

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH
ON THURSDAY 27TH SEPTEMBER 2018 AT 8.00pm IN CHURCH
FOLLOWING THE 7.30PM EUCHARIST**

Present: Chris Gadd (Churchwarden)(Chair), John Hood (Churchwarden), Fr Colin Lawlor, Anne Morgan (Outgoing Churchwarden), Candy Williams (Deanery Synod), Malcolm Brewer, Lesley Handy, Lisa Toft, Ian Gibson, Colin Monk, Sandra Hewett, Patricia Byrne, Norma Kershaw, Richard Spurgeon, Dawn Trimby (Treasurer), Jane Cook (Secretary)

			<u>ACTION</u>
		<p>Opening Prayer – Lisa read the opening prayer</p> <p>Welcome to Fr Colin to his first PCC meeting at St George's Chris said that Fr Colin has asked him to remain as chair of the PCC which he is happy to do. He extended a very warm welcome to Fr Colin on behalf of the PCC.</p>	
1.		<p>Apologies for absence: Barbie Lloyd (Deanery Synod)</p>	
2.		<p>Minutes of last PCC meeting on 23rd July The minutes were signed as a true and accurate record.</p>	
3.		<p>Matters Arising</p> <p><u>Page 2, Item 5a</u>) – Photocopying costs – Colin spoke to John Johnson about photocopying costs. He was under the impression that there was not a lot of difference in price between colour and black and white on this photocopier. In fact it works out that colour is 10 times more expensive than black and white. He advised that even if there is only one colour picture in a whole document, it will be charged as colour for the whole document. However, Lesley seemed to think that it is only the one page with the colour picture that is charged as colour. Colin will check this out again with John.</p> <p><u>Page 3, Item 6c</u>) – Jane advised that she has received a Safeguarding report from Sonja Barrant which will be included in these minutes.</p> <p><u>Page 3, Item 7</u> – these minutes from the meeting on 26th June were circulated with the PCC minutes on 24th July.</p> <p><u>Page 4, Item 9a</u>) – Jane confirmed that the e-mail was forwarded to Sonja who has since advised those people who need to do the Safeguarding C1 training.</p> <p><u>Page 5, Item 9b</u>) – Dawn confirmed that she has received the change in mandate and is dealing with it.</p> <p><u>Page 5, Item 9c</u>) – Chris still to draft a comment from the church on the proposed building work in Waterlooville.</p> <p><u>Page 5, Item 9d</u>) – Jane had received an application form from Havant Borough Council. They only have 10 silhouettes and more than that wanting them. She said she had completed the form and returned to HBC and the closing date was 19th September so now waiting to hear if we have been allocated one.</p>	<p>CM</p> <p>DT CG</p>
4.	a)	<p>Treasurer's Report</p> <p>Dawn gave the following report:</p> <p>The figures have been colour coded again to make it easier to see out position at a glance.</p>	

		<p>Main points to mention are:</p> <p><u>Income</u></p> <ul style="list-style-type: none"> ➤ We received £3000 from WMF in July ➤ Donations mainly came from baptisms ➤ Fundraising includes £100 Bonusball and £120 from the Baroque choir concert ➤ We received £231.37 interest from our investment with the Diocese <p><u>Expenditure</u></p> <ul style="list-style-type: none"> ➤ Admin is all stamps ➤ Liturgical costs are the baptism cards / candles <p>Our main bank account balance is remaining at around £7 - £8000. Still need to be cautious as our income is below budget by £4200 however our expenditure is also below budget by £3800.</p> <p>We will also have the income from the shop which is a large source of income in October.</p> <p>Fr Colin asked if August traditionally has a lower income. Dawn said a lot of people are away in August which reduces the amount of loose plate donations.</p> <p>Colin asked which months we do not pay the Parish Share and Dawn said December and January.</p> <p>Dawn said she has received a form to complete for Toddlers Group from Barclays similar to the one she received from HSBC last year which caused so many problems. Colin volunteered to complete this form.</p>	<u>ACTION</u>
	b)	Charity Treasurer's Report	
		<p>Jane read out the figures for July and August provided by Lynne McNeill, Charity Treasurer as follows:</p> <p><u>July</u> £116.14 each to Hampshire and Isle of Wight Air Ambulance and Mission to Seafarers</p> <p><u>August</u> £120.68 to Haven Wessex (breast cancer charity)</p>	
	c)	Fabric, Finance and Quinquennial Committee Report This committee has not met since the last PCC. John said that the Faculty work on the pew kneelers and outside light are complete. The Hall kitchen floor is done but the kickboards still need to be fitted. Garden work is being supervised by Dick Handy. Fr Colin has moved into the Vicarage and the decorating has been completed.	
5.		Other Committee Reports	
	a)	Hall Committee	
		<p>The minutes of the meeting held on 15th August have already been circulated. Malcolm said we are going to have to watch income and what we pay out for as we do have a problem with the roof and do not have the money to pay for the repairs. This will be discussed later. There was concern about heating costs which have gone up. The new power sockets are done and the kitchen floor. Had a problem with rats</p>	

