

St. Mary's Sprotbrough Parochial Church Council
Minutes of Meeting held in the Stable
Monday 8th July 2024 at 7.30 pm

The meeting opened with a prayer by Robert Heaton.

Attendance:

Present: Robert Heaton (Chair), Christine Herbert, Lyn Hopson, Angela Hudson, James Inglis, Andrea Offord, Roger Offord, Carol Palmer, Robert Paskell, Marilyn Shersby, Janet Scott and Rachel Towers (12)

Apologies: Amanda Barraclough, Derek Barraclough and Betty Brockman (3)

1. Approval of Minutes of the Meeting held 10th June 2024

The minutes were tabled of the meeting held on 10th June 2024. Andrea noted under Treasurer Item 8, paragraph 2 which was amended to read that she will liaise with Robert P to provide the necessary documentation to Mr Ekins. Otherwise the minutes were considered to be accurate. *Proposed by Lyn and seconded by Marilyn. Agreed unanimously by all those present at that meeting.* Minutes signed by Robert Heaton.

2. Matters Arising

- **Tree Survey – Cadeby Report** – Report on works required to remove two trees and necessary ground works was tabled from Gloaming Tree Surgery Ltd. The Priority 4 works to remove two trees were considered and agreed should be undertaken as soon as possible and the List B application submitted accordingly. It was noted that the company would undertake the pruning work etc to the other trees as recommended in the report (Priority 3) at no charge, if they are instructed for the main works. The cost will be £2,375 plus VAT. Robert P considered the monies could be paid from the Restricted Fabric monies as the cost is more than £1,000. *Proposed by Marilyn and seconded by Christine. Agreed unanimously by all those present at the meeting.*

Conversation turned to the wider issue of the re-wilding scheme currently being undertaken at Cadeby. James raised his concerns that the scheme was not being implemented well and causing distress to family members of those buried there. He had himself been disappointed not to be able to visit his own family area where ashes had been interred earlier this year. The plot is in the older area with no access to it. He has had to cut back this area himself. Robert apologised to James for the distress this has caused to him and his family. Mal and Roger had met with Jo Edwards from the Diocese in June and she had agreed that the cutting and clearing was not what was expected. The pathways were too small. Conversation was had and it was agreed that, as a big cut is due in the next several weeks that the issue of how we manage Cadeby in 2025 should be considered again before end of the year. Mal agreed to speak to the grass cutters about the big cut and our expectations. In the meantime James agreed to provide photographs to the Secretary and others were also encouraged to do so too, so these can provide help identifying issues when we need to address this again. Mal agreed to talk to the immediate neighbours regard the removal of the tree that abuts their property. It

was also noted that even though signs were being displayed explaining the re-wilding and also stating that requests could be made for access to be cleared to graves in the uncut area if required by family, someone was removing them. Consideration is to be given to how this could be done better.

- **Outreach – New Homes Melton Road** – All the components to the welcome pack are ready for putting together, Robert explained that the Melton Road site is not yet open or property occupied. In the meantime he is hoping to meet with a representative of the SMC to handover the items to be put together and ready for distribution. This is to be a shared endeavour.
- **Sabbatical Review** – It is early into Amanda's sabbatical but there was nothing to report to date other than the wheels were still on the bus and had not fallen off yet.

3. Correspondence

Two pieces of correspondence received were tabled.

1. The Bell Captain, Mr T Wheeler, had sent an email requesting the approval to mount a memoriam Peel Board (after a full peel was undertaken on 28th June 2024 in memory of the Late Cyril Toyne who had been a member of St Mary's team for 50+ years) in the tower. All costs would be met by the Bell Tower Team and an example of the board was tabled. A List B2 application will have to be made to the Archdeacon. *Proposed by Carol and seconded by Roger. Agreed unanimously by all those present at the meeting.*
2. Parish Buying forwarded correspondence from three companies who had made an expression of interest in using the Hall/Stable car park to provide electric vehicle charging. The information was considered and the number of spaces wanted would severely restrict the use of the small area for any other use. Therefore it was agreed unanimously not to proceed.

4. Prayers of Love and Faith – Pastoral Principle 6

The Trustees did not break out into individual groups but discussed this together as this final principle was considered to be relevant but also repetitive on the earlier principles.

