Clarendon Team Council Meeting Notes
Thursday 10 July 2025 at 7.30pm
In the Parish Office Winterslow:

Present: Simon Chambers, Alice Page, Liz Barford, Alison Larkham, Alan Jewell, Sara Bossom, John Hawkins, Jane Dunlop, Sara Atkinson,
Rachel Funnell (notes)

1 **Welcome** from Simon

2 **Opening prayer** led by Simon

3 **Apologies** received from Michael Barratt, Liz Parsons, Ruth Livesey, Debbie McIsaac

4 **Matters Arising** from Notes of meeting 13 May

4.1 Clarendon Pilgrimage update- Alice presented 3 versions of the handout, all of which were very positively received. Decision on pilgrimage stamps still to be made, and name to be finalised. Final version to be ready for Ride and Stride on 13 September. Alice was enthusiastically thanked for her hard work. **Action** - **SC to promote through Church Connect.**

4.2 Service pattern for August – PCCs agreed to the new service pattern with the addition of a family service in West Grimstead and the Celtic Iona service kept in for Alderbury. Positive feedback received. Thanks was expressed for the Ascension day service on Pepperbox hill.

5 **Churchyard Regulations and policy**
A new memorial application form has been introduced, which is CofE wide not just diocese. This will be helpful and has led to our Clarendon Team churchyard regulations being updated as well. Permission is given by the incumbent for memorials, keeping any new memorials in line with the feeling of our churchyards. The PCC is responsible for the churchyard upkeep although the Bishop has ultimate responsibility.
After discussion, the Team Council unanimously accepted the new team wide churchyard regulations. The title of the 'bereavement handbook' was questioned as this was more a regulations than anything pastoral.
Action – new funeral enquiries should be given copy of regulations, policy and handbook, and should sign that they accept them
Action – SC to feedback to diocese unease about name of handbook – suggest rules or regulations

6 **Wedding Policy**
After discussion, particularly about flowers where non locals use the church as a venue, the new wedding policy was accepted.
Action – Policy to be sent out to all couples after wedding enquiry, to be signed.

7 **Administrator Role**
It has become clear that cover is required for the administrator role, as the role has developed and to enable holidays and other leave. RF requested a job share arrangement, initially 2 extra mornings per week, which will eventually enable cover for absences.

National minimum wage is currently £12.21ph. The role has been paid at 10% above which equals£13.43ph. Subs may increase slightly to enable this. This was agreed. The job role and advert were shared, will be put on social media asap.

8 Safeguarding –
No concerns or disclosures were reported.
The new safeguarding Hub is being rolled out, replacing the microsite. Thirty One Eight is the new DBS checking organisation, who apparently work well with The Hub. It was agreed that the Clarendon Team would apply on behalf of the parishes, alleviating the training and administrative tasks of the parish safeguarding officers. Administration will be centralised while PSOs would continue to be the local contact, working closely with team administrator.
Regular monitoring of requirements for each parish can be done centrally and fed back locally, hopefully leading to safeguarding training to be renewed in time rather than becoming out of date. Proposal was that Administrator and Clerical team can log in and see all areas, PSOs can view their own parish areas
Action SC to discuss with all PSOs

9 Parish Feedback
Winterslow – Excellent well attended concert on 1 June, still hope to encourage more young people into the body of the church.
Pitton – Successfully removed bee hive and roof repairs cost less than expected
Farley – Superb to hear the organ again after 5 years. Need more to become involved in church life.
Alderbury – Router fitted to church and a camera so Bride / coffin can be seen as it approaches, Toddler group struggling with loss of helper
West Grimstead – Congregation increased – fabulous population ratio, need more to volunteer for PCC
Whiteparish – Superb fete and songs of praise, demonstrating church and community working together. Wall is still a problem
West Dean East Grimstead – very positive fete. Heart felt condolences to Gill and Steve on receiving Gills terminal prognosis. Our prayers are with her and her family.
10 AOB
There is a diocesan question as to whether non-payment of shares should be written off. It was agreed to write to the Rural Dean stating that as we pay for our own administrator our unpaid parish shares should be written off. **Action – PCCs of Whiteparish, Farley & Pitton and West Grimsted to respond through Simon**
Please think about each parish's Harvest and Christmas planning. Carol services are more popular, Christmas Day and midnight less so, consider what would be best for your own community **Action – all**
11 Closing prayer – said by Simon, followed by the grace.

Next meeting Wed 10th Sept 7:30pm - Whaddon

Future Meeting in 2025/6
Tue 11th November 2:00pm - Team Office
Thur 15th January 2026 2:00pm – Whaddon
Wed 11th March 2026 2:00pm – Team Office (Check 11 or 18)