		and mice but this has now been sorted.	<u>ACTION</u>
	b)	Social and Fundraising Committee	
		<p>Minutes of the meeting held on Wednesday 12th September have already been circulated. Malcolm said the events which have been held went well and the travelling supper was very enjoyable. Patricia, Norma and Anne have done several book sales on the wall and so far have raised £85.24. The parish trip on the canal boat at Chichester took place last Saturday and was sold out with a waiting list. The weather was very unkind to us but the cream tea was very enjoyable. The events coming up are Harvest Festival lunch on 7th October, church shop from 8th October for 2 weeks, Christmas bazaar on 1st December and an "Around the World" food and show on 16th February. Dawn asked Malcolm to let her know early what stalls will be at the Christmas Bazaar so she can organise the floats. Lesley asked Malcolm to let her have any dates for the Bulletin diary.</p>	<p>MB</p> <p>MB</p>
	c)	Pastoral Committee and Safeguarding	
		<p>This Committee met on Monday but Barbie had said that she would not be able to get the minutes done in time for the PCC. PCC were asked if they would agree to move the children to the front again as Friday morning coffee is now held on the other side of church and move the pews back on an angle so the area is made bigger. There were 16 children there last Sunday and not enough room. PCC agreed that we should give this a try. Anne said they have been asked to produce a Pastoral Committee brief and she now has several drafts to work on.</p> <p><u>Pastoral Safeguarding Report received from Sonja Barrand:</u> Date of meeting:- 25th September 2018</p> <p>Child protection/ safeguarding: A new policy statement needs to be signed by Fr Colin / safeguarding rep./ church wardens, in order to meet requirements for its renewal each year, with the diocese. I will bring a copy of this on Sunday 30th to get signed off by all necessary parties. This was not previously updated, before September, due to the lack of an incumbent to sign this off.</p> <p>Vulnerable person issues: n/a</p> <p>Training:-</p> <ul style="list-style-type: none"> - 2 x new PCC members - Ian Gibson and Richard Spurgeon , have both been prompted and given necessary information in order to complete compulsory safeguarding C1 training (E - Learning) - Ian Gibson has confirmed completion of this course and has passed on a PDF of his certificate for my attention. - Lisa Toft although a new PCC member has completed prior C1 e-learning as part of her role as a Sunday school leader, so is not required to complete this again. - I (safeguarding officer) will be accessing refresher training on the 26th September 2018 for C2/C3 & S1 training, in addition to refreshing my own C1 e-learning. - If any actions come up from my training, I will ensure these are included in the next report. - Lynn Winter will be taking a C1 refresher online, as part of her DBS renewal. 	<p>AM</p>

