

The Parish of The Sacred Heart, Tisbury, and All Saints, Wardour

Minutes of Annual General Meeting

19:00 Thursday 11th May 2023

The meeting began with a prayer.

Parish Priest

Fr Anthony Parris addressed the meeting. In stark contrast to the situation last year, the Parish is secure for the foreseeable future. Fr Anthony paid tribute to the Admin Team started and led by Deacon Michael for keeping the Parish running on a day-to-day basis. A concern, however, has been the lack of pastoral and sacramental stability.

He announced that Fr Jonathan Creer would move into Trellis House as the Priest in Residence. The role takes effect immediately but the move is dependent on Fr Robert selling his own house and moving into Albany House; with luck Fr Jonathan might be in residence by September. In order for him to be able to celebrate the Ordinariate Mass in Salisbury, the time of Sunday Mass at Wardour will revert to 10:30, and this will take effect from Sunday 2nd July.

In the longer term it is likely that Warminster will move into the Deanery. Fr Jonathan would then serve Tisbury and Warminster, while Fr Anthony served Salisbury and perhaps Amesbury.

Fr Jonathan will be unable to celebrate evening Mass on Sunday as that would be canonically forbidden.

Apologies

Apologies were received from Lavinia Dewar, Chris Roddis and Lord Talbot

PPC

The current members of the PPC are willing to continue to serve and there were no further volunteers, so the PPC membership remains unchanged

A current list of members is attached below.

Reports

Finance

(Robert Vaux)

(The Finance Report and Summary Accounts are attached.)

“My report has been on noticeboards for some weeks, as I'm required to do, so I won't repeat the detail.

I want to thank Chris Roddis for regularly assisting with the counting of offertory, to comply with audit requirements; and I also want to thank Adele Cordle for managing the Gift Aid. The mention of GA is enough to send everyone to sleep, but it is important: Adele put in a claim for refunded tax covering the last year or so, which resulted in us receiving approaching £7,000 last month.

At every AGM over the last few years I've told you that we are running pretty steadily financially. That is no longer true. We are spending more than we are receiving.

Last month was typical: receipts (ignoring the GA tax refund) were £3,024, while expenditure (there were no exceptional items) was £4,388. It didn't even include topping up our heating oil tanks. That £1,364 monthly shortfall roughly equates to the nearly £16,000 shortfall over the course of 2022.

Over the last say four years, our income from standing orders, our biggest source, has slightly fallen, despite more of you starting standing orders. And our offertory basket income has fallen quite dramatically, compared to what it was pre-Covid, and only partly offset by on-line or contactless card payments.

Please consider starting a standing order if you don't have one (please ask me to give you the details). If you have an existing standing order, please consider increasing it if you can.

We will of course require some proper fund-raising for managing our building project.”

A question was asked on whether we could copy an Anglican initiative and allow regular payments to rise with inflation. RV explained that the Diocese insists on standing orders rather than direct debits for payments, and changes to standing orders can only be made by the payer.

It was pointed out that there could be financial implications if we have a resident priest again.

Social Group

(Jenny Malone Lee)

The Report is attached.

Mark Shuldham thanked all the helpers. The lunch for the visit of the Bishop was sensational and he stayed with us much longer than we might have expected.

Catechist

(Catherine Vaux)

The report is attached.

There will be a Parish outing to the St Francis of Assisi exhibition in London on 11th June.

The Parish Fete will be on 1st July and Parishioners are encouraged to set up stalls.

Catherine was congratulated on her success in engaging older children in the Parish, and praised for the Newsletter which has kept the Parish together.

Fabric and Finance

(Mark Shuldham)

(The Fabric and Finance and Health and Safety reports are attached)

MS thanked Robert Vaux for the very great amount of work he had put into installing the new computer.

He explained that Fr Anthony had encouraged us to retain assets where possible and make them work for us.

It was pointed out that there is no water heater in the Parish Room

In reply to a question, MS said that the current development plan calls for a terrace of five two-bedroom houses and two three-bedroom detached houses behind Trellis House. The balance between renting and selling is not yet decided. Access would overlap the current Trellis House drive.

