

## MINUTES OF PPC MEETING

On 1<sup>st</sup> November 2021

**Present:** Mark Shuldham (Chairman) (MS), Fr Robert Miller (FrR); Corinne Williams (CW), Anne Evans (AE), Robert Vaux (RV), Chris von Patzelt (CvP), Catherine Barnard (CB), Nick Wright (NW), Chris Roddis (CR), Alan MacDermot (AM) (Secretary)

**Apologies:** Jenny Malone Lee (JML), Catherine Vaux (CV)

### 1. Welcome

The meeting began with a prayer.

Andrew Lodge has resigned from the PPC

### 2. The Future without a resident Parish Priest – Fr Robert

Fr Robert has discussed with the Dean what would happen if there were no longer a resident priest at Tisbury. The Parish would be combined with Salisbury and there would be a need to reduce the number of Sunday services. Considerations are that morning Mass is popular with families, that Wardour Chapel has a greater capacity than the Sacred Heart (which might become important as we come out of Covid), and that the evening Mass is the only one at that time in either the Deanery or Shaftesbury. The PPC was invited to think about the options and to make proposals at the next meeting.

As long as there are two priests in Salisbury it should be possible to celebrate Mass every Sunday. If this turned out to be infeasible it would be possible on a temporary basis, and with the permission of the Bishop, to fetch Hosts consecrated elsewhere.

A possible test might be for Fr Robert to take a long holiday, with two or more Sundays away, and see how the Parish copes.

MS is to invite the Dean to the AGM to present his ideas on the options.

### 3. Parish activities, and Parish Youth Report – CV

RV presented the report which CV had prepared (see below).

There was a discussion about children not following the service at Mass. There was enthusiasm for reintroducing Junior sheets once things can be handled again. In the past and for historical reasons the Redemptorist sheets were used but other choices should be evaluated.

It was suggested that masks might be used more if an example was set from the Sanctuary

### 4. Tisbury and Wardour Catholic Social Group – JML

JML had sent her apologies but had written a report (see below).

The harvest supper was cancelled. An event at Wylve had raised concern because it had been a spreader for Covid; then the Hinton Hall had been flooded two days earlier and still smelled.

The group would like to host a childrens' party in the New Year A conjuror would be welcomed, but not a fortune-teller.

They will continue to bring forward ideas.

## 5. Parish Accounts – RV

RV presented a report and the accounts for 2020 (see below)

Accounting by the Diocese has been adjusted to allow the Social Group to use the Parish account, rather than needing one of their own.

AE advised the RV to carry out the inspection of electrical equipment before the fire risk assessment, which would otherwise identify its lack as an immediate failure.

West End House is a special case as the electrics will all be ripped out in the refurbishment.

The possibility of accepting contactless donations, perhaps using equipment sourced through the Diocese, will be investigated.

## 6. Fabric & Finance Committee Report – MS

MS presented the F&F Committee's report (see below).

The 'Affordable Housing' tick box on the planning application was ticked in error. Affordable Housing has a meaning in the planning context which is at variance with its use in everyday language.

## 7. Date and agenda for AGM

The Parish Annual General Meeting will be held on Wednesday 27<sup>th</sup> April 2022 in the Hinton Hall. The Social Group will provide refreshments at 6:30 and the meeting will start at 7pm. The Social Group will book the hall. MS will endeavour to get the Dean to come.

## 8. Next Meeting

Monday 7<sup>th</sup> February 2022 at 7pm in the Parish Rooms (AM to book).

The meeting ended with a prayer.

