

**CROFT YARPOLE & LUCTON PCC MEETING**  
**3 Nov 2022 at 7.15 pm: St Leonards**

**Minutes**

	<i>Mins</i>
1	<p><b>Welcome</b> Present: Sue Smith; David Nightingale; Jane Higgins; Rose Jenkins; Barbara Nurse; Revd Matthew Burns, Richard Fletcher, Janet Owens Apologies : Chair: Revd Matthew Burns</p>
2	<p><b>Discussion:</b> New Parish Roles: Hereford Diocese have proposed new roles within Parishes to reduce te work pressure on Ministers. These are being managed by Elizabeth Wilde.</p> <p>Anyone already doing one of these roles can continue in that role although it is hoped that they may eventually be certified.</p> <p>3 Individual roles and 1 collective role</p> <ul style="list-style-type: none"><li>- Local Worship Leader – leading worship on Sundays</li><li>- Local Pastoral visitor – visiting people in their home, taking communion to people if they wished it. This follows the training given to Vicars and Readers, but is a longer course, not mandatory at this time.</li><li>- Local Missioner – mission orientated and focuses on activities e.g. childrens church</li><li>- Local Ministry combines all the roles above and is the result of a years training.</li><li>- The explanatory leaflet can be found here: <a href="https://d3hgrlq6yacptf.cloudfront.net/60187623b57f6/content/pages/documents/local-ministry-leaflet-pdf4437149525.pdf">https://d3hgrlq6yacptf.cloudfront.net/60187623b57f6/content/pages/documents/local-ministry-leaflet-pdf4437149525.pdf</a></li></ul> <p>Leominster Deanery is beginning with the worship leading course starting 8<sup>th</sup> November. We need to spread this information further to other people in the village who might be interested</p>
3	<p>Minutes of previous meeting approved</p> <p><b>Updates:</b> <b>Completed or shelved for now:</b> <b>In Progress</b></p> <ol style="list-style-type: none"><li>1. Disposal of Lectern – Faculty acquired and then goes to registrar to be</li></ol>

approved who decided it had to go the Churches Building Council who want to know why we want to dispose of it. Barbara to produce a statement of why we wish to dispose of it.

### **Outstanding**

1. NT response re Croft slippery steps: Matthew will talk with Ian to clarify responsibility for Croft burial ground.
2. i. Resolution of non conforming headstone in burial ground. Matthew has yet to meet with interested parties. Ambiguity with the wording of the application has led to a headstone installed which is against burial ground guidelines.

Church Matters : there has been ambiguity of wording from some stonemasons which has resulted in one black headstone. This remains contrary to burial ground guidelines and we will continue to refuse permission for black headstones.

ii. Re Ivy on the boundary in the burial ground: David will clarify issue  
iii. For Double interments to be actioned

- it needs to have been a double plot
- the wish needs to be referenced in the will or advance directive of the first deceased or else documentation that there is no family objection.
- Matthew will speak to Jeremy for clarification

### **Decisions**

4

#### **1. Deanery Update**

Revd Paul Roberts (Rector at Bodenham) is now the Rural Dean replacing Revd Jane Davies  
Next deanery synod is 8<sup>th</sup> December

#### **2. Remembrance Sunday**

Usual reading of names in Church, no plans for activity around the War Memorials

#### **3. Christmas**

- I. Nine Lessons 18<sup>th</sup> December
- II. Carols round the Tree Christmas Eve 4pm Avis will play but we need an MC, Richard will MC. Mulled wine before the event
- III. Mary & Joseph are going on Pilgrimage this year.
- IV. Carol singing around the village: Rose to put plea in Parishioner
- V. Christmas Tree – we will continue using the plastic tree
- VI. Card Tree – Jane will put this up
- VII. Midnight service is here
- VIII. New Years Day Service will be here and there should be

	<p>refreshments</p> <p>4. Recycling Noticeboard – no objection from PCC</p>		
<b>Discussions / Information</b>			
5	<p>1. Parish Giving – too soon to know if the Parishioner article has had any effect.</p>		
<b>Updates</b>			
6	<p>1. Treasurer Report attached Appendix A We put it on should put QR code up in church with an explanation and displayed on all possible noticeboards. The gifting box at Croft has been switched off a couple of times, probably an accident but it does then need resetting.</p> <p>2. Church Warden Report: Lucton School are having a Remembrance concert here next Thursday 7.30. Sue will try to be available when the chairs are brought in on Thursday morning.</p> <p>3. St. Leonards CIO update: Review of café is underway. No Faculty is required to move the bookcase. Toilets are being redecorated. The baby seat doesn't fit the toilet and the changing mat shelf is often full of stuff Repairs required on porch and chancel roof</p> <p>4. Croft update : David Williams will do a check every 3 months.</p> <p>5. Safeguarding report – no allegations</p> <p>6. Joint Council report – minutes of last meeting attached Appendix B</p>		
7	<p><b>Correspondence Issues Outstanding &amp; Forthcoming Events</b></p>		
8	<p><b>Next Meeting</b> Jan 19<sup>th</sup> Please note change of date. March 9<sup>th</sup></p> <p><b>4<sup>th</sup> Sundays</b></p> <table border="1" data-bbox="240 1659 1331 1751"> <tr> <td>27 November</td> <td>Rob Walker</td> </tr> </table>	27 November	Rob Walker
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## Appendix A .1 Sept 2022 accounts

CCLA	Charities Deposit Fund	Pierrepoint Ecclesiastical			£ 96.89
CCLA	Charities Deposit Fund	PCC Yarpole			£ 29,595.10
	CBF	Bell Tower Fund			£ 2,628.53
CAF	CAF Bank	Croft with Yarpole and Lucton		Reconciled	£ 31,619.87
			General Funds		£ 8,121.19
		Restricted Funds as at end Sep 22	Cupola		£ 9,970.61
		Designated Funds as at end Sep 22	Cupola		£ 5,778.21
		A S H P as at end Sep 22			£ -
		As at end Sep 22	Parishioner		£ 3,668.46
		As at End Sep 22	Burial Ground		£ 3,496.40
		As at end Sep 22	Chancel		£ 585.00
		As at End Sep 22	Reconciled		£ 31,619.87
Income	Parish Giving	£ 421.05	Expenditure	Parish Share	£ 2,000.00
	Regular Givers	£ 150.00		Team Ministry	£ 123.33
	Goodbox			Yarpole Exp	£ 262.80
	Yarpole Coll	£ 10.00		Croft Exp	£ 30.00
	Yarpole Wall Boxes	£ 1.83		A/c Fee	£ 5.00
	Tithe Income			Croft Insurance	£ 107.55

	Croft Collection			Croft Elec	£ 53.89
	Croft Wall Box	£ 172.00		SLM	£ 420.00
	Good box at Croft	£ 384.35		Donations	
	Donation for ASHP			Third Party Funds	
	HMRC	£ 228.75		Fete	
	Fundraising	£ 200.80		Burial Ground	£ 500.00
	Contra to SLM			Contra to SLM	
	Legacy/interest	£ 11.44		Flower Fund	
	Assigned Fees			Croft	£ 5,712.80
	Third Party Funds			Parishioner	£ 503.20
	B Ground			Legacy	
	Fete and Flowers			ASHP	
	Parishioner			Ass Fees Admin	
	Fund Raising Croft Res	£ 952.13			
	Fund Raising Croft Designated	£ 556.34			
	Chancel refurb	£ -			
	Total	£ 3,088.69			£ 9,718.57

## Appendix A .2 Oct 2022 accounts

					£
CCLA	Charities Deposit Fund	Pierrepoint Ecclesiastical			96.89
CCLA	Charities Deposit Fund	PCC Yarpole			£
					29,595.10
	CBF	Bell Tower Fund			£
					2,628.53
CAF	CAF Bank	Croft with Yarpole and Lucton		Reconciled	£
					32,495.90
			General Funds		£ 8,709.47
		Restricted Funds as at end Oct 22 22	Cupola		£ 9,970.61
		Designated Funds as at end Oct 22	Cupola		£ 6,057.16
		A S H P as at end Oct 22			£ -
		As at end Oct 22	Parishioner		£ 3,677.26
		As at End Oct 22	Burial Ground		£ 3,496.40
		As at end Oct 22	Chancel		£ 585.00
		As at End Oct 22	Reconciled		£ 32,495.90

		Oct-22			
Income	Parish Giving	£ 396.05	Expenditure	Parish Share	£ -
	Regular Givers	£ 150.00		Team Ministry	£ 123.33

	Goodbox			Yarpole Exp	£ 24.41
	Yarpole Coll	£ 20.00		Croft Exp	£ 161.60
	Yarpole Wall Boxes	£ 125.86		A/c Fee	£ 5.00
	Tithe Income			Croft Insurance	£ 107.55
	Croft Collection	£ 10.00		Croft Elec	£ -
	Croft Wall Box	£ 105.50		SLM	£ 420.00
	Good box at Croft	£ 173.47		Donations	£ 72.00
	Donation for ASHP			Third Party Funds	
	HMRC	£ 199.29		Fete	
	Fundraising	£ -		Burial Ground	£ -
	Contra to SLM	£ 34.78		Contra to SLM	£ 34.78
	Legacy/interest	£ 250.00		Flower Fund	
	Assigned Fees			Croft	£ -
	Third Party Funds	£ 72.00		Parishioner	£ 281.20
	B Ground			Legacy	
	Fete and Flowers			ASHP	
	Parishioner	£ 290.00		Ass Fees Admin	
	Fund Raising Croft Res	£ -			
	Fund Raising Croft Designated	£ 278.95			
	Chancel refurb	£ -			
	Total	£ 2,105.90			£ 1,229.87

## APPENDIX B

### Joint Council of the Rectoral Benefice of Leominster

#### Minutes of the meeting held on Thursday September 29<sup>th</sup> 2022, 7.30pm in the Forbury

**Present:** Fr Guy Cole (Chair), Revd Matthew Burns, Revd Mark Long, Revd Celia Rees, Revd Jonathan Roberts, Rosemary Adams, John Berry, Helen Bricknell, Thomas Cawley, Rosemary Coupe, Richard Fletcher, Sue Hawkins, Sarah Hill, Anne Newcombe, Howard Parsons, Mark Raybould, David Southern, William Talbot-Ponsonby, Valerie Thompson, Robin Wilson, Phillippa Wright, Glenys Millard (Treasurer), Ceri Hibbert (Secretary)

1. **Opening Prayer:** Fr Guy opened the meeting with a prayer.
2. **Apologies:** Lesley Brook, Pat Lloyd
3. **Welcome and introductions:** Fr Guy welcomed everyone to the first meeting of the Joint Council. He also introduced the clergy.
4. **The remit of the Joint Council:**

The Leominster Team has a long history. Changes in both charity law and church rules meant that a 'body corporate' needed to be established: the Joint Council. Joint Councils are relatively new, and each implementation is different. The Leominster Joint Council has clear and prescribed limits, as defined in the scheme (circulated). The working group had looked at the options and had recommended a minimal scheme, where the PCCs retain their current roles and responsibilities. The remit of the Joint Council is defined in paragraph 2 of the Scheme, namely:

  - The Joint Council as a body corporate will hold the bank accounts for the administration of Leominster Team Ministry
  - The Joint Council will approve and monitor the budget for the administration of the Leominster Team Ministry.
  - The Joint Council will employ the administrative staff of the Leominster Team Ministry.
  - The Joint Council will agree the functions performed by the administrative team.
  - The Joint council will decide and allocate the amount the parishes pay for the administrative functions of the Leominster Team Ministry.
  - The Joint Council will act as data controller for the parishes of the scheme.

This first meeting will agree some basic items which will enable the Joint Council to function.
5. **Election of officers:**
  - a. Treasurer: Following discussion, John Berry from Orleton agreed to be nominated and was duly elected. Many thanks to John for agreeing to stand. Much of the work on the employment contracts and pension arrangements for the administrative staff had been completed. Role descriptions for both the Treasurer and Secretary can easily be produced, based on standard PCC ones. **Action: Glenys and Ceri**
  - b. Secretary: There was one nomination for Secretary: Amanda Griffiths from Leysters. Amanda was duly elected. Many thanks to Amanda for agreeing to stand.
  - c. Glenys and Ceri were thanked for their contributions and presented with flowers.
6. **For noting:**
  - a. Transfer of terms of employment for the Team Administrator to the Joint Council. This has been done.
  - b. Transfer of the terms of employment for the honorary Fees Administrator. This has been done.



- c. Transfer of the Memorandum of Understanding with The Forbury. It was hoped to be able to note the completion of this, but there is no existing memorandum of understanding with the Forbury. It should be noted that the Forbury runs separately from the Priory with its own Board of Trustees, and they are aware of the need for a memorandum or a lease. Rents at alternative locations in Leominster have been investigated, and it is clear we have a good deal at the Forbury.

## 7. Finance:

### a. Finance report: Glenys reported:

Half year accounts to June 2022 were emailed out to the Joint Council representatives prior to the meeting with a proposal for Team Contributions for 2023.

The Team Contributions for 2022 were invoiced in full to the parishes in January. Most parishes have paid or are paying monthly or quarterly through standing orders, although there are a few who have not. Statements will be sent out next week to those who have not paid.

The total fees invoiced for the year were £27,090 to date £20,253 has been paid. The accounts to June only included 1st quarter Jan – Mar 2022 as the 2<sup>nd</sup> quarter were not invoiced until August. I have now almost completed the 3<sup>rd</sup> quarter invoices and will be sending them out with the statements next week. Printing and requisites invoiced for 3 quarters amounts to £5135 of which £1,734 is outstanding and most of that is for the 3<sup>rd</sup> quarter.

Assigned Fees have transferred £4000 to date out of the administration fee charged into the Expenses account as well as £932 towards clergy travel. Travel is charged for weddings and funerals, where it is necessary for a member of the clergy to travel. This money is then used towards the expenses which are paid from the expenses account.

We have bought a new computer for the office as the old one was failing! Including a new screen the cost was £761.14. We have also bought a new laptop computer for a member of the clergy at a cost of £584.

Money has been withdrawn from the CCLA account in August which should keep us in funds until the end of the year so long as all invoices are paid.

### b. Parish contributions:

The proposed charges for 2022-23 had been circulated. Once a 50% contribution from the Priory has been taken into account, the other parishes are calculated proportionally based on the average of electoral roll and population. This may not always be reflective of the income of a church but was the fairest method of the many examined by the Joint Council Working Group. Fr Guy explained that the amounts are aspirational and may be challenging.

### c. Ratification of budget:

Team costs have increased as we now have a full complement of clergy. Running a deficit budget is unsustainable. A discussion took place on the value of the Team Ministry. Revd Rees explained the origins: that small parishes were not able to survive independently so came together to share administrative services, clergy costs etc. It meant that a member of the clergy would preach anywhere in the Team. The original Team was much smaller but is now the largest in the country with 18 parishes and 22 churches. The sharing of resources enables survival. Revd Burns commented that having a photocopier in the Forbury saved having 3, that making travel claims was easier: administration is more efficient and effective. Revd Rees also stressed the value of the training of laity within the Team – many people have been – and are still being – trained. Revd Long explained that it was having the Team in place and the potential it has that drew him to the role. That some places have little involvement of the laity, but that here is very different. Times ahead may be difficult, things sometimes feel chaotic but the potential is enormous.

Fr Guy suggested that the budget, if voted through, should be reviewed towards the end of the financial year. Glenys proposed, seconded by Revd Long, that 'The Joint Council accept the budget as presented'. This was agreed *nem con*.

d. **Assigned fees:** The fees for weddings and funerals have different components. Some – like the fee for the organist – are paid in and go straight out to the recipient. The Assigned Fee is standard. By setting a standard fee to cover the administration associated with the process, the costs are fair and transparent. Deducting this fee from each transaction saves quarterly invoicing of the parishes. John Fletcher proposed, seconded by John Berry, that ‘The Joint Council approves the collection of the administration fee of £25 from each Assigned Fees transaction, rather than invoicing quarterly.’ This was agreed *nem con*.

8. **AOB:** Ceri asked for permission to share email addresses of Joint Council members within the group. This was agreed.

9. **Date of next meeting:** 9<sup>th</sup> March 2023 in the Forbury at 7:30pm, refreshments from 7:15pm

Fr Guy thanked everyone for their attendance and closed the meeting with a silence and the Grace at 8:50pm

Signed

Date