

**MINUTES OF ST GEORGE'S PCC MEETING HELD AT THE VICARAGE  
ON TUESDAY 6<sup>TH</sup> MAY 2008**

**Present:** Fr Mike, Margaret Symonds (Churchwarden), Richard Spurgeon (Churchwarden), Carol McKells (Treasurer), David Cavey, Denise Rosser, Linda Wainwright (Deanery Synod), Lindsay Chalk (Deanery Synod), David Hodgens, Leon Bartosiak, Elaine Shimbart, Julia Spurgeon, Tony Rice-Oxley, Dick Handy, Jane Cook (Secretary)

**ACTION**

1. **Opening Prayer**

Fr Mike opened the meeting with prayers.

2. **Apologies for absence:**

David Palmer, Mabel Maginn

**Welcome to new members**

Fr Mike thanked everyone for coming and welcomed the new members – Elaine Shimbart, Leon Bartosiak and David Hodgens to the PCC, Lindsay Chalk and Linda Wainwright as Deanery Synod representatives and Richard Spurgeon who has taken on the new role of Churchwarden this year.

Fr Mike explained that there are several ex officio members of the PCC – Fr Mike as incumbent, the 2 Churchwardens, 2 Deanery Synod representatives together with the Secretary and the Treasurer and this year Tony Rice-Oxley who is also Treasurer of the Deanery Synod and is therefore an ex officio member of the PCC.

**Ballot for new PCC members (if necessary)**

This is not necessary this year.

**Co-option of members (if necessary)**

This is not necessary this year.

3. **Minutes of last PCC meeting on 31<sup>st</sup> March 2008**

The minutes were signed as a true and accurate record.

4. **Matters Arising**

None.

4a. **Treasurer's Report**

Carol went through the monthly report in detail for the benefit of the new members as follows:

As I am sure you all know, around October/November a budget is set for the following year. Each month I produce a report which shows that particular month's income/expenditure, a figure for the year to date together with the budget figure.

St George's has two bank accounts. HSBC dealing with the general finances and LTSB dealing with monies collected on behalf of Charities.

Working through this month's report firstly on the income side of the HSBC account:

Donations made via planned giving together are just about £110 over the budgeted figure. Where S/O are doing well, donations through the green

envelope system are a little behind. Donations made via pink envelopes this month brought in £451.45 and pink envelope donations for the year to date are around £700 short of the budgeted figure.

The Gift Aid tax that we can claim back on tax payers' donations is claimed quarterly. The claim made for the first three months of 2008 has yet to be received and although Gift Aid is £1966 behind budget, when the first quarter's claim comes through (which should be any time now) we shall be back on track (£1961 is expected).

Bank and Investment interest is way below the budgeted figure. As you can see £316.71 was received as dividend from the Investment account. Loose plate collections is rather low and Gift Day donations is still to get going. Did we miss St George's Day or is that to happen at another time? On a good note Donations and Appeals is doing very well.

Income from sales of bulbs or votives is a little low but hopefully during the Music Festival week this will change. Fundraising is very low but will get a well-needed boost on Fete Day.

When St George's receives a fee for say, weddings and funerals part of that fee is paid to the Diocese. In April £872 was received in fees and as you can see from the report, £467 stays with the PCC account and £405 is assigned to the Diocese. Those assigned fees are sent off quarterly.

Advertising, Magazine Sales, Bookstall and photocopier income are all over budget.

That's all the items which have a budget, after the sub-total comes Extraordinary income where unexpected/unbudgeted items are noted. This may be, for example, a donation received to purchase hymn books and the corresponding outgoing entry will appear on the opposite site. One item which will need to be paid will be an accountant's bill to pay for the auditing of the 2007 Accounts.

On the outgoing side, most items are under budget. If we look at the Bookstall expenses, this is over budget due to a purchase of books through the Bible Reading Fellowship. This purchase will be recouped gradually through the year and will show on the income side. Extraordinary outgoing shows £119.35 which are 2007 retiring collections not paid out last year and this means I have caught up with that outstanding item.

