

**MINUTES OF ST GEORGE'S PCC MEETING HELD AT THE VICARAGE  
ON TUESDAY 6<sup>th</sup> MAY 2014**

**Present:** Fr Mike, Linda Wainwright (Churchwarden), Rosy Stone (Churchwarden), Barbie Lloyd (Deanery Synod), Elaine Shimbart (Deanery Synod), Abigail Morgan, Candy Williams, Sonja Barrand, Marian Haughton, Lynne McNeill, Tony Rice-Oxley, Jane Cook (Secretary)

**ACTION**

1.       **Opening Prayer**  
Fr Mike opened the meeting with prayers.
  
2.       **Apologies for absence:**  
John Hood, Colin Monk, Geoff Davies, Dawn Trimby (Treasurer)
  
- Welcome to new members**  
Fr Mike thanked everyone for coming and welcomed the new members – Rosy Stone, Lynne McNeill, Candy Williams, John Hood and Elaine Shimbart some of whom have served on the PCC before.
  
- Ballot for new PCC members**  
No ballot is needed this year.
  
- Co-option of members (if necessary)**  
Dick Handy was co-opted on to the PCC as outgoing Churchwarden. This was proposed by Tony Rice-Oxley, seconded by Linda Wainwright and agreed unanimously.
  
3.       **Minutes of last PCC meeting on 17<sup>th</sup> March**  
The minutes were signed as a true and accurate record.
  
4.       **Matters Arising**  
Page 3, Item 4 – Tony said he will find out next week how many people filled in the Deanery Survey.  
Page 4, Item 10 – the First Aid course will take place this Friday 9<sup>th</sup> May at 1 pm. There are still places if anyone else would like to do it.  
Fees for 2014 – F&F to discuss this but have not met yet.
  
5.       **Elections and Nominations:**
  - a) **Secretary** – Jane agreed to carry on as Secretary. This was proposed by Tony Rice-Oxley, seconded by Rosy Stone and agreed unanimously.
  - b) **Treasurer** – Dawn agreed to carry on as Treasurer. This was proposed by Jane Cook, seconded by Barbie Lloyd and agreed unanimously.
  - c) **Vice-Chairman of PCC** – this will be Linda Wainwright as senior Churchwarden. Linda agreed to this. This was proposed by Jane Cook, seconded by Abi Morgan and agreed unanimously.
  - d) **Standing Committee Membership** – Fr Mike, 2 Churchwardens, Secretary and Treasurer. This committee only meets in an emergency and can spend up to £1000. Proposed by Barbie Lloyd, seconded by Candy Williams and agreed unanimously.
  - e) **Electoral Roll Officer** – Abi Morgan said she would like to stand down and Tony Rice-Oxley agreed to become Electoral Roll Officer. This was proposed by Abi Morgan, seconded by Marian Haughton and agreed unanimously.
  - f) **Youth Coordinator/Child Protection Officer/Vulnerable Persons Coordinator** – Sonja Barrand has agreed to take this on from Sandra Hewett. Proposed by Elaine Shimbart, seconded by Linda Wainwright

All

F&F

- and agreed unanimously.
- g) **Training Liaison Officer** – Candy Williams agreed to carry on. Proposed by Sonja Barrand, seconded by Abi Morgan and agreed unanimously.
  - h) **Disability Awareness Officer** – Barbie Lloyd agreed to carry on. Proposed by Elaine Shimbart, seconded by Linda Wainwright and agreed unanimously.
  - i) **Appointment of Churchwardens’ Assistants** – Tony explained what was involved in this. Tony Rice-Oxley and Jaye Warren are happy to continue. This was proposed by Candy Williams, seconded by Sonja Barrand and agreed unanimously.
  - j) **Honorary Recorder** – Carol McKells is happy to carry on as Honorary Recorder. Her role is to send in a claim every quarter for Gift Aid. This was proposed by Tony Rice-Oxley, seconded by Marian Haughton and agreed unanimously. Rosy Stone said that her and Carol are going on a training course next week re stewardship.

6. **Charities Account Treasurer** – Lynne McNeill has been appointed to the PCC and has agreed to carry on as Charities Account Treasurer. She explained what her role involves. There is a separate Charities account at Lloyds. This was proposed by Linda Wainwright, seconded by Tony Rice-Oxley and agreed unanimously.

