

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH
ON TUESDAY 18TH DECEMBER 2018 AT 7.30pm AT THE VICARAGE**

Present: Chris Gadd (Churchwarden)(Chair), John Hood (Churchwarden), Fr Colin Lawlor, Anne Morgan (Outgoing Churchwarden), Candy Williams (Deanery Synod), Malcolm Brewer, Lesley Handy, Colin Monk, Sandra Hewett, Norma Kershaw, Patricia Byrne, Richard Spurgeon, Dawn Trimby (Treasurer), Jane Cook (Secretary)

			<u>ACTION</u>
		Opening Prayer – Fr Colin opened the meeting with a prayer.	
1.		Apologies for absence: Barbie Lloyd (Deanery Synod), Ian Gibson, Lisa Toft	
2.		Minutes of last PCC meeting on 26th November The minutes were signed as a true and accurate record.	
3.		Matters Arising	
		<p><u>Page 1, Item 3</u> – Dawn confirmed that the bank mandate has now been done.</p> <p><u>Page 1, Item 3</u> – John has been in touch with Daniel, the Architect, regarding the Quinquennial and will contact him when he returns from the Far East to arrange a date in February or March.</p> <p><u>Page 1, Item 3</u> – Jane confirmed that she has been in touch with Sonja who will send her a Safeguarding report for each PCC meeting.</p> <p><u>Page 3, Item 4c</u> – Colin updated the 2019 Fees list after the last meeting and it was circulated to the PCC.</p> <p><u>Page 3, Item 5b</u> – Malcolm confirmed that the Social Committee will arrange a lunch on 3rd February on Candlemas to finish the Christmas season. This will take the form of a bring and share lunch.</p> <p><u>Page 3, Item 5c</u> – Fr Colin, Lesley and Anne have met and agreed on the different themes for Sunday School until the summer term.</p> <p><u>Page 6, Item 10</u> – Jane has done signed authorisation letters to the Post Office for Fr Colin, Malcolm, Lesley and Chris to enable them to collect post for St George's Church and handed these out.</p>	JH
4.	a)	Treasurer's Report	
		<p>Dawn gave the following report:</p> <p><u>Income</u></p> <ul style="list-style-type: none"> ➤ A further £95 was received for the shop ➤ £8900 was received for the loan for the hall roof. A further £100 is to be taken from toddlers after the Christmas expenditure has been completed. ➤ £133 was received in respect of profit share from Trinitas ➤ £209.51 interest was received on our investment with the Diocese <p><u>Expenditure</u></p> <ul style="list-style-type: none"> ➤ Our full parish share of £61901 has been paid ➤ £270.80 has been paid in respect of our license with CCLI ➤ Fundraising costs are the floats drawn down from the bank account ➤ Liturgical costs include communion wine, wafers and girdles from Kevin Mayhew <p>Budgeted income is currently £1791.20 under budget however</p>	

	<p>expenditure is also £4261.92 under budget leaving us we a net figure of £2470.72 better off than we expected at this point in the year.</p> <p>Colin said he would just like to add that there will be a deficit of around £2,500 in 2018. This needs addressing as if we carry on in this way our reserves will run out very quickly.</p>	<u>ACTION</u>
b)	<p>Charity Treasurer's Report</p> <p>Jane read out the figures for November provided by Lynne McNeill, Charity Treasurer as follows:</p> <p>£172.28 was sent to CRY (Cardiac Risk in the Young). £50 was also sent to each - Mothers Union, Chichester, District Dog Rescue, ASAP Cat Rescue and Hannah's Holiday Home on behalf of Wednesday morning coffees.</p>	
c)	<p>Fabric, Finance and Quinquennial Committee Report</p> <p>The minutes of the meeting held on 11th December have already been circulated.</p> <p>John gave a report from this meeting as follows: In the light of Dawn's greatly increased work load and with her preparing for a degree course, the F&F Committee have approved the proposal that Dawn's monthly report will continue as previously, however Dawn will attend one meeting only to present the report. This will normally be to the F&F Committee who will then report to the PCC. In those months where the F&F Committee has not met, Dawn will present her report directly to the PCC. I am grateful to Chris for the effort he has expended in making these arrangements. <i>John Hood proposed that Dawn will attend only one meeting, normally the F&F Committee but directly to the PCC if F&F has not met, to present her report and this was seconded by Colin Monk and agreed unanimously.</i></p> <p>Other proposals to reduce Dawn's workload require the approval of the PCC:</p> <ul style="list-style-type: none"> • A second person to be appointed to make on-line payments for those invoices where direct bank transfers are made. This person will therefore take over all on-line bank payments. If approved by the PCC, it was agreed that Malcolm Brewer will take on this role as soon as his sign-on to the on-line banking can be arranged. The need for two signatures on all payments remains unchanged. <i>Chris Gadd proposed that Malcolm Brewer take on the role as described above and this was seconded by John Hood and agreed unanimously.</i> • To support the previous item regarding on-line payments, it is proposed that Malcolm Brewer will now become a signatory on the Church Accounts and Dick Handy will be removed. <i>The above was proposed by John Hood, seconded by Dawn Trimby and agreed unanimously.</i> <p>The main subject of the F&F meeting was the budget for 2019 which has been sent to PCC members. At first we had a budget deficit of £20,000 but after a line by line examination of both income and expenditure we made adjustments that were practical which leaves us</p>	

