

Hingham Parochial Church Council Meeting held on Wednesday 17th September 2025 at St Andrew's Church

Present: Revd Tori Venmore-Rowland, Richard Till, James Hampton, Gill Else, Steph Murfitt, Chris Turner, Elaine Skelly, Caroline Money (secretary),

Agenda Item	Key points from discussion	Action
1. Opening Prayer	Revd Tori opened the meeting with prayer.	
2. Apologies	There were apologies from Revd Peter Trett, Nicola Trett, Dale and Janet Southall.	
3. Minutes of last meeting	These were agreed . It was noted that virtual decisions in between the PCC meetings, were made by the PCC for the purchase of a new notice board and to have contractors on site during the Quinquennial visit, to undertake small repairs.	
4. Matters Arising/ Action Log	The PCC noted the progress made against the matters arising, or were covered under items below. Richard updated on the Notice Board, which will cost £685, plus VAT including the posts. Faculty applied for by Caroline. Agreed to await the outcome of Faculty before ordering.	• Order once faculty agreed.
5. Standing Committee	5.1 Draft Complaints Policy - the Standing Committee have drafted this policy, as needed to go with the CCTV policy. The policy was agreed . James was reassured that the policy was based on a template by Ecclesiastical insurance. 5.2 Quinquennial report - still waiting for the report, following the inspection in July 25. 5.3 Draft Liability Waiver Form - this form was agreed and is needed as part of health and safety policy, for Tower visits	
6. Fundraising	6.1 Hingham Calendar 2026; Received 82 photos, the judging has taken place. Naked have completed final draft and have ordered 300 copies, at a cost of £632 + VAT. We received £775 in sponsorship. The launch is taking place on 3 October, at 6pm with all photographers, sponsors. PCC welcome to attend, please RSVP to Caroline by 29 Sept. 6.2 Antiques roadshow; Steph reported a date has been confirmed; 19 September 2026, 10 - 3pm. We will be offering refreshments during this day. 6.3 Wine tasting; Next event is taking place on 19 September. 40 tickets purchased so far. 6.4 Concerts; only 2 more concerts left in the programme. Raised £1167.40 to date. The big concert is Taverham Brass Band on 13 December. Working on concert programme for 2026. 6.5 Flower Festival; very successful, especially due to Norwich Sinfonietta practising for their concert during the day. Raised £773.10	
7. Finance	7.1 Caroline reported that the account balances are Bank Account 1 £29,931.07 and Account 2 £42,049. Parish Share. The Parish Share for Hingham is £43,888. PCC noted that £18,000 (41%) has been paid to date (£25,888 remaining). The monthly statement shows a loss currently due to high maintenance bills this year. Richard thanked the Book keeper, for pulling the statement together, as very helpful to see. Further work needed to check the parish giving scheme contributions. 7.2 Clergy Expenses. Caroline introduced the paper. Hingham PCC had set aside £300 at the beginning of the year for clergy expenses. As yet this had not been claimed against. This proposal is a way forward for clergy expenses, across the benefice. The PCC agreed with the proposal to; 1) Each Church across the whole Benefice is being asked to pay £90 per year (equates to £7.50/month) towards clergy expenses. It can be paid monthly or annually. If a parish is unable to pay, we can work together to support the expenses	

7. Finance cont	<p>being paid.</p> <p>2) The expenses will be held and administered by Hingham PCC</p> <p>3) Clergy expenses for 2024/25 will be covered by Hingham PCC (who set a budget in January 2025 to cover this) and Shellrock Benefice account, on a 50/50 basis.</p> <p>James raised concern not about clergy receiving travel expenses, but felt there should be a central pot for some expenses eg books, paper etc, that is ordered directly rather than pay and claim back.</p>	
8. Project update	8.1. Ringers Floor; The architect has asked for the tenders to be updated due to increase in prices. Despite asking for them to be available for this meeting, still not received. Unfortunately, having thought we were at the mid way point of fundraising the increase in prices, means we still have a way to go.	
9. Safeguarding report	James reported on safeguarding. No safeguarding issues have been raised. The dashboard is a majority of green now. The Red column is 'training for key roles' which is PCC members. James will email re training to be completed and DBS	<ul style="list-style-type: none"> • James to email for training and DBS
10. Deanery Synod	Richard reported that there hasn't been a meeting since our last PCC meeting.	
11. Services	<p>11.1 Harvest Festival; 5th October; agreed collection going to St Andrew's Pantry and Hingham Community Cupboard.</p> <p>11.2 Pet Service; 4th October.</p>	
12 . Ministry Team Update	<p>Revd Tori told everyone that there will be another paid for priest in the benefice, based in Great Ellingham, a House for Duty post. Tori will need to write a profile, job description and it is hoped that in 12 months they could be in place. There is a lot taking place within the whole benefice via services, events, community support and it is a huge achievement. Practical things that will need to be addressed in the future includes the parish share and Tori will invite churchwardens/representatives to a meeting in October to discuss future parish share. We are looking at joint resources e.g. Music Group, Parish Giving Scheme. Continue to work on a good system for admin, service rotas, events diary etc. Ministry Team meet monthly to catch up on things. There is a confirmation on 8th October at Rockland St Peter.</p>	
13. Parishioner Feedback	There was no parishioner feedback. Revd Tori told the PCC about the Bishop of Norwich's feedback recently received after a Concert. Caroline suggested that now we have a complaints policy in place, that this item could be removed from the PCC agenda as could be raised under Any Other Business. James explained it's about being receptive and open to hearing from parishioners, so agreed to leave on the agenda.	
14. Any other business	<p>12.1 Bubble Church; a short service for young families, babies and young children. Agreed to investigate further.</p> <p>12.2. Transport for Peter; Elaine raised the issue of the rota. Elaine offered to help as she lives so close by. Agreed to have written rota that is emailed out, and includes Elaine as part of the offer.</p> <p>12.3 Fundraising; Steph raised that you can link our charity to shopping online, so every time you shop, a donation is made to the charity. It was agreed to investigate further.</p>	<ul style="list-style-type: none"> • Investigate Bubble church • Investigate charity gain from shopping online
15. Closing Prayer	Revd Tori closed the meeting with prayer at 8.16pm	
16. Next meeting	Wednesday 14 January 2026 at 7pm. Agreed to hold the APCM on 10th May 2026	

