**Minutes of Holy Trinity Tewkesbury PCC Meeting**

**Monday 12th May 2025 at 7.30pm in Room 2**

**Present**

Stephen Walker (Chair), Sara Simpkins (Church Warden), Alan Bedford (Church Warden), Simon Phillips (Curate), Ian Hart, Liz Walker (Secretary), Lesley Rogers, Alison Cirel, Jo Davies, Phil Loveridge (Treasurer), Martin Edgeley, Isaac Davies, Julian Dickinson

**Apologies**

Sue Thatcher, Duncan DeGruchy, Nigel Chetwood

1. **The meeting opened at 7.30pm in Room 2.**

Although Sue was absent, Stephen informed that Sue is stepping down from the PCC at the APCM on Thursday and thanked Sue for her 6 years’ service on the PCC

1. **Opening devotions.**

Stephen asked for feedback on the APCM Celebration Sunday and The Practising the Way Lent course, as our opening devotions. Generally it was felt that both were successful with some further ideas were given.

Prayer was then given for the meeting this evening and was followed by the Lord’s prayer

1. **Agreement of the previous PCC minutes of** **the 10/3/25**

The PCC minutes of Monday 10th March 2025 were agreed as an accurate record of the meeting and signed by the Chair. These will be added to the Church Website

**Agreement of the previous SC minutes of the 7/4/25**

Th SC minutes of Monday 7th April 2025 were agreed as an accurate record of the meeting and signed by the Chair.

1. **Matters arising from the PCC minutes of the 10/3/25**

* None

**Matters arising from the SC minutes of the 7/4/25**

* Phil to Action the payment to Kintsugi
* Sam has received an amended contract for her additional hours funded through the Sylvanus Lysons Trust Application.
* Simon gave an AV update in that we have been videoing the sermons since March, we are still looking into a possible screen for the presenter to read from, adjustments have been made regarding the quality of the recordings and Simon is looking into the possibility of installing a second camera. Although we have received an anonymous donation for the installation of the AV equipment, there is a shortfall of £600 towards the second camera (approx. ½ of the cost as a new camera is approx. £1200). It is proposed that the PCC pay £600 towards the cost of a second camera as this will allow recording from different angles.

Proposer: Simon

Seconder: Stephen

Vote: Unanimous

1. **Treasurers’ report Treasurers Report**

Phil circulated the treasurers report prior to the meeting. He confirmed that cash flow is good and has not had to draw from reserves. He is also more confident that “the books will balance” at the end of the year due to one-off gifts that have been received. Phil suggested that regarding a Gift Day we wait until the Spring in order to see how things progress through the year and the impact on the budget becomes clearer.

Phil and Stephen have met with the Diocese regarding next year’s Parish Share. The request from the diocese is expected to rise and there will also be an increase in costs of staff salaries due to the annual inflation increase and pay award. It will also need to be considered if we are to employ a senior’s minister once Simon leaves Holy Trinity, as he is currently undertaking much of this work.

Stephen Thanked God for being so faithful to us and to Phil for all of his hard work.

1. **Safeguarding report**

Duncan sent his apologies for the meeting. However, he emailed to inform that he continues to put 2 x cases in chronological order, and he will need to make a referral to the Adult Social Care help desk for a safeguarding matter identified from The Welcome Table.

1. **Health and Safety and Fabric report**

The Churchwardens circulated their fabric report prior to the meeting.

In addition to the routine maintenance jobs that have been completed in the last few weeks, quotes have been obtained for the toilet and kitchen heating, and a grant application has been submitted for this work.

Two quotes have been received for replacing the four single-glazed windows in the corridor and room 4 with double glazed ones. A third quote is expected this week, and the wardens will notify the PCC once they have that and recommend a company to accept. The lead times are relatively short, so it is hoped that this work will be completed by the end of July.

Cavity wall insulation was put in last week, so that is another task on the heating project list that has been completed.

The quinquennial inspection has been booked for early July.

It has been requested that the Easy Worship chairs are replaced as these are faulty.

Discussions were held regarding the possible installation of a new curtain and cross on the stage, as part of the AV project, so that there is a good background when recording and live streaming, which would require the removal of the old gas light. It was agreed that the light should be moved and added to the faculty application for the installation of the presenter’s monitor. Jo to consider backdrop options and discuss at the next PCC meeting

**Action: Jo to consider curtains/cross and feedback at next PCC meeting**

Stephen thanked Alan and Sara for their hard work

**Health and Safety Report**

There has been one accident recorded, although not on the Church premises. One school child fell on the way to visiting the Church and first aid was given when they arrived at Church

1. **Staffing committee update**

Alison circulated a staffing report prior to the meeting in which the text of the letter sent to the members of staff communicated the review of their pay award and outcome.

‘Each year when the PCC considers the pay increase for our staff, we usually align it with the Diocesan scale that is offered to those who work for the Diocese, this year that is a 3.2% increase. However, the PCC recognises the increase in the National living wage that the government is implementing and wants to express to our staff how much the commitment and devotion they give is valued.  Therefore, the PCC have decided to more than double the % increase of that offered by the diocese and award our staff 7%, this will take the full time equivalent salary to £28,783, based on 37.5 hours’.

We heard in early April that the grant request for SW was agreed by Sylvanus Lysons Trust. They will fund an increase of 6 hours per week for two years.

A huge thank you was given to Annie who put together and submitted the application

The PCC recognises the extraordinary generosity of the congregation that enables us to employ staff and provide a salary that values them and what they contribute.

1. **PCC Code of Conduct**

Stephen circulated an updated version of the PCC Code of Conduct prior to the meeting itemizing how we conduct the PCC and how decisions are transmitted to the wider Church to preserve unity. It was also agreed that the Churchwardens and Vicar will approach an individual if they are in breach of the Code. All members of the PCC will be reminded of how we conduct ourselves at the start of the new PCC each year following the APCM.

For Conducting the Business of the PCC

* The details of discussions conducted at PCC meetings are confidential. Only when the minutes have been agreed and signed off at the next meeting does it become a public record.
* PCC members are asked to support the decisions made collectively by the PCC, even if they hold a different personal view during the discussion. Respecting confidentiality and standing together behind shared decisions helps build trust and unity within the PCC. If concerns arise, they should be addressed respectfully within the PCC, or shared with the Church Wardens or Leadership Team, not in public settings.
* The PCC aims to operate with a spirit of shared responsibility, similar to ‘cabinet responsibility.’ This means that once a decision is made—ideally through consensus or, if needed, by majority vote—all members are asked to support it publicly. This approach fosters unity and helps avoid confusion or division within the church community.

It is proposed that the PCC accept the additions to the Code of Conduct

Proposed: Martin

Seconded: Julian

Vote: Unanimous

Jo offered to re-format the Code of Conduct to be resent to PCC members.

**Action: Jo to reformat the Code of Conducts and resend to PCC members**

1. **Diary Dates**

Events being held in the Church, outside of services, need to be approved by the PCC and recorded in the PCC Minutes for insurance purposes. The events occurring in May-July are:

Discovering Britain

AA

Kintsugi Hope

Green Week School Experience

U3A  
Singing day

Deanery Synod

Welcome Table

1. **Correspondence**

None received

1. **AOB**

Simon informed that a new Young Adults Ministry is due to commence which would beled by himself, AP and JP. The meeting will occur on a Sunday evenings at the Phillip’s house on the weeks that Encounter is not on and having a social after Encounter on the other weeks. The PCC agreed that they were happy for this ministry to go ahead

Simon informed that he will be having to attend a placement as part of his 3rd year training. He has managed to secure a placement in New Zealand from the 22/7/25 – 22/9/25. This will give him additional experiences in another country and also how different Churches operate.

The subject of having dogs in Church was discussed. After discussions, the PCC agreed that dogs will not be permitted in Church for Health and Safety reasons, unless they are assistant dogs. A chair should be removed if the assistant dog is in Church, so that they do not block the aisles.

1. **The meeting closed at 9.15pm**

The meeting closed with prayer for the thankfulness of our resources and God’s love.

Date of next SC meeting – 2nd June 11.00am

Date of next PCC meeting – 7th July 7.30pm