

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH
ON WEDNESDAY 23RD JANUARY 2019 AT 8.00pm IN CHURCH
FOLLOWING THE 7.30 pm EUCHARIST**

Present: Chris Gadd (Churchwarden)(Chair), Fr Colin Lawlor, Anne Morgan (Outgoing Churchwarden), Barbie Lloyd (Deanery Synod), Candy Williams (Deanery Synod), Malcolm Brewer, Lesley Handy, Colin Monk, Norma Kershaw, Ian Gibson, List Toft, Jane Cook (Secretary)

			<u>ACTION</u>
		Opening Prayer – Ian read the opening prayer.	
1.		Apologies for absence: John Hood (Churchwarden), Patricia Byrne, Sandra Hewett Did Not Attend: Richard Spurgeon Dawn Trimby (Treasurer) – not in attendance as agreed	
2.		Minutes of last PCC meeting on 18th December The minutes were signed as a true and accurate record.	
3.		Matters Arising	
		<u>Page 1, Item 3</u> – John will arrange the Quinquennial visit with the Architect when he returns from holiday. <u>Page 4, Item 5</u> – Lesley put a note in the Bulletin about DBS as requested by Sonja. <u>Page 5, Item 9</u> – Jane confirmed that WMF are aware of the charge to the church for the venue. <u>Page 5, Item 4</u> – the presentations took place. <u>Page 5, Item 9</u> – Servers Albs – on the agenda.	JH
4.	a)	Charity Treasurer's Report	
		£120.00 was raised for the Children's Society during the December retiring collections and £133.92 at the Christingle service (candle boxes) making a total of £253.92. In addition £50 will be sent from the Wednesday Coffee Morning funds. Colin asked that it be recorded that the Parish Breakfast made a profit of £77 in aid of Waterlooville Food Bank. The money has been put in the Charities Account and Barbie will let Colin know who to make the cheque payable to.	BL
	b)	Treasurer's Report	
		Colin gave the following report from Dawn and went through the monthly overview to the end of December which Dawn had provided. For those that have printed it in colour he explained that the red figures mean that the income is below budget and on the expenditure side the red is above and the figures in green are good. <u>Income</u> ➤ Donations included money put into the porch safe ➤ Sales are for Christmas goods sold ➤ £220.42 of liturgical income is for votive sales ➤ Fundraising is ○ Bazaar £1762.90 after donations ○ £160.00 Bulb sales ○ £543.95 100 club ○ £100 bonusball ○ £90 Horndean band concert	

ACTION

- £55 5p's in a bottle
- £41.84 charity boxes held in the greengrocers and the post office
- Extra-ordinary income included £1000 for the hall roof and £400 from the social committee

Expenditure

- £120 is included in church maintenance for the church's share of the gas service
- £81.20 has been paid for the service of the mower including in upkeep of the grounds
- Extra-ordinary expenditure is the transfer to the hall the funds we received for the roof

Overall we have spent £5115.61 more than we got in which has been taken out of our reserves despite the shop which brought in more money than ever before.

Budget

- Colin said everyone had received a copy of the budget. He explained that F&F had spent a great deal of time looking through it to see if we can cut back on things but we have still ended up with a deficit budget of over £13,000 to break even.
- The 2013-2018 inflation rate was 12.6% but the Parish Share has gone up by 21% over this time. However over the same period planned giving had only increased by 10.5% and the 2018 income is lower than in 2015, mainly because people have died or moved away and new people are not coming in. Only Dawn and David Cavey know what people give but what we do know is there are 68 givings under the Planned Giving Scheme, David estimates 12 couples pay by one Direct Debit so that equates to 80 people in church. However numbers which go towards assessing what our Parish Share should be are 125 with people giving on the plate or through the envelopes. Planned giving for 80 people gives an average of £9 per head but plate giving comes to only £1.68 a head per week. To make up the deficit we would have to ask those on the Planned Giving Scheme to donate a further £3 a week.
- We are getting someone in from the Diocese to talk to us about Stewardship and Fr Colin will tell us more about that later. We need to be extremely careful with our expenditure. The Churchwardens will look at budgets and allocate to specific people to keep an eye on. Finance and Fabric Committee recommended to PCC that the following resolution be adopted "Any request to PCC for unbudgeted expenditure in excess of £100 should first be submitted to the Finance and Fabric Committee for appraisal. Each request should include the reason for expenditure, quotes and proposal for how the expenditure should be funded". This was proposed by John Hood and seconded by Tony Rice-Oxley on behalf of F&F. Colin Monk proposed this on behalf of the PCC, seconded by Malcolm Brewer and agreed unanimously. Chris said this is our chance to try and get to grips with our expenditure. Colin Monk proposed that the budget moves forward and needs to be approved by PCC. This was seconded by Lesley Handy and agreed unanimously. Lesley said that Gift Aid should be a big factor in everybody's minds so we really need to promote this in a big way.
- Social and Fundraising Committee met this morning and Chris went in and had a talk to them to let them know the position we are in.

