

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN THE CHURCH
ON MONDAY 18TH JULY 2016 AT 8.00 pm**

Present: Fr Mike, Rosy Stone (Churchwarden), John Hood (Churchwarden), Candy Williams, Malcolm Brewer, Lynne McNeill, Chris Gadd, Norma Kershaw, Colin Monk, Dawn Trimby (Treasurer), Jane Cook (Secretary)

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| 1. | <p>Apologies for absence: Elaine Shimbart (Deanery Synod), Barbie Lloyd (Deanery Synod), Sheilah Hall, Patricia Byrne, Dick Handy</p> <p>Fr Mike thanked everyone for coming on a very hot evening.</p> | |
| 2. | <p>Minutes of last PCC meeting on 7th June
The minutes were agreed as a true and accurate record.</p> | |
| 3. | <p>Matters Arising
 <u>Page 2, Item 4c)</u> – John confirmed that we do not need a Faculty for the new noticeboard but Dick thinks we will need a Schedule B. As this has already been discussed with the Archdeacon John will e-mail her to ask her whether it is necessary for us to get a Schedule B.
 <u>Page 2, Item 4c)</u> – John advised that the new boiler at the back of church is now in position and today he and Colin turned down the water temperature so no-one will scald themselves. Dawn confirmed that she will pay the invoice before going on holiday.
 <u>Page 2, Item 4c)</u> – Jane confirmed that she had written a letter of thanks to Mary Hutchings.
 <u>Page 3, Item 4d)</u> – Rosy said that she has not yet contacted Portsmouth Registry Office for a list of the registers which they have for our church (for marriages etc).
 <u>Page 4, Item 10)</u> – Fr Mike gave Jane the completed signed form to send off to the Diocese to enable Tony Rice-Oxley, Dick Handy, Lesley Handy, Linda Wainwright and Graham Biggs to administer home communion.
 <u>Page 5, Item 11)</u> – Jane confirmed that she had sent a letter to Margaret Symonds in response to her letter.</p> | <p>JH</p> <p>DT</p> <p>RS</p> <p>JC</p> |
| 4. | <p>a) Treasurer's Report
Dawn gave the following report:</p> <p><u>Income</u></p> <ul style="list-style-type: none"> • Now receiving £2169 from Parish giving donations plus £485 gift aid. Standing orders have dropped to £865.67. • Donations are from baptisms and also some donations from Cecil Wilman's funeral to go towards the upkeep of the organ. • Fundraising is £3058.47 from the Fete, £11 plant sales and £216.50 from the open garden • £21.19 from the bookstall is for the servant Queen book • Extra-ordinary income is £15 clothing and £700 donation from the social committee <p><u>Expenditure</u></p> <ul style="list-style-type: none"> • £160.62 to have the organ tuned before the music festival. The invoice will be sent to Tony Rice-Oxley for WMF to reimburse the church. • Fundraising costs are £23.92 for new aprons for the BBQ and £400 cash for the floats at the fete (this is included in the £3,058 paid in). | |

- Lit costs are for communion wine

b) **Charity Treasurer's Report**

Lynne reported that:

The June retiring collection raised £155.27 for Water Aid.

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

John, Chair of this Committee said that the minutes of the meeting held on 12th July had been circulated to all today.

- John said that the counting of the cash after the 10am Eucharist by the sidespeople seems to be bedding in very well and Dawn said her Assistant has started and John said we realise what a massive job it used to be for Dawn.
- Church Security – John came to lock up recently and found 2 doors open – the Sacristy and the fire exit door in the hall so reminded people to be mindful of security.
- John attended the Churchwarden training session and raised the matter of the emergency fire exit signs in the church and mentioned it to the Archdeacon. We need to check with our insurers to see if we need them and John will contact Tony about this.
- Colin said that SmartWater was applied this morning. For those who do not know what this is Colin explained that it is a substance that has millions of microdots within it with a specific number. You brush it on any external metal object so if, for example, lead on the church roof is stolen it can be scanned and sent back to SmartWater to find out where it has come from. Rosy had ordered some new SmartWater as it only has a lifespan of 5 years.
- Fr Mike read out Dick's e-mail as he was unable to attend the meeting. From the F&F Committee Dick has taken on the role of photographing and recording the church plate, equipment and records but to do so he needs to purchase some storage medium - 2 large capacity 128Gb USB Memory Sticks and an external 500Gb hard drive. He therefore asked permission from PCC to spend approximately £75-£100 to purchase the necessary equipment. This was agreed by the PCC, proposed by John Hood, seconded by Dawn Trimby and agreed unanimously.