# Reports

## A summary of Parish activities and Youth Report

- Since the first Covid lockdown we have been sending out the newsletter, usually weekly, to 158 email addresses. Some are several individuals within a household or to one adult of the family. An addition to this, 20 copies are printed each week for the two churches for parishioners who do not use email/computer. One copy for each noticeboard, Father's Office, Sacristy and Parish Window. It is also sent to Salisbury Churches where Tony Peters- Ennis puts it on our link within their website. He also alters the content of the Tisbury area at request from Father Robert. This is in the middle of being updated.
- Our next discussion should be about when to re-do our own Parish website. We have offers of help to set it up and it would be beneficial if we managed our own input.
- Parishioners have been supporting several families with occasional shopping, gardening help or meals. This has ended now although we keep an eye on needy parishioners. Sue B-M is the contact for requests for visits to those alone.
- Knitting group meets about once a month and draws a group of up to 14 or so from the whole Tisbury community, knitting hats, scarves and balaclavas for Stella Maris chaplains to give to seafarers at ports around the country. Ours are taken each year, once they have been blessed on Sea Sunday, by our rep Julia Anderson, to Southampton and handed over to the Port Chaplain there.
- When possible, the parish Window is adorned with suitable liturgical, charitable and other catholic ventures as many people do stop and look in the window. Items from the Holy Shop are often on display.
- The Holy Shop will sell some Christmas cards and has a stock of rosaries, prayer books, Mass cards, prayer cards and gifts available on request.
- 1<sup>st</sup> HC programme 2020 was severely disrupted but joyous as was this year's 1<sup>st</sup> HC group. Because of restrictions, parents were guided in teaching their children and helping them learn more about their faith. Whenever possible CV and Rebecca Liddington met with them either outside or suitably spread out in the Lady Chapel or Parish Room.  
In 2020, the sacrament was eventually received in two groupings: one at Wardour Chapel on Saturday 19<sup>th</sup> September and the second at Sacred Heart on Sunday 3<sup>rd</sup> October. 10 Candidates in all.  
This year we had three candidates and the Sacrament was received on Sunday 12<sup>th</sup> September at Wardour Chapel followed the next Sunday by the three participating in the 9 a.m. Mass at Sacred Heart. A similar format to the previous year was maintained but relaxed sufficiently to allow some more lessons face to face than the previous year.
- Youth Masses have been in abeyance during Covid restrictions but we hope to begin again on the Second Sunday of Advent, 5<sup>th</sup> December.

CV

## Tisbury and Wardour Catholic Social Group Report

Since 17/2/2020, a single meeting of the Social Group was held on 13/9/21. A Harvest Supper was planned but was cancelled.

Father Robert has informed us of two dates at which we hope to provide refreshments. Both occur in the New Year:

18 January 2022 - After a Christian Unity Week Service at 3pm

19 February 2022 – Before Father Nicholas King’s talk at 11pm in the Methodist Hall

Sheila Whatley and Anita Watson are no longer members of the committee due to health concerns.

Catherine Vaux (ex-Treasurer) has resigned from the committee and we hope to make arrangements for Robert Vaux to take on the Social Group accounts.

## Report of F&F

This Report covers the work of the F&F since February 2020.

### Proposed Development at the back of Trellis

1. In February 2020 it was decided to submit the Planning Application together with all the specialist reports (drainage, highways etc) that had been commissioned prior to that date.

Lockdown then followed almost immediately and we were unable to conduct meaningful local consultations.

As a result of a misunderstanding, one incorrect box was ticked in our Application – that of “Affordable Housing”. Consequently, the Parish Council did not support our proposals. In addition there were a number of local objections which we were not able to deal with satisfactorily due to the prohibition on meetings. The momentum of Objections and the lack of Parish Council support persuaded the Planning Officer to advise us to withdraw, which we did.

We still believe that the scheme is a good one, but details need to be changed and with a fresh approach to the Planning preparation.

2. We therefore decided to employ a specialist Firm of Planning Consultants – CL Planning Consultants who were recommended to us.

CL Planning have quoted their fees, broken down into the various stages of the work.

The total will be £3,920 plus VAT and expenses.

If we require them to attend project meetings in addition to the above they will charge at £250/hour.

A new Planning Application fee of £1800.00 to Wiltshire Council will be due as we have been unable to resubmit within one year of withdrawing the original application.

