

## MINUTES OF ST GEORGE'S PCC MEETING HELD IN THE CHURCH ON WEDNESDAY 24<sup>TH</sup> MARCH 2010

**Present:** Fr Mike, Fr Timon (Asst Curate), Margaret Symonds (Churchwarden), Dawn Hyett, Colin Monk, Linda Wainwright (Deanery Synod), Tony Rice-Oxley, Barbie Lloyd, Candy Williams, Dick Handy, Carol McKells (Treasurer), Jane Cook (Secretary), Dawn Trimby (observing)

### ACTION

1. **Apologies for absence:**

David Hodgens, John Towns, David Palmer

Fr Mike welcomed Dawn Trimby who was observing. He also said that John Towns has decided to stand down from the PCC at the APCM as he is not well at the moment.

2. **Minutes of last PCC meeting on 1<sup>st</sup> March**

There were two corrections to the minutes as follows:

- Page 1 - Barbie did not appear on the apologies list
- Page 4, Item 8 – should read “The PCC thanked Barbie and Dick...” not Don.

The minutes were then signed as a true and accurate record.

3. **Matters Arising**

Page 1, Item 4 – Carol confirmed that Daniel Forshaw has been paid.

Page 3, Item 5 – Dick said that the selling of £25K of our reserves is not as easy as first thought. Carol needs a signed copy of the minutes to send off. Dick confirmed that the FTSE has reached 5,500 and it is an ideal time to sell at the moment so Carol will go ahead and organise this.

Carol

Page 4, Item 6 – Tony said this item is ongoing and they are still looking for someone to do this work.

Tony / Dick

Page 4, Item 10 – Fr Mike said that he has heard from HCC and the resurfacing of the subway will take place next week so the car park will be out of action. They should finish by Thursday but if not work will not commence again until after Easter.

Page 5, Item 10(3) – Following Jane and Tony’s letter at the last meeting saying that they will be retiring from the leadership of the youth club at the end of the summer term, Fr Mike read out a letter which will be sent to Youth Club parents/guardians from the PCC formally informing them of this and inviting them to a meeting on 24<sup>th</sup> May to plan the way forward. Jane will give these out on Friday.

Jane

4. **Treasurer’s Report**

Carol gave the following report:

**Income**

Income is £2600 under budget. Unfortunately most income items fall below the hoped for budget.

Sales shows £75 plant sales and £76.97 votive sales.

Fundraising includes £282.89 from the Burns Night and £295.18 for various table top proceeds and £15.30 T.Plus commission (Utilities Warehouse).

Liturgical donations shows a donation of £100 for palm crosses and

branches.

**Outgoing**

Outgoing expenses shows Administration costs of £165 for Fr Timon's visit to Walsingham.

Church Maintenance includes £130 for the purchase of the ramp and Liturgical costs includes purchase of palm crosses, wine and £61 for candles.

QQ costs shows £31.26 for the replacement gas meter cupboard. The work for which was undertaken by Colin Monk – with thanks.

**Charity Treasurer's Report**

Linda said that £70.50 was collected for the African Child Trust from retiring collections and the Wednesday coffee morning added some money to that.

5. **Presentation of Accounts for APCM**

Carol gave the following report to the PCC re 2009 year end Accounts:

After some nasty set backs with the computer program and a couple of corrections requested by Gordon Beer, the 2009 Accounts were e-mailed to PCC members on 21<sup>st</sup> March in readiness for the PCC meeting on 24<sup>th</sup> March.

**Page 1 - SOFA**

The Accounts start with the Statement of Financial Activities. This summarises all incoming resources, both capital and income, and all resources expended. It analyses income and expenditure under the various headings listed and reconciles all movements in the funds since the previous end of year Accounts.

**Page 2 – Balance Sheet**

The Balance Sheet shows fixed assets, i.e. the investment fund and Church Hall. Under Current Assets, all bank accounts are shown with the year end balance together with Accounts Receivable – which refers to Quarter 4 2009 Gift Aid which had been claimed but will not be received until 2010. (It has been accounted for within 2009 Accounts.)

If there are any outstanding liabilities, these would be recorded but there were none outstanding for 2009 (2008 had a figure of £309 which related to Assigned Fees which were outstanding at the end of 2008 but were paid in 2009).

This is followed by the Reserves section with figures brought forward from the previous year and added to the surplus of income over expenditure and the gain in value of the investment fund.