		<p>with a shortfall of income over expenditure of £12,000. The F&F Committee are of the opinion that the need to increase income must be presented to the congregation with a view to increasing their weekly/ monthly/ regular giving, best addressed by PCC, Fr Colin and the Churchwardens. We need to encourage those not giving by the Parish Giving Scheme to do so. Fr Colin has spoken to the Area Dean about Stewardship, there is no designated person at the moment in the Diocese, but he suggests we invite Victoria James to an F&F Committee in the first instance. Fr Colin will contact her in the new year. Chris said it would be good to get a steer from the Diocese. Tony Rice-Oxley suggested putting some facts in the Bulletin each week showing for example how much it costs to heat the church each week etc. Good ideas, allied with advice from the Diocese.</p> <p>The hall roof re-slating has now been completed with an additional £1,000 to be paid to cover the extra tiles needed to replace those found unusable.</p> <p>George's Men have continued with their valuable maintenance activities including the fitment of new plinths to the hall kitchen cupboards to complete the kitchen re-flooring and the making good of the hall interior wall paintwork and finishers. This month they have replaced three failed ceiling light bulbs inside the church. Chris extended a vote of thanks on behalf of the PCC to George's Men for all the work they do.</p>	<u>ACTION</u>
5.		Other Committee Reports	
	a)	Hall Committee	
		Not met. The next meeting will be held on Wednesday 16 th January 2019.	
	b)	Social and Fundraising Committee	
		Not met. The next meeting will be held on Wednesday 23 rd January 2019.	
	c)	Pastoral Committee and Safeguarding	
		Not met. The next meeting will be held on Tuesday 15 th January 2019.	
		Safeguarding Report from Sonja	
		<p>Child protection/ safeguarding: The new safeguarding noticeboard section, will be set up following the New Year, to allow space for the Sunday school to display what they want over the Christmas period, for the time being. In the interim I will be requesting display materials / posters from services such as Southern Domestic Abuse, rather than printing, poorer illustrated information, via the web. The intention will be to include a DV/DA poster on the inside of each toilet door in both the ladies and men's toilets.</p> <p>Vulnerable person issues: Nothing to report</p> <p>Training:- I will be meeting with Sandra in the New Year to discuss any requirements in her deputy safeguarding role.</p> <p>DBS:- I will be completing a DBS for Shirley Vann who will be supporting tea and coffee duties at the parent a toddler group held in the week.</p>	