3. Ralph Perry-Robinson will continue to be employed to provide architectural input – designs and drawings and to continue working on aspects of West End House and the Parish Room (for which we already have Planning Permission). This includes creating a new parish office in the existing sacristy and its extension so that the parish office is independent of both Trellis and West End House etc

The layout and design of the proposed houses will need to be changed and will form part of the presentation to local residents for their opinion.

CL Planning have started work and a fresh Highways Report with recommendations has been commissioned.

When we have all the specialist reports ready and a fresh design available, we shall invite local residents to view our proposals at prearranged times and to submit comments.

We have made preliminary contact with the Parish Council and our District Councillor and will arrange to make a presentation to them in due course.

To date, that is as far as we have progressed.

### West End House and the Parish Room

Under the 3 year rule, we have until 24<sup>th</sup> January 2022 to start the building work for which we have Planning Permission.

Some design details need to be changed, Building Regulation Approval is required and Formal Tenders invited.

### Other Matters

1. Chimney on Trellis – This was leaking down into Fr Robert’s bedroom. It had to be repointed at a cost of £2672.00
2. Vandalism to inside the church – As a result of that incident and our concern for the safety of Parishioners and Fr Robert we investigated the cost of installing CCTV cameras. We took advice from St Osmund’s Church in Salisbury where cameras have been installed.

Robert Vaux and Mark Shuldham met a representative of Premier Fire Security, which provided the cameras at St Osmund’s.

The result is that we have instructed the installation of the following:

3 cameras within the church: 1 in the Lady Chapel, 1 covering the back of the nave across to the font and 1 covering the main body of the church;

Outside, there will be a camera positioned on the corner of West End House. This will cover the approach to the Parish Room and the entrance to the Church;

On Trellis, 1 camera will cover the front door and approach and 1 will show the rear yard and back door.

All are designed to be monitored on the Parish computer and, as required, on designated mobile telephones.

The total cost is £4392.00

### Diocesan Buildings Insurance & Regulations - West End House and the Parish Room

Robert Vaux has dealt with lengthy forms and detailed requirements of the Diocese and its Insurers including regular checks on the empty property.

The Diocese now requires that we have a Hiring Agreement for the Parish Room.

Patricia Coopman, who arranges any hiring /booking of the Room has, with Robert Vaux vetted and redrafted this to suit our situation. This will not have to be used for our own administration meetings and we shall use our discretion when and how it is to be applied.

It will be important for 3<sup>rd</sup> party groups and for social parties.

## 9. Treasurer's report

A summary income and expenditure account for the year ending 31<sup>st</sup> December 2020 is attached. This shows an improvement in funds: a surplus over the course of 2020 of £3,423 (2019: surplus of £4,935). Income for the year to 31<sup>st</sup> December 2020 was some £15,000 less than in 2019, but this was offset by a reduction in the Parish Share of £6,174 (£13,165 as against £19,339 in 2019) in recognition of the pressures on parishes due to Covid-19, plus slightly reduced expenditure on a wide range of items. The most remarkable detail of these figures is the way in which the combined total of all types of offertory is only some £5,657 less than in 2019 (£43,322 as against £48,979). This speaks volumes about the loyalty of our Parishioners, regardless of the pandemic. The only significant increase in costs was for building maintenance, as a result of the re-rendering of the Trellis House chimney stack (£2,672).

I reported last year that Adele Cordle, Gift Aid Secretary, and I were part way through the process of migration of all the donor and gift aid records from Clifton Diocese to ourselves. This has now been completed, such that all gift aid record keeping is now done by Adele, and this is now operating smoothly, albeit at an increase in work. The total for tax reclaimed from HMRC in 2020 is significantly down on that for 2019, due to the migration process, most of the 2020 tax claim having been delayed until 2021 (a sum of £9,360 was received in June 2021).

