

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH
ON TUESDAY 22ND MAY 2018 AT 8.00pm**

Present: John Hood (Churchwarden)(Chair), Anne Morgan (Outgoing Churchwarden), Barbie Lloyd (Deanery Synod), Malcolm Brewer, Lesley Handy, Ian Gibson, Richard Spurgeon, Lisa Toft, Dawn Trimby (Treasurer), Jane Cook (Secretary)

		<u>ACTION</u>
1.	<p>Opening Prayer Lesley opened the meeting with prayers.</p>	
2.	<p>Apologies for absence: Colin Monk, Chris Gadd (Churchwarden), Sandra Hewett, Patricia Byrne, Norma Kershaw, Candy Williams (Deanery Synod)</p>	
	<p>Welcome to new members John thanked everyone for coming and welcomed both old and new members. Anne Morgan is staying on the PCC as outgoing Churchwarden and can re-apply for a further 3 years at the APCM in 2019. There were 4 applications to join the PCC - 3 members were elected to the PCC at the APCM, one to replace Chris Gadd who was elected as Churchwarden. They were: Ian Gibson - proposed by Colin Monk and seconded by Linda Smith; Richard Spurgeon - proposed by Tony Rice-Oxley and seconded by Jane Cook; Lisa Toft - proposed by Richard Handy and seconded by Tony Rice-Oxley. Welcome to all of them. Unfortunately Sara Pask was unsuccessful but we encourage her to re-apply next year.</p> <p>Ballot for new PCC members Not needed this year.</p> <p>Co-option of members (if necessary) None.</p>	
3.	<p>Minutes of last PCC meeting on 21st March 2018 and amendments Malcolm asked that under Matters Arising the item entitled <u>Page 3, Item 5c</u> be amended to read: "Dawn confirmed that she will invoice Malcolm separately for the Hall's share of the insurance". The minutes were then signed as a true and accurate record.</p>	JC
4.	<p>Matters Arising</p> <ul style="list-style-type: none"> • <u>Page 1, Item 4</u> - John confirmed the quote for the material for the pew kneelers has come in at a substantially lower price so he has ordered it today. • <u>Page 2, Item 5b</u> – Dawn confirmed that she has paid the £50 to support the parish of Koforidua in Ghana. • <u>Page 3, Item 6c</u> – Anne confirmed that Claire Rockett's replacement for Toddlers from September is Rosemary Monk's niece with Rosemary, Anne and other long time helpers giving her help to bank the money. • <u>Page 4, Item 9</u> – Servers – the note in the Bulletin asking people not to go into the Sacristy directly after the service unless they have a specific job seems to have fallen on deaf ears and the Churchwardens will now have a word with the people concerned. 	JH/CG