		<u>ACTION</u>
	<ul style="list-style-type: none"> - Fr Colin is aware of which additional training he will need to attend now that he is in post, but clarification was accessed from Diocese House, about how soon these additional training units needed to be completed and it was advised these did not have to be undertaken prior to point of collation. <p>DBS:-</p> <ul style="list-style-type: none"> - Lynn Winter has recently gone through the process of renewing her DBS requirements ready for Sunday school starting back up in September. - A DBS has been completed (19th July 2018) with the new Parent & Toddler Group co-ordinator (Vanessa) , in order for her to take on the role from Clare who has stood down from the voluntary position. - I have had a few enquiries from various members of the church, who have ongoing DBS certificates in place, about the need for a potential renewal, please can I reiterate I follow up DBS renewals, as and when they are required and have a log of renewal dates required, in addition to Diocese House getting in touch with me once an individual's check is a few months away from requiring a renewal. <p>The next Pastoral Committee meeting will be on Tuesday 20th November at Anne Morgan's house.</p>	
6.	Deanery Synod Report	
	Not met.	
7.	Discussion on repairs/replacement of the Hall roof	
	<p>Chris advised that Tony Rice-Oxley has applied for a grant but is not sure if we will get it especially if they look at the church accounts. The cost is going to be around £15,000. Tony has proposed that we approach the congregation to see if 15 people will loan the church £1,000 each to be paid back in 3 years interest free and these loans would be underwritten by the PCC.</p> <p>John said he had another company in to give a quote and the roof is in a much worse state than he had anticipated. We do not want to lose hirers which is likely if the roof is leaking. This firm quoted around £16,000 to do the work. John said that the church is responsible for the upkeep of the Hall so ultimately the church will have to pay for the repairs. Malcolm said that the Hall account only has £4,000 in it at present as we have paid for new windows, power sockets and the kitchen floor and still have things to pay for. Dawn said if we draw down on the church reserves from UTB this will not happen very quickly but she will contact them to see when we could get money out. It was suggested that we do some fundraising and print some flyers out to put around Waterlooville.</p> <p>Chris said there seems to be 2 options:</p> <ol style="list-style-type: none"> 1. Tony's fundraising scheme from the congregation 2. Take it out of our reserves <p>Malcolm suggested calling a Church Hall Committee meeting on a Sunday after the 10am service to discuss the options.</p> <p><i>[Post meeting note: A meeting has been arranged for Sunday 14th October after the 10am service].</i></p> <p>Malcolm will talk to Tony about someone standing up at the front of church to explain it to the congregation after the Committee have met.</p> <p>Colin said we need to promote the use of the Hall on the days when it is</p>	<p style="text-align: center;">DT</p> <p style="text-align: center;">MB</p>

		not used to bring in more income.	<u>ACTION</u>
8.		Correspondence	
	a)	Diocesan Secretary – Jane said she had received a letter from the Bishop advising parishes that Victoria James has been appointed as Diocesan Secretary. For the last 4 years she has been working as Stewardship Adviser coming to the Diocese after working as a Solicitor.	
	b)	Poppies – Jane had received an e-mail from Rosemary Monk asking the PCC if the knitted poppies can be displayed from the end of October for at least a couple of weeks. The PCC agreed to this and Fr Colin would like to be involved.	
	c)	Card Reader – Tony Rice-Oxley has suggested that we have a card reader in church. Fr Colin said that they had one in his last church. John Johnson uses one for Waterlooville Music Festival and says it is pretty straightforward and he would be happy to help if we need clarification, explanation or help in setting it up. The PCC agreed in principle that this is a good idea.	
	d)	Wednesday coffee morning – John suggested that Wednesday coffees start at 10.45am rather than 10.30 otherwise whoever is on coffee duty has to leave the service before the end.	
	e)	Sacristan – John advised that Adrienne Bridger has given notice that she wishes to stand down as Sacristan. She has offered to continue as Verger for funerals. John has persuaded her to carry on until the end of the church year ie start of Advent. Adrienne has said she will write a list of all the jobs that she currently does and Fr Colin will take a look at this. We will then need to find someone to replace everything Adrienne does or divide it between a team of people. Sandra said she is happy to carry on with the altar linen and dressing the altar. PCC will need to talk about how we thank Adrienne for her years of devoted service at a future meeting.	Agenda 17/10
9.		Date of Next PCC Meeting	
		The next PCC meeting will be held at 8.00 pm on Wednesday 17th October following the 7.30 pm Eucharist.	ALL
		Closing Prayer	
		There being no further business the meeting closed at 9.00pm.	