There was a brief discussion of the repairs needed at Wardour Chapel. There is cracking in the dome and it is hoped that scaffolding could be erected and repairs made in the first three months of 2024. It would be possible to continue to use the chapel. The Trustees are pursuing a promising avenue for funding and there is no professional fundraiser. If one were needed for the Trellis House development, Michael Hodges has good contacts.

Concern was expressed that the Church should not veer towards being a property developer. It was agreed that mission was central to the Parish but that it needed to be supported by sound finances.

The Newsletter is great for keeping us all informed but, even so, a significant proportion of the meeting did not know about the Parish Admin Team.

Parish Admin Team

“The Admin. Team was formed upon the retirement of Fr Robert in order to provide

continuity in the administration of the Parish in the absence of a resident Parish Priest. Its duties have evolved with the approval of Fr Anthony and with the great support of Deacon Michael.

Initially the group met weekly. It now meets every fortnight.

Notes of each Meeting are copied to Fr Anthony and matters beyond the expertise or authority of the group are referred to Fr Anthony.

Members are Deacon Michael, Catherine Vaux, Robert Vaux, Sue Berkeley-Matthews, Alan MacDermot, Mark Shuldham

Fr Anthony attends when he can.

The Admin Team deals with those matters that would normally and regularly be dealt with by a resident Parish Priest. It forms an integral part of the administration of the Parish in support of those who staff the office regularly.

Matters that it has dealt with have included:

- Arrangements for staffing the Parish Office;
- IT and telephone systems to link with the Administration Office in Salisbury;
- Making sure all the arrangements are in place for the various weekday and Sunday Masses, and for example all those for the Easter Triduum;
- Booking Baptisms, Marriages and Funerals, linking with Salisbury and the maintenance of proper records;
- Ensuring that arrangements are in place to take Holy Communion to the sick and housebound;
- The group provides approval for the ordering of materials and the publication of announcements, extra notices for special events etc.

Although the Team was formed to fill a gap, it has become an important means of helping to serve the Parish and in helping the Parish to accomplish its Mission.”

Round Up

{Mark Shuldham}

“1. Annual Parish Meeting on 27th April 2022

We met in the Church. Fr Anthony kindly attended. Apart from the usual formalities the meeting took the form of questions from the floor answered by Fr Anthony. At that date we knew that Fr Robert was going to retire. Bishop Declan had not yet appointed a new Parish Priest and we were anxious about the future working of and support for the Parish, spiritually, sacramentally, and as a practical entity. It was clear that there would be changes in some Mass times and perhaps the regularity of provision for Wardour but Fr Anthony confirmed his commitment to trying to maintain our Parish Church. In the event, we have been blessed with the appointment of Fr Anthony as our Parish Priest and the service and support of the Salisbury team of priests.

2. Fr Robert's retirement

In early September Fr Robert said his last Sunday Mass as our Parish Priest and later that month we gathered in Sacred Heart Church at a service of Evensong led by Rev Juliet Hume to mark his retirement and to thank him for his years of service to us. The Diocese agreed that Fr Robert could continue to live in Trellis House until such time as alternative and suitable longer-term accommodation became available.

3 Day-to-day administration of the Parish

We felt strongly that we should try to keep an office presence here in Tisbury as a local contact point for Parishioners. With the support of Salisbury we have been able to do so. The Parish Office is manned on 3 mornings a week (Rachel doing a splendid job on Friday mornings) with a telephone answering service which links into Salisbury for unmanned hours. In addition an Admin Team was formed which is integral to the working of the office and which deals with matters normally dealt with by a resident Parish Priest. There is a separate brief report on the work of that group and who is in it.