JH

DH

5.

Pastoral Committee Report

Have not met – next meeting is tomorrow night. Fr Mike said there is one thing he needs to bring up. Our Harvest Thanksgiving is on Sunday 2nd October which is the same date as Church Live. Fr Mike would like to know who our Harvest gifts should go to this year. After discussion it was agreed to split it between Food Bank Waterlooville and the Two Saints Centre. A notice will go out in the Bulletin asking people to donate either food for the food bank or toiletries for the Two Saints Centre.

MS

6.

Hall Committee Report

The minutes of the meeting of the Hall Committee on 13th July have already been circulated.

- Colin confirmed that he had been re-elected as Chair for this year. However he pointed out that he has done this on and off for the last 12 years and thinks it would be good to have someone new take over next year with fresh ideas. Malcolm has been Treasurer for the last 6 months and is continuing. Sheilah wants to carry on as Bookings Secretary although she is not well at the moment and Jane agreed to carry on as minutes secretary.
- Colin said when the insurance renewal came through for the hall the policy was very vague for public liability - cover for people who have

hired the hall more than 3 times in a year, all church activities are automatically covered but other organisations have to have their own insurance. St George's Thursday Market came up and Mary Chapman said she was covered by the church insurance when they first took over from the WI. Colin spoke to Ecclesiastical and they are mentioned in our insurance but Dick thought we should re-affirm it as a function that we sanction in the hall. It was therefore proposed by Colin Monk that PCC approve this as a St George's activity and this was seconded by Rosy Stone and agreed unanimously. Chris then asked whether the lawyers who use the hall would be covered as they have used it 3 times so would they need their own insurance next time. Also check with Linda Wainwright that National Trust are covered.

CM

- Risk Assessment – Colin said that this has now been sent out to everyone and hopefully we can now move on to the church one. Fr Mike said a big thank you to Colin for doing this as it was a big job. Colin said thanks to those people who had offered to take on some of the actions.
- Colin said that Sheilah has asked for some help opening and locking up for lets. We can give keys out to some of the people letting. However, late evening bookings on a Friday, Saturday and Sunday are an issue as committee members said they are not caretakers and no-one wanted to come up at 11 pm to close the hall. The proposal is that we charge £100 cash deposit and that will be refundable 24 hours later after the hall has been inspected and the people will be responsible for collecting and dropping off the key. Fr Mike said that this is what a lot of other places do.

7. a) **Other Committee Reports**

Social and Fundraising Committee

(1) Approval of PCC insurance for Church Shop

Fr Mike said we need approval for the Church Shop to come under the church insurance as an agreed PCC event from 26th September to 8th October. This was proposed by Chris Gadd, seconded by Malcolm Brewer and agreed unanimously.

b) **Communications Team (Report from Chris Gadd)**

Chris said they have not met since the last PCC but he has a few things to report on.

- Chris said you will remember at the last PCC meeting he advised that the remit of the team this year is to spread the message into the community and they are working on this and Chris will report back as things progress.
- Church Live will take place on Sunday 2nd October which is also our Harvest Festival and we all need to make sure that the church is full that day. Chris intends to put regular updates and reminders in the Bulletin each Sunday so people are aware of what is going on. He will sit down with Dick soon to discuss next moves with regard to all the technical stuff. Chris has e-mailed St George's Churches around the world – eg Tasmania, Singapore etc to join in with us on the day and has had some very positive responses. This will also make a good news story. It was agreed we must do something with Fr Mike's microphone which sounds very muffled. Fr Mike said he is having a meeting with Richard Spurgeon tomorrow regarding the microphones in church. John said Tony Kightley has had 40 years' experience of church audio systems. It was suggested that if this is not solved tomorrow we need to get someone to look at it urgently as time is getting short and they must

CG/All

CG/DH

MS

work with no hitches on 2nd October. Chris said leaflets will be distributed to the Berewood estate to join us.

