

## MINUTES OF PPC MEETING

On 14<sup>th</sup> September 2023

**Present:** Mark Shuldham (Chairman) (MS), Fr Jonathan Creer (Fr J), Catherine Vaux (CV), Robert Vaux (RV), Chris von Patzelt (CvP), Nick Wright (NW), Deacon Michael Hughes (MH), Anne Evans (AE), Corinne Williams (CW), Johnnie Berkeley Matthews (JBM), Alan MacDermot (AM) (Secretary)

**Apologies:** Chris Roddis (CR), Catherine Bernard (CB),

The meeting began with a prayer

### 1 Minutes of AGM

accepted

### 2 Parish Activities and Youth Report (CV)

#### Report

The Admin Team have been working away on a myriad of tasks helped by many parishioners.

First Holy Communion for 6 children was celebrated by Father Joseph, assisted by Deacon Michael, at Wardour Chapel on 11th June. The 7th child was at Sacred Heart on 9th July. Lovely occasions aided by the Social Committee providing refreshments in the School Hall ( for which many thanks to the Head, Emma Dixon and Claire Sheppard who helped too) CV helped by Father Joseph and Deacon M as well as Rebecca Liddington.

Confirmation 27th June Four young people prepared by Deacon Michael and CV. Sacrament at St Osmunds, Bishop Declan and party afterwards. Enthusiastic group.

Servers at Mass: we have a good group who help at the 9am Mass led by Daniel Bazan (by example of commitment to his faith) We will see him and Andy less as they move to near Romsey soon but they have promised to come back when they can! The group of servers is about 10 all who can serve at various times and occasionally all are away. A rota does not really work and a weekly email from me, helps encourage ( I hope) We would like to get new robes but cost is an issue. Emma and Louisa Lavan have been happy to find people (usually children) to process with the gifts at the Offertory at 9am Mass. Wonderful. Youth Masses continue on the 1st or 2nd Sunday of the month. Lots of willing young to help. The date may vary in future but remains 9am Mass at Tisbury

We have a team of welcomers who do a fantastic job. There is a rota for coffee providers after Mass.

Similarly the Church cleaning Team (angels) led by Liz Cook and paperwork prepared by Parish Secretary, Rachel. We call in a cleaning firm twice a year to reach further and help with window cleaning and so on.

Sue B-M looks after Communion to the sick at home and there are a group of others trained to do this when needed. Clearly Deacon M and Father Jonathan also visit the sick and give the sacraments.

Patricia Coopman manages the Parish Room booking really well (not an easy task) and she also launders the small Mass clothes such as Lavabo and Purificator. We have found a parishioner to keep and eye and sort out the linen generally.

Weekly newsletter goes out to just under 200 email addresses each week. 20 are printed and a copy put in the Parish window. Three are hand delivered to Albany House residents. The Parish room window is decorated as often as is humanly possible and offers of assistance would be hugely appreciated.

In the Office, the Treasurer and Health and Safety Officer count the Offertory collection on Mondays and look after calls; catechist does this on Thursday (fortnightly Admin Team meetings are during this time); Parish Secretary is in on Fridays. Any phone messages come up on tisburyparish email and can be dealt with quickly at other times. All emails are checked and sent on to Father Jonathan or whoever needs to receive them. The diaries are kept up by Rachel and CV. Mass Intentions are always wonderful- new envelopes are at the back of both churches and when written should be given to the Sacristan preferably. Dates are allocated as near to request as possible.

We have Morning Prayer at 8.45am on Monday, Wednesday and Fridays. Evening prayer before Mass on Thursdays. Lectio Divina has temporarily stopped – Jamie would like to work out a better time. All ideas for Mission are happily greeted and we do have ‘Tiztheseason to plan before long.

Our Lady of Pity Dinton Chapel Mass- superb. Aileen and John helped get everything ready. A team of five went in for two hours and it was gleaming. Flowers and reader perfect. New parishioners opposite, Jenny and Philip, provided refreshment afterwards.

Ride and Stride at both Wardour and Sacred Heart on Saturday- stewards at both from 10 to 6pm.

Worth doing- in Tisbury, other people stopped to chat and visit the church as well. Not many cyclists – it was very hot.

There is much paper work preparing for baptisms, weddings and funerals. All have to be recorded in the big books. Help is given for Order of Service booklets and so on. CV

### Discussion

There is currently scaffolding outside Wardour Castle and a wedding there was moved to another location as a result. There is concern that the current list of weddings booked to take place there could be affected by scaffolding for the Dome Repair project if it is not down by May. The Wardour Chapel Trustees are interviewing for a firm to be the prime Project Manager and this process will be complete by the end of October. After that there should be a clearer view of the probable timetable. The Sacred Heart might be an option for some of the weddings. It was noted that Michael Dillon’s tapestry from the chapel at St Mary’s Shaftesbury could be used as a backdrop in the Chapel while the scaffolding is up.

The Sacred Heart guttering will be repaired during October which requires scaffolding. It is expected that the work will be completed quickly but that the parish will then want to use the scaffolding for work on the bell tower. Overall the project may take two months, with the option to work on Saturdays and on Sundays after 10:30

## 3 Social Group (JML)

### Report

#### Previous Events:

First Holy Communion Breakfast	11 June
Community Fete Stall	1 July - raised £477.80 for Mary’s Meals

#### Future Events:

Harvest Supper	Friday 6th October, 7pm at the Hinton Hall
Refreshments after 125th	
Dedication Service of Sacred Heart	Friday 3rd November in the parish room after 6pm Mass
Fish and Chips Supper	Friday 17th November in the parish room. Time TBA.