4. Development of our pastoral and spiritual activities

Even before the formal appointment of Fr Anthony as our Parish Priest he spent a lot of time supporting this Parish and, with the staff at Salisbury, working out detailed rotas for the celebration of Masses and other services. In addition all the following have either carried on or have been developed:

Morning and evening prayers,
Lectio divina,
regular collections for the needy of Tisbury, ,Missio and other charities,
weekday Masses,
Holy Communion to the sick and housebound;
Confirmation and first Holy Communion classes

5. Bishop Declan's visit in March

The highlight of our Parish Year at which he saw us, warts and all. The effort required for his visit, from him, and by all those who arranged everything was considerable and was very much appreciated. He listened acutely and encouraged us greatly.

6. The present and future

Compared to the anxious state that we were in a year ago, we are in a blessed position with more Masses and support than I for one had believed could happen. I think we have great cause to be thankful and to celebrate.

I have not thanked all those who do so much for the Parish - a few are prominent and their service is well known, but there are lots of you who serve the Parish in many different ways for the benefit of all of us - flower arrangers, cleaners, music makers, Readers, organisers of the Parish Room, Daniel and the servers team etc, etc. - To all of you our Parish thanks.

As Fr Anthony has indicated further change is on the way and there is so much to be done-perhaps you have ideas that can help and join with others to get things done.”

Points from the floor

The strength of the link between the Parish and our Primary School should be emphasised. Unusually the school has a full complement of governors.

Fr Anthony emphasised the importance of Outreach – of bringing Christ to the outside world and of developing ourselves rather than resting in an area of comfort.

Ann Evans proposed vote of thanks to Mark Shildham which was applauded.

Fr Anthony was presented with (and cut) a cake on the occasion of the 40th anniversary of his ordination.

The meeting ended with a prayer

AM

Written Reports

Parish Teams

PCC Members

Anne Evans
Robert Vaux
Catherine Bernard
Chris Roddis
Nick Wright
Chris von Patzelt
Corinne Williams
Jenny Malone-Lee
Mark Shuldham
Alan MacDermot -Hon Sec

Fabric & Finance

Anne Evans
Robert Vaux
Chris Roddis
John Berkeley-Mathews
Mark Shuldham

Admin Team

Deacon Michael Hughes
Robert Vaux
Sue Berkeley-Mathews
Catherine Vaux
Alan MacDermot
Mark Shuldham

Tisbury and Wardour Catholic Social Group

Activities included

2022

19 February	Refreshments for Fr. Nicholas King's talk at the Methodist all.
27 April	Refreshments for the Parish AGM.
12 June	First Holy Communion Breakfast, Wardour School.
17 June	Fish and Chip Supper in the parish room.
15 September	Refreshments to toast Fr Robert on his retirement.
28 October	Harvest Supper at the Hinton Hall.

2023

25 February	Readers' retreat
26 March	Lunch at the Hinton Hall for Bishop Declan's visit.
22,29 March	Lent lunches at the Methodist Hall.
11 May	Refreshments for the Parish AGM.

Catechist Report

- The First Holy Communion programme 2023 has 6 candidates. CV and a parent meet with them on timetabled Sundays and some lessons will be given with guidance at home by the parents. June 11th is the date set for the Sacrament.
- Confirmation sessions began with our three youngsters. Deacon Michael with CVs help has been preparing them for June 27th at St Gregory's with the Salisbury parish group.
- Youth Masses at the 9 a.m. Mass on the first Sunday of the month. Offertory Procession is popular with the young. We have a super group of servers at the Sacred Heart (and of course at Wardour!) At Sacred Heart we have a group of about seven
- Children's booklets/missals are handed to the young and put in the Lady Chapel as well as the front pews on the right which are for families when possible. The Lady Chapel now has some rugs- courtesy of the First Holy Communion parents of this year and by moving two pews we have created a space for the very young.
- We hope to send some representatives to the Diocesan Day on June 17th. The focus is on how the Diocese moves forward within the new deanery structures. We are able to send two representatives.