This year's Parish Share (or Quota) of £48,597 is being paid in 10 equal payments to the Diocese. As you can see from the HSBC bank balance and from the Quota section on the outgoing side, this has not been paid in April. The bank account is nearly £400 short. Had the Gift Aid been received this wouldn't have been a problem. [Fr Mike explained that although our Quota sounds very high the majority of the money goes on clergy salaries and housing – this has been worked out at about £42,000 per parish per year, which means we are only paying £6,597 towards everything else].

With this in mind and the fact that we will be faced with an accountants bill, I propose that we withdraw the balance from the Deposit account, amounting to £1630.76. The deposit account does attract quarterly

## ACTION

interest and the last amount received was in March amounting to £23.60, which isn't a great amount to lose but withdrawal of the account will help in the short term. This will also give us a little amount to fall back on for Timon's expenses towards the end of the year. It was therefore proposed by Carol to close the Deposit account and this was seconded by David Hodgens and agreed unanimously.

Carol

We now come to the LTSB account shown at the bottom of the report. Other funds paid in is a stray standing order still going to this account which after a couple of requests, hasn't been changed. I will ask this person again. That standing order was for £20 plus £1.56 bank interest.

On the outgoing side, £392.82 sent off to the Bishops Lent Appeal and £391.68 transferred to HSBC – representing £316.68 CBF dividend (already noted in the HSBC account) having gone to the old account and £75 stray S/O credits. Also paid out from the Wednesday Coffee morning monies was their £75 donation to the Church Hall.

Accountant situation – we have had 3 quotes: Tony Roberts (recommended by Jackson Green) at £800/£900; Stuart Hoare (name given to me by Tony R-O) at £500/£600; Peter Besley of Independent Examiners. I spoke to Peter on the phone and at first I thought his quote extremely good but after having read his e-mail which was received just before 7 pm this evening, it doesn't sound so good. From the telephone conversations I was led to believe we could opt for a one-off payment of £700 plus VAT or a 2 year plan of £675 plus VAT, payable over 24 months at £66 per month. Having looked more closely, £66 over 24 months makes £1584.

Where are we to go from here? – with regard to a member of our congregation undertaking an examination of the Accounts, we are nearing the threshold of £100,000 income/expenditure. Peter Besley advised that due to the requirements in the SORP Regulations (Statement of Recommended Practice), an independent examiner needs to know the set up of charity accounts and all that entails. When they sign off the accounts, they have to sign on behalf of The Charity Commission and are held liable for up to 7 years for any queries etc.

David Hodgens said he has had an offer from Gordon Beer from Haynes and Watt (HW) that as a one off for this year and to get us out of a hole he would be prepared to do the Independent Examination of the accounts. This news was gratefully received and it was proposed we accept his offer by Richard, seconded by Tony and agreed unanimously. David said he would contact Gordon and set up a meeting at his house for Carol to meet him and pass over the accounts.

David H. /  
Carol

### 5. **Elections and Nominations:**

- a) **Secretary** – Jane agreed to carry on as Secretary. This was proposed by Margaret, seconded by Julia and agreed unanimously.
- b) **Treasurer** – Carol agreed to carry on as Treasurer. This was proposed by Dick, seconded by David H. and agreed unanimously.
- c) **Vice-Chairman of PCC** – this was Tony as Churchwarden and will now pass to Margaret who agreed to take on this role. This was proposed by Dick, seconded by Leon 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. David H. asked if there was a set of Standing Orders for the responsibilities of this committee.
- e) **Electoral Roll Officer** – Rosemary Monk has agreed to carry on in this role. Proposed by Margaret, seconded by Elaine and agreed unanimously.
- f) **Youth Coordinator/Child Protection Officer** – Sandra Hewett who is co-opted on to the Pastoral Committee says she is happy to continue. Proposed by Dick, seconded by David C. and agreed unanimously.
- g) **PCC Representative on Magazine Committee** – Fr Mike asked if anyone would like to volunteer to go on this committee. No-one came forward so Tony volunteered as he is already on the committee.
- h) **Others** - none

