



PCC of the Parish of Wiverton in the Vale

Minutes of the meeting held at 7.00 pm on Monday 10th November 2025
at 2 Springfield Close, Cropwell Bishop

Present: Vice Chair: Sue Macdonald

Churchwardens: Robin Coles, Rosie Dulwich, Trevor Simpson

Elected members: Anna Betts, Josie McGuirk, Nick Perry, Pam Powell

Co-opted: Stebe Gelsthorpe

Ex Officio: Katharine Bacon, Reader (Deanery Synod Rep)

Invited: Phil Stephenson (Treasurer)

Minutes: Jane Travis

Apologies: Hilary Tabron, June Wrate

Item		Action
25/11/01	<p>Welcome and opening prayers</p> <p>1.1 SM welcomed everyone, especially SG as he joined the PCC after a break of a few years. KB opened the meeting with prayers.</p> <p>1.2 Apologies from HT, JW</p> <p>1.3 All agreed the minutes of the meeting were an accurate record.</p> <p><i>Proposal to accept and sign off minutes from 22/09/2025 as an accurate record of the meeting</i></p> <p><i>Proposed JM, seconded NP, SG abstained as not present at meeting, others unanimously approved and agreed</i></p> <p>1.4 Matters arising</p> <p>PP commented that the digital giving machine does not work in Elton Church due to lack of mobile signal.</p> <p>1.5 Conflicts of Interest</p> <p>Before the meeting started SM asked the attendees if there were any conflicts of interest for matters on the agenda. None raised.</p>	
25/11/02	<p>Churchwardens' or Church Representatives' Reports (see Appendices 2)</p> <p>Full details are documented in the attached appendices.</p> <p>2.1 Colston Bassett Report</p> <p>JM advised that a decision for the faculty for the repair of the window is expected later this week.</p> <p>JM asked of others experiences with Oglesby's as they seemed slow to reply to emails and calls. SG felt they were expensive. A recent quote for St Giles for clearing gutters was costly. SG has volunteered to do the work himself. RD confirmed that training on working at height should be undertaken and safe working practices must be followed.</p> <p>2.2 Elton report</p> <p>Nothing to add</p> <p>2.3 Granby Report</p> <p>Nothing to add</p>	

Signed Name Office Date

	<p>2.4 Langar report</p> <p>RC advised that the painting had been finished and deep cleaning would be undertaken this week including cleaning the high windows and refitting radiators. Works should be complete by the end of the week. Contractors will move 4 cupboards and the altar cover box in the north transept to where requested by RC.</p> <p>RC had consulted JPickett at Jubilee House about removing some of the old furniture including one of the 4 altars and the large lecture. JP confirmed there is no longer a repository for church furniture. He also confirmed a faculty would be needed prior to removing / selling anything. RC proposed alterations to the altar table from Barnstone to add castors and alter the height so that the frontals fit. This would then allow this altar table to be used instead of the table on castors. AB recommended a carpenter who lives in Langar to undertake works.</p> <p>RC confirmed he also planned on removing the tabernacle from the former Cropwell Butler Chapel of Ease stored in the transept following consultation with A Swann who had made it.</p> <p>RC has booked for a skip to be delivered on 19/11 and asks for anyone who can come and help to declutter and clean to be in touch asap. The church needs to be ready for use for Pop up café on 6th December.</p> <p>2.5 Cropwell Bishop Nothing to add</p> <p>2.6 Tythby report Nothing to add</p>	ALL
25/11/03	<p>Finance and Administration (see Appendix 3)</p> <p>3.1 Treasurer's Report and Overview</p> <p>PS reported the frustrating sequence of events when sorting out renewing contracts for our utilities through Parish Buying.</p> <p>Thankfully 3-year contracts are now in place for all churches giving some reassurances that costs for this will be stable for a while.</p> <p>3.1.1 Following a finance training workshop at Jubilee House, PS asked if the Parr Memorial clock fund at Elton could cash in the endowment and have any of the money used for work on clocks in other churches - eg Cropwell Bishop where the clock needs repairs and maintenance. PP very concerned not to sell off the 'family silver' and not on favour of changing the use. SM reassured PP that there were no plans to make a raid on funds held at one church to be used on another.</p> <p>SM was reminded that as a public clock it may be possible to apply for funds from the Parish Council to repair the clock in Cropwell Bishop. SM to investigate.</p> <p>3.1.2 Five year financial plan</p> <p>JT reminded the meeting that both Archdeacon Phil and Katrina Proctor, Director of Finance at Jubilee House had suggested we should have a 5 yr financial plan to highlight gaps in finance and to help with pressing forward on the journey of generosity which will include a rise in Parish Share</p>	SM

