidents or allegations that arise is kept; storing all records securely – confidentially in accordance with current GDPR and safeguarding guidelines, with access restricted to the Parish Safeguarding Officer and the incumbent.
- Along with the PCC and incumbent/priest in charge, ensure that the Safer Recruitment policy and procedures are adopted and followed and that the appropriate level of DBS check or confidential declaration is completed by all those working with children, or adults who are at risk of harm or abuse.
- Ensure that DBS forms are verified either by becoming an ID checker for the parish/benefice or ensuring that a named other person is trained to do so. The Parish Administrator is currently the Lead Recruiter for Wiverton in the Vale and undertakes the role of ID checker.
- Liaise with administrative staff to ensure that full and accurate safeguarding records are kept on the diocesan database of all volunteers and PCC employees. Monitor these records regularly to ensure that training records and DBS checks are kept up to date.
- Actively encourage volunteers, employees and PCC members to undertake safeguarding training as required, and keep a record of training taken
- Work with the DSA & incumbent/priest in charge to ensure that safeguards are put in place and maintained in respect of people who are on the Sex Offenders Register and who regularly worship in the parish/benefice.
- Along with the PCC and incumbent/priest in charge; ensure that other organisations which are regularly providing a service on church premises for children or adults who are or may be at risk of harm or abuse have safeguarding procedures in place.
- To send and update by e mail their contact details to the Diocesan Office.
- To report annually on safeguarding matters to the PCC and send annually by e mail a copy of the Parish Safeguarding Children and Vulnerable Adults Policy and Procedure to the Diocesan Safeguarding Adviser
- To attend Diocesan Safeguarding Children and Vulnerable Training and undertake other safeguarding training as opportunity arises.

# Report for Wiverton in the Vale PCC Meeting of 12 July 2021

## Appendix 14.2 – Request for additional hours

### Author: Jane Travis, Parish Administrator

Having been in post for almost 3 months I have now had an opportunity to review the role of Parish Administrator and the time required to complete the jobs in an efficient and time sensitive manner.

I am enjoying the role very much and trust that you are pleased with both the amount and standard of the work undertaken.

With changes in legislation and diocesan requirements there have been considerable training requirements in the short period I have been in post. To date I have covered:

- New Marriage legislation training
- DBS recruitment training
- Safer Recruitment Training
- Graveyard seminar
- Basic Safeguarding training
- Life Events Diary introduction training, further training required to make best use of this programme

I understand that I am actually taking on more tasks than my predecessor Anna, particularly regarding enhanced DBS requirements, Life Events Diary, various training events and picking up some matters that might ordinarily have been in Rachel's domain. I have also recently taken on the role of Lead DBS Recruiter to ensure that the Parish meets its obligations and legal requirements.

Activity within the Parish is increasing now that lockdown is easing so there is a great deal more work and liaison in terms of baptisms and memorial requests.

Information is being uploaded to the Life Events Diary but it takes time to scan documents and input data, let alone learn how to best use the programme and then train others to use and access it too.

Inevitably Rachel's absence impacts on some of the work I do and the time it takes. When Rachel is able to restart her work it is likely to be in a phased and gradual way and she will need a considerable amount of ongoing support and sharing of tasks.

It has become apparent fairly quickly that 40 hours per calendar month is not sufficient to cover all that is required to do the work at the appropriate standard and in a timely fashion. The last two months I have spent 48 hours each month excluding training, but only claimed for 40 hours. An additional 4 hours for some but not all of the training was authorised last month, as was extra time for minuting PCC and APCM meetings which had been agreed when I was appointed. I have talked this through with Rachel and at her suggestion I am writing to you to see if the maximum threshold might be increased without needing to refer to the PCC. I also appreciate that there is an element of flexibility in my hours and if there are months where I can fulfil my tasks in less time, then I will gladly do this.

Having been on 'the other side' for a very long time I fully appreciate that so many people give their time freely to ensure the Parish and its churches run smoothly. And further I understand that budgets may not allow for any increase in hours.

This is, however, a paid post and while I am very happy to be flexible and, of course, not charge for every minute, I am asking the PCC to consider changing the letter of agreement to allow more than 40 hours per calendar month.

