

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH
ON MONDAY 23RD JULY 2018 AT 8.00pm**

Present: Chris Gadd (Churchwarden)(Chair), John Hood (Churchwarden), Anne Morgan (Outgoing Churchwarden), Barbie Lloyd (Deanery Synod), Malcolm Brewer, Lesley Handy, Lisa Toft, Ian Gibson, Colin Monk, Sandra Hewett, Norma Kershaw, Dawn Trimby (Treasurer), Jane Cook (Secretary)

| | | | <u>ACTION</u> |
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| 1. | | Opening Prayer Anne read the opening prayer. | |
| 2. | | Apologies for absence: Patricia Byrne Did not attend: Richard Spurgeon and Candy Williams (Deanery Synod) | |
| 3. | | Minutes of last PCC meeting on 20th June and amendments The minutes were signed as a true and accurate record. | |
| 4. | | Matters Arising | |
| | | <ul style="list-style-type: none"> • <u>Page 1, Item 11a) - Parent and Toddlers' 40th Anniversary</u> – Rosemary Monk said that as Pam Dinneen has had her knee replacement she feels the best celebration time would be at the Christmas party in December so there is time to get people organised. | |
| | | <ul style="list-style-type: none"> • <u>Page 4, Item 11d) – Safeguarding Training</u> – Jane confirmed that she had sent the names of the new members of the PCC to Sonja. | |
| 5. | a) | Treasurer's Report | |
| | | <p>Dawn gave the following report:</p> <p>I have colour coded the monthly report this month as I am concerned in with the way the year is going so far. Anything coloured orange is a cause for concern, anything coloured green is better than expected. With this in mind I have the following comments on the figures.</p> <p><u>Income</u></p> <ul style="list-style-type: none"> ➤ There are far more orange figures on the income side than green, <ul style="list-style-type: none"> - However the envelopes (both pink and green have not been counted for June due to holidays being taken. - There is one gift aid claim outstanding and another one now due ➤ Fundraising income is from the fete £2195.01 (including the banking of the £300 float), Bonusball and pen sales ➤ Extra-ordinary income is £100 from the Wednesday coffee morning ➤ Photocopier income is a lot lower than expected <p><u>Expenditure</u></p> <ul style="list-style-type: none"> ➤ There have been no clergy expenses but some of this will have to be used for costs related to Father Colin's licensing ➤ All the utilities are under budget. Although insurance looks over budget we have had the money from the hall for their share and this is included in extra-ordinary income ➤ Admin is over budget but we had to pay £89 for the new gift aid software ➤ Fundraising costs are the £300 cash floats we withdrew for the Fete | |

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| | | <ul style="list-style-type: none"> ➤ Both Church maintenance and upkeep of the grounds are over budget but £358.71 was paid for a new mower which is included within the grounds maintenance figure ➤ The cost of photocopying is over budget which becomes more of a concern when you take into consideration the fact that we have not got as much money in for photocopying as we had expected ➤ Liturgical cost are well under budget, and this could be due to us not purchasing as many candles as we have in the past. <p>We will need to be extremely cautious over the coming months as our bank balance is dropping and the income does not seem to be as much as expected.</p> <p>It was pointed out that the money for the hire of the church from WMF is not included in this. We also have 2 lots of gift aid money to come. We have the shop coming up but Dawn said we budget to raise £10,000 a year which is a big ask and the shop will be included in this. Photocopying costs are high and Colin said he will ask John Johnson if he can give a breakdown of expenditure on the different photocopying codes.</p> | <u>ACTION</u> |
| | b) | Charity Treasurer's Report | |
| | | Jane read out the figures for June provided by Lynne McNeill, Charity Treasurer as follows: £82.43 was raised during June for Rays of Sunshine children's charity. | |
| | c) | Fabric, Finance and Quinquennial Committee Report | |
| | | Minutes of the meeting held on Monday 16 th July have already been circulated. <ul style="list-style-type: none"> • <u>Vicarage</u> - John added that Fr Colin is taking the keys for the Vicarage on Wednesday this week to visit. Almost certainly two rooms will need decorating. Dawn said there is £1,000 in the budget for Vicarage maintenance. The stove was removed by the Diocese which is fine as Fr Colin would like to bring his own. • <u>Pews</u> – are well on their way so the cost will be hitting us in the next month. • <u>Hall Kitchen Floor</u> – Ian offered to help to move things in the kitchen before they lay the floor if he is needed. | CM |
| 6. | | Other Committee Reports | |
| | a) | Hall Committee | |
| | | Not met. Next meeting on 15 th August. | |
| | b) | Social and Fundraising Committee | |
| | | Minutes of the meeting held on Wednesday 27 th June have already been circulated. Malcolm gave the main points: <ul style="list-style-type: none"> • Travelling supper went well. • Shirley and Robert Vann have joined the Committee and are welcome additions. • Coffee morning at Margaret Deal's raised £105. • There have been a couple of book sales from the church wall. • Parish trip coming up on 22nd September on Chichester canal. Fr Colin will be joining us on that. • Charity Shop dates have changed to two weeks from 8th October. | |