5. Policy Review – Equality Policy

The Equality Policy was tabled and Christine noted that though mentioned in the second paragraph 'gender' is not identified in the first paragraph. It was agreed that this slight addition should be made to the first paragraph but the rest of the document stands. The Secretary will make the amendment before updating the document in the policy folder in Church. *Proposed by Christine and seconded by Janet. Agreed unanimously by all those present at the meeting*

6. Church Fabric & Grounds

The Stable roof and pointing renovation were discussed in detail. A local construction company has provided a reasonable quotation for undertaking the work however, it was noted that it was not a detailed specification. Roger had contacted the Architects J.H.A. who had undertaken the original survey several years ago to consider their

involvement in managing the potential project on behalf of Trustees. They provided two quotes. To draw up a detailed specification of the work required and put the job out to tender to local companies including the one we have already had a quotation. Manage the works and associated issues. There was also a possibility of an additional fee for Principal Designer Duties but this was less certain at this early stage. It was noted that this first phase will probably take several weeks and tenders for consideration not available before September.

Monies already raised including the pledge from the Bramall Foundation are in the region of £79,000 and it was considered that this provided a comfortable enough margin for J.H.A. to be engaged with to implement Phase 1 and put the job out to tender. It was noted that a full tender exercise is important to provide the detailed information that the Trustees need to make an objective decision on who to engage and the ability of the company to deliver within the agreed costs. Roger agreed he was happy to initiate Phase 1 with J.H.A. *Proposed by Robert H and seconded by Mal. Agreed unanimously by all those present at the meeting.*

Conversation then turned to the kitchen area at the back of the Church. Roger was able to confirm that works will start on 1st October and completed by 1st December. The Trustees were asked whether the provision of a refrigerator should be included which to date had not been considered. This was thought to be a good idea as we hope to use the area more and the loss of one cupboard to provide space not of significant consequence to outweigh the long-term benefit. *Proposed by Carol and seconded by Janet. Agreed unanimously by all those present at the meeting.*

The inclusion of a refrigerator would mean a slight alteration in either the size of another cupboard or the storage space for tables. It was agreed a slightly small cupboard space would be preferable. *Proposed by Marilyn and seconded by Christine. Agreed unanimously by all those present at the meeting.*

Roger also confirmed that there would be a hot water boiler (rather than kettle) and that the splash back area would be panelled rather than tiled.

Robert expressed the Trustees thanks for Roger taking the lead on the Stable and Kitchen etc.

7. Safeguarding

Janet reported that after a meeting with the prospective new Safeguarding Officer, Sue declined to take on the role. In the meantime Janet will continue in this role with support from Andrea but it was considered that this role could actually become two, safeguarding and training elements being split. Consideration shall be given to this. It was noted that as Warden and the shared H&S role being carried by Janet it is not ideal and if she should be given as much support as necessary. Conversation turned to the issue of people in certain roles within our Church who should be undertaking the Leadership Course, this is a Diocesan requirement. Forget Me Not cafe was identified and Janet will have a conversation with Angela and Carol in light of Hilary no longer taking the lead in this group. It was agreed Janet would also approach individuals in the wider Church to explain the requirement when necessary.

8. Treasurer's Update

Robert P tabled the monthly report and briefly updated Trustees that though expenditure was less than budgeted, fundraising was lower than expected. Andrea identified the lack of volunteers to help arrange and deliver events was a significant issue. There was hope that an August Cream tea will be organised but this is not certain.

Robert P also identified the implementation of the new utility charges and considerable standing charge costs will begin to be apparent in the coming months.

9. August PCC

After a brief discussion it was agreed that the next PCC meeting will be in September. However, an Extraordinary Meeting of Trustees will need to be held before the end of the month to agree the July minutes. These will then be provided to Mr R Lumby who is raising various List B applications on the Trustees behalf.

It was also noted that the Standing Committee would be able to take any relevant decisions on behalf of the Trustees should the need arise, however, anything of serious import would be tabled by email and everyone agreed to respond in a timely manner if necessary.

Proposed by Rachel and seconded by Andrea. Agreed unanimously by all those present at the meeting

10. AOB

- **Church Fire Plan** – Janet explained that the annual Fire test ‘evacuation of Church’ is in the diary. However, she would like a notice in the next newsletter reminding people who have a role in Church on a Sunday i.e. deputy warden, sides person etc that they should know what their role is in the event of a fire in Church during a service. If not sure, they need to address this with a Warden. The administrator will add this to the next newsletter.

The Meeting closed with the Grace at 9.20 pm.

Date of next meeting – Monday 9th September 7.30 pm in the Stable.