- Christmas services – Chris said you will recall that Fr Mike appeared on Express FM and Chris suggested that they might like to record our Carol Service on Sunday 18th December. This will get broadcast on Christmas Eve and Christmas Day.
Chris has flagged both of these events up with Rod Starr and Don Lloyd.
- Northwood Estate Agents, opposite the church – Fr Mike popped in to say welcome and then Chris went over and had a meeting with them. They are very excited about getting involved with the church and local community. They have lots of ideas in the pipeline. They are going to have an ad in the magazine. They were surprised when Chris told them the cost of running the church and they have offered to contribute £250 towards the new noticeboard in return for photos and story in the news. They are writing the cheque this week and will e-mail Chris when it is ready and Fr Mike will go across and pick it up.
- Christmas leaflets from Waterlooville churches – Fr Mike had a meeting last week with the local clergy. The Baptist church have a well-rehearsed set up for this and don't wish to change but Sacred Heart are very interested. We can learn from the Baptist church who distribute through the Stay Local Magazine – they advertise in the Magazine and also put their card inside so that if people throw the magazine away the card might drop out first. Fr Mike then contacted Stay Local who have a distribution of 14,000 and they charge £10 per 1000 to put an insert in their magazine. 50% discount price for an advert at £25 + VAT for a quarter page space and £50 + VAT for a half page space for both the months of November and December. Dawn suggested we could do this instead of advertising in The News this year as this goes in far too early. The deadline is Monday 17th October so Chris was asked to think about this further. As PCC don't meet again until end of September the PCC gave Chris approval to spend up to £200 if it was felt we should go ahead with this and Chris would then liaise with Sacred Heart. If they join us it would obviously cost us half of the above amounts. Fr Mike said that Jeff Crate from Havant Borough Council is always extremely helpful and would probably put up posters for the Christmas services. Colin also said Streetlife/ Facebook is a good way of advertising.
- Church Bells – Chris had already circulated the draft letter below to send to the agents.

“Dear Sirs,

RE : ST GEORGE'S CHURCH BELLS

We are writing to you purely as a matter of courtesy to let you know about the bells at St George's Church in the event that you might like to warn any potential tenants / homeowners before they agree to take possession of a property within earshot of the church

Our bells are rung on the hour every hour between 8AM and 7PM every day. In addition, we also ring bells three times each week for our 8AM and 10AM Sunday services and our 10AM Wednesday service. In each case we only ring the bells approximately twenty minutes prior to the service starting. In addition, there are two sets of three rings during the service itself.

There are also a few other occasions during the year that we ring the

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bells outside of these hours such as during Holy Week and church festivals.

During December the hourly chime is replaced with excerpts from Christmas carols between 10AM and 4PM, with the usual clock chimes before and after these times.

On occasion we are asked to ring peels of bells for specific events such as weddings and funerals but this happens no more than five to ten times per year.

We would, of course, be delighted to see any new tenants / homeowners at any of our services and enclose several copies of our Welcome Pack for distribution.

YF”

After discussion it was agreed to take the word “purely” out of the first sentence and Jane was asked to put it onto headed paper and keep until we are ready to send.

JC

8. **Deanery Synod Report**

Not met.

9. **Correspondence**

An e-mail has been received from the Diocese of Portsmouth advising that the password-protected website www.parishinfo.org has been superseded by something called the “Portal” and will be switched off by the end of July. Fr Mike and John have already signed up to this but Jane will send to Rosy, Dawn and Lesley Handy so they can decide if they want to sign up.

JC

10. **Date of Next Meeting**

The next meeting will be held on **Monday 26th September 2016** in church at 8.00 pm following the Eucharist.

All

The meeting closed at 9.10 pm