7. **Formation of PCC Committees**  
**Co-opted people on Committees** – these will be agreed by the various committees as follows:

a) <b><u>Fabric &amp; Finance &amp; Quinquennial</u></b>	b) <b><u>Pastoral &amp; Mission</u></b>	c) <b><u>Hall</u></b>
Linda Wainwright (Chair) John Hood Colin Monk Elaine Shimbart Dawn Trimby Tony Rice-Oxley	Linda Wainwright (Chair) Sonja Barrand Marian Haughton Barbie Lloyd Abi Morgan Rosy Stone Candy Williams	Colin Monk (Chair) Jane Cook Geoff Davies Lynne McNeill Colin Monk Tony Rice-Oxley
<b>To be co-opted at first mtg:</b>	<b>To be co-opted at first mtg:</b>	<b>To be co-opted at first mtg:</b>
Dick Handy Carol McKells	Rosemary Monk Anne Morgan	Mary Chapman Sheilah Hall
<b>Next Mtg:</b> Wed 28.5.14 at 7.30 pm	<b>Next Mtg:</b> Tues 13.5.14 at 8 pm	<b>Next Mtg:</b> Wed 11.6.14 at 10.30 am

Electoral Roll Officer: Tony Rice-Oxley  
Training Liaison Officer: Candy Williams  
Child Protection/Youth Coordinator/Vulnerable Persons Coordinator:  
Sonja Barrand  
Disability Awareness Officer: Barbie Lloyd  
Charities Account Treasurer: Lynne McNeill  
Honorary Gift Aid Recorder: Carol McKells  
Social Committee Chairman: Jane Rice-Oxley

8. **Treasurer's Report**

Dawn gave the following report:

Income

- Liturgical donations include £60 for the Paschal Candle
- Included in donations is £120 received from David Harrington in respect of the hire of the church for a concert
- £155 in bulbs is from bulb sales
- We have received the bulletin sponsorship from Edwards. This was £842.70 but half of this relates to the 2013 year.
- I have set up a new code on the accounts to be able to show the funds raised by the Pastoral Committee and this month's this relates to donations from refreshments after the Good Friday services.

Expenditure

- Admin includes £34.70 in respect of the wine bought for Paul Read for auditing the accounts
- Fundraising costs is the raffle tickets for the Summer Fayre
- Bookstall is the purchase of the Bible Reading Fellowship books which we get reimbursed for and is shown under bookstall in income
- Liturgical costs are for wafers, baptism cards, communion wine and candles
- Again I have set up a new code for pastoral costs and this was for some flowers

To date I have had 8 people increase their standing order after the Lent stewardship campaign.

Linda said that Carol McKells told her that there is a delay on Gift Aid for the quarter ending March but it should come through pretty quickly now.

**Charities Treasurer's Report**

Lynne reported that the March retiring collections were shared between The Elizabeth Foundation £90.24 and PSP £90.23. The Bishop's Lent Appeal raised £194.14 and the Mothers Union gave £35 to US Lent Appeal.

**Charities Committee**

Fr Mike explained that this Committee only meets once a year to decide which charities to support for the following year and asked for some volunteers to meet with him. Lynne McNeill, Barbie Lloyd and Jane Cook volunteered and the meeting will take place on Monday 9<sup>th</sup> June at 8 pm at The Vicarage.

Fr Mike,  
Lynne,  
Barbie, Jane

9. **Approval of Waterloo Music Festival Programme and any other trips etc for insurance purposes**

The PCC were happy to approve the following as approved PCC events:

Waterlooville Music Festival  
Parish outing to Chartwell  
Team Ascalon

This was proposed by Abi Morgan, seconded by Rosy Stone and agreed unanimously.

## ACTION

### 10. **Fees for 2014**

Fr Mike explained that although the amounts were correct the fees were displayed in the wrong way and someone who attended a funeral recently complained. F&F will look at this at their next meeting and will report back to the next PCC meeting.

F&F

### 11. **Chalice Assistants**

Fr Mike read out the list of current Chalice Assistants as follows:

Margaret Symonds	Linda Wainwright
Tony Rice-Oxley	Jane Cook
Tony Shepherd	David Palmer
Dick Handy	Graham Biggs
Jaye Warren	

Mabel Maginn was on this list but has asked to come off. 4 of the above have a DBS certificate so are able to take home communions. These were proposed by Elaine Shimbart, seconded by Lynne McNeill and agreed unanimously.