			<u>ACTION</u>
5.		Elections and Nominations:	
	a)	Secretary – Jane Cook agreed to carry on as Secretary. This was proposed by Malcolm Brewer, seconded by Dawn Trimby and agreed unanimously.	
	b)	Treasurer – Dawn Trimby agreed to carry on as Treasurer. This was proposed by Jane Cook, seconded by John Hood and agreed unanimously.	
	c)	Chairman of PCC – John Hood is acting as Chairman of the PCC during the Interregnum and will revert to Vice-Chairman, as the longest serving Churchwarden, once Fr Colin starts. This was proposed by Malcolm Brewer, seconded by Lesley Handy and agreed unanimously.	
	d)	Standing Committee Membership – at the moment this is the 2 Churchwardens, Secretary and Treasurer and Dick Handy during the Interregnum. This committee only meets in an emergency and can spend up to £1000. Once Fr Colin starts it will revert to the Incumbent, 2 Churchwardens, Secretary and Treasurer. This was proposed by Dawn Trimby, seconded by Lisa Toft and agreed unanimously.	
	e)	Electoral Roll Officer – Tony Rice-Oxley has agreed to carry on as Electoral Roll Officer. The Electoral Roll has been updated this year and will go through a complete overhaul next year. This was proposed by Dawn Trimby, seconded by Malcolm Brewer and agreed unanimously.	
	f)	Safeguarding Officer (Youth Coordinator/Child Protection Officer/Vulnerable Persons Coordinator) – Sonja Barrand has agreed to carry on in this role. Proposed by John Hood, seconded by Lisa Toft and agreed unanimously.	
	g)	Training Liaison Officer – Candy Williams. In Candy's absence she was voted to remain as Training Liaison Officer but this can be reviewed at the next PCC if necessary. Proposed by Ian Gibson, seconded by Lesley Handy and agreed unanimously.	
	h)	Disability Awareness Officer – Barbie Lloyd agreed to carry on. Proposed by Jane Cook, seconded by Anne Morgan and agreed unanimously.	
	i)	Honorary Recorder/Parish Giving Scheme – David Cavey has agreed to carry on. David looks after people who pay by envelope and reclaims Gift Aid on payments not given through the Parish Giving Scheme. He also oversees the Parish Giving Scheme. This was proposed by Dawn Trimby, seconded by Malcolm Brewer and agreed unanimously.	
	j)	Appointment of Churchwardens' Assistants – Tony Rice-Oxley and Jaye Warren are happy to continue. The PCC were happy for them to continue and they were proposed by Lesley Handy, seconded by Richard Spurgeon and agreed unanimously.	
	k)	Data Protection Officer – Dick Handy is happy to continue with this role. Proposed by John Hood, seconded by Richard Spurgeon and agreed unanimously.	
		David Cavey has asked for his photo to go up on the photoboard at the back of church so people know who he is if they need to speak to him. Barbie said she has a limited number of spaces and people tend to get upset if their photo is removed. There appear to be 3 spaces so she needs two spaces for Lisa and Ian so could put David's up as well. However he is going on holiday so this will be updated but may take a little while. Jane to contact Margaret Symonds to see who is in charge of Mothers' Union now and also the Prayer Group as Audrey Mentor	BL JC

		has now gone into a Home.	<u>ACTION</u>
6.		Charities Account Treasurer – Lynne McNeill has agreed to carry on as Charities Account Treasurer. There is a separate Charities account at Lloyds. Lynne sends the money to the chosen charity and keeps the noticeboard up to date. The charities are chosen each year by a small number of people from the PCC and most of the charities have been suggested by members of the congregation. This was proposed by Malcolm Brewer, seconded by Anne Morgan and agreed unanimously.	
7.		Formation of PCC Committees PCC members were asked which Committee they would like to join. Jane had already asked most people who were unable to make the meeting. If Norma or Candy wish to change Committees please let Jane know. Anne said she had agreed with Chris that she would stay as Chair of the Pastoral Committee.	NK/CW
	a)	Fabric & Finance & Quinquennial John Hood (Chair) Malcolm Brewer Chris Gadd Colin Monk Dawn Trimby	
	b)	Pastoral & Mission Anne Morgan (Chair) Patricia Byrne Lesley Handy Barbie Lloyd Richard Spurgeon Lisa Toft Candy Williams	
	c)	Hall Tony Rice-Oxley (Chair) Malcolm Brewer Jane Cook Ian Gibson Sandra Hewett Norma Kershaw	
		Tony Rice-Oxley, Dick Handy and David Cavey will be co-opted at the first meeting on	
		Rosemary Monk will be co-opted at the first meeting on:	
		Tony Rice-Oxley, Mary Chapman, Rosemary Monk and Fiona Ross will be co-opted at the first meeting on:	
		Wednesday 6th June at 7.30pm at John Hood's	
		Tuesday 17th July at 7.30pm at Rosemary Monk's	
		Wednesday 30th May at 10.45am in the Hall	
		Churchwardens can attend any of the sub-committees. Co-opted members will be invited and agreed by the various Committees at their first meeting.	
8.	a)	Treasurer's Report	
		Dawn gave the following report: <u>Income</u> ➤ Liturgical donations are all liturgical gifts ➤ Fundraising includes £40 bulb sales and £25 from 5p's in a bottle ➤ Bookstall income is all Bible Reading Fellowship <u>Expenditure</u> ➤ Liturgical costs include £62.60 on wafers, £43.97 on communion wine and £20 donation for the donkey on Palm Sunday ➤ Pastoral costs are Easter Eggs for the congregation John said it was a little worrying to see that all forms of giving are below budget and shows that we very much depend on our fundraising efforts to balance the books.	