*Jane Travis, Parish Administrator, 1<sup>st</sup> July 2021*

# **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

## **Appendix 15.1 – Langar School Leavers' Service**

### **Authors: Robin Coles**

Langar School have asked if they can hold the Leavers' Service in St Andrew's on Friday 23<sup>rd</sup> July. Although this is after 19<sup>th</sup> they will still be applying current requirements and are limiting the attendance to the 13 Leavers, two parents each, 3 staff and the chair of Governors and I have added the Area-Dean to present (in a safe manner) Bibles to the Leavers as we have done previously. In view of the low numbers (the leavers are a single bubble) I believe that this can be done within our current Risk Assessment for Worship, combined with the School's own Risk assessment, a copy of which I have requested. I have indicated to the Head that we also will apply current regulations and will require Face coverings for all adults etc. as at this moment (and at the PCC meeting on Monday) we won't have the C of E's interpretation of whatever the Government announce next Monday.

We need formally to approve the event and the purchase of Bibles to present to the children – Max should have the cost by Monday.

# **Report for Wiverton in the Vale PCC Meeting of 12 July 2021**

## **Appendix 16.1 – Pylons and Overhead Power Lines**

### **Author: Rosie Dulwich**

The attached letter was in Tythby church. The copy letter to which he refers was not enclosed.

I have spoken to him and, as I thought, he's got in a muddle with land registry docs relating to chancel repair liabilities and the land at Tythby is actually crown property. Not sure why it refers to a Bishop postcode.

He did mention that if any of our churches do have supplies over or routed via church property the wayleaves can be a source of income. (We have had something similar in Butler which I know brings in a small but regular annual sum).

Anyway, there is no action at Tythby but it may possible have relevance to other churches? If the agenda is too full it can wait till next time.

Our Ref: NT469510

The Parochial Church Council of Holy Trinity  
Holy Trinity Church  
Tythby  
Nottinghamshire  
NG13 8GS

28th June 2021

Dear Sir or Madam,

**Pylons and Overhead Power Lines at: Cropwell Bishop, Nottingham (NG12 3BW)**

I refer to my letter recently sent to you, a copy of which I attached for your convenience. As I haven't heard back from you, I have taken the initiative to contact you again, in the hope that you might contact me so that we can discuss the opportunity of securing a substantial sum from the operator of the electricity transmission line that passes through your property.

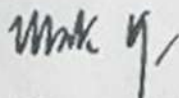
Securing this compensation requires very little input from you. There is no risk of costs to you, if the matter is aborted for any reason, or if you are not totally satisfied with what I am able to negotiate for you, there is no cost to you. We only charge a commission if the exercise is successful and payment would be made out of completion monies via your solicitor, who will be paid by the electricity company, in addition to the sum negotiated.

The sum negotiated comprises two parts. Firstly, a percentage of any residential value depreciated by the apparatus and second, a capitalisation of wayleave monies received by you. For many years, landowners have accepted up to 20 x their annual payment in return for a Deed of Easement. We secure that plus, the more valuable property-based element.

Currently, a wayleave either written or implied, exists between you the landowner and the electricity company. If a deal is done, it is recorded in a Deed of Easement. The difference between the two is that a wayleave theoretically can be terminated, a Deed is a permanent – or at least for the lifespan of the apparatus in question. The fact is, if you were to serve Notice to Remove the apparatus, the electricity company will simply apply for a 'Necessary Wayleave' and pay compensation awarded by the Lands Tribunal, which in our experience is less than a negotiated settlement. Everything else remains the same. They have the same rights to enter and maintain, the same obligation to pay for damage/crop loss caused having taken access etc. The other attraction of this compensation is, depending on the specific circumstances of ownership, the settlement figure could be CGT free!

Please do allow me to discuss this opportunity with you in more detail, without obligation on your part. I am quite sure that when you have considered the matter further, you will want to see what can be achieved on your behalf. Please do call or email, and I will give you a frank and honest opinion.

Yours sincerely



M M Ferguson BSc, MRICS,  
Email - [mf@markfergusonltd.com](mailto:mf@markfergusonltd.com),  
mobile 07789 798879 / direct 0116 2188137