### Discussion

Thanks are due to Sally and Patrick Craig McFeeley for their help with the Community Fete stall

There are notices in the church porches for parishioners to sign up for the Harvest Supper and indicate whether they are bringing a savoury or a sweet dish

The Group is exploring School and Parish coming together for a joint Christmas Carol Service

## 4 Treasurer's Report (RV)

### Report

Several parishioners have put new standing orders in place, and quite a significant proportion of long-standing donors have increased their standing orders, which is extremely welcome. Cash in basket/plate remains very modest.

By way of a snapshot illustration, our revenue for July 2023 (not including second collections) was:

	£
Standing orders	2,556
Gift aid envelopes	30
Contactless	150
Offertory plate	414
Room hire	67
Other donations	252
Total	3469

Our outgoings for July were £3,294, including £1,387 in Parish Share (this is a monthly charge). July expenditure was entirely routine – no exceptional items. The regular items include £30 per week for cleaning the Parish Room, and £36 per fortnight for mowing the front lawn of Sacred Heart and Trellis House.

Some of the one-off or once-per-annum costs recently paid or expected soon include:

	£
Portable appliance testing and fire detection (in flat) maintenance	1301
Heating oil	1422
Church gutters refurbishment incl bell tower scaffolding	6060
Ecology survey	8500
Archaeology survey say	5000
Part redecoration, Trellis House	?

It is abundantly clear from the above that while we have enough income to cover immediate day-to-day costs, we have practically no 'surplus' to put towards periodic extras, never mind one-off improvement costs.

### Discussion

There are now about 55 standing orders in place

The current bank balance is £25,260 with about £60,000 in the deposit account (the social group balance is ring-fenced within this bank balance)

There are big spending items to do with catching up with repairs and complying with new regulations from the Diocese and from the Government.

It was suggested that holding a basket at the back for offerings after Mass might help increase income and a six week trial at Wardour and at Tisbury was proposed.

The Salisbury churches have a healthier surplus and it might be possible that they could provide temporary relief

## 5 Fabric and Finance Committee

### Report

1. The Church – resealing and painting gutters– quotes have been received including for scaffolding to inspect the bell tower. Details are being clarified. Work is due to start this month with SEB shrouding the cables; and the scaffolding to go up.

2. H & S - separate Report

3. Proposed back-land development – final designs and layout plans now been received. Artist's Impressions are being prepared by Jamie Clark. We are nearly ready to go out to Public Consultation

Awaiting Eco-survey Report and recommendations

Awaiting Archaeology survey.

We are also in touch with Tisbury Community Land Trust to explore how it can support the project.

4. The Flat – It has been suggested that the Flat should be repaired and relet rather than waiting for money to be raised for the full conversion and the improvements of the Parish Room. This may well involve considerable expenditure to bring it up to the new standards that are legally required for letting, plus the basic repairs. All of this may be wasted when the conversion is undertaken. The F&F is taking advice.

5. Trellis House – Fr Jonathan has had a look around. The house is mostly in fair order. Some redecoration, plaster repair etc will be needed. The Buildings Advisor from the Salisbury parishes has inspected and will provide recommendations. A builder/decorator has been asked to provide an estimate which is expected this week.

### Discussion

Fr Anthony has requested that the refurbishment of the flat should be a priority.

MS pointed out that it has never been at a lettable standard and, for example, the kitchen and bathroom may have to be upgraded and it is likely to need complete rewiring. A firm of House Agents has given us a list of the requirements that it does not currently meet. In summary the work needed is to do with Electrical, Fire, Heating and Damp, plus some structural repairs.

There is the danger that necessary short-term spending on the flat could be largely wasted when the larger refurbishment of the Flat and Parish Room starts. There was discussion about the degree of support from the Diocese for the major Flat refurbishment and the back- land development. MS pointed out that the Diocesan building committee had approved the plans for the Parish Room, the Flat and a new Parish Office and that we have planning permission for those.

We are preparing a fresh Application for the back land development, with the objective that its sale would release funds for the Parish Room and Flat. Before a Planning Application is submitted the proposals will be published for a process of public consultation.

We are also about to explore with the Community Land Trust ways in which we can retain some ownership and control (particularly with regard to the five new houses so that they can be suitable for local people wanting to get a start on the housing ladder or downsizing later in life). Fr J pointed out

that the Bishop had declined to support the redevelopment of the Holy Redeemer in Salisbury and that in the current climate we cannot count on diocesan funds.

## 6 Health and Safety Report (CR)

In addition to weekly tests and checks recent H&S activity had been concentrating on tackling outstanding tasks as identified in 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. These have included:

- The annual inspection and certification of all Portable Electrical Appliances Testing (PAT) in the Church, Parish Rooms and Presbytery.
- The annual Fire Alarm Test and Inspection of the Parish Rooms and Flat.
- Checking and renewal of the contents of the First Aid boxes.
- Annual boiler inspections and certification
- The inspection of mature trees to ensure they do not represent a foreseeable risk of safety to parishioners and members of the public. Carried out by Stuart Larter (Evolve Tree & Garden Services) he has recommended the removal of the dying Chestnut tree behind the garage.

Currently outstanding is the annual inspection of guttering of the Church, West End House and Presbytery.

## 7 The Rose Window design

Jamie Clark has produced a design for the rose window in the Lady Chapel which the committee liked very much. MS has circulated Jamie's explanation of the design. Fr J pointed out that a change of this magnitude needs the approval of the appropriate diocesan committee and MS will progress this.

## 8 Other

The Warminster parish has moved into the Salisbury Deanery. There are no plans for other changes in the short term but given the current shortage of priests it is possible that one day Warminster will be looked after by a priest from Tisbury and Amesbury will be looked after by one from Salisbury.