			<u>ACTION</u>
		<ul style="list-style-type: none"> Colin said we need to look at ways in which we can save money around the church. John thought the spotlights which shine down on the altar are using a lot of electricity. Colin tried turning them off tonight and didn't see much difference so it is proposed we turn them off and put some tape over them. Not a huge saving but every little helps. Fr Colin said they have reduced the size of the Bulletin to save a bit of money. Everything that has been removed from the Bulletin can be found elsewhere and Lesley said we will soon have a new Noticeboard to advertise things on. Chris said the Factoids that are appearing in the Bulletin is one way of bringing it to the attention of the congregation. 	
	c)	<p>Fabric, Finance and Quinquennial Committee Report</p> <p>The minutes of the meeting held on 14th January have already been circulated.</p> <ul style="list-style-type: none"> Colin said just to point out that HBC are now dealing with the issue of rats in the churchyard at a cost of £84 which covers bating the bate-boxes and monitoring for 4 visits. Foxes have also been seen around the church grounds. The Quinquennial is due in February and John is organising a date with the Architect. £1,000 has been put in the budget for fees and then it depends on what else the Architect proposes. 	
5.		Other Committee Reports	
	a)	Hall Committee	
		Not met. The next meeting will be held on Wednesday 30 th January 2019.	
	b)	Social and Fundraising Committee	
		Malcolm said this Committee met this morning. As Chris has already said he came in to explain the financial situation to the Committee which was taken on board. Malcolm said they have agreed to keep the two committees combined as they are now. We are trying to increase our social events to try and raise more money with raffles etc. As a major fundraising event we are proposing to hold a Race Night in July and are proposing to have another shop again this year. There will be some form of event for practically every month to raise money so we can make donations to the PCC. The hire of the church by WMF now comes under a separate heading so the £3,500 from WMF will not be included in the fundraising total.	
	c)	Pastoral Committee	
		<p>The minutes of the meeting held on 15th January have already been circulated.</p> <p>Anne advised that the two main things that came up at Pastoral were:</p> <ul style="list-style-type: none"> they are very short of helpers and leaders in Sunday School with only 3 people that lead so basically they are desperately in need of more helpers and leaders. Anne said if anyone knows of anybody we could approach to please let her know. they need extra help with Parent and Toddlers. Really need a man who can come in and get all the equipment out and put it away again. He would need to be DBS checked. <p>Anne said the Pastoral Committee would really like a list of Pastoral visitors from Lesley. Lesley said she and Fr Colin organise this so it needs to come through her or it will get too confusing.</p> <p>Barbie said that as Sonja now sends a report directly to Jane for PCC</p>	<p>All</p> <p>All</p>