4 new people have been put forward – Dawn Trimby, Abi Morgan, Lesley Handy, Don Lloyd. Abi and Barbie left the room while discussion took place and it was agreed to accept these 4 new people as Chalice Assistants. Lesley Handy has the forms for them to complete and they will be licensed by the Bishop and their certificate handed out at the 10am Eucharist once received. This was proposed by Linda Wainwright, seconded by Marian Haughton and agreed unanimously.

### 12. **Interim report on Support your Church programme**

Linda reported that 100 replies had been received from the congregation which it was agreed was a very good response. Colin has done some work on this as part of the Committee and a meeting is arranged for this Saturday with a number of committee members. Tony said he will be very disappointed if only 8 people have changed their Standing Order as reported in the Treasurer's report. Linda said as you can see contributions are somewhat below budget for April. Need to find out from Dawn whether she has already received all the financial information.

### 13. **Correspondence**

- Axim letter – a letter has been received from Mabel Maginn re Axim. Fr Mike explained that Mabel has family in Ghana so when she goes out to visit them she very often takes a donation for Axim from St George's. £250 this time. Fr Mike read out her letter which explained that she had transferred the money while in Ghana to the Axim account and had received confirmation that it had been received. The PCC are grateful to Mabel for doing this.
- Organ Faculty – Linda said everyone is probably aware of the fact that we are planning on overhauling and refurbishing the organ. A Faculty has gone off but the PCC need to pass a resolution and an extract needs to be signed by the Incumbent and the Secretary and sent off to the Diocese. The cost is estimated to be £14,868 + VAT. The work will be done in July/August. It was advised that the organ should be overhauled every 15 years and it was last done in 1996. It is a very specialised job as it has to be taken to pieces and taken

Jane/Fr Mike

## ACTION

away for cleaning and then have to put it together again. Linda said that the closing date for the Faculty was 5<sup>th</sup> May in order for it to go before the meeting of the Diocesan Advisory Committee (DAC) on 15<sup>th</sup> May.

The Resolution is that we seek PCC approval to go ahead with the work on the organ which has already been submitted to the DAC at an estimated cost of £14,868 + VAT with the work to commence on receipt of the Faculty Certificate. This was proposed by Linda Wainwright and seconded by Rosy Stone. A show of hands was requested – 12 for, none against and no abstentions.

- Safeguarding – the Parish Safeguarding Policy Template and Policy Statement have already been circulated to PCC members to read before the meeting. In his absence Sonja had received an e-mail from Colin asking where the Bereavement Group sit in this. It was agreed this needs to be added. The Template also had a few changes:

### 1<sup>st</sup> page

- 2nd bullet point under Paid Workers and/or Volunteers – remove the “To” should read “Complete the necessary vetting application (DBS)”
- Add under “Parish Administrator” another bullet point “Chalice Assistants (for home communions)”

### 2<sup>nd</sup> page

- 3<sup>rd</sup> bullet point under Vulnerable Adults Activities, Groups and Events – add “s” to service – should read “Church services and events endorsed by the PCC.

It was agreed that Sonja would make sure these alterations are done and with these amendments Elaine Shimbart proposed we accept the Policy Template. This was seconded by Tony Rice-Oxley and agreed unanimously.

Abi Morgan proposed we accept the Policy Statement and this was seconded by Barbie Lloyd and agreed unanimously.

Sonja

- Seeds – Fr Mike had an advert from The News for Poppy seeds to commemorate World War 1. They are £1.99 per pack of 1,000. It was agreed it would be nice to get a packet for the churchyard. Fr Mike suggested putting it in the Bulletin this week to see if anyone from the congregation would like to order some.

Fr Mike

## 14. **Dates of Future Meetings:**

### 2014

The next meeting will be held on **Wednesday 11<sup>th</sup> June 2014**

Wednesday 9<sup>th</sup> July

Monday 22<sup>nd</sup> September

Tuesday 4<sup>th</sup> November

Monday 15<sup>th</sup> December at the Vicarage (7.30 pm)

### 2015

Tuesday 13<sup>th</sup> January

Monday 23<sup>rd</sup> February

Wednesday 25<sup>th</sup> March

Sunday 19<sup>th</sup> April – APCM (note change from 26<sup>th</sup> originally advertised)

**ACTION**

Unless otherwise stated all meetings start at 8 pm in Church following the 7.30 pm Eucharist.

**Please let Jane have your apologies in advance of the meeting if you are unable to attend.**

All meetings finish no later than 9.30 pm.

There being no further business the meeting closed at 8.45 pm followed by drinks and nibbles to welcome the new members.