

## **Minutes of the meeting of the Parochial Church Council of St Nicholas Church Shepperton held on Monday 18<sup>th</sup> July 2022 at 8.00pm**

### **Present**

John Child (Chair), Sylvia Carter, Jo Child, Alan Green, Doris Neville-Davies, Rev Carole George, Guy Blythman, Margaret Bennet, Hilary Dyer, Fiona Stevens, Carole Walsh, Angie Enock-Shore, Maggie Hammond, Lynn Sutton-Bunnell

1. **Opening Worship** was led by John Child.
2. **Apologies for Absence** were received from Kathy Hodge, Alastair Naish and Simon Sheldon
3. **Minutes of the meeting on 16<sup>th</sup> May 2022** were accepted subject to the following amendments –
  - a. At Item 7 “sane period” should be “same period”.
  - b. Fiona Stevens was co-opted as a PCC member proposed by Hilary Dyer and seconded by Carole Walsh.
  - c. The sidespeople for the 8.00 a.m. service were elected.
4. **Matters Arising** The following matters arose from the minutes of the 16<sup>th</sup> May.
  - a. Guy raised a point about the Safeguarding learning which he would discuss with Rev Carole outside of the meeting.
  - b. The dais had been sawn up and John and Julia had very kindly taken it to the tip.
  - c. The Parish still had a Zoom contract although meetings were now restricted to an hour as it had reverted to a free account.
  - d. Carole Walsh and John Child had now been sworn in as churchwardens at a service in Whitton(which Church?)

Other matters arising were dealt with elsewhere in the agenda.

5. **Safeguarding:** There were no matters for the PCC to discuss.

### **6. Appointment of Administrator**

Rev Carole reported the latest on the appointment. Thanks were due to Sylvia for preparing the advert etc. The advert being put out tomorrow, 19<sup>th</sup> May so it

would make the schools' newsletters before the end of term. It was also being advertised in the Shepperton News, the Friends of Shepperton newsletter, the website and the "Indeed" website (free).

The closing date was mid August. John and Rev Carole hoped to interview in late August. Guy asked whether advert would specify someone of the Christian faith? Rev Carole said that it specified someone in sympathy with beliefs and mission of the Christian Church. On behalf of the PCC, John expressed thanks to Rev Carole and Sylvia for their work on this.

## **7. Tower Update**

The Parish had appointed a Structural Engineer, Clive Dawson. He had looked at tower and prepared a report. The tower was in reasonable condition, and he made 11 recommendations which are detailed below (but not all shown to the PCC at the time of the meeting).

- a. In the very short term carefully remove loose bricks from the parapet and temporary make good to prevent moisture ingress.
- b. In the long term the parapet and merlons and their associated copings will require consolidation and some reconstruction.
- c. Carefully remove the lightweight block work around the windows and replace the fully bonded brickwork ensuring the correct bond between internal and external masonry particularly around the windows. Install some support over the window to the inner skin. Replace any removed or snapped headers with full, fully bonded, headers.
- d. Enhance the lateral restraint provided by the roof structure to the external walls with strapping and ties incorporating the roof structure and fixed to its underside.
- e. Thoroughly white brush existing ring beam to remove any loose rust and repaint with a suitable primer and protective coat.
- f. Replace the existing roof hatch with a lightweight version on gas struts or similar.
- g. Overhaul/replace roof finish to ensure it remains weathertight.
- h. Consider a safety line to the vertical access and roof.

- i. Remove the egg boxes above the ringing chamber.
- j. Remove all general debris from the ringing chamber ceiling and the tower generally.
- k. Reinstate the monitoring to the tell tales to the arch above the gallery.

Part of these recommendations had already been carried out thanks to Hilary Grimes. The combustible materials (egg boxes) had been removed. The ladder bolts had been secured at a cost of £97. "5 star Roof Care" had removed the coping stones at no cost due to a previous connection the owner had to the Church. He will also clean the guttering and had carried out repairs to the Parish Centre.

The main work was to begin in April 2023. A meeting with the architect was due shortly. Margaret asked if the work had caused the clock to stop but this was due to the heat.

Rev Carole advised that fundraising would be split into two parts, grant applications and fun and fellowship. They had hoped to apply to the National Churches Trust. The application had to be made by November but no decision would be forthcoming until March. They had to have a faculty and 50% funding in place before the application could be made. A fun and fellowship meeting was to be organised. Sylvia advised that a considerable amount of background documentation would be required. There was a document available on the Internet which detailed the process.

