

2024

THE DIOCESE OF BRISTOL: ARCHDEACONRY OF BRISTOL

TRIENNIAL VISITATION FOR THE PARISH OF:

St Mary Olveston, North Severnside BS35 4DP

Friday 27 September 2024 at 10.00am

Inspector:

Acting Archdeacon Becky Waring

Notetaker: Rachel Stewart

Churchwardens: Sue Farr, Debbie Harries

Incumbent: David Moss

<p>Please spend some time before the inspection discussing these questions</p> <p>TRANSFORMING CHURCH TOGETHER</p> <p>Based on our four Diocesan Values,</p> <p>How does your church demonstrate openness and what difference does it make? pewsheet, movie club, Open the Book, Methodists, Foodbank, school links</p>
<p>What is the most creative thing your church is doing this year? Messy Church, Nature Covenant, Refresh, Music, Flowers</p>
<p>How is your church demonstrating generosity? Uganda, Nepal, School, Pastoral Team, Gifts, Foodbank</p>
<p>What is the bravest thing your church has done? Evensong, Licensed Bar at events</p>

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	✓	
<p>We are supporting the ongoing conversation between the leadership of a church (Churchwardens, Treasurer, Incumbent, other ministry team and PCC members) about action on a whole range of net zero topics and then support churches as they make changes. Many churches now have Eco Champions, they gather every couple of months on screen to share ideas and keep informed with developments.</p>		
<p>NET ZERO and Sustainability Planning</p> <ol style="list-style-type: none"> Have you completed the net zero support application form? Have you had a net zero audit visit, or is one booked by the Net Zero team? Are you considering a project for the £10k decarbonisation grant available from the Diocese? Have you registered for Eco Church? If so, are you working towards the next level of award for Eco Church? Do you have an Eco Champion at your church? Please provide their name & contact details. What heating fuel do you use? How old is your current boiler (if you have one)? Do you have a heating resilience plan in place? What will you do if your boiler breaks suddenly and is declared unrepairable? 		<ol style="list-style-type: none"> Yes Report awaited Yes, insulation of side aisle, underfloor heating Achieved Bronze and Silver Greenforce Team Gas 3 years old

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<p>9. Is your electricity supply fully renewable? If not, or if you are not sure, when is your contract up for renewal? <i>The Environment team will be able to help find a 100% renewable tariff for you.</i></p> <p>10. Have you considered any sustainability initiatives to engage the local community?</p>		<p>8. Operate on single boiler during repair</p> <p>9. Supply is 100% renewable</p> <p>10. Greenforce Team, parish magazine, visits, school projects</p>
<p>SAFEGUARDING Each PCC must have produced, voted through and published on its website its own Safeguarding Policy. There is guidance on the diocesan website and a template from 2023 to download and complete. Please check the copy on your website is up to date. https://www.bristol.anglican.org/aboutus/safeguarding/PSOresources/</p>		
<p>When was it last reviewed and reaffirmed by the PCC? (<i>Should be done annually</i>)</p>		<p>18 Sept 2024</p>
<p>Is the policy on public display and linked on the front page of your website? <i>This policy needs to be easily accessible from the front page of the website and on display in every church premises.</i></p>	<p>✓</p>	
<p>Is your parish using the online DBS system? (provided by 31:8) <i>Katheryn Caithness can advise and support for registering for this service</i> katheryn.caithness@bristoldiocese.org</p>	<p>✓</p>	
<p>Who is your Lead Recruiter?</p>		<p>Debbie Harries</p>
<p>Who is your Parish Safeguarding Officer(s)? <i>The Safeguarding Officer should not be involved in children's work at the church</i></p>		<p>Debbie Harries</p>
<p>Are their photo and contact details on display?</p>	<p>✓</p>	
<p>1. How are you using your Parish Safeguarding Dashboard? www.parishdashboards.org.uk</p> <p>2. Has the PCC implemented a safeguarding action plan? [When]</p> <p>3. What level (1.2 or 3) has your Parish achieved on the dashboard?</p> <p>4. Has your parish started using the Safeguarding Hub? (for tracking all safeguarding recruitment and training)</p> <p>5. Has the PCC completed a Safeguarding Training Audit using the Parish Dashboard? This is an annual requirement. <i>Katheryn Caithness can advise and support in using these services</i> katheryn.caithness@bristoldiocese.org</p> <p>How are safeguarding training requirements communicated with the PCC?</p>		<p>1. Safeguarding officer using dashboard</p> <p>2.</p> <p>3. Level 3</p> <p>4. no</p> <p>5. yes</p> <p>6. PCC mtgs and email</p>
<p>Are there any particular challenges you face with regard to Safeguarding? No</p>		

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<p>CHURCHWARDENS Names</p>	<p>Debbie Harries</p>	<p>Sue Farr</p>
<p>Do the churchwardens have a valid DBS check? This is a diocesan requirement. The national guidance now requires this to be renewed every 3 years. What is the start date?</p>	<p>Yes Nov2022</p>	<p>No Please speak to your PSO and do.</p>
<p>Have you completed Basic Awareness (was C0) Foundations (was C1) online and Safeguarding Leadership (was C2) Safeguarding training courses? (offered free by the diocese) Book here https://www.bristol.anglican.org/aboutus/safeguarding/safeguardingtraining/</p> <p>Basic and Foundation levels are available online at https://safeguardingtraining.cofeportal.org/. Do these first, the content is not repeated in the Leadership level.. And the Safeguarding Leadership level – available via Zoom, course dates via Eventbrite: https://www.eventbrite.co.uk/o/diocese-of-bristol-safeguarding-9005122675</p>	<p>May2022</p>	<p>SG L'ship Done May 2022</p>
<p>Does the PCC recruit volunteers for Childrens Groups or other roles? Recruiters must do Safer Recruitment Training (offered free online by the diocese) https://safeguardingtraining.cofeportal.org/</p>		<p>Refresh Leader has a DBS check</p>
<p>QUINQUENNIAL INSPECTION REPORT</p> <p>Date of most recent report: November 2022</p> <p>Name of Architect: Marcus Chantrey</p> <p><i>This has a list of recommendations towards the back</i></p>		
<p>Have all works listed as 'Urgent' and those 'Essential within the first 18 months', been completed and/or are steps being taken to complete these and other works necessary in QQ?</p>		<p>Addressed by local roofer who inspects annually Birdproofing, nest removal, doors repaired & painted</p>
<p>Are you planning any repairs or renovations in the next year? <i>These may need support and/or permission from the Archdeacon or the Diocesan Advisory Committee.</i> Guidance is available https://www.bristol.anglican.org/churchlife/resourcesforparishes/churchbuildings/churchbuildings.php</p>		<p>Insulation of side aisles</p>
<p>LOG BOOK A book in which is written a full note of all alterations, additions and repairs to the church or grounds. (Your treasurer should have invoices/receipts for work done.) <i>If you need a new book or wish to go digital, please ask for a template well in advance of the inspection</i></p>		<p>Please start to keep this information in the new Log Book supplied.</p>
<p>CURRENT REGISTERS <i>Are they up to date, clean, tidy and completed in indelible/registrars ink?</i></p>		

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Services	✓	
Banns Book	✓	
Marriage Services Register	✓	
Baptism	✓	
Confirmation	✓	Please buy an official register Parish Registers: Confirmation: Free Delivery at Eden.co.uk
Burials/Funerals	✓	
PAST REGISTERS Completed registers or registers over 100 years old should normally be transferred to your County Archives. Green Marriage Registers should now have been closed and one copy returned to the Register Office along with any blank marriage certificates.	✓	
TERRIER & INVENTORY (Church Property Register) A book containing details of all land & property belonging to church, complete with boundary details. The inspector, wardens and incumbent sign the Register in the section starting on page 38. <i>If you need a new one or wish to go digital, please ask for a template well in advance of the inspection.</i>		Please complete the front cover and section 6 of the new Register. Add all inscriptions, dimensions and weight in grams.
PHOTOGRAPHIC RECORDS OF ITEMS OF VALUE There should be a photographic record of valuable items. These can be vital if anything is stolen. Two sets need to be kept – one stored off site, preferably digitally. Photograph them against a ruler to indicate size. Close ups of hallmarks. You should also have good colour photographs of your stained glass, in case of damage. A hard copy is needed to check against the silverware at the triennial inspection		Please take high resolution photos of each item one at a time against a ruler and take a photo of each hallmark. Add to the Property Register.
COMMUNION PLATE AND SILVER (please lay out in advance, near the safe) To be checked by inspector against the inventory in Property Register section 6 and photos Are there any missing or damaged items? Or any items not listed?	✓	
PCC MINUTE BOOK Please can we see the signed copies of the minutes from the last 3 meetings	✓	Refer to the CofE's 'Keep or Bin' document to know what needs to be archived, and what can be disposed of in what timeframe.
APCM MINUTE BOOK Please can we see the signed copies of the minutes from the last 3 years	✓	
ELECTORAL ROLL How many people are on the Electoral Roll?	133	
PARISH ACCOUNTS We would like to look at the accounts for the last 2 years. If your accounts are now kept digitally, please email them to the Inspector in advance, or alternatively, print out a copy of the last 2 years for the inspector to look at, at the triennial.	✓	

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<p>Have the REPORT of PARISH FINANCE and the STATS for MISSION been submitted for this year?</p>	✓	
<p>COPYRIGHT LICENCE (CCLI number)</p>		
<p>PARISH SHARE What have you pledged this year? Is this year's share up/down? By what %? <i>James Morrey, our Giving and Resources Officer can assist and give fundraising advice</i> fundraising@bristoldioocese.org</p>		<p>Still being discussed by PCC Please respond as soon as you are able, to parishshare@bristoldiocese.org</p>
<p>FACULTIES All faculties held by the parish should be kept in the safe. Those over 5 years old can be transferred to the archives. <i>There is a list of Additional Matters Orders (AMOs) that cover a wide range of building maintenance work that previously attracting a faculty fee, please see</i> Church buildings - Diocese of Bristol (anglican.org)</p>		<p>ALL Maintenance and building work must be logged on the faculty online system and in your Church Log Book.</p>
<p>Do you have any TEMPORARY RE-ORDERING LICENCES? When do they expire?</p>	YES	<p><i>Pews at Alveston</i></p>
<p>England has a rich complex history. Buildings, places and monuments can make us face parts of our history that are painful, or shameful. There are statues and sites seen as symbols of injustice and a source of pain for people. These are known as contested heritage. Do you have any memorials or artefacts that might be considered Contested Heritage?</p>	No	
<p>Do you allow any other, non-Anglican congregations to use your church buildings? Please show us the Sharing Agreement or the Temporary Designation Order.</p>		<p>Some Joint services with the local Methodists No sharing agreement needed.</p>
<p>INSURANCE POLICIES 1. PUBLIC LIABILITY INSURANCE Evidence of Public Liability cover can be found within your policy schedule. Your schedule will confirm whether cover is in place and the limits of indemnity that apply.</p>		<p>Please display current certificate</p>
<p>2. EMPLOYER'S LIABILITY CERTIFICATE If you have Employers' Liability insurance, a certificate will be provided within your renewal documentation. It shows that legal liability for accidents to or illness to employees sustained in the course of their employment is covered.</p>		
<p>CHURCH/SAFE SECURITY</p>		
<p>Is there a substantial church safe?</p>	✓	
<p>Is it bolted to the building?</p>	✓	
<p>Is its free from damp?</p>	✓	
<p>Is alphasoft/smartwater used?</p>	no	<p>Check your insurance does not require this</p>
<p>Is there security lighting?</p>	✓	
<p>Have you considered a monitored roof alarm system?</p>	no	<p>Check the level of insurance cover you have for your lead. Is it adequate? May</p>

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	✓	
		<p>only be a percentage of any loss.</p>
<p>Where are inflammable materials kept? Candles, lighters, candle oil, petrol for mower etc</p>		<p>Cupboard in church Petrol in shed</p>
<p>Are vestries and other side rooms kept locked?</p>	✓	
<p>Is the Tower locked?</p>	✓	
<p>Is there a list of keyholders for church and hall keys?</p>	✓	<p>Being updated</p>
<p>In normal times, is the church open during the week?</p>	✓	<p>9am to 5pm</p>
<p>FIRE SAFETY The PCC needs to appoint a ‘Responsible Person’ who should carry out a Risk Assessment. https://www.ecclesiastical.com/documents/church-fire-risk-assessment.pdf Who is this person? Guidance is available https://www.ecclesiastical.com/documents/church-fire-risk-assessment-guidance.pdf</p>	✓	<p>Martin Gibson</p>
<p>When are your fire extinguishers due to be serviced?</p>		<p>Now due</p>
<p>HEALTH & SAFETY The parish needs to have conducted a health and safety audit and as a result, to have a H&S Policy and a Health and Safety Officer.</p>		
<p>Who is your officer? H&S Audit: We recommend the EIG guide Church Health & Safety Policy Risk Management (ecclesiastical.com) and template https://www.ecclesiastical.com/documents/church-health-and-safety-policy-template.pdf</p>		<p>Stephanie Fairhead and Debbie Harries</p>
<p>DISABILITY PROVISION Have you completed the Diocesan Accessibility Audit? What changes have been made as a result? https://www.bristol.anglican.org/accessibility/</p>	✓	
<p>ASBESTOS Have you investigated whether there is any risk of asbestos being present in the building? Have any places of risk identified been marked?</p>		<p>Only asbestos is in National Grid fusebox. Have requested removal</p>
<p>‘PAT’ TESTING When were your portable electrical appliances last tested and the tests recorded in your Log Book? <i>We recommend this is done at least every two years.</i></p>	<p>3 yrs ago</p>	<p>To do</p>
<p>ELECTRICAL WIRING When is the next 5 yearly electric wiring test due?</p>		<p>2028</p>
<p>LIGHTNING CONDUCTOR TEST When is the last certificate dated? <i>(if you have a lightning conductor)</i></p>		<p>2024</p>
<p>INTERIOR INSPECTION Is there any visible damp?</p>	<p>no</p>	
<p>EXTERIOR VISUAL INSPECTION Have you removed any ivy or other vegetation growing on walls or in any drainage area?</p>		<p>Checked regularly and tackled by churchyard team</p>

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<p>Are the gutters, downpipes and drains clean and in good condition?</p>	<p>✓</p>	
<p>Are notice boards well maintained and contents up to date and tidy?</p>	<p>✓</p>	
<p>GRAVEYARD Closed by Order of Council?</p>	<p>NO</p>	
<p>Do you have local PCC regulations in place? diocesan-churchyard-regulations-2024_125672_0001-bishop-of-bristol-05_01_24-17710739-1-.pdf</p>		<p>Use diocesan regulations, here is the link to the 2024 version</p>
<p>Do you have Faculties for reserved spaces</p>	<p>yes</p>	<p>1 faculty for a reserved space. Please ensure this is marked in the churchyard so it is not used by mistake.</p>
<p>What are your maintenance arrangements</p>		<p>volunteers</p>
<p>What processes do you have to enable you to be confident that the memorials are safe?</p>		<p>Volunteers check regularly</p>
<p>CHURCHYARD TREES How confident are you of the safety of the trees in your churchyard? Have you assessed them? E.g. arboriculturalist's reports? <i>The archdeacon can give support, advice or permission for work to be done.</i></p>		<p>Regular review by tree surgeon</p>
<p>PLANS Do you maintain an up-to-date plan of the church and churchyard and garden of remembrance?</p>		<p><i>Hard copy and linked to website</i></p>
<p>WHEN WAS AN ARCHDEACON/BISHOP LAST INVITED TO PREACH/CELEBRATE?</p> <p>Becky will be coming to the PCC Away Day on 27 November 2024 . She would be delighted to be invited to preach and preside one Sunday, it doesn't need to be a special occasion. Contact Rachel Stewart to agree a date. rachel.stewart@bristoldiocese.org</p>		
<p>WHAT ELSE WOULD YOU LIKE TO DRAW TO THE ATTENTION OF THE ARCHDEACON?</p> <p>St Mary's have been offered a new graveyard by S Glos Council. Pros and cons to be considered, a decision is needed.</p> <p>Plans for David Moss's retirement</p> <p>An SSM Focal Minister for Olveston would be very helpful. David Lloyd is appreciated by the congregation, but he doesn't want to be licensed to the parish.</p>		