

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN THE CHURCH
ON TUESDAY 7TH JUNE 2016 AT 8.00 pm**

Present: Fr Mike, Rosy Stone (Churchwarden), John Hood (Churchwarden), Barbie Lloyd (Deanery Synod), Colin Monk, Dick Handy, Lynne McNeill, Patricia Byrne, Sheilah Hall, Candy Williams, Chris Gadd, Dawn Trimby (Treasurer), Jane Cook (Secretary)

ACTION

1. **Apologies for absence:** Elaine Shimbart (Deanery Synod), Malcolm Brewer

Fr Mike welcomed everyone and particularly Norma to her first PCC meeting and John to his first meeting as Churchwarden. He said there are 2 additional items to add to the agenda – 4d) Archdeacon's report and 7d) Bells.

2. **Minutes of last PCC meeting on 10th May**

The minutes were agreed as a true and accurate record.

3. **Matters Arising**

Page 6, Item 9a) – Fr Mike said that Church Live has now been confirmed for Sunday 2nd October which is what we originally asked for and is also our Harvest Festival.

4. a) **Treasurer's Report + Main Church Account – new signatory needed**

Dawn gave the following report:

Income

- Donations are from Baptisms and a £50 donation towards the step railings
- Fundraising is £145 from Margaret Deal's coffee morning and £100 bonusball
- Bookstall is all Bible reading fellowship
- Extra-ordinary income is from clothing sales and the insurance claim for the key safe of £197.30

Expenditure

- In admin £34.42 was for ink as we were using the wrong colour, £64.56 was for the green envelopes
- Church maintenance includes £72.24 for work carried out on the sound system
- Fundraising costs are the raffle tickets
- Extra-ordinary expenditure is for the replacement key safe and keys

Colin commented that our income seems to be dropping slightly. Dawn said it could be because of the changeover of people cancelling their standing orders before the Parish Giving Scheme kicks in. She said there are 53 people on the Parish Giving Scheme with a couple more to come in that she knows of. Dick said we also have the income from the Fete and the Waterlooville Music Festival to come.

- b) **Charity Treasurer's Report + Charities Account – new signatory needed**

Lynne advised that £448.04 was collected which was split equally between Save the Children – Famine in Ethiopia, which was added as an emergency appeal, and Christian Aid. Lynne has had an invitation from Christian Aid for afternoon tea for 2 people on Friday 1st July at 4 pm at Bishopsgrove in

LMcN

ACTION

Fareham if anyone would like to attend.

Dawn said that the signatories on the Charities Account are the 2 churchwardens, Dawn and Lynne so Lynne will have to add John Hood to this account and remove Linda Wainwright.

LMcN

c) Fabric and Finance & Quinquennial Committee Report

- Minutes of the meetings on 18th April and 23rd May have already been circulated. Fr Mike explained for the benefit of the new members that this committee covers the fabric of the building and also the grounds as well as finance. John Hood was elected as Chair at the first meeting on 23rd May. Dick said as agreed at the last meeting we need to submit a Faculty to carry out the tree work as we are removing a tree. The PCC agreed the quotation from Blendworth Tree Surgeons of £1,620 at the last meeting and Dick has filled in the Faculty and just needs to go through it with John and Rosy. This will then be sent off to the Diocese and we should hopefully get approval in 2-3 months. Fr Mike said the Church of England is its own planning authority who are very strict.
- When Neil Pugmuire did his inspection last year he said we needed a new noticeboard. John has a quote for £650 for the replacement and it was agreed we wouldn't need a Faculty as we are replacing like for like. John circulated a picture of the board. Barbie asked how anti-fadeable is the red? John said it is as good as you can get. John Hood proposed that we go ahead and order this noticeboard with a spend of up to £650. This was seconded by Patricia Byrne and agreed unanimously.
- John has also got 2 quotes to replace the boiler at the back of the church with a combination boiler and put hot water into the toilet and the flower room. The first quote is from Highfield who do most of our plumbing at £2,050 but John has to check if this is inclusive of VAT. The second quote is from John Mitchell at £2,275 which is inclusive of VAT. We will be able to do it on a Schedule B from the Diocese. Colin Monk proposed that the PCC authorise the churchwardens to accept the lowest of the two quotes and approve a spend of up to £2,300. This was seconded by Sheilah Hall and agreed unanimously.
- A donation of £750 has been received from Mary Hutchings in memory of Bill Hutchings who died 10 years ago this summer to provide a curtain in the same colour as the pew cushions for the Sacristy lobby. Mary has asked that this money be gift aided. Jane to send Mary a letter of thanks. It was agreed that the remainder of this money be put towards the boiler.
- Chris asked whether anyone else thought the microphones sounded muffled on Sunday. Quite a few people agreed and Fr Mike said that Richard Spurgeon is not happy with this new microphone and it will be sorted out after the Fete and Music Festival.

DH/JH/
RS

JH

JH

JC
DT

d) Fr Mike said every 5 years the Archdeacon visits (this time it was actually 6 years) and spends an evening with the churchwardens looking at everything. The report was very positive and the Archdeacon said the church should be congratulated on the maintenance and upkeep of the church buildings and grounds. Excellent maintenance schedule which is a good example of best practice. Said we should look at providing emergency exit signs in the church but Fr Mike doesn't think these are needed for a church. The Archdeacon brought up 4 things we need to change:

1. the colour of the ink for the marriage registers is wrong. Lesley Handy has sorted this.
2. the photo album of treasures should not be kept in an album but should

ACTION

DH
RS/JH

- be kept on the Cloud. Dick said he will be able to sort this out.
3. we need to contact Portsmouth Registry Office for a list of the registers which they have for our church (for marriages etc).
 4. financial records. At present money is put in a large bag which Dawn takes away to count. This puts Dawn in a very awkward position. The Archdeacon suggested we appoint a Treasurer's assistant.
- Fr Mike, Dawn and David Cavey met a couple of weeks ago to discuss this. It is suggested that 2 people from sidesmen and meet and greet count the money at the end of the service on a Sunday in the Lady Chapel and enter the amount and sign for it before it goes to Dawn. This was also discussed at F&F.
 - Treasurer's Assistant to be appointed who will take the money out of the safe and bank it as Dawn is unable to do this as she is at work all week.
 - David Cavey and another person will count the envelopes monthly and then bank the money. Dawn suggested that the financial statement of income and expenditure is only put in the Bulletin monthly rather than weekly as it will give a clearer picture.

The PCC are happy that the above takes place after the Music Festival. Dick will implement this with sidespeople/meet and greet, and PCC are happy for the Treasurer's Assistant to bank the money. David Cavey and one other to open envelopes and bank money monthly. Figures put into Bulletin monthly.

DH

Lynda Sheffield has offered to become Treasurer's Assistant. Lynda has got the float for Dawn for the Fete and the church will reimburse her. It was suggested that Lynda is an extra signatory on the main church account for the Fete, Bazaar and any weddings where fees have to be paid out. The main church account will therefore have 6 signatories. Colin and Dick said they are happy to help when there are large amounts to be banked and are usually in the hall on a Tuesday morning if Lynda needs help. It was proposed by Dawn Trimby that the PCC accept the above. This was seconded by Dick Handy and agreed unanimously.

5. **Pastoral Committee Report**

Minutes of the meetings on 12th April and 24th May have already been circulated. Rosy Stone was chair last year and will continue as chair this year. Next meeting 19th July. Rosemary Monk said she would like some more baptism visitors.

All

6. **Hall Committee Report**

Not met since last meeting. Minutes of meeting on 4th May have already been circulated. Chair and co-opted members will be agreed at next meeting on 13th July. Colin said Malcolm Brewer has taken over as Treasurer of the Church Hall. We are trying to get some more permanent bookings. Sheilah is doing well with one off bookings. Colin said he has completed the Risk Assessment on the hall.