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| | | <ul style="list-style-type: none"> • Planning now for Christmas and New Year. | <u>ACTION</u> |
| | c) | Pastoral Committee and Safeguarding | |
| | | <ul style="list-style-type: none"> • Minutes of the meeting held on Tuesday 17th July have already been circulated. Anne said the main thing is that Claire Rockett has finished leading Toddlers and Vanessa will take over in the new term. Rosemary will stay on to help until Christmas. • Sunday School is ticking along well. Anne and Barbie are meeting tomorrow and organising lessons for just a term as they felt once Fr Colin arrives he may want to change things. • Possibility of having next Parish breakfast in November. • Defining philosophy of the Pastoral Committee which is in hand. • Anne to talk to Sonja and ask for a report even if it is a Nil return on Safeguarding to every Pastoral Committee so this can then be reported on at PCC. The Churchwardens are very keen that this happens. | AM |
| 7. | | Deanery Synod Report | |
| | | <p>Met on Tuesday 26th June. Barbie said that the minutes have not come out yet and she will send to Jane for circulation when they do. Following the basic notices 4 stations were set up and two had to be chosen with 10 minutes at each. Barbie and Candy stayed together and decided to do the most obvious and the least obvious. One was what to do if we have a lot of building work in the Parish. She said some people just talked about their own parishes and what they were doing so they didn't find it terribly helpful.</p> <p><i>[Post Meeting Note: Barbie sent the minutes to Jane on 24th July so they were distributed to everyone with the PCC minutes]</i></p> | BL/JC |
| 8. | | Installation of Fr Colin on 19th September | |
| | | <p>Chris asked Malcolm to report on the post Service Team and Lesley to report on the Service Team.</p> <ul style="list-style-type: none"> • <u>Post Service Team</u> - Malcolm said that Colin, Rosemary, Richard, Jane and himself met on Monday 2nd July to organise the Social Side of the Installation. Malcolm looked at the cost of getting outside caterers and the best quote to cater for 150 people with food, supply of glasses but no drink was £1,586. We decided that what we did for Fr Mike and Lynda's leaving 'do' worked very well and we have come up with a form which we will put in church during August for people to sign up to food. <p>We had thought about a marquee in the grounds but as Colin pointed out sunset is at 7.10pm that night so would need lighting. In the end it was decided to use the Hall and if it is a nice evening people can go outside with their food and drink.</p> <p>We thought it would be a nice idea to have a cake and since the meeting Eve Inwood has kindly agreed to make it. We thought we would give people a glass of Bucks Fizz as they enter the Hall and perhaps cut the cake at the start. We will also have some boxes of wine, soft drinks and a half barrel of beer. As it is mid week it is presumed people won't want too much drink particularly if they are driving. Teas and coffees will be offered to people before they leave.</p> <p>Malcolm said at the last Social Committee meeting they decided to hold back from giving a donation to the church and he will go back and see what the Social Committee would like to donate towards</p> | |

