

Meeting of the Parochial Church Council

Tuesday 2nd June 2026 at 7.30pm

In the Lady Chapel / Abbey House



Members present: Fr. Nick Davies (ND) – Chair, Paul Charman (PC), Tom Harcourt-Williams (THW), Rubin Hart (RH), Robert Hughes (RVH), Peter Ireland (PI), James Lancelot (JL), Andrew Maynard (AM), Julie Northcott (JN), Nancy Oakes (NO), Joy Pegg (JP), Matt Roff (MR), Les Stamp (LS), Rachel Walters (RW). Also Attending: Will Jones (WJ) – COO, Stewart Aylward	
1. Welcome The meeting was preceded by a Eucharist in the Lady Chapel for all those present. ND welcomed everyone to the meeting, with introductions for new members. 3. Apologies Elizabeth Charman (EC), Marcus Charman (MC), Linda Jeffreys (LJ), Liz Swift (ES).	
4. Responsibilities of the PCC / PCC Code of Conduct, Charity Trustees Declaration These have been updated and previously distributed for review. Terms of Reference were accepted as updated by the meeting unanimously. Corrections to dates in the Code of Conduct are needed, and it was agreed that Principle 3 needed amending to better reflect the approach to identifying future members as being a matter of succession planning, and not to preclude others from standing. To be re-circulated for further comment prior to signing. Trustees Declaration (along with the Governance Jigsaw and CoFE Trustee Booklet) sent to new members (THW, RVH, MR) for signing. It was requested that the Organogram be recirculated for new members, and that an induction process for new members to better acquaint themselves with the Abbey and staff should be instigated (old members also welcome).	NOTE PI NOTE PI / WJ
5. Declarations of Interest - to be declared annually and assumed as stated for the year or unless notified of any changes. JL – Member of the Cathedrals Music Trust grants panel. AM – A partner at Troup Bywater Anders, contracted for MEP survey work for the Abbey; daughter will be in receipt of an Abbey Choral Scholarship from September. PC – Chair of the Abbey Foundation. MC – is currently in receipt of an Abbey Choral Scholarship. NO – Vice Chair of the Friends of the Abbey.	
6. TAL AGM This is a matter for the TAL board; PC stated that it will happen at 9.30am on the 15th July, preceeding the next board meeting.	

7. Appointments Proposed and accepted as follows: - Chair of the PCC - Fr. N Davies Vice chair of the PCC Paul Charman The third Warden To be kept under review. Secretary Peter Ireland Treasurer TBC ; noted that Stewart Aylward was attending this meeting with a view to taking on this role in future. Safeguarding Officer Julie Northcott GDPR Trustee Paul Charman Electoral Roll Officer Janice Smail Marion Beagley; thanks were recorded to Marion Beagley for her service as Electoral Role Officer. Representative to the Council of the Friends: James Lancelot. Standing Committee to consist of the Chairs of PCC sub-committees in addition to 2 Churchwardens, Secretary & Treasurer as required; Rob Hughes and Matt Roff volunteered to stand alongside ex officio members and this was agreed. Representative to Tewkesbury Churches Together: Paul Harris. TAL Directors Vicar, church wardens, and up to 4 members of the PCC; (AM & LS to continue in this role, with the addition of Rob Hughes and Matt Roff); (Jack Boskett was previously co-opted, and the COO and Head of Finance also attend bi-monthly meetings).	
8. Committee Structure & Membership Membership of new Fabric, Finance, Liturgy & Music, and Mission committees discussed and agreed provisionally as follows (and as table circulated post meeting): Fabric – AM, PI, JP, LS, MR; Finance – PC, THW; L&M – EC, RVH, JL, RW; Mission – MC, RH, LJ, NO, JP, LS. It is up to those committees to appoint chairs and secretaries, and outgoing chairs to set a first meeting date (Noted that some are already in the diary). PI emphasised the importance of timely, signed subcommittee minutes.	ND/ AM
9. Dates & venues for Meetings These remain as previously distributed; WJ to consider with Claire Redstone if the Parish Hall is available and preferable in future. All future subcommittee dates to be sent to PCC Secretary to enable distribution (with Agendas) to all members.	NOTE NOTE
10. AOB ND proposed a brief photo and profile of each PCC member for the newsletter; photographs taken after the meeting. PC requested that contact details be circulated, and reminded members of the facility to attend meetings via Zoom or Teams.	PI
The meeting ended with the Grace at 9.31pm. Next meeting – Tuesday 16th June @ 7.30 in Fitzhamon Room Approved as a true record: Fr. N Davies Chair; 16th June 2026 Date	