	b) Charities Treasurer's Report	<u>ACTION</u>																
	<p>Jane read out the figures below which were provided by Lynne McNeill for April:</p> <p>£56.82 was sent to Age UK and £56.83 was sent to Children in Distress being the charities for April. Also £50 each was sent to The Rowans Hospice and Parkinsons UK on behalf of Wednesday Coffees.</p>																	
9.	<p>Approval of Waterlooille Music Festival Programme and any other trips etc for insurance purposes The PCC were happy to approve the following as approved PCC events:</p>																	
	<table border="1" data-bbox="319 667 1257 981"> <tbody> <tr> <td>Sat 9th June</td> <td>Summer Fete</td> </tr> <tr> <td>9-16th June</td> <td>Waterlooville Music Festival</td> </tr> <tr> <td>Thurs 2nd August</td> <td>Tweenies trip to Bombay Sapphire gin factory</td> </tr> <tr> <td>Sat 22nd Sept</td> <td>Parish Trip to Chichester to go on a Canal Boat</td> </tr> <tr> <td>2018-19</td> <td>Tweenies & George's Men Programme</td> </tr> <tr> <td>2018-19</td> <td>Maintenance work under supervision of Men's Group</td> </tr> <tr> <td>2018-19</td> <td>Various stalls in church grounds during year</td> </tr> <tr> <td>Sat 1st December</td> <td>Christmas Bazaar</td> </tr> </tbody> </table> <p>These were approved unanimously.</p>	Sat 9 th June	Summer Fete	9-16 th June	Waterlooville Music Festival	Thurs 2 nd August	Tweenies trip to Bombay Sapphire gin factory	Sat 22 nd Sept	Parish Trip to Chichester to go on a Canal Boat	2018-19	Tweenies & George's Men Programme	2018-19	Maintenance work under supervision of Men's Group	2018-19	Various stalls in church grounds during year	Sat 1 st December	Christmas Bazaar	
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10.	<p>Dates of Future Meetings: <u>2018</u> Wednesday 20th June Monday 23rd July Tuesday 25th September Wednesday 17th October Monday 26th November Tuesday 18th December <u>2019</u> Wednesday 23rd January Monday 25th February Tuesday 19th March</p> <p>The dates may well change after Fr Colin starts in September. During the Interregnum all meetings will start at 8 pm in Church.</p> <p>Please let Jane have your apologies in advance of the meeting if you are unable to attend.</p> <p>All meetings should finish no later than 9.30 pm. Any remaining items will be carried over to the next meeting.</p> <p>We have no "Any Other Business" on the agenda but if you would like something raised please let Jane know who will put it as an item on the agenda.</p>																	
11.	<p>Date of APCM 2019 It was confirmed that the APCM will be held on Sunday 14th April 2019 in Church following the 10am Eucharist.</p>																	

		<u>ACTION</u>
12.	Installation of Fr Colin Lawlor on 19th September	
	<p>John said it is proposed that we set up 2 Committees, one for the practical side and one for the Liturgical side. The Diocese have issued an Order of Service to go by and Chris has also found one from Durham Diocese which tells you who will do what. Dawn said unfortunately she will not be here. The service will start at 5 pm and the evening will go on until about 9 pm. It was felt that a 5pm start would make it very difficult for any working people to get there. John has been across to Edwards who have recommended Radian Housing if we need to get a marquee. Tony Rice-Oxley will talk to TS Active who hire the Hall on a Wednesday evening to explain that we will need it that night.</p> <p>After much discussion John proposed that it would be sensible for himself and Chris and Anne and Lesley to organise a meeting with Fr Colin as he may have strong view on what he wants to happen that evening. We could possibly involve the Area Dean at some point. If possible this meeting should be before our next PCC meeting on 20th June so that working parties can be set up then.</p> <p>Richard suggested we give a brief outline of what will happen in the Bulletin asking people for donations towards the evening to be put in an envelope marked installation or a pink envelope if it can be gift aided marked Installation.</p>	<p>JH/CG/AM/ LH</p> <p>LH</p>
13.	Correspondence	
	<ul style="list-style-type: none"> Letter from Fr Charles re Walsingham (Dawn Trimby) Dawn has received a letter from Fr Charles thanking the PