

**MINUTES OF ST GEORGE'S PCC MEETING HELD AT THE VICARAGE
ON MONDAY 17TH MAY 2010**

Present: Fr Mike, Fr Timon (Assistant Curate), Richard Spurgeon (Churchwarden), Margaret Symonds (Outgoing Churchwarden), Linda Wainwright (Deanery Synod), Lindsay Chalk (Deanery Synod), David Hodgens, Colin Monk, Candy Williams, Barbie Lloyd, Sheilah Hall, Marian Haughton, Sandra Hewett, Anne Morgan, Carol McKells (Outgoing Treasurer), Dawn Trimby, Jane Cook (Secretary)

ACTION

1. **Opening Prayer**
Fr Mike opened the meeting with prayers.

2. **Apologies for absence:**
Tony Rice-Oxley, Dick Handy, Dawn Hyett

Welcome to new members
Fr Mike thanked everyone for coming and welcomed the new members – Sheilah Hall, Marian Haughton, Sandra Hewett and Anne Morgan.

Ballot for new PCC members
Fr Mike said that we need to do a ballot as 1 of the new members will only stand for 2 years (to replace John Towns). Marian volunteered to stand for 2 years and as she is only standing for two years if she wishes she can re-apply to join again straight away for another 3 years.

Co-option of members (if necessary)
This will be dealt with by each committee.

3. **Minutes of last PCC meeting on 24th March 2009**
Page 2 – under Outgoing - £130 for the purchase of the ramp came from Wednesday coffee mornings.

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

4. **Matters Arising**
None

5. **Elections and Nominations:**
 - a) **Secretary** – Jane agreed to carry on as Secretary. This was proposed by Linda Wainwright, seconded by Sandra Hewett and agreed unanimously.
 - b) **Treasurer** – Fr Mike thanked Carol on behalf of the PCC for her hard work as Treasurer over the last 5 years and asked the PCC if they were happy for Dawn Trimby to take over as Treasurer. This was proposed by David Hodgens, seconded by Colin Monk and agreed unanimously.
 - c) **Vice-Chairman of PCC** – this will be Richard as senior Churchwarden. This was proposed by Lindsay Chalk, seconded by Colin Monk and agreed unanimously.
 - d) **Standing Committee Membership** – Fr Mike, 2 Churchwardens, Secretary and Treasurer. This committee only meets in an emergency and can spend up to £1000. Proposed by Anne Morgan and seconded by Barbie Lloyd.
 - e) **Electoral Roll Officer** – Rosemary Monk has agreed to carry on in this role. Proposed by Anne Morgan, seconded by Candy Williams and agreed unanimously.

- f) **Youth Coordinator/Child Protection Officer/Vulnerable Persons Coordinator** – Sandra Hewett agreed to carry on. Proposed by Candy Williams, seconded by Linda Wainwright and agreed unanimously.
- g) **Training Liaison Officer** – Candy Williams explained her role and agreed to carry on. Proposed by Lindsay Chalk, seconded by Colin Monk and agreed unanimously.
- h) **Disability Awareness Officer** – Barbie Lloyd explained her role and agreed to carry on. Proposed by Linda Wainwright, seconded by David Hodgens and agreed unanimously.
- g) **Others**
Honorary Recorder – Linda asked whether Carol McKells is continuing as Honorary Recorder. Carol said she is willing to continue. This was proposed by David Hodgens, seconded by Colin Monk and agreed unanimously.

6. **Formation of PCC Committees**

Co-opted people on Committees – these will be agreed by the various committees as follows: David Cavey on both F&F and Hall, Rosemary Monk on Pastoral and Anne Willoughby on Hall.

| a) <u>Fabric & Finance</u> | b) <u>Pastoral</u> | c) <u>Hall</u> |
|---------------------------------------|---|-----------------------|
| Fr Mike | Fr Mike | Tony Rice-Oxley |
| Dick Handy | Fr Timon | Colin Monk |
| Carol McKells - (Secretary) | Dick Handy (wishes to stand down as Chair) | Dawn Hyett |
| Colin Monk | Jane Cook | Anne Morgan |
| David Hodgens | Sandra Hewett | Anne Willoughby |
| Dawn Trimby | Barbie Lloyd | David Cavey |
| Richard Spurgeon | Rosemary Monk | Richard Spurgeon |
| Lindsay Chalk | Candy Williams | |
| David Cavey | Richard Spurgeon | |
| | Sheilah Hall | |
| | Marian Haughton | |

David H raised whether the Social and Fundraising Committee should report into the PCC. Richard said he is happy to take this forward to Pastoral to discuss and he will ask Tony if he is prepared to represent this Committee on the PCC.