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| | | <p>this evening.</p> <p>Malcolm said before we eat would somebody say Grace and get Fr Colin to cut the cake. John said he didn't think this would work as, in his experience, people tend to stay in church chatting before going for refreshments. It was suggested that maybe we do what we did at Fleur's wedding and hand out Bucks Fizz in church and cut the cake. Chris and John to talk to the Bishop's Chaplain about this.</p> <p>Ian is going to the installation at Ascension church in August so it will be interesting to hear his comments on that.</p> <p>It was decided to change our next meeting to take place on the evening of 1st August so we can take on board what has been discussed by the Service team in the morning.</p> <ul style="list-style-type: none"> • <u>Service Team</u> – Lesley said their next meeting is Wednesday 1st August at 10.45. They will discuss at their meeting the order of service which has been produced as the Bishop would like it. The music has been chosen now. Fr Colin will choose the readings. Need to talk about all the people to be involved and the logistics of who is doing what. There is a seating plan which Fr Ray has come up with and there will be reserved labels for different people. Invitations will go out by e-mail and John Johnson is setting up a dedicated temporary e-mail address for sending invitations and receiving replies. Invitations will be by e-mail, poster and Bulletin with RSVP by 2nd September. <p>All the Clergy involved in the service will need to robe, probably in the Hall. The post service team will spend the afternoon sorting out the food and drink and it will be covered at the far end of the Hall so the Hall will be free when the Clergy need it. Colin said we will clear the Committee Room and the stage and we have several rails for them to use to hang their clothes on.</p> <p>Lesley said there are lots of jobs for people to do.</p> <p>Lesley said we have made a good start. There are things we need to check up on with the Bishop's Chaplain. Lesley said she has been in touch with Fr Colin asking various questions.</p> <p>Chris said that as this is the last PCC before the Installation thanks should go to Barbie and Richard for choosing Fr Colin, thanks to all on the PCC and outside the PCC for the enormous amount of hard work it has taken to keep the church running during the Interregnum and notably to Lesley who has taken on a huge amount of extra work. Barbie said that the 3 Churchwardens during the Interregnum – John Hood, Anne Morgan and Chris Gadd should also be commended for all their hard work in keeping the church going.</p> | <u>ACTION</u> |
| 9. | | Correspondence | |
| | a) | <p>Safeguarding C1 training (J Hood)</p> <p>An e-mail has been received from the Diocese advising that the Kwango will be closing on 31st July. Consequently the Diocese's C1 on-line safeguarding training modules for adults and children will no longer be available after this date. This should only apply to members of the PCC who have just joined and they should be encouraged to complete this before 31st July. Jane was asked to forward the e-mail to Sonja who can advise the people who still need to complete it to do so by 31st July or how to do it after this date.</p> | JC |
| | b) | Replace Anne Morgan with Chris Gadd as signatory on church accounts | |

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| | | Dawn advised that at the moment herself, John Hood, Jane Cook and Dick Handy are signatories along with Anne Morgan. We need to remove Anne Morgan as signatory as she is no longer a Churchwarden and add Chris Gadd as a new signatory as new Churchwarden. This was proposed by Colin Monk, seconded by Malcolm Brewer and agreed unanimously. Colin will pick up a change of signatory form from HSBC when he is next in. | <u>ACTION</u> CM/DT |
| | c) | Planning Application (email from Adina Burton) Adina Burton sent an e-mail to the Churchwardens asking if we are going to comment on the Planning Application for the proposed building next to the church. John has replied to Adina to say we did discuss it at a PCC meeting and felt as a church we had nothing to complain about as we do not live there. Colin also organised a meeting but no-one wished to comment. John attended a meeting held last Wednesday which was attended by Cllr Tim Pike when nothing new came to light. Another public meeting is due to be held in October and they want to use the Church Hall. John said we have advised the Diocese about it. John Williams suggested we take photographs of the church and grounds before they start building work. Dawn said this is a good idea as when they built Sainsbury's the glass in the shower of the house nearest to the work shattered. It was felt that we should raise this with the Architect at our forthcoming Quinquennial and see what he suggests. Barbie said that she thought we had agreed to comment on behalf of the church that when building work starts they are considerate of services such as funerals taking place during the week and also through the week in June when the Waterlooville Music Festival takes place. Chris will draft something up. | JH/CG CG |
| | d) | WW1 Armed Forces Silhouettes Havant Borough Council is in the process of applying for a grant from the Armed Forces Covenant Fund Trust to purchase 10 x Armed Forces silhouettes. These will be placed in Community Centres, Churches and Schools etc in the area. It was felt that this might link in nicely with the centenary of the end of World War One Poppy display that St George's is doing and it was felt that we should register our interest. | JC |
| 12. | | Date of Next PCC Meeting | |
| | | The next PCC meeting will be held at 8.00 pm on Tuesday 25th September following the 7.30 pm Eucharist. | ALL |
| | | Closing Prayer | |
| | | There being no further business the meeting closed at 9.00pm. | |