		would it be sensible to put this as a separate item. This was agreed.	<u>ACTION</u> JC
	d)	Safeguarding Report	
		<p>Child Protection / Safeguarding report received from Sonja below:</p> <p>National updates:- The national church has recently introduced a Parish Safeguarding Handbook, which was originally made available to dioceses in June of this year, and was re-issued in November 2018. The Church of England has also published practice guidance on Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults, and further guidance relating to 'Safe Environment and Activities', is scheduled in 2019 which will complete the suite of documents that replace 'Protecting All God's Children'.</p> <p>Safer recruitment:- A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states 'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church. The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (which could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.</p> <p><u>Vulnerable person issues:-</u> Nothing to report/ see above</p> <p><u>Training:-</u> The Diocese have introduced three new face-to-face core modules in 2019, and details of these will be added to the website at the beginning of 2019</p> <ul style="list-style-type: none"> •C1: Safeguarding Foundation (Children): provides participants with an introduction to safeguarding children and young people. This is a taught course involving group work and discussion. •C1: Safeguarding Foundation (Adults): provides participants with an introduction to safeguarding adults at risk, as well as exploring the personal safety of lone workers and others within the church context. This is a taught course involving group work and discussion. •C5: Safeguarding Refresher: This is a refresher course to bring safeguarding knowledge up to date with current practice and guidance. This course is for anybody whose foundation training needs to be renewed after 3 years, and assumes participants have a basic working knowledge of what safeguarding means and how it applies in a church context. <p>All of these courses will be delivered in churches across the diocese, and dates of sessions will be added to the website as of this January.</p> <p>If we wish to host a safeguarding training event in 2019, I can contact Theresa Winship.</p> <p>The 2019 safeguarding training programme will also include the following taught courses next year:</p> <ul style="list-style-type: none"> •C2/3 Safeguarding Leadership: This course is required for anyone who has safeguarding leadership responsibilities and/or responsibility for leading activities involving children, young people and/or adults in a parish, whether they are ordained or lay, paid or unpaid. •S1 Safer Recruitment: This is a specialist course aimed at all clergy 	

	<p>and lay church officers with recruitment responsibilities within a parish.</p> <ul style="list-style-type: none"> •S3 Responding to Domestic Abuse: This training module examines issues related to domestic abuse, and is presented by external trainers who are skilled in this subject. <p><u>DBS:-</u></p> <p>From next year, the Portsmouth Diocese will de-register as a DBS Registered and Umbrella Body, and work with a Christian organisation called Thirtyone:eight (formerly CCPAS), who will provide all of our churches with an on-line DBS Service.</p> <p>Thirtyone:eight has been working with churches since 1977 and is the only independent Christian charity providing professional advice, training, support and resources in all areas of safeguarding children and adults at risk of harm. You can find out more about Thirtyone:eight via their website thirtyoneeight.org.</p> <p>Thirtyone:eight is also one of the largest DBS Umbrella Organisations and provides this service to many Dioceses across the country. All of their disclosure staff are experienced with guiding many other Diocesan parish churches through the DBS system, and we are confident that they will offer an excellent service to our parishes too.</p> <p>This decision has been made in the interests of a smoother and safer recruitment process and operating system for our churches, and means that at some time in the early part of next year we will stop processing any DBS paper applications and each parish will then have to register with Thirtyone:eight in order that they can start processing on-line DBS applications.</p> <p>It is understood that for some this will be a significant change, and the transition may create some initial difficulties as parishes adjust to an online system from an outside provider. However, the diocese have researched this decision carefully, and spoken to other dioceses who have moved to a DBS on-line service with Thirtyone:eight. Their experiences have been positive and this has helped in the planning of this transition.</p> <p>More details about this service will be sent out in January 2019, as parishes must register to use the on-line DBS system before they can access it.</p> <ul style="list-style-type: none"> • It was asked if there will be a cost implication to the church next year when the Portsmouth Diocese de-register as a DBS Registered and Umbrella Body and work with the Christian organisation Thirtyone:eight to provide churches with the on-line DBS service. Jane to ask Sonja the answer to this. • Colin said he has been unable to find a list of all the volunteering roles undertaken in the church so has come up with a list and wonders whether Sonja can advise if a DBS Certificate is required and whether training is required. Chris said that he and Fr Colin and Sonja met with the Head of Safeguarding at the Diocese after certain questions were asked at the last PCC meeting. This is not black and white and it is up to committees and organisations to assess risk themselves. You definitely do not need a DBS certificate to serve tea and coffee in church or the hall. If someone were to put away toys etc at Toddlers on an ad hoc basis you would probably not need one but it would be up to the leader to make the decision. The choir leader and head server need to be DBS checked but no-one else. All PCC members, as Trustees, must be DBS checked. Chris will discuss Colin's list with Sonja but suspects that it may be difficult to fill in some of them. 	<p><u>ACTION</u></p> <p>JC</p> <p>CG</p>
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		<ul style="list-style-type: none"> If we wish to host a safeguarding training event in 2019 Sonja will contact Theresa Winship. 	
6.		Deanery Synod Report	
		Not met.	
7.		Update by Fr Colin	
		<ul style="list-style-type: none"> Since we last met we have had Christmas and all that entailed. It seemed to go well and services were well attended. I would like to thank everyone who contributed. We will continue with our roll out of new liturgies, beginning with Ordinary Time, then Lent, Holy Week and Easter, along with an updated Family Service. Any comments welcome. I have spoken to Victoria James about Stewardship so in the absence of a Stewardship Adviser being appointed to replace her she will come and talk to us at the February PCC. This will be the first item on the agenda so she can get away afterwards and should be very helpful. As I have mentioned before the two big things we need to think about are Stewardship and Mission. If we can get more people in the giving will go up. Andrew Hargreaves, the Mission Development Officer is coming to the March PCC and again this will be the first item on the agenda. Both of these items will generate quite a lot of work. I am continuing to make links with the wider community. I now go into Queens Inclosure to do assemblies on a regular basis. I am trying to re-arrange the visit to Berewood which was cancelled before Christmas. I am meeting with the Rowans Hospice Chaplain and she is going to show me around. Candy is going to give me the e-mail of the Oaklands School Chaplain and I have again been in contact with the Scouts. I was pleased that a number of people came to St Wilfrid's on Sunday afternoon for the Churches Together service for Christian Unity. It has been suggested that St George's might like to host the service for Christian Unity next year. I am now dealing with the admin for Waterlooville Churches Together. The Diocese are putting on a big event on Pentecost at Portchester Castle. I have had the first residential for the Mission and Leadership course. Only 20 clergy from the Diocese are doing it, meeting once a month, meeting with a mentor and a residential. Quite a lot of work but will be worthwhile. 	
8.		Formal proposal by Fr Colin and Anne Morgan for new Albs	
		<p>Anne advised that they have found albs which are the same as the ones some people currently have and the cost is £67 each. 9 albs are needed. We have 3 new servers starting to serve in March. There are cheaper ones available but not matching. Suggested it might be worth looking on e-bay. Also suggested it may be worth contacting other churches but they would obviously not match. Ruth Loveman made some of the albs in the past and before we do anything else Lesley will contact her to see if she would be willing to make some now for us.</p>	LH
9.		Correspondence	
		<ul style="list-style-type: none"> Agree Tweenies programme 2019 for insurance purposes 	