		<p>This requirement was only brought to my attention by Shirley on Sunday (16th) despite her already assisting with this duty for a number of weeks already. As she is not required to work 1-2-1 with children, via the tea and coffee duties, this is not as concerning as some scenarios, but I must reiterate to the PCC the need for people to enquire about a DBS with me prior to starting a role.</p> <p>I think I may request something to be placed in the bulletin, regarding this, if the PCC feel it is appropriate. PCC agreed that Lesley would put something in the Bulletin.</p> <p>PCC discussed whether anyone in any role – all Toddlers helpers, people doing Sunday, Wednesday and Friday coffees and all PCC members need to be DBS checked. Jane will check with Sonja to find out about this.</p>	<p><u>ACTION</u></p> <p>LH</p>
6.		Deanery Synod Report	
		The minutes of the meeting held on Wednesday 14 th November which were discussed at the last meeting were received and have now been circulated.	
7.		Hall Roof Repairs - update	
		<p>Repairs are all completed on the hall roof. Malcolm has had the invoice and some money has been passed over from the PCC to the Church Hall account. There is a limit to how much can be transferred in one go so once the rest is received Malcolm will pay the invoice which comes to around £12,500. The extra £1,000 is for new slates to replace the ones that broke. The account will be settled in the next few days.</p> <p>There is a leak in the kitchen from the flat roof which has been patched but will need replacing over the next 2 years and will cost around £4,000. One bit of good news although not received in the account yet is that Malcolm understands that the HCC grant of a maximum of £1,500 which he applied for has been granted. We also need to watch our pennies as well as we have to pay back the money loaned by members of the congregation over the next 4 years. Chris handed Jane all the loan agreements to keep with the PCC paperwork.</p>	
8.		Update by Fr Colin	
		<ul style="list-style-type: none"> • The last few weeks have been concerned with preparations for Advent and Christmas. The new liturgy began on Advent Sunday and appears to have been well received with no adverse comments. We had a well attended Advent Carol Service. This week we have the Christmas Carol Service on Sunday and new liturgies for Christmas morning and Christmastide. Thanks to Lesley for all the photocopying. • I met with the Archdeacon and we talked about Mission Action Planning and she was encouraged we are thinking of doing it. It was suggested that it would be better to contact Andrew Hargreaves after the Christmas period. • There has been a lot of press coverage on intinction and the fact that some people are putting their fingers in the wine with a risk that they can pass on germs, particularly the flu virus. There is another issue for gluten intolerant if the wine becomes contaminated. I asked if the Diocese have a Policy on this but they don't but would support anything we decide to do. I propose to remind people to be careful that they do not put fingers in the wine and propose we use the other small chalice for the gluten intolerant people which the MC 	

			<u>ACTION</u>
		<p>will fetch after the bread and pass to the Priest. If you have a heavy cold you can refuse the wine. We will start from this Sunday and see how it goes.</p> <ul style="list-style-type: none"> • The Archdeacon agreed to a parish visitation next year now that there is a new Incumbent, probably in March. • Lay ministers of communion do not need authorisation from the Bishop unless they are visiting people in their homes. Those who administer a chalice at the Eucharist just need to be approved by the incumbent who then informs the PCC. Fr Colin informed the PCC that he had approved three new people – Lisa Toft, John Hood and Chris Gadd. • The Churchwardens and I had a discussion a while ago on whether we had a policy on what fees we charge if a member of the congregation has died for their funeral. There are two elements to the total fee that is payable; that which we have to pay to the Diocesan Board of Finance and that which comes to the parish. We feel that since the Diocesan element has to be paid by us we could not waive that element. However, at the discretion of the priest and wardens the parish element could be waived. The fee for the organist and vergers would also need to be paid. 	
9.		Correspondence	
		<ul style="list-style-type: none"> • Does the PCC wish to increase the amount paid by WMF for the venue from £3,000 for 2019? 	
		Chris said this was discussed at F&F and it was felt appropriate to increase the fee we charge WMF to use the church as a venue from £3,000 to £3,500. This was agreed unanimously.	JC
		<ul style="list-style-type: none"> • Presentations to Adrienne Bridger and David Palmer 	
		John Hood said both these presentations were made on Advent Sunday. Jaye Warren is leaving us which will leave a big hole in both Sunday 8am and Wednesday 10am where she has taken the lead in organising Readers and Chalice assistants in her roles as Sidesperson and Churchwardens' Assistant. In addition Jaye has been a very active Holy Duster as well as previously being PCC Secretary before Jane took over. It was felt that it would be appropriate to do a presentation to her for all her work for St George's over the years. The Churchwardens will discuss with Fr Colin whether a new Churchwardens' Assistant needs to be appointed in Jaye's place.	CL/JH/CG
		<ul style="list-style-type: none"> • Servers 	
		Anne said she has managed to recruit some new servers. At the moment 5 people are sharing an Alb which is not satisfactory. Several people have paid for their Albs over the years which are very expensive. Fr Colin and Anne are looking at various catalogues to see if we can match up what we already have or whether we have to buy all new ones. Colin said after what has been discussed above about our finances this would need to be looked at very seriously. It was agreed that Fr Colin and Anne will get together again and come back to the next meeting in January with a formal proposal which can be discussed so PCC can make a decision.	CL/AM
		There being no further business, Chris thanked the PCC on behalf of	

		the Churchwardens and Fr Colin for all the work they have done this year.	<u>ACTION</u>
10.		Date of Next PCC Meeting	
		The next PCC meeting will be held at 8.00 pm on Wednesday 23rd January 2019 following the 7.30 pm Eucharist.	ALL
		Closing Prayer There being no further business the meeting closed at 8.35pm and was followed by a buffet and wine kindly provided by Fr Colin.	