You may notice a new line in the 'balance sheet' figures in the boxes at the foot of my summary, for "Common Investment Fund". This money has always been in that investment (a mixture of bonds and equities invested on our behalf by the Diocese), and the dividend received (£807 in 2020) has always been included within "interest received", but I had not previously received any information on the capital sum invested.

In the current year, the Parish has received a bequest from a Tisbury resident of £35,000, and this has been paid into the General Deposit Fund.

Following the recent incidents of minor vandalism, an order has now been placed for the installation of a six camera CCTV system, covering the inside of Sacred Heart Church and the outside area, for a total sum of £4,392 including VAT.

Alan and I are currently in the process of getting information together for the purchase of a replacement computer and the purchase or possibly hire of a printer/photocopier. The current computer is too old to receive Windows security updates, so poses a security risk.

We have been instructed by Clifton to submit an up-to-date Fire Risk Assessment for our property (i.e. Sacred Heart Church, Trellis House, and West End House), to be done by a member of one of various approved professional bodies, and I am in the process of obtaining quotations from specialists. Best price so far is £1,092 including VAT. We are also in the process of arranging quinquennial inspections of the electrical installations in Trellis House and Sacred Heart Church. This is very likely to require the replacement of some rather ancient fuse boards.

Looking to the immediate future, a reduction in offertory income seems inevitable: about a dozen parishioners have died in the last 18 months. Most of these were very generous donors to the Parish, typically through monthly standing orders. In the same period, several parishioners having set up new standing orders, and several others have increased their monthly donations to allow for inflation, but the additional income has not made up the shortfall in full.

RV

## Parish of Sacred Heart Tisbury and All Saints Wardour

### Summary Income and Expenditure Accounts for 2020

Income			Expenditure		
	2019	2020		2019	2020
Offertory including standing orders	48,979.59	43,322.58	Church expenses (incl music, organ, flowers)	7,606.88	4,747.34
Donations received	5,392.76	2,720.50	Clergy salary, pension and visiting priests	8,295.59	8,345.85
Tax refund on Gift Aid	7,491.41	964.73	Grants and gifts	0.00	0.00
Interest received	1,965.52	3,179.06	Buildings and grounds running expenses	11,723.76	10,335.08
Candles, flowers, books etc	2,035.69	693.01	Building maintenance	1,166.52	3,774.82
Rent (Flat)	0.00	0.00	Development costs	7,304.00	4,043.00
Transfer from deposit	0.00	0.00	Administration	730.24	1,138.18
	0.00	0.00	Housekeeping	2,440.00	2,280.00
Misc (trips etc)	440.00	200.00	Motor expenses/public tpt	700.70	340.35
			Staff pay	696.00	535.05
			Diocesan Parish Share	19,339.54	13,165.20
			Transfer to deposit fund		
			Misc (trips etc)	855.00	300.00
<b>Total of ordinary receipts</b>	<b>66,304.97</b>	<b>51,079.90</b>	<b>Total of ordinary expenditure</b>	<b>60,858.23</b>	<b>49,004.87</b>
<b>Special collections</b>	<b>8,184.06</b>	<b>3,356.95</b>	<b>Special collections</b>	<b>8,696.09</b>	<b>1,943.76</b>
<b>Total receipts</b>	<b>74,489.03</b>	<b>54,436.85</b>	<b>Total expenditure</b>	<b>69,554.32</b>	<b>50,948.63</b>

General Deposit Fund	31/12/2019	77,000.00
Common Investment Fund	31/12/2019	32,708.01
Bank balance as per statement at	31/12/2019	13,011.93
less unpresented cheques		-2,501.50
plus bankings not cleared		
Cash balance as at	31/12/2019	36.08
		120,254.52

General Deposit Fund	31/12/2020	77,000.00
Common Investment Fund	31/12/2020	32,708.01
Bank balance as per statement at	31/12/2020	12,581.69
less unpresented cheques		-892.70
plus bankings not cleared		1,960.00
Cash balance as at	31/12/2020	320.53
		123,677.53