		Jane asked that the Tweenies programme for 2019 be approved by PCC for insurance purposes. This was agreed unanimously.	<u>ACTION</u> JC
		• Agree Health and Safety Policy compiled by Tony Rice-Oxley	
		Chris says that this is a working document so will always be changing and added to. Colin Monk proposed that PCC approve the Health and Safety Policy as it stands. This was seconded by Ian Gibson and agreed unanimously. Jane to let Tony R-O know.	JC
		• Defibrillator	
		Jane advised that she had received an e-mail reminding us that the Electrode Pads for the defibrillator have a shelf life and when she checked they expire in September 2019 so we will need to replace them. She has checked the price on-line and they are £37.14 at the moment. Jane has spoken to Linda Wainwright who thinks they may be able to pay for these from a Wednesday coffee donation. Jane will remind her nearer the time. The Battery for the defibrillator only lasts 4-5 years and although it is only 2 years old at present we need to put something in the budget next year as at the moment the cost is £186 to replace. It was suggested that we could perhaps apply for a grant from HCC who paid towards the defibrillator as it is for use by the community.	JC
		• Charity money for St May's Axim, Ghana (e-mail from Lynne McNeill)	
		Jane read out the following e-mail from Lynne McNeill: Some time ago £104.74 was collected for our link church St Mary's Axim in Ghana, and as we have now lost touch with our contact there, this money has been sitting in the charities account. Therefore I would like to request the approval of the PCC to send the £104.74 collected for St Mary's Axim to IDWAL (Inter-Diocesan West African Link) which is based locally, and as it supports the same area, I think would be appropriate. After discussion Barbie suggested that we ask Lynne to hold on to the money until we get the next request from the Diocese for a donation to IDWAL and we could send it then. Jane to let Lynne know.	JC
10.		Date of Next PCC Meeting	
		The next PCC meeting will be held at 8.00 pm on Monday 25th February 2019 following the 7.30 pm Eucharist.	ALL
		Closing Prayer There being no further business the meeting closed at 9.20pm.	