Richard

- d) **Others** – none

7. **Treasurer's Report**

Carol gave the following report:

Hopefully you will have read the explanatory notes for the Monthly Finance Report and the Treasurer's Role and also received the Monthly Finance Report. There were no queries received:

Income

- Planned giving and pink envelope donations are on track.
- Gift aid for 2010 Q1 has been received (a month earlier than the budget figures expected).
- No investment income has been received. This may have gone into the LTSB account although I did request some time ago that dividends should go direct to the main HSBC account. This needs monitoring and the Finance Office will have to be contacted again to make the changes on our behalf. [Linda has just given Carol a cheque]

ACTION

- Loose plate collections continue to do well.
- There is nothing recorded for Gift Days as the main St. George's Gift Day is likely to be held in July.
- Donations includes £1000 from WMF and £750 from the Charities Aid Foundation.
- Income from sales (plants, bulbs & votives) is £160 over the budget and continuing to do well
- Fundraising includes £100 from the Bonus Ball and £100 from sale of WMF mugs. The total for the year is over £1000 below the budget figure but we need to keep in view there is the forthcoming Fete which will hopefully bring us back to target.
- Advertising income is well over the budget to the end of April and only £105 short of the whole year budget, so doing very well.
- There is nothing received for the bulletin sponsorship but it is planned that a letter will go out to Edwards in June to ask if they would like to sponsor the bulletin once again for 2010. (Fr Mike to action - Dawn to remind him).
- Liturgical donations is below the budget but this is normal. Over the year we usually spend more on liturgical costs than we receive in donations.
- QQ fundraising includes £215 donations via pink envelopes and £277.73 from the street collection.

Outgoing

- The Quota/Parish share is up to date
- Most items are within budget but just a few to mention:
- Admin includes the gift to Gordon Beer and yearly subscription to ACAT (treasurer's monthly information).
- Church maintenance includes £55 for window cleaning [every 4 months]
- Bookstall costs are over budget but with little further costs, the income should balance this out at the end of the year.

The withdrawal of £25,000 from Investment Fund happened in April and the funds were paid directly into a new Deposit Account. These funds were withdrawn pending QQ work due to start shortly. The F&F Committee feels that it would be best placed in the bank account with HSBC so that QQ work/suppliers can be paid as and when necessary, rather than waiting for funds to be transferred. We therefore require the PCC's agreement to transfer the £25,000 from the Deposit account, number 129001537D, to the HSBC bank account. This was proposed by Carol McKells, seconded by Richard Spurgeon and agreed unanimously. Carol will send the letter off.

Carol

I haven't received a statement from CCLA detailing the current valuation of the Investment account but the Finance Office has e-mailed that the Investment Fund No: 129001059S value as at 30th April 2010 is £25,425.83 and we are now holding 2400.52 shares.

As this is a new PCC, I feel it appropriate to mention that in 2008 and 2009 the PCC received legacies totalling £3253. To date, £777 has been spent on new hymn books, a new Gospel and two new brass lanterns. This leaves an unrestricted amount held in the bank account of £2476. We must take care not to let this be swallowed up in general funds and become forgotten.

ACTION

[Fr Mike said that the £476 would be used to buy stands for the candles.

Fr Mike

Barbie wondered whether the rest could be used towards the changes needed to the gallery with a plaque but Richard said that this work is not a priority and could well be left for the time being.

It was suggested that the £2,000 be used towards the Tower appeal and a memorial plaque placed there to say where the money has come from.

Fr Mike

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Dawn has taken over the Treasurer's job from the beginning of May and has the treasurer's set of keys. Gordon Uphill will be arranging a training session(s) hopefully next month and he is happy to show a second person at the same time. I think it appropriate that the PCC pays Gordon for his time. He mentioned that he would be happy to have his travelling expenses paid.

Dawn T

[Dawn needs two people to count the money. She wants to do it on a Tuesday so Barbie said if she can take it over to Toddler Group in the hall she will help her to count it.

Dawn T

Jane was asked to write a letter on behalf of the PCC to Carol's Mum thanking her for helping Carol to count the money during her time as Treasurer].

Jane

With regard to the PCC bank accounts, signatories need to be amended. The banks will need signed Minutes for any changes so it would be best to clarify this now:

Lloyds TSB account (Charities):

Current signatories:

Carol McKells)
Margaret Symonds) outgoing signatories
Tony Rice-Oxley)
Jane Cook
Richard Spurgeon
Linda Wainwright)
Dawn Trimby) signatories to be added
Dick Handy)

Dawn T

Proposed by David Hodgens, seconded by Colin Monk and agreed unanimously.

HSBC account

Current signatories:

Fr. Mike Sheffield) requested to be taken off
Carol McKells)
Margaret Symonds) outgoing signatories
Tony Rice-Oxley
Jane Cook
Dawn Trimby)
Dick Handy) signatories to be added
Richard Spurgeon)

Dawn T

Proposed by Anne Morgan, seconded by Lindsay Chalk and agreed unanimously.

Linda said Hannah's Holiday Home collection had raised £121.80 but the Bishop's Lent Appeal only £34.50. She thinks the reason for this is because the envelopes were late going out. She will ensure that these are ready for distribution next year and will put it in her diary as a reminder for December.

7. a) **Report from Fabric and Finance Committee**

- Richard said our role is as guardians of the church building and we are looking after it for the parish and Diocese. For the benefit of the new PCC members he explained about the Quinquennial visit which had shown up the problems with the tower. He said there is a need to get on with this work during the dry months. Richard handed out copies of the formal minute which will be signed tonight by the Chairman, PCC Secretary and Churchwarden to go in with the paperwork which is being sent off as follows:

"The PCC is grateful to the Parish Architect – Mr Daniel Forshaw – and understand the urgent need to repair the Church's tower roof in line with his Quinquennial inspection report.

The PCC approves that the repair works be undertaken and that B & M Clark Builders Ltd be appointed as main contractor, under the express professional control of the Parish Architect.

The PCC has been advised that the cost of these works will be in the order of £41,000 and the associated professional fees will be of the order of £3,600. The PCC aims to settle invoices for these works in accordance with the terms advised by the principle contractors.

The PCC is aware that such major works are of significance to the wider Diocese of Portsmouth and approves the petitioning of the Diocese for a faculty to undertake the works.

The PCC seeks to have these repairs completed during the months of July and August 2010".

This was proposed by Richard Spurgeon, seconded by David Hodgens and agreed unanimously.

- Richard said one of the requirements of the DAC is that we deal with the insurers which they did and received a huge form to complete and this has been given to the Architect. It is important to note that while the scaffolding is up there will be no insurance for theft of lead from the church roof.
- Richard read out a letter which it is proposed to send out to all the businesses in the area and outside the parish with in excess of 50 employees asking if they will contribute to the tower appeal which needs PCC approval. This was proposed by Richard Spurgeon and agreed unanimously.
- Gift Day – in the past there has been a tradition to have Gift Day on St George's Day. This year we want to hold it on 10th July. Envelopes will be issued to everyone in the parish and people will

Fr Mike/Jane/
Richard

ACTION

be invited in to bring their donation. The scaffolding will be up and there will be an update on progress. This was proposed by Richard Spurgeon, seconded by Colin Monk and agreed unanimously.

The PCC would like to record their thanks to the Quinquennial Committee and in particular Dick for all the hard work they have put in on this.

Richard said a huge amount of effort goes into fundraising and we rely on the reserves of our predecessors to get us through this. It is the Holy Spirit working through us and we have to get through this and we will make it happen.

8. **Approval of Waterlooville Music Festival Programme, 40th Anniversary Fun Day, Westminster Abbey coach trip and Gift Day for insurance purposes**

These events are coming up and the PCC needs to approve them so we are covered by our insurance. This was proposed by Richard Spurgeon, seconded by Linda Wainwright and agreed unanimously.

9. **Appointment of Assistant Churchwardens**

This was discussed briefly at the last PCC meeting. After discussion it was agreed that this needs to be by personal invitation and members of the PCC would approach appropriate people who they think might be interested and let Fr Mike or the Churchwardens know. Important to stress that this doesn't mean that they have to take on the Churchwarden's job when there is next a vacancy. Report back to the next PCC meeting.

All

10. **Correspondence**

Vera Aust – Fr Mike had received a letter from Nat West Bank saying that St George's were mentioned in her Will but after inheritance tax there was nothing left.

Bishop's Installation – This will be on 18th September at 3 pm. There will be 3 tickets allocated to our parish. Names will be drawn out of a hat.

Arthur Green – Jane read out a card received from him thanking everyone for the invite to the St George's Day lunch – Fr Mike will put on board at the back of church.

Gordon Beer – Jane read out a letter from him dated 25th April confirming his willingness to examine the 2010 accounts next year and saying he had enjoyed working with Carol who did an excellent job and he looks forward to working with the new treasurer.

Fr Mike

11. **APCM**

Carol said this needs to be held as late as possible in April in order that the Accounts will be ready. After discussion it was provisionally agreed to hold it on Sunday 17th April 2011. As this is Palm Sunday Fr Mike will check with Rosemary and her team to make sure this is possible for the St George's lunch.

Fr Mike

12. **Date of Next Meeting**

The next meeting will be held on **Tuesday 8th June** in the Church following the 7.30 pm Eucharist. All meetings finish no later than 9.30 pm.

See dates of future meetings over the page.

Future Dates:

2010

Wednesday 7th July

Monday 13th September

Tuesday 19th October

Wednesday 17th November

Tuesday 14th December – 7.30 at The Vicarage followed by Christmas cheer!

2011

Monday 17th January

Tuesday 22nd February

Wednesday 23rd March

Sunday 17th April – APCM (tbc)

There being no further business the meeting closed at 9.35 pm followed by drinks and nibbles to welcome the new members.