Catherine Vaux May 2023

Fabric and Finance

The Members of this Committee are:

Robert Vaux as Parish Treasurer
Chris Roddis with a particular role for H&S compliance
Anne Evans
John Berkeley-Matthews
Mark Shuldham

Over the past year the Committee has dealt with the following matters:

- 1 H&S checks completed (see separate Report)
- 2 A survey was carried out and estimates have been obtained for painting and resealing the church gutters and downpipes. Once the work has been completed repairs to parts of the church wall near the Font will be required;
- 3 A defibrillator has been purchased and installed at Sacred Heart;
- 4 The Parish telephone and computer systems have been upgraded to link properly with the Diocese and with Salisbury Admin Dept and a telephone and PC system separated off for Fr Robert.
- 5 Commercial Cleaners have been contracted to clean the Parish Room and the Church at regular intervals. This is in support of those who clean through both buildings;
- 6 Two electric water heaters in the Sacristy basins were defective and have been replaced;
- 7 Repairs were undertaken to the oil-fired boiler in Trellis following a breakdown;
8. Proposed Development in Trellis back garden

During the latter part of last year little progress was made with this project. This was partly as a result of some illness and partly because Members of the Committee were concentrating their efforts on the changes required after Fr Robert's retirement.

We are now awaiting revised layout and elevation drawings for our final approval before they are made available in a public consultation process. Then a fresh Planning Application can be submitted.

Ecological Surveys have been instructed to establish what wildlife the site supports and therefore what mitigating measures should be built into the plans.

Following our approval of the final drawings an Archaeological survey will be required.

Artist's Drawings of the site and elevations have been commissioned. These will assist the Public Consultation process.

This project has been in a state of gestation for a long time and we are now at the point of moving it on.

9. Plans for refurbishing the Parish Room, West End House Flat and the building of a new Parish Office.

Work to fulfil the 3 year threshold for starting a Permitted Development was carried out last year with the digging of foundations.

Further work on the Parish Room etc depends on finance. 3 years ago we approached the Diocese for help in the form of a loan. It was refused until the backland development was sold.

When Bishop Declan visited the Parish he met the Fabric and Finance Committee.

At that meeting we explained our ambitions to provide for the future of the Parish through these developments - not necessarily by selling them (the backland) but that these assets are an opportunity to retain and develop a sustainable income flow.

We asked him again for financial support so that we can make a start on building work for which we have Planning Permission and we stressed that this will encourage the Parish.

Bishop Declan seemed to accept that without making a start the Parish would lose heart. He encouraged us to make a fresh approach to the Diocese having decided on the priority building work.

We are currently awaiting a breakdown of the costs to enable a decision on our priorities. We will then approach the Diocese again.

It is clear that we must provide some of the money ourselves and to show that we are also fund-raising to achieve this. We are going to need expert help with this.

Health and Safety Report

Fire Safety

Following the comprehensive Fire Safety Risk assessment carried out in January 2022 the following remedial actions have been actioned:

- 1 The establishment of a written record of testing of fire alarms, emergency lighting and the visual checking of firefighting equipment.
2. The fitting of “No Smoking” and “General Fire Action” signage in the Church and Parish Room.
3. Emergency Lighting fitted in the Church and renewed/ updated where necessary in the Parish Room.

4 The annual fire extinguisher check completed and new appliances fitted where necessary e.g. CO2 extinguisher and fire blanket in the Presbytery kitchen; a higher volume Foam extinguisher adjacent to the boiler room door.

The fire safety training for staff and volunteers is ongoing.

General H&S

A full Asbestos Survey of the Church, Presbytery, Parish Room and the Flat was conducted on 12th December 2022 by G&L Consultancy. No critical items were found and the nine low risk items identified are subject to Review as required.

An automated external Defibrillator has been installed in the Church porch.

The H&S representative (Chris Roddis) has completed the online training package required by the Clifton Diocese.

The H&S representative now has access to the Diocese Safety Toolbox, which provides an online record of completed H&S tasks as well as a calendar of when safety tasks are due.

An Accident Reporting Log has been updated based on the Diocese model.

