Beverley Minster
The Parish Church of Saint John and Saint Martin

The Minutes of a meeting of the Minster PCC
Held 7th July 2026 in the Parish Hall, following a celebration of Holy Communion in the Minster Quire at 7-00pm

Present were: -Rev'd Canon Jonathan Baker, Chris Chipperton, Paul Collins, Mike Dent, Eric Doyle, Martin Eldred (clerk to the meeting) Jane Ewbank, Sandra Keating, Derek Kirby, Kate Mars, Rod McPhee (in the Chair) Hugh Meyer, Sue Robson, Rev'd Charlie Shefford, Allan Todd, Kevin Wheeldon, Rev'd Eileen Wallis, Julia Wicks and Richard Wicks (19)

Also present: - Meg Choules as PSO, Kate Howell as Director of Operations and Joel Westerway, for part of the meeting, presenting item **59/26**

The Chair welcomed those present especially new members

55/26: Apologies – were received from Mark Chapman, Andrew Hancock, Dawn Pollard, Kate Powell and Marian Snowden (5)

56/26: Possible conflict of interests – None, other than those recorded in the register.

57/26: Minutes of the meeting held 5th May 2026 were, after the changing of some wording at **49/26,** approved as an accurate record and signed by the Chair.
Minutes of the meeting held 18th May were, after the correction of two typographical errors, approved as an accurate record and signed by the Chair
The second appendix to the minutes, concerning the annual staff salary review – **47/26** - was identified as a confidential item and will not be made publicly available.

58/26 : Matters arising: –

- **Further repairs to the Parish Hall roof (48/26) –** the Finance Committee has produced two sets of figures (depending on the scope of repairs) and is awaiting advice from Simon Delaney, who in turn is awaiting a response from ERYC. Once the preferred option has been identified the matter will be brought again to PCC or a Standing Committee.
- **Committee Vacancies** – The meeting was informed that the chairing of the Visitors' Committee will, for the time being, be undertaken by the Vicar.

Substantive Items

59/26 Installation of AV/Hybrid meeting system in the Peter Harrison Room – At this point Joel Westaway joined the meeting and briefly reviewed the paper, prepared by James Palmer and already circulated.
Rev E W asked about systems in the Minster itself. The Treasurer responded that costs are such that they could be found in present budgets.
The Vicar suggested a working group to examine AV provision in all Minster sites and bring a proposal before the PCC. **ACTION Rev EW, Rev CS and Rev JB – to organise a working party – perhaps at the next Wardens' Meeting.**

The meeting was content with the proposals and sincere thanks were expressed to the Friends of Beverley Minster for their generosity and to James Palmer and Joel Westaway for preparation and delivery of the paper and Joel's work on the future installation. **ACTION - The Clerk will write formally to The Friends of Beverley Minster**

60/26 Human Resources – Appointment of a replacement cleaner and appointment of a part-time administrative assistant. KH, the Director of Operations explained the need for both posts – one to replace a retiree and one to increase capacity in the Parish Centre. It was confirmed that the costs were built into the present financial forecast.
Rev EW asked about safeguarding training by the additional administrator and it was confirmed that there will still be a need for volunteers in the Parish Office and there will be a need for their safeguarding training.
The Meeting was content that the finalised figures be provided by the Treasurer and then the matter go to Steering Committee.

61/26 Nesting Sites – DK spoke briefly to his paper on nesting sites and the proposed removal of the dovecote at the East end
The **meeting was content that the box be removed**

62/26 Vicar's Report – JB spoke briefly about the following

- How pleasing it was that the Diocese should choose the Minster to host Archdeacon Andy Broom's farewell
- How he had observed Swinemoor Primary School children working with Rachel Dent as an outreach worker on the theme of pilgrimage and the obvious enjoyment of the children, Minster CE Primary School having already undertaken similar sessions.
- The success of the latest Alpha Course, the new people it had attracted and new friendships being forged
- Baptisms arising from the Alpha Course
- How Sunday numbers seemed to be on the increase

63/26 Safeguarding -

There were six policies and the Safeguarding Action Plan to be approved by the PCC

1. Beverley Minster Safeguarding Policy
2. Safeguarding Vulnerable Adults
3. Digital and Social Media Policy
4. Photo and Video Policy
5. Safeguarding Children and Young People
6. Policy for the recruitment of ex-offenders

The Safeguarding Action Plan was also in need of approval.