6. **Formation of PCC Committees**

a) **Fabric & Finance**

Carol McKells  
 David Cavey  
 Margaret Symonds  
 David Hodgens  
 Richard Spurgeon  
 Tony Rice-Oxley

b) **Pastoral**

Dick Handy (Chair)  
 Fr Mike  
 Mabel Maginn  
 Margaret Symonds  
 Elaine Shimbart  
 Leon Bartosiak  
 Jane Cook  
 Sandra Hewett (co-opted)

c) **Hall**

David Palmer  
 Denise Rosser  
 David Cavey  
 Julia Spurgeon  
 Tony Rice-Oxley  
 Colin Monk (co-opted)  
 Anne Willoughby (co-opted)

All

d) **Future of the Hall Committee**

Tony gave a report from the Committee who met recently to discuss the future of the hall over the next 20 years.

Several options came out of this:

- to raise money for a new hall
- update current hall
- keep it ticking over and leave decision to future generation
- investigate selling land to developer and building a new church hall linked to the church

Tony said he has talked to various people and the Diocesan Advisory Committee (DAC) who would have to be involved. Advised to put our case to the Chancellor. The question of how sound the Church building is if we propose to build a church hall alongside it, came up. With the Quinquennial inspection coming up it would be an ideal time to change our architect and Daniel Forshaw who is responsible for the Purbrook church has been recommended. As luck would have it the day after his name was mentioned Tony, Fr Mike and Margaret were at a buildings day at the Cathedral and had to turn round to introduce themselves to the people behind and Daniel Forshaw happened to be sat behind Tony. Had a chat to him and he would be very happy to come and look and become our architect if we wish. If we change architect to Daniel Forshaw before the Quinquennial which we have to pay for and is not a thorough survey, we could ask Daniel to do a full structural survey at the same time. The PCC needs to be aware that we are talking about spending money if we do anything regarding the hall. Fr Mike has got the name of the developers who built opposite the hall who said they would be interested if we ever decided to sell. The DAC are coming to have a look on Thursday 29<sup>th</sup> May at 10.15 if anyone would like to be present.

All

**ACTION**

Tony proposed that we write to Daniel Forshaw and confirm that he would like to become our Architect and then write to Roger Boyce thanking him for his services in the past and informing him that we have appointed a new Architect. This was seconded by Dick and agreed unanimously. Tony will liaise with Jane to get the letters written and sent.

Tony / Jane

David H. asked whether there is anything more we can do to get more money from hall usage. David C. said that over the last couple of year we have covered our costs. The deficiency comes because the hall is an old building and over the years we have not budgeted for this. At the buildings day Tony said they talked about getting rid of halls altogether and using churches for everything.

e) **Others** - none

7. **Correspondence**

Jane read out a card received from Fr Arthur Green saying how much he had enjoyed the lunch which will put up at the back of Church.

Fr Mike

8. **AOB**

- Cecil had asked Dick to ask about the provision of cameras and TV facilities in the choir loft for the organist. This will go on the agenda for the next meeting
- St George's Day collection – as this was missed we need to put on the agenda for the next meeting.
- Appointment of Assistant Curate. Timon will be ordained on 29<sup>th</sup> June at 3 pm at the Cathedral. Fr Mike suggested that on Monday 30<sup>th</sup> June we welcome him and his family in Church at 7.30 pm followed by Compline at 9 pm – BBQ outside and a glass of wine. Agenda item for next meeting.
- David C. said he was charged with looking at comparative energy costs. Has found a smaller utility company that might bring about savings of £400 a year. Suggests 2 or 3 members of the Finance Committee meet a representative of the company and discuss further. Agenda item for next meeting.

Jane

Jane

Jane

Jane

9. **Date of Next Meeting**

The next meeting will be held on **Monday 2<sup>nd</sup> June 2008** in the Church following the 7.30 pm Eucharist.

There being no further business the meeting closed at 9.00 pm followed by drinks and nibbles to welcome the new members.