Rev Carole asked if anyone knew the location of the faculty for the South transept as she could use some of the wording for the tower? No one at the meeting knew.

They had received a donation from the Friends of Shepperton Church and £400 was raised at the Village Fair. So far, they had not received a costing from the structural engineer.

## **8. Graveyard Policy**

Rev Carole said that she had forwarded two documents just prior to the meeting and apologised for their lateness. She wanted to make it clear that the documents referred to the area around church not the cemetery. There had been a lot of interments during lockdown. The churchyard starting to look messy. Quite a few plaques had been put up. Plant pots etc. were now getting

broken. A letter went out some while back that the area was not for a lasting memorial as it will be reused. This was a very sensitive issue. Rev Carole had redrafted the letter to be sent about interment when an enquiry was made. One change had been made already to say that if lasting memorial was needed then maybe Sunbury Cemetery would be more appropriate.

Rev Carole proposed a second letter to say that plant pots etc. would be removed by a specified date on health and safety grounds. There would be a dedicated flower stand by the memorial board in which to place flowers. As no one knew who the various unofficial monuments and tributes belonged to, there would be a letter in Shepperton News with a copy on the parish notice boards. Various trees, shrubs had also been proposed and we needed to make it clear that planting needs permission.

Rev Carole suggested a PCC resolution to adopt the two letters circulated just before the meeting.

After discussion, the PCC **resolved** that the two letters should be issued subject to the text at the second paragraph of the second letter become paragraph 3 on first letter. This was **proposed** by Doris and **seconded** by Guy. It was passed unanimously.

The parish would approach the Friends of Shepperton Church for funds for the flower stand. Maggie Hammond, who was on their committee, advised that this needs a formal letter. John would carry out further research and draft a letter.

**9. Reviewing COVID Restrictions** – The advice to wear masks in Church had been lifted but hand sanitising was to continue. Rev Carole had had a directive from the Church of England that she should be offering the common cup again. Rev Carole was now prepared to consume it herself and therefore would comply. The common cup would however be voluntary. No alternative form of receiving the wine was to be offered. This would commence from September. Wine could also be offered with Home Communion. We would need chalice assistants, sacristans and servers. Rev Carole would make a request for these shortly.

#### **10. Rector's Thoughts –**

- a. **We have had 5 sessions from** FACT Time to Worship. Simon Shutt who leads these was prepared to do further 12 months. Last year's were free and so would the next 12 months. He would help with Little Fishes as

well. However, we should make a donation. It was suggested that we adopt FACT as a mission partner for year and give a monthly donation. Regardless of what is provided to us, the work of the charity was important. After discussion, £100 per month was suggested. We have a Mission and Ministry fund of £51,000 and potentially the money could come from there. John proposed that he spoke to Kathy as Treasurer and that subject to her approval we donate £100pm.

- b. On Tuesday 9<sup>th</sup> August, Bishop Vicente from Mozambique was to visit us while attending the Lambeth Conference. There would be a Eucharist followed by lunch which Julia Jelley and team would provide.
- c. The 11.15am service had now finished for the Summer. After the final service, a successful Bring and Share lunch had been held. We will start with one in September as well.
- d. We were reintroducing Parish Breakfast on 4<sup>th</sup> Sunday of month.
- e. Harvest Festival would be celebrated on 18<sup>th</sup> September with a single service at 10.30 a.m. followed by a bring and share lunch.
- f. There was now no one on the St Nicholas school SLT who is a practising Christian and this together with COVID restrictions made access to the school difficult. Carole had held a year 6 leavers Eucharist but no assembly.
- g. Lynn stressed the importance of coffee bridging the gap between the 9.30 a.m. and 11.15 a.m. services. At the last service they had packed up early. Rev Carole agreed to speak to the coffee ladies.

11. **Correspondence** – There was none.

12. **Churchwardens' Notices** – None.

13. **AOB** if notified to the PCC Secretary – There were two items –

a. Doris advised that there had been one addition to the Electoral Roll

b. Mark advised that he had been forwarding diocesan newsletters etc as he received them. The PCC said that they would like to keep receiving these.

There being no further business the meeting concluded with the Grace at 9.15pm.

Date of next Standing Committee TBA

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