7. **Other Committee Reports**

a) **Social and Fundraising**

- b) Minutes of the meeting on 18th May have already been circulated. Fr Mike explained that Social and Fundraising have been separate committees for the last 2 years but have decided to join up. Lynda Sheffield has been appointed chair for one year until the APCM when Malcolm Brewer will take over. Thanks to Marian Haughton for the open garden and cream teas on Sunday. Total raised was £216.50 with the raffle making £67. Candy made

people aware that Marian and Barry had donated the cost of all the food.

c) **Communications Team (report from Chris Gadd)**
Chris has already circulated a report. Remit of the team this year is to spread the message into the community. As Fr Mike said earlier Church Live will now take place on 2nd October which is also Harvest Festival. Colin to try wifi boosters and if it works OK it shouldn't cost us anything. Next thing is to try and get our Carol Service on the radio. Chris was on Express FM talking about the Music Festival.
It was advised that the PCC minutes are up on the noticeboard at the back of church after each meeting and also sent to John Johnson to put on the website. Colin wondered whether we could take extracts to put in the Bulletin on quiet weeks to let the congregation know what is going on.

d) **Bells**
Fr Mike said you will be aware of the building work where the CAB building used to be which will be flats. Guinness Hermitage has also converted their building and the flats are for let now. He thinks it would be sensible to notify the agents/developers of the church bells striking on the hour from 7am to 7pm and also before services. Chris with his solicitor's hat on said we could advise the agents as a courtesy but this would not protect us from any claims. The PCC agreed that we write to the agents as a courtesy but realise that it does not protect us from any future claims. Chris to draft a letter to start it off.

CG

8. **Deanery Synod Report**
Barbie advised that the next meeting is on Thursday.

9. **Update on key-safe theft**
This has now all been sorted and a cheque received from the insurance company which covers some but not all of the cost.

10. **Lay Assistants – change of Diocesan policy**
Fr Mike said that up to now everyone who administers communion has had to be licensed by the Bishop and a list is sent in every 5 years and people receive a certificate. Now only those people administering communion to people at home need to be approved by the Bishop. Sonia Barrand will deal with DBS checks for these people. Fr Mike said there are 5 people who take communion to people at home:
Tony Rice-Oxley, Dick Handy, Lesley Handy, Linda Wainwright and Graham Biggs.
The PCC agreed that the above 5 people be approved to take communion into the home and Fr Mike and the churchwardens will fill in the form. This was proposed by Fr Mike Sheffield, seconded by Rosy Stone and agreed unanimously.

MS/RS/
JH

11. **Correspondence**

- Co-operative Funeral Care and Edward's Funeral Directors have jointly offered to organise coffee and cakes in the church garden or if wet at the back of church on Thursday 23rd June to raise money for St George's. Linda Wainwright will be there first thing and Patricia Byrne at 12. This will be added to the items covered by our insurance.
- A letter has been received from the Mayor's Secretary advising that Cllr Faith Ponsenby, Mayor of Havant is to attend a service in every church. PCC agreed that it would be good to have the Mayor attend a service and Fr Mike will reply offering a date of her choosing.
- A letter has been received from Margaret Symonds expressing her hurt at the disrespect shown to the Mothers' Union branch at St George's.

PB

MS

ACTION

The items in her letter have been resolved, Fr Mike visited to explain it all to her on Monday but she was unavailable. Jane will write a letter to Margaret explaining all this on behalf of the PCC.

JC

- John said he has the Health and Safety Policy which needs to be read and agreed. He will scan it and send it to everyone for comments so it can be approved.

JH

12. **Date of Next Meeting**

The next meeting will be held on **Monday 18th July** in church at 8.00 pm following the Eucharist.

All

The meeting closed at 9.20 pm