**Page 3-6 – Analysis of receipts and payments**

One change made in the Receipts is shown in Extra ordinary income where transfers between funds/bank accounts are no longer shown here, this applies to Extra ordinary outgoing and you will note the big difference from 2008 figures. This reflects a better view of income and expenditure.

Income for 2009 107,276.13  
Outgoing for 2009 95,636.07

Resulting in a £11,640.06 Surplus for 2009.

Page 7 – Notes to the Financial Statements

The accounting policies should be disclosed in the Notes, particularly in respect of material items, and prepared in accordance with the Church Accounting Regulations 2006 and SORP 2005.

Page 11-14 – Funds Analyses

This section shows the year's activities for the various Funds within the Accounts

The Mission Fund is also known as the 'charities account' and the Bank Church Lloyds TSB account shown on the Balance Sheet corresponds with the Mission Fund end of year balance.

Most of the Funds run their own bank accounts but there are a small number of Funds whose figures are also included in the main general fund bank balance – HSBC bank account. Liturgical Gifts is one of these Funds and you will note that the year end balance is a negative £316.86 where donations have not been able to meet outgoings.

Gordon Beer is on holiday this week and was hopeful to be able to finalise the Accounts in time for this meeting. I have made all the corrections he requested at our last meeting so I am hopeful that his confirmation will be forthcoming shortly. His signed report will be added to the set of Accounts, as will the signed Incumbent & Treasurer's confirmation.

Carol

Dick asked about whether the Computer Fund (restricted) is being used for maintenance of computer equipment. Carol said the money left in there has been transferred to the general fund and this is now closed.

Tony said after a loss of £1731 last year it is good to see an £11,640 surplus this year. However, he advised that the Quota will go up again next year.

Fr Mike thanked Carol for all her hard work and said she will be formally thanked at the APCM for all she has done as Treasurer.

It was proposed by Dick that the accounts be agreed subject to the auditor's certificate being received and this was seconded by Tony and agreed unanimously.

6. **Possible appointments of Deputy Churchwarden(s)**

Tony said that he has noticed that other churches have deputy churchwardens with specific responsibilities, who can help with the locking up of the church, may sit on a committee but are not necessarily on the PCC. Dick said he is going to stand for churchwarden at the APCM and thinks that having two deputy churchwardens would give flexibility. This would not be a formal arrangement and would be by invitation for a period of one year. Barbie wondered whether it would be better to call them assistant churchwardens as it doesn't sound so formal.

Jane – May  
Agenda

7. **Any other urgent business**

Tower Appeal

Dick advised that there was an extraordinary meeting of the Fabric and Finance Committee last week. The sermon originally planned for 21<sup>st</sup> March has now been postponed to 18<sup>th</sup> April and will focus on the need for all members of the congregation to increase their giving by at least £2 per person per week. It will focus on the money needed for the repairs to the tower and other quinquennial items. The two letters handed out at the last meeting have now been merged into one to everyone on the electoral roll and all the additional regular worshippers who are not on the roll. Fr Mike passed copies of the letter around for the PCC to read. Dick says that we need volunteers from the PCC to hand deliver letters to everyone on the Monday or Tuesday following the sermon on the 18<sup>th</sup>. This will then be followed up by a phone call to make sure people have read and understand what is in the letter and answer any questions. There will also be a meeting after church on the 25<sup>th</sup> where there will be a chance for people to ask questions. Please e-mail or phone Dick if you are willing to help with the delivery of these letters and the follow-up phone calls.

All

Charities Commission

Colin asked whether we are going to make prospective PCC candidates aware of the change in responsibility. Tony says that it has not changed but has just been clarified.

Letter from Havant Deanery

Jane read out a letter from the Area Dean congratulating everyone in the Deanery for paying their quotas up in full. This letter is now on the noticeboard at the back of church.

Goodbyes

Fr Mike said we will be saying goodbye to Dick Handy, John Towns, Julia Spurgeon and David Palmer at the APCM this year.

8. **Date of Next Meeting**

The next meeting will be the APCM on **Sunday 18<sup>th</sup> April** in church following the Eucharist at 11.15 am.

The first meeting of the new PCC will be held on **Monday 17<sup>th</sup> May 2010** at the Vicarage at 7.30 pm.

There being no further business the meeting closed at 9.00 pm.