

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH  
ON WEDNESDAY 20<sup>TH</sup> JUNE 2018 AT 8.00pm**

**Present:** Chris Gadd (Churchwarden)(Chair), Barbie Lloyd (Deanery Synod), Malcolm Brewer, Lesley Handy, Ian Gibson, Colin Monk, Patricia Byrne, Dawn Trimby (Treasurer), Jane Cook (Secretary)

			<b><u>ACTION</u></b>
1.		<b>Opening Prayer</b> Ian read the opening prayer.	
2.		<b>Apologies for absence:</b> John Hood (Churchwarden), Anne Morgan (Outgoing Churchwarden), Candy Williams (Deanery Synod), Lisa Toft, Sandra Hewett, Norma Kershaw	
3.		<b>Minutes of last PCC meeting on 22<sup>nd</sup> May 2018 and amendments</b> The minutes were signed as a true and accurate record.	
4.		<b>Matters Arising</b>	
		<ul style="list-style-type: none"> <li><u>Bottom of page 2</u> – Jane had an action to contact Margaret Symonds re Mothers' Union and Prayer Group and her response is as follows: "I have taken over the Prayer Group, although we try to get Audrey Mentor to the Wednesday Service and 'monthly' get together at the back of church. Officially the MU branch is run by the committee - Andrew Clark is the book keeper, Janet Johnson minutes secretary and produces articles for the magazine, Wendy Clark sends out birthday cards to members and the rest of the organisation falls to me. I use the title 'Contact person' which seems to work".</li> </ul>	
		<ul style="list-style-type: none"> <li><u>Page 3, Item 7</u> – Norma is happy to stay on the Hall Committee. Assume Candy is happy to remain on Pastoral – Jane hasn't heard otherwise.</li> </ul>	
		<ul style="list-style-type: none"> <li><u>Page 5, Item 13</u> – Jane confirmed that she had sent a letter to Fr Charles on behalf of the PCC as requested.</li> </ul>	
		<ul style="list-style-type: none"> <li><u>Page 5, Item 13</u> – Colin confirmed that the new lawn mower has been purchased and has already been used.</li> </ul>	
		<ul style="list-style-type: none"> <li>Malcolm queried Lisa's e-mail address on the address list Jane sent out with the last minutes as it wasn't in blue the same as the others. Lesley confirmed it was correct. Jane said it may not be in blue because she hadn't done a carriage return after the e-mail address.</li> </ul>	
5.	a)	<b>Treasurer's Report</b>	
		<u>Income</u> <ul style="list-style-type: none"> <li>PGS has had the annual increases applied and we now receive £279.68 extra per month.</li> <li>Donations include a wedding and a baptism.</li> <li>Gift day raised £585.</li> <li>Income is currently £4,952 under budget.</li> </ul> <p>This does not include the Fete or Gift Aid which is awaited. WMF payment to the church will come in June figures.</p> <u>Expenditure</u> <ul style="list-style-type: none"> <li>£197.93 in admin is the cost of the Vicarage phone line.</li> <li>Fundraising costs are the raffle tickets for the Fete.</li> </ul>	

		<ul style="list-style-type: none"> <li>Expenditure is currently £2,036 under budget.</li> </ul>	<b><u>ACTION</u></b>
	b)	<b>Charity Treasurer's Report</b>	
		No report had been received from Lynne McNeill but Malcolm thought that May was in aid of Christian Aid. Jane e-mailed Lynne after the meeting and she apologised for not sending a report and advised that an amount of £319.78 was sent to Christian Aid in May.	
	c)	<b>Fabric, Finance and Quinquennial Committee Report</b>	
		<p>Minutes of the meeting held on 6<sup>th</sup> June have already been circulated.</p> <ul style="list-style-type: none"> <li>Colin said a little caution was advised as income down on giving but with the Fete and WMF we should be OK.</li> <li>There have been problems with the CCTV but this has now been fixed.</li> <li>The light on the church fitted by Jacksons and the new light on the Hall fitted by Colin are not working. Colin will fix the Hall one and we are waiting for Jacksons to come back to fix the light on the church.</li> <li>The material for the pew kneelers has arrived. John has taken 3 kneelers home to round off the ends. When he returns from holiday he will contact Ruth Loveman.</li> <li>Hall flooring is being fitted in August.</li> <li>After discussion on Fr Colin's installation the general consensus was not to go overboard on expenditure.</li> </ul>	
6.		<b>Other Committee Reports</b>	
	a)	<b>Hall Committee</b>	
		<p>Minutes of the meetings on 11<sup>th</sup> April and 30<sup>th</sup> May have already been circulated.</p> <ul style="list-style-type: none"> <li>The meeting on 30<sup>th</sup> May confirmed appointments for this year and agreed co-options. Tony Rice-Oxley has advised that he will be standing down as chair next year.</li> <li>Malcolm said the current balance at the time of the meeting was £4,992, however we still have the flooring and other things to come out of this.</li> <li>We are still looking for someone to book the Hall on a Friday evening.</li> <li>We now have extra power sockets – 3 double sockets have been installed so should be able to cope with anything.</li> <li>Still have a list of jobs to be done but a lot of jobs have already been done.</li> </ul>	
	b)	<b>Social and Fundraising Committee</b>	
		<p>Minutes of the meeting held on 16<sup>th</sup> May have already been circulated.</p> <ul style="list-style-type: none"> <li>Friday morning coffee numbers were quite poorly attended during April but will continue.</li> <li>Summer Fete was a great success.</li> <li>There is a travelling supper on 29<sup>th</sup> June.</li> <li>Open Garden at Christine Culley on 3<sup>rd</sup> June was very successful.</li> <li>The Parish trip on 22<sup>nd</sup> September will be on a canal boat from Chichester with cream tea included.</li> <li>Charity shop for 2 weeks from 15<sup>th</sup> October.</li> <li>Harvest Festival planned possibly for 7<sup>th</sup> October with lunch.</li> </ul>	

	c)	<b>Pastoral Committee and Safeguarding</b>	<b><u>ACTION</u></b>
		The next meeting will be held in July.	
7.		<b>Deanery Synod Report</b>	
		Not met. Meeting to be held next Tuesday 26 <sup>th</sup> June.	
8.		<b>GDPR – update</b>	
		<p>Lesley advised that 94 replies have been received. Currently looking at the different categories and whether people want details to be made public or not. If next of kin are added it will need to be kept in a folder in a safe place but accessible, probably in the safe.</p> <p>It is all ongoing and Lesley will be chasing people who haven't replied. Going through the Audit that was sent out to identify and highlight concerns or gaps and will then go back to the person to see if it needs discussing further.</p> <p>It was agreed to take GDPR off the agenda for each meeting. Lesley will advise Jane if she has anything she particularly needs to say and Jane will add to agenda for that meeting.</p>	LH
9.		<b>Installation of Fr Colin on 19<sup>th</sup> September</b>	
		<p>Chris said he will be heading up the installation so nothing gets forgotten or missed. Chris said that the Bishop would not agree to a Eucharist as it would make the service too long but has agreed to a later start time of 6 pm.</p> <p>There will be two teams:</p> <p><b>Service Team</b></p> <ul style="list-style-type: none"> <li>• Led by Lesley which will include Ray, Rod, Adrienne and Anne</li> <li>• Date of installation is Wednesday 19<sup>th</sup> September at 6pm</li> <li>• There is an Order of Service that has to be followed from the Diocese</li> <li>• The idea of the Service team is to look at all the components of the service and ensure we include what Fr Colin wants in terms of music, vestment colours and readings, also people recommended to be included.</li> <li>• Mayor of Havant has already been invited and this is confirmed.</li> <li>• There are people required to be invited to be involved in the service and Lesley has a list of names and e-mail addresses ready to send out. Fr Colin suggested we use e-mail as most people respond to this better.</li> </ul> <p><b>Post Service Team</b></p> <ul style="list-style-type: none"> <li>• Led by Malcolm which will include Richard, Colin, Rosemary and Jane</li> <li>• Meeting on 2<sup>nd</sup> July to discuss catering. Will probably do something similar to Mike and Lynda's leaving 'do' as that worked very well but Malcolm will also obtain a couple of outside catering quotes to compare. Richard will set up the PA system and organise background music. Malcolm is investigating Tony's marquee to see if this is suitable in case of wet weather. Colin said we do not need a drinks license as we are not selling it. Chris confirmed that Fr Colin is happy with a buffet. Probably cater for 150/170. Ask Fr Colin if he is inviting his own guests or whether he wants us to. May be a good idea to ask for any dietary requirements on the invitations.</li> </ul>	

		<p>Both teams will report back to the next PCC meeting on 23<sup>rd</sup> July. This will be the last meeting before the installation but a Standing Committee can always meet and agree any budget required.</p> <p>Ian is going to an installation in August and will let us know what they did to give us an idea.</p>	<b><u>ACTION</u></b> Both Teams
10.		<b>Police Incident Report (LH)</b>	
		Lesley summarised this for people who were not at the last meeting. If you have not been to either meeting and you want information please speak to Lesley. We need to keep a watching brief on this. It was suggested that Lesley might get a Dictaphone to switch on if necessary and the PCC agreed to this. Dawn said she bought a cheap one for Ben on Amazon.	
11.		<b>Correspondence</b>	
	a)	<b>Parent and Toddler's 40<sup>th</sup> Anniversary</b> After discussion it was agreed that Jane would ask Rosemary if they could include this in the summer party on the last day of term – perhaps a cake. Ask Pam Dinneen if she remembers how many leaders there have been since the start.	JC
	b)	<b>November Poppies</b> Jane had received an e-mail from Rosemary Monk regarding the November WW1 centenary. Some ladies from the Baptist church came into church last week wanting to knit/crochet poppies for this for our church. Anne advised them that we already have this in hand and are doing our own project. Dawn Hyett will organise an altar front to commemorate the 31 names on the 14-18 memorial in the porch and has spoken and agreed this with Adrienne. We will also organise something out at the front. Apparently all the local churches are doing something at their entrance/street front. This is just to be noted by PCC.	
	c)	<b>Churchwarden training</b> Chris and John went to Churchwarden training last week. One of the things that came up that they didn't know the answer to was how we count the money after the service. Chris was advised that 2 of the sidespersons count this in the chapel after the service and record it on a slip of paper and both initial it and also record it in the book in the Sacristy and then put it in a bag in the safe.	
	d)	<b>Safeguarding Training</b> Chris asked Jane to let Sonja know the names of the new members of the PCC so she can advise them on the on-line safeguarding training they are required to do.	JC
12.		<b>Date of Next PCC Meeting</b>	
		The next PCC meeting will be held on <b>Monday 23<sup>rd</sup> July</b> in Church at 8.00 pm.	ALL
		Closing Prayer	
		There being no further business the meeting closed at 8.55 pm.	