

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN THE CHURCH  
ON WEDNESDAY 19<sup>TH</sup> JULY 2017 FOLLOWING EUCHARIST AT 7.30 PM**

**Present:** John Hood (Churchwarden)(Chair), Candy Williams (Deanery Synod), Sheilah Hall, Patricia Byrne, Norma Kershaw, Colin Monk, Malcolm Brewer, Sandra Hewett, Jane Cook (Secretary)

In Attendance: Fr Andy Wilson (AW), Area Dean, Christ Church Portsdown

**ACTION**

1. **Apologies for absence:** Anne Morgan (Churchwarden), Dawn Trimby (Treasurer), Dick Handy, Lesley Handy, Barbie Lloyd (Deanery Synod), Chris Gadd

John welcomed everyone to the meeting and thanked Fr Andy Wilson for attending and taking the Eucharist.

2. **Minutes of last PCC meeting on 5<sup>th</sup> June**  
The minutes were agreed as a true and accurate record.
3. **Matters Arising**  
None that are not already on the agenda.

4. a) **Treasurer's Report**  
Dawn gave the following report:

Income

- £74.06 in liturgical costs is from votive sales
- Fundraising is all from the fete but this figure does included paying the floats back into the bank account
- Fees out includes the payments related to the wedding on 8/7/17
- Font funds include £543.42 received from the Just giving page

Expenditure

- Liturgical costs include £65.24 for the replacement paschal candle and £28.62 for the daffodils for Mothers' Day
- Extra-ordinary out is the donation to the fire brigade to untangle the bunting from the clock

Other matters to be discussed:-

Pension Scheme

I have set up the pension scheme as we are required to do. At the present time we do not have any employees paid over the limits to require auto-enrolment. However with Lesley's extra hours this may change and we need to decide how we proceed with this.

Fees paid out

We need clarification that £35 is the correct payment to be made to the clergy that are covering the services from 1 August when Interregnum starts officially.

[This was discussed and AW confirmed that £32.50 is the amount set by the Diocese + £2.50 towards travelling expenses making the £35.]

**ACTION**

Can we confirm what we are meant to be paying for Rod Starr, the Organist. At present we pay £250 a month but this has not gone up since he started with us.

[CM said that he is looking into this. He tried to get on to the APCM website to look at the suggested fees but needs login details. He has spoken to Julia Spurgeon and she will give CM access details to go on and find out the rates and will get back to DT].

CM

**b) Charity Treasurer's Report**

Jane read out the figures for June provided by Lynne McNeill, Charity Treasurer as follows:

£122.42 was raised for African Child Trust  
In addition £50 each was sent to Hampshire and Isle of Wight Air Ambulance and The Welfare Gurka Trust on behalf of the Wednesday coffee mornings.

**c) Fabric, Finance and Quinquennial Committee Report**

Minutes of the meeting held on Tuesday 11<sup>th</sup> July 2017 have already been circulated.

- JH said he has spoken to Amanda Jelley regarding the church Health and Safety file which she is assessing. At work she is covered if anything goes wrong and is worried that she won't be at church. JH has assured her that we are covered for all voluntary work and she will now complete this work.
- Smart Water Registration – JH confirmed that he has now found the registration pack and this has now been put in the safe.

CM said there are 4 specific items to be recommended to PCC:

1. Repairs to the Font - JH has submitted the Faculty which has been approved by DAC. They got 3 quotes for the repair of the Font which were discussed at F&F and agreed that, subject to the insurer's approval which has already been agreed verbally, we would go with Chichester Stoneworks at a cost of £1,894.95 + VAT which will be covered by the insurance apart from the £100 excess. Timescale of around 6 weeks for the repair but we have to get the parts over to them and cannot do this until the Faculty is approved. JH said the Archdeacon is here on Sunday so he is hoping to speak to her and get verbal approval from her to go ahead. CM asked for PCC approval to go ahead with this. This was proposed by Colin Monk, seconded by Patricia Byrne and agreed unanimously.
2. CCTV - As a result of the vandalism to the Font and the key safe being stolen last year, PCC are looking into installing CCTV in the church. We have had a quote from a local installer who has offered to install at cost with no labour charges which would keep the cost down to £1,391.81 plus VAT. Approval is requested from PCC to go ahead with this. JH has got a Preliminary Faculty number to which he is going to add the modifying of the pews to take away the sharp corners and an external light on the church, lighting up the pathway from the church door to the hall. Colin Monk proposed that PCC accept the quote of £1,391.81 + VAT from Inview Security Systems and this was seconded by Malcolm Brewer and agreed

**ACTION**

unanimously.