Treasurer's report

A summary income and expenditure account for the year ending 31st December 2022 is attached. The figures for the previous two years are included, to allow comparison. We have spent £15,867 more than we received in 2022 (2021: surplus of £1,183 plus the £35,000 legacy).

Offertory by standing order slightly increased, as did contactless payments, but all other types of donations fell. Total receipts (excluding the legacy) were £45,262 (2021: £56,368). We have 50 individuals (or couples) who donate by standing order, some of them extremely generously, plus a small number who donate regularly via envelopes or card payments. The grand total of donations made on the Dona system (via on-line payments and the contactless machines) since we introduced it in December 2021, is just over £9,000 but 70% of that has been to second collections. We have paid £300 in service charges plus £165 in the 1.66% fee on each transaction.

Expenditure at £65,487 is about £10,000 up on 2021, but that includes some £17,000 in exceptional items. These include £2,491 on building maintenance, £6,679 on development, £5,318 on safety related items, and £2,778 on the new office arrangements. Much of this expenditure was long overdue, and especially that relating to Health and Safety, and represents a lot of excellent work done by Chris Roddis. The Parish Share was again slightly increased in 2022 (£15,548 as against £14,700 in 2021), and will again increase in 2023 (to £16,639).

Forthcoming items of expenditure include £4,000 for refurbishing the gutters on Sacred Heart Church, followed by some internal decoration when the walls are dry and some replacement fuse-boards identified during the inspection of the electrical system.

RV

Parish of Sacred Heart Tisbury and All Saints Wardour

Summary Income and Expenditure Accounts for year ending 31/12/2022

Income	2020	2021	2022	Expenditure	2020	2021	2022
Offertory including standing orders	43,322.58	41,080.86	36,917.14	Church expenses (incl music, organ, flowers)	4,747.34	6,871.39	10,214.14
Donations received	2,720.50	1,382.00	3,207.81	Clergy salary, pension and visiting priests	8,345.83	8,487.68	6,640.11
Tax refund on Gift Aid	964.73	11,044.07	2,692.27	Grants and gifts	0.00	20.00	0.00
Interest received	3,179.06	1,535.76	0.00	Buildings and grounds running expenses	10,335.08	18,488.08	19,952.21
Candles, flowers, books etc	693.01	1,125.68	2,444.82	Building maintenance	3,774.82	1,229.19	4,040.44
Rent (Flat)	0.00	0.00	0.00	Development costs	4,043.00	1,554.00	4,579.22
Legacies	0.00	35,000.00	4,357.60	Administration	1,138.18	876.95	2,185.58
Misc (trips etc)	200.00	200.00	0.00	Housekeeping	2,280.00	2,720.00	1,800.00
				Motor expenses/public tpt	340.35	239.00	26.80
				Staff pay	535.03	0.00	0.00
				Diocesan Parish Share	13,165.20	14,699.59	13,548.00
				Deanery expenses			500.00
				Misc (trips etc)	300.00	0.00	0.00
Total of ordinary receipts	51,079.90	91,368.37	49,619.64	Total of ordinary expenditure	49,004.87	55,185.88	65,486.50
Special collections	8,184.06	3,482.58	18,044.05	Special collections	1,943.76	4,482.39	11,956.31
Total receipts	59,263.96	94,850.95	67,663.69	Total expenditure	50,948.63	59,668.27	77,442.81

General Deposit Fund	31/12/2021	112,000.00
Common Investment Fund	31/12/2021	32,708.01
Diocesan loan	31/12/2021	-2,031.00
Bank balance as per statement at	31/12/2021	13,437.43
less unrepresented cheques		-663.43
plus bankings not cleared		
Cash balance as at	31/12/2021	1,360.22
		156,829.21

General Deposit Fund	31/12/2022	112,000.00
Common Investment Fund	31/12/2022	32,708.01
Diocesan loan		-2,031.00
Bank balance as per statement at	31/12/2022	6,521.48
less unrepresented cheques		-2,206.86
plus bankings not cleared		
Cash balance as at	31/12/2022	58.46
		147,050.09