

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN THE CHURCH
ON WEDNESDAY 16TH DECEMBER 2015 AT 7.30 PM AT THE VICARAGE**

Present: Fr Mike, Linda Wainwright (Churchwarden), Barbie Lloyd (Deanery Synod), Tony Rice-Oxley, Sheilah Hall, Patricia Byrne, Candy Williams, John Hood, Marian Haughton, Dick Handy, Lynne McNeill, Sonja Barrand, Dawn Trimby (Treasurer), Jane Cook (Secretary)
In attendance: Chris Gadd

	<u>ACTION</u>
1. Apologies for absence: Rosy Stone (Churchwarden), Elaine Shimbart (Deanery Synod)	
2. Minutes of last PCC meeting on 9th November Linda asked that on Page 3, Item 8c) <u>Alter</u> Kneelers be amended to "Altar". The minutes were then agreed as a true and accurate record.	
3. Matters Arising <u>Page 1, Item 3</u> – Church PA system – this is still to action. It has been fine until this Wednesday when it was horrendous so need to get it looked at. <u>Page 3</u> – Communications Team is on the agenda. <u>Page 4, Item 10a</u> – Fr Mike thanked those people who provided the refreshments at the Advent Carol Service.	MS
10. Report from Chris Gadd on the Communication Team Fr Mike moved this item up the agenda so that Chris could leave once his report was done. Chris apologised that the documents were only sent to PCC members today. There were two documents, one a Communications Audit compiled by Neil Pugmire, Diocesan Communications Adviser following a visit to St George's and meeting with Chris Gadd, John Johnson and Fr Mike Sheffield. The second document is St George's Church Communication Team Remit. This is not a mission statement but what Chris thinks we should be doing. This comes under 5 separate sections: 1. Liaising internally with the congregation: <ul style="list-style-type: none"> • Up to date e-mail or other contact list of Parishioners to distribute church news • Weekly Bulletin – encourage people to take them home at the end of the service. Dick will remind sidespersons. Barbie to stop her children from making piles of them on table at the back when they collect them at the end of the service. • Electronic circulation of news. At the moment the "All" e-mail is only used for emergencies. Should we use this more widely? After discussion it was agreed Chris would send an e-mail to "All" explaining we will send e-mails reporting press articles, advertising events etc and if people don't wish to receive them they can e-mail Chris to opt out. • Publish and distribute the Parish Magazine and other leaflets at regular intervals. The magazine is distributed bi-monthly at present. Tony said they have talked about making it free and printing more off to distribute to the community but would need volunteers to do this. Fr Mike said he wanted to make it clear that John Johnson has been party to all this.	DH/BL CG
2. Website and social media <ul style="list-style-type: none"> • Neil thinks the website is slightly confused and a little dated now and John agrees. John has agreed to re-design the website along with Chris Barrand and re-launch it possibly in February 2016. This will 	

also have social media attachments. It is a helpful way to communicate with the community. Reflect activities and mission of St George's. We do not currently have a Mission Statement and Chris doesn't think it is essential but thinks the PCC should discuss whether we want a Mission Statement or not. Fr Mike said we will put this on the agenda for the next meeting.

3. **Other Media Liaison**

- Promote good news stories and other items of interest with The News and other relevant press.
- Engage with local radio stations, TV and other appropriate media as a means of publicising the church and its activities. Chris said he has spoken to Express FM for a slot for Fr Mike to go in on a Sunday night in the new year which is their church section. They asked if we would like our Carol Service recorded next year and Chris has run it past Rod Starr.

4. **Welcome Team**

- Maintain and keep up to date the welcome leaflets and other visitor information. When Neil visited he recommended that welcome leaflets should be on the table in church rather than in the porch. PCC thought perhaps we should have some in the porch and also some on the table as sometimes the glass doors might be closed.
- Need to set up a process of capturing the e-mail addresses and other contact information of all visitors to the church.
- Maintain and keep up to date the noticeboards internally and externally and any other information areas. Neil felt these were largely up to date and tidy. However the noticeboard outside by the flagpole is looking a bit tatty. John said it is on the list to look at and the concrete pillar needs re-siting. It was agreed that red and gold lettering are not the best colours to use as they are hard to read.
- Liaising with meet and greet people to make sure everyone is doing the same thing.

5. **Community Needs**

- Make sure church related groups are aware of the Communications Team and what they can do for them.
- Raise awareness of St George's church in and around Waterlooville.
- Publish news stories involving St George's and the local community.
- Publicity campaigns to seek new parishioners.

Chris said that Neil was happy with the church logo.

Fr Mike asked the PCC if:

- they are happy that there is to be a two tier level of e-mail, one for emergencies and one for news items and that people will have the opportunity to opt out. Agreed unanimously.
- for John Johnson and Chris Barrand to work on and set up a new website. Agreed unanimously.
- engaging with radio stations – carol service to be recorded next year. Final decision will obviously rest with Rod Starr and the choir but PCC were happy.
- ask Communication Team and F&F Committee to liaise about renovation of the noticeboard. Agreed unanimously.

The Communications Team consists of Chris Gadd, Chris Barrand, John Johnson, Lesley Handy and Fr Mike. Fr Mike expressed the PCC's thanks to Chris Gadd.

Linda asked the PCC to formally record their thanks to Chris Gadd for fundraising and extra prizes he acquired for the bazaar. We are very appreciative of everything he has done.

4. a) **Treasurer's Report**

Dawn gave the following report:

Income

- Fundraising includes £4511 from the Extra-ordinary shop and £265 from the entertainment evening as well as bonusball and 5ps in a jar. A full breakdown of fundraising income and expenses has also been distributed.
- Extra-ordinary income is £100 legacy and £2500 donation towards the pew cushions.
- We also received the gift aid for quarter 3 of £2060.50.

Expenditure

- Paid our final payment of the parish share and this has been paid in full again this year.
- Included within admin is £50 for the Christmas advert in The News.
- Liturgical costs include £23.74 for candles and £112.32 confirmation gifts.
- Extra-ordinary expenditure is a transfer to the legacy account of £52, £3035.99 for the pew cushions and a transfer back to reserves of £2800 which I had to draw on to be able to meet expenditure in October.

The parish giving scheme has now been in force for two months and is working well. We get the contributions plus the gift aid by the 10th of each month.

Dawn said the figures do not include the bazaar. Dawn said they have received a statement from United Trust Bank showing that we received £1169.65 interest this year. This will show in interest in the full accounts at the end of this year. Investment account figure is from June and there will be another valuation due in December.

Fr Mike said at the Carol Singing in the precinct next Saturday two banners will be put on the Bandstand. These have been paid for jointly by the Baptist Church, Sacred Heart and St George's. The total amount was £61.49 and we have paid £20 each although the Catholic Church have paid this in full at the moment and Fr Mike will sort this out.

b) **Charity Treasurer's Report**

- Lynne McNeill reported that £156.12 was collected for Havant Homestart in November.
- £422 was also collected for David, Debbie and Megan Wilson whose house burnt down.

c) **Fabric and Finance Committee Report**

The minutes from the meeting held on Tuesday 3rd November have already been circulated to PCC members. Linda said a new mat is now in place

MS

inside the glass doors. Dick confirmed that the Faculty is now with the Diocesan Solicitors. Lighting of the Crucifix – one person in the congregation has given money to back light the crucifix behind the altar. Fr Mike is trying to find a church in the Diocese where this has been done so they can go and look at it. So far he has only found one in Essex. John thinks it would be quite easy to do and LED lights are very cheap to run.

5. **Pastoral Committee Report**

The Pastoral Committee met on 17th November and the minutes have already been circulated. Thanks were expressed to Rosemary for making the Intercessions Board and to Barry for helping at the Parish Breakfast. The Sunday School Nativity will take place on 20th December and an Epiphany Party for the Sunday School children on 3rd January. Thanks to Sonja who attended the Boost Work with Families & Children session at the Cathedral in October and collected information about additional resources the Sunday School leaders can access. Rosemary is drafting a flyer on activities in the church hall and is looking at producing prayer cards for children. The next meeting is on 26th January.

6. **Hall Committee Report**

Not met.

7. **Other Committee Reports**

a) **Social**

Not met

b) **Fundraising**

The Committee has met and has produced an Activities Schedule for 2016. The PCC need to agree the first 6 months activities (see attached) to be covered by Ecclesiastical insurance together with Palm Sunday procession on 20th March, Good Friday procession on 25th March and Easter Sunday procession on 27th March. This was agreed unanimously.

When the Bazaar is added fundraising should amount to £11,500 (the aim was £10,000). Thanks again to Jane and Tony for all their work with the shop. David Cavey is getting gift aid back for this as well. Tony said we must not rest on our laurels as we still need people to organise fundraising activities as without the shop income next year will be down. Rosemary has said that this year is definitely the last Bazaar she will organise so thank you to her and we will need people to organise in the future. Tony suggested the Fundraising Committee may be a possibility.

8. **Deanery Synod Report**

Minutes of the meeting held on 12th November have already been circulated. Barbie did not attend this meeting. Elaine was ill so was not at PCC.

9. **Fees 2016**

These have already been circulated to everyone and will start in January. Total amount for a wedding is now £887 and a funeral is £343. Fr Mike proposed that the Fees 2016 Revised version be accepted. This was seconded by Dawn Trimby and agreed unanimously. Jane will send a copy to John Johnson asking him to put it on the website.

JC

11. **Correspondence**

- Jane had received a letter from Rotary Club of WaterlooVille thanking us for our contribution to the shoebox appeal. 734 boxes were collected in the WaterlooVille area.

ACTION

- Jane is away for the January PCC meeting and Fr Mike asked for someone to take the minutes. Dick kindly volunteered.
- Fr Mike had received a message from Colin Monk. Saw someone really struggle to get into church without the disabled ramp today and John was also there. Should we have the ramp down all the time. It was agreed that the aluminium one would be stolen if left out. Need to seriously think about permanent disabled access and F&F Committee was charged with looking at this urgently.

DH

F&F

12. **Date of Next Meeting**

The next meeting will be held on **Tuesday 19th January 2016** in church at 8.00 pm following the Eucharist.

All

Jane Cook and John Hood gave their apologies for this meeting.

The meeting closed at 8.50 pm