	<p>over the next 10 years to £125,000. Staff at Jubilee House have offered to help put plans together.</p> <p>PS advised that only Cropwell Bishop church was about matching money in with expenditure. Colston was approx. £6000 down, Elton £1300 down, Granby £2/3000 down, Langar £1500/2000 down and Tythby £8000 short. This situation could not continue.</p> <p>It was agreed that the matter was too big to be discussed in detail at a PCC meeting so JT suggested a Finance Subgroup meeting, monitored with help from Jubilee House convene to look at the details. PP, RD, SG, RC, PS and NP/JM agreed to be on the subgroup. It was felt that HT would also want to be involved as she has raised concerns at previous meetings.</p> <p>3.1.3 Parish Giving Scheme - SM advised we are waiting for further information from A Coyne at Jubilee House about how best to set up donations using this scheme which can be index linked and links to reclaiming Gift Aid and is less work for a treasurer.</p> <p>3.2 Use of church and building by third parties</p> <p>NP advised that RC had suggested additional conditions to the draft online form previously circulated. The form has been used for a recent request to photograph at St Mary's ruined church.</p> <p>Using what has been learnt from this experience NP agreed to prepare a policy, form and appropriate signs about the use of church buildings by third parties. To be tabled at next PCC</p> <p>3.3 Feedback on finance meeting with Katrina Proctor</p> <p>Covered in report and discussions under 3.1.1</p> <p>3.4 AI minute taking</p> <p>Following discussions it was felt we should trial this at a meeting to see how useful it might be. AB to pass on details of apps she has been told about.</p> <p>3.5 Feedback on workshops</p> <p>Covered comprehensively in reports</p> <p>3.6 Growing Disciples Plan and associated funding</p> <p>JT reported that at the recent workshop it may be possible for each church to apply for up to £5000 per church per year for 5 years from the Diocesan pot to help grow disciples. At the meeting it had been suggested that one Parish plan should be drawn up but with individual projects under the Diocesan 7 areas of focus for each/ some churches - eg improving access and facilities at Colston, funding Children and young families work at Cropwell, Langar and other churches. Again, there is Project Development Officer at Jubilee House who would meet with a sub group to help put a plan together and then this would allow applications for funding. Understandably there would be measurable outcomes.</p> <p>Much of the vision work to include in the plan has already been undertaken when producing the current Parish Profile.</p> <p>AB, SM, RD and JT agreed to be a sub group</p> <p>3.7 Advertising Parish Administrator post and Treasurer post</p> <p>Parish Administrator Post</p> <p>JT reminded the meeting that she works self-employed as the administrator. It may be that someone new would prefer to be employed. JT had sought advice and guidelines from</p>	<p>NP</p> <p>AB</p>
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	<p>Jubilee House about what would be required if this was the case.</p> <ul style="list-style-type: none"> • Enrol as employer with HMRC • Advise insurance so Employers liability is covered • Use appropriate payroll software - eg Sage • Offer 5% pension contributions • Pay holiday pay, sick pay, NI contributions (depending on how many hours) • Contracts and handbooks required <p>JT regularly works 12-15 hours per week, sometimes more if there are events and works for just over minimum wage. As an example for someone employed earning living wage of £13.74 for 14 hours per week a rough cost to the parish would be £12,000.</p> <p>This would also be a similar cost of having a children and young family worker for two days a week.</p> <p>JT to update the job description she was originally given. Work putting together paperwork for the PCC, attending and minuting is extra and normally takes approx. 6-8 hours per meeting.</p> <p>PCC to investigate recruiting a minuting secretary, or using AI.</p> <p>JT restated she plans to finish at the APCM in April / May but she will support as much as she is able after then.</p> <p>Treasurer Post</p> <p>PS reminded the PCC that he will finish at the end of 2026 and will present the accounts for the APCM in April 2027. Ideally good to have someone to shadow him for 4-6 months.</p> <p>JT recommended that as we are recruiting a new vicar it might look awkward if both posts are advertised together, so wait to publicly recruit for a treasurer till spring 2026.</p> <p>3.8 Carol booklet 2026</p> <p>All except Colston Bassett happy with proposed booklet. Colston plan to have their own version using the same cover as the rest of the Parish to keep the one parish theme. EH organising the Colston Bassett booklet.</p> <p>JT to order copies for other churches.</p> <p>PS left the meeting at 8.50pm</p>	<p>JT</p> <p>ALL</p> <p>EH</p> <p>JT</p>
25/11/04	<p>Search for a New Vicar</p> <p>4.1 Feedback on application process and applicants</p> <p>SM confirmed there had been one candidate from outside the Diocese but after careful considerations, the patron, Diocese and two parish reps had declined the application before interview. SM advised that Archdeacon PW felt we were too good a parish to accept a weak applicant. The Diocese is being very supportive and he is chatting to curates due to finish in March. Some may come and attend services to see how we work.</p>	