AT asked about the bullet points on page 5 of the Digital and Social media Policy. This prompted much discussion and it was agreed that the PSO would redraft that page and bring back to the PCC at its next meeting.
CC asked about the flow-chart in the Safeguarding Policy.

It was proposed by SR and seconded by JE that the meeting approve the policies with the exception of Digital and Social Media which is to have at least page 5 re-drafted. This was agreed unanimously.

It was agreed that the PSO would expand the list of church activities in the Safeguarding Action Plan and to this end CC suggested a two-tier system; tier 1 being those activities that **DO** involve children and / or vulnerable adults and tier 2 those activities that **MAY** include children and / vulnerable adults.
It was agreed that the Vicar and SGO would work together on the Safeguarding Action Plan.
The Chair thanked the PSO for the incredible amount of hard work put into the whole safeguarding issue.
ACTION – PSO redrafting of page 5 in the Digital and Social media Policy.
PSO and Vicar to work together on the Action Plan
RMcP to establish how Cathy Thornton and Anna Knowles are line-managed

64/26 Finance – The Treasurer spoke to his previously circulated report and presented a projection sheet from June to December 2026.

- Amongst the points made were :-
- We are on track with the Freewill Offer and expect next year to contribute £125,000, slightly more than the Minster's recommended minimum of £121,852
- The contributions to our Mission Partners have been brought back to a higher level and the Finance Committee endorses the idea of a gift day to increase the contribution to Mission Partners further.
- Work is on-going with staff pensions and may impact on budgets at a later date
- Work is on-going on the resolution of accounts but it is expected that accounts will be forwarded to the Diocese by the end of July.

Resolutions :-

1. **It was proposed ED and seconded PC that the PCC approve the proposed Free Will Offer for 2027. Carried unanimously**
2. **It was proposed MD and seconded Rev EW that the PCC endorses the increased funding for Mission Partners. Carried unanimously**
3. **It was proposed SR and seconded DK that the PCC was content with the increase in the price of photo permits from £3.00 to £5.00**

It was also agreed to ask the Visitor Committee to consider guidance for a consistent approach to the sale of photo permits ACTION : the Clerk to write to the Visitor Committee regarding photo permits – as above

65/26 Health and Safety – DK outlined the conditions in the bell chamber and the lack of facilities to enable safe working. The H & S committee is awaiting a response from the Tower Captain to set up a meeting. The cost of creating a safe working environment is likely to be in the low £10Ks. *There is a confidential appendix added to these minutes outlining the situation in detail.*

Food Hygiene – JW was thanked for her work in this area. There is a need for training for all those handling food

ACTION JW – Bring concrete proposals to the September PCC meeting

65/26 The Destinations Project – RMcP gave a brief update –

08-07-2026 there is a meeting to demonstrate that the preliminary stages are at the point they should be.

An expression of interest has been lodged with English Heritage as Tcot is experiencing difficulties in finding their pledged contribution.

If successful funding from EH would finance the proposed new toilets as they are not part of the Destinations Project.

It was pointed out by the Treasurer that once we move to the next NLHF stage our finances will need the scrutiny of auditors rather than examiners (which is the present situation)

66/26 The Director of Operations spoke briefly to her previously circulated report

67/ 26 Hope into Action – HM gave a brief update

ACTION : HM to complete the actions, under Hope into Action, in the Safeguarding Action Plan

68/26 Electoral Roll – no change in numbers

69/26 AOB

DK presented a brief paper on progress with the telecommunications mast. **It was proposed CC and seconded PC that the work proceed. This was agreed unanimously.**

ED informed the meeting of a request from a church in Holme on Spalding Moor – the Holme Christian Fellowship Watchman Group - for water from the well in the Minster Sanctuary, for use in blessings. The meeting was content that this should happen.

ACTION – Clerk will liaise with the Virgers

There being no other business the meeting closed with the Grace at 9 - 50pm

Signed . . . .   Dated . . . .