3. **Church Lighting** – JH has purchased some LED light bulbs which have been installed in the light clusters above the altar which have made it significantly brighter. PCC are recommended to approve the purchase of bulbs for the remaining clusters at an approximate cost of around £200. This was proposed by Colin Monk, seconded by Patricia Byrne and agreed unanimously.
4. JC was asked to leave the room while the PCC discussed the cover arrangements for the Parish Administrator when she is on holiday. Colin Monk proposed that the Churchwardens be authorised to appoint Jane Cook as Temporary Assistant Parish Administrator for the period 21<sup>st</sup> August to 9<sup>th</sup> October 2017 inclusive. Additionally the Churchwardens also be authorised to agree hours of work and rate of remuneration. This was seconded by Malcolm Brewer and agreed unanimously.

- JH said that the telephone number at the Vicarage will stay but there will be a call forward to the Parish Office (phone has been upgraded) and now has an answer message to say we will deal with your message as soon as possible but if it is extremely urgent that you get in touch with someone, there will be a mobile number to call which will be held by the Parish Administrator.
- CM asked AW whether there is such a thing as an “emergency priest”. AW said no you would probably contact him or identify someone locally. JH thinks the first port of call would be Sandra Edwards, then Andy Wilson or Ray Chapman but as Ray lives in Portchester it is a long way for him to come. Fr Charles was suggested but he is in the process of getting a Licence for Permission to Officiate at the moment so couldn’t do it until this is received. AW asked what we are doing about letting the Funeral Directors know that Mike has left. JH said they have informed all our usual ones who have said they will arrange a priest when they know the date of the funeral. AW said we need to be very careful we check they are licenced by ringing Bishopsgrove or Anne Stunt as we are responsible.

JH/AM

5. **LYCIG – Mission Group - update**

JH, AM and PB went to an extremely good session at St Jude’s. The speaker was Bob Jackson. JH said it is going to be difficult to do meaningful things with LYCIG during an Interregnum. AW said we should not feel pressured to do it while we are doing everything else. JH, PB, CG to meet fairly soon to discuss the October meeting.

JH/PB/CG

6. **Pastoral Committee Report**

No report received yet. PB confirmed that they are keeping an eye on Audrey Mentor and June Diaper. One lady was upset that she hadn’t had a visitor but this has now been sorted.

7. **Hall Committee Report**

Minutes of the meeting held on Wednesday 7<sup>th</sup> June 2017 will be circulated to PCC by JC. MB went through the minutes and thanked Colin Monk for all he has done as he has now come off the committee

JC

## ACTION

but is still carrying on doing maintenance work. The new Chair is Tony Rice-Oxley.

MB said he needs to bring to the PCC that an enquiry has been received to use the hall on a regular 52 weeks of the year basis from Lea from Slimming World. They asked to use the hall on Tuesday from 8.00-2.00 and Friday from 8.00-2.00. Cannot do anything about Tuesday as this is used by Parents and Toddlers and is a longstanding booking. On a Friday morning there is coffee in the hall which brings in around £800 each year which goes to charity. This booking could bring in £5,000 a year. We are also due to look at the rates for next year so could potentially bring in £5,500 a year. MB explained that the other half of the hall roof is getting very poor and they have had a quotation for doing the work of £11,000. We do not have funds to cover this amount so would need to look to the PCC for this. Also the outside of the hall is beginning to look very tatty and the windows need painting. We are awaiting a quotation for this as it is too big a job to be tackled by George's Men.

Slimming World would like to start from 1<sup>st</sup> September if possible so need to know the PCC's thoughts. Discussion took place about whether it would be possible to hold the Friday coffees in church but this would be more work for the volunteers or do Friday afternoon after Slimming World leave but people didn't think they would get many people attending on a Friday afternoon. CM said there seems to be 6 or 8 regular church people and about the same regular non-Church people plus one or two extras each week. PCC agreed that we need this income from Slimming World so it was agreed that MB will talk to Tony Rice-Oxley tomorrow to talk to the volunteers of Friday morning coffees to see if they would like to finish altogether or try doing it in the church to see how it goes. MB will approach Lea at Slimming World and confirm in writing that they can hire the hall from 8.00-2.00 on a Friday from Friday 1<sup>st</sup> September. These hours must include set up and clearing up time. However, he will advise her that if we do continue with a Friday coffee morning in the church the volunteers will require access to the hall kitchen for supplies and use of the dishwasher.

MB

MB

### 8. **Other Committee Reports**

#### a) **Social and Fundraising Committee**

Minutes of the meeting held on Wednesday 5<sup>th</sup> July 2017 have already been circulated. MB said we had a really good send off for Fr Mike and Lynda and the Rolls Royce was excellent. We have a Parish trip coming up on Saturday to Windsor, hopefully a shop for two weeks in October, bring and share lunch for Harvest and hopefully a Barn Dance in November with the Bazaar on 2<sup>nd</sup> December.

#### b) **Communications Team**

CG emailed to say he has nothing to report.

### 9. **Deanery Synod Report**

BL was not at the meeting and CW had left. AW said that a meeting has taken place with a presentation from Edwina Fennemore, Curate of St Albans, West Leigh on Modern Slavery and there was also an update on Koforidua. Minutes have not yet come out.

	<u><b>ACTION</b></u>
<p>10. <b>Font and Security – update</b> This has already been spoken about under Item 4c) above.</p>	
<p>11. <b>Interregnum and Parish Profile update</b> JH said that the Profile Committee compiled the Parish Profile which was agreed by the previous PCC before the APCM. This was sent off to the Diocese and Anne Stunt came back with some changes they would like made. They asked for us to be as numerate as possible. The PCC are now asked just to approve the changes in red which JC had already circulated to everyone. JH then went through the changes. BL had e-mailed asking for Horndean Infant and Junior Schools to be added as two of the children in the congregation attend these schools and the secondary school is mentioned. Add C of E to St Albans School. JH will add these. AW suggested a change to the Mothers' Union wording as follows: "St George's branch of the Mothers' Union has 14 members and meets monthly and forms the backbone of the St George's Prayer Group". JH to make this change.</p> <p><b>Appointing the new Priest</b></p> <ul style="list-style-type: none"> <li>• AW said at some point the vacancy will be declared when the Bishop asks the Registrar to issue the legal paperwork. This will probably happen at the end of this month or the beginning of next month. The legal document will be sent to the PCC Secretary and the PCC have 28 days to hold a Section 11 meeting.</li> <li>• Usually the most time consuming thing at the Section 11 meeting is agreeing the Parish Profile but we are ahead of the game with this.</li> <li>• The PCC need to meet and formerly approve the document and need to appoint 2 lay representatives for the interview process. These need to be PCC members and have to be nominated and seconded. It could be the 2 churchwardens but not necessarily.</li> <li>• At the Section 11 meeting we need to advertise the vacancy. JH said we have already agreed in principle to accept the Bishop's nomination. The Bishop can then advertise the position if he has no-one readily available.</li> <li>• As our Patron is also the Bishop he will be on the interview panel along with the Archdeacon and the 2 parish representatives. The 2 parish representatives have right of veto if they are not happy with the nomination.</li> <li>• The provisional date for the interviews is Thursday 30<sup>th</sup> November. On Wednesday 29<sup>th</sup> November the candidate(s) will be shown around the parish – church, vicarage and the area. In the evening there will be a service taken by the Area Dean followed by a buffet for PCC to meet with the candidate(s). This needs to go in the Parish Diary. The Area Dean will ask the PCC if they have any questions that we would like the interview panel to ask the candidate(s) at the interview the following day.</li> <li>• At the Section 11 meeting we need to formally decide whether we want a written statement from the Bishop – AW would encourage us not to go down that route – usually asked for if something bad is going to happen in the parish and whether we request a Section 12 meeting with the Bishop and Patron. He would encourage us not to</li> </ul>	<p>JH</p> <p>JH</p> <p>All LH</p>

do this. AW will attend the Section 11 meeting.

**ACTION**

12. **Correspondence**

• **Concerts/Rehearsals in church**

Tony Rice-Oxley has said that they will need help in the form of stewarding and people to do refreshments for concerts and rehearsals taking place in the autumn. It was suggested that Tony asks LH to put dates in the Bulletin and ask for volunteers.

LH

• **Sound system (Chris Gadd's e-mail)**

An e-mail has been received dated 17<sup>th</sup> July from CG regarding the poor quality of the sound system in church. He feels that we need to look at replacing the present system which is getting old and suggested a firm called Sound Advice AV Installations Ltd who are a national company based in Catherington Lane. JH will speak to Richard Spurgeon about this and involve him in any conversations with this company. DH replied to CG's e-mail advising that the current sound problem is not with the sound system but with the positioning and adjustment of the clip on the radio mike. Visiting priests just need to be made aware of this problem.

JH

JH/AM

• **Concise (Chris Gadd's e-mail)**

CG sent an e-mail dated 10<sup>th</sup> July to be discussed at PCC. Concise are giving us free storage for items for the church shop but Gary has asked if he can put up his banner along the outside wall of the garden to the north side of the church looking out toward the Matalan retail park. HBC will not allow banners facing directly onto the road unless you have a licence and the licences only run for one month. PCC said they would be happy to put the banner to the right of the Karate banner on the rails alongside the ramp to the church hall providing it is no bigger than 2m long x 1m deep to fit in that space. Can CG please advise Gary of the PCC decision.

CG

• **HBC Grant towards CCTV system (Jane Cook)**

JC advised that she has completed the grant application form for HBC for £200 each from Elaine and Gerry Shimbart towards the installation of the CCTV system in the church. This has been signed off by the Shimbarts and HBC came back to ask for a few alterations to be made as it is a community grant. JC has done this and re-submitted it and is waiting for approval.

13. **Date of Next Meeting**

The next meeting will be held on **Monday 4<sup>th</sup> September 2017** in church at 8.00 pm.

All

Meeting closed at 9.55 pm.