	<p>The Parish Profile is being reviewed by ArchPW and local clergy and may be tweaked.</p> <p>HD is of the same opinion as ArchPW not to advertise in Church Times for now.</p> <p>The post will be readvertised December with interviews in Feb / March depending on availability of HD.</p> <p>Amend the website to remove closing and interview dates.</p> <p>NP asked for photos from the Parish Profile to use on the website. JT to email</p> <p>4.2 Feedback from Helen Dimmock visit Covered above</p>	<p>NP</p> <p>JT</p>
25/11/05	<p>Tasting Events and Outreach</p> <p>5.1 Update on search for new co-ordinator for shoe box appeal SM reported a new co-ordinator had come forward to lead the appeal next year, which was very encouraging .</p> <p>5.2 Heavenly Realms JT reminded the meeting that everyone needs to help to sell tickets. So far approx. 25 sold, need 60/65 minimum.</p> <p>Mulled wine, mince pies, stollen and Christmas fayre to be served. Several offered pump pots to keep mulled wine hot and serve.</p> <p>Langar Primary School hope to encourage KS2 children to bring their parents and grandparents to the show.</p>	<p>ALL</p>
25/11/06	<p>Safeguarding, Health & Safety and Risk Assessments</p> <p>6.1.1 Minor notification RD advised there was a minor notification for safeguarding but it is not a cause for concern.</p> <p>6.1.2 Safeguarding Requirements for Family Praise leaders and helpers of Friday Playgroup SM advised she had been asked to see if two of the parent helpers of Family Praise might be encouraged to undertake Leadership training. JT confirmed one parent has already signed up to complete the course by the end of the year. The other parent has not yet been approached.</p> <p>Re leader for Playgroup, RD reminded the meeting that playgroup needs to have a consistent leader to undertake leadership training, not acceptable to swop and change week to week. SM to contact VH to advise.</p>	<p>SM</p>
25/11/07	<p>Correspondence</p> <p>7.1 Headteacher at Langar Primary School sent a very encouraging email thanking the retreat team for the wonderful Harvest Retreat put on in school.</p> <p>7.2 JT picked up a little correspondence re TV licence etc at the Rectory and has dealt with cancellation.</p>	
25/11/08	<p>AOB</p> <p>8.1 Remembrance service leaflet to be renewed before next years services. NP to send copy of the service used at Colston Bassett to JT.</p>	<p>NP</p>

	<p>8.2 Diocesan Day of Prayer</p> <p>JT confirmed that she had agreed for one of the Bishops to lead a service of prayer and worship at St Andrew's Langar 1.00-2.00pm on Thursday 11th December as part of the Diocesan Day of Prayer. The Bishop will bring a worship leader too. We will serve tea/ coffee and cakes. The Bishops PA knows that the church is just reopening after the replastering and redecorating works so this is a wonderful chance for the church to be blessed. It is also good to keep the profile of Wiverton in the Vale high in the Diocese. Everybody is welcome, it would be great to have a big turnout.</p> <p>8.3 Bishop Andy HC service</p> <p>JT has also agreed for Bishop Andy to come and take a HC service on 19 April 2026 at St Giles, Cropwell Bishop. She suggests only having one service that day so that everyone can meet and hear the Bishop.</p> <p>8.4 Laying up of RBL standard</p> <p>JT advised that the Granby, Barnstone and District branch of RBL is likely to close at the end of this month after an extraordinary meeting. Sadly there are no volunteers to keep the branch going. They have asked if it is possible to lay up the standard in All Saints, Granby. AB confirmed this would be acceptable. JT to advise when she hears more.</p> <p>8.5 Ride and Stride 2025</p> <p>NP confirmed that he had raised £1400 plus Gift Aid and VH's grandson, J, raised £415. All agreed this was a great effort and thanked both participants.</p> <p>8.6 Date of APCM</p> <p>All Agreed 3rd May at Langar Church. JT to confirm this is in time under CofE rules.</p> <p>8.7 Stats for Mission</p> <p>JT reminded everyone that soon it would be time for them to submit information so JT can submit the Stats for Mission for 2025. JT to email information early January.</p>	<p>JT</p> <p>JT</p> <p>ALL / JT</p>
25/07/09	<p>Matters for the next Meeting's Agenda</p> <p>9.1 interregnum and search for a new vicar update</p> <p>9.2 Policy for use of churches and church buildings by third parties</p>	
	<p>Date and venue of next meetings</p> <p>2025 dates -12/01/2026, 09/03/2026, APCM - 03/05/2026</p>	
	<p>SM closed the meeting and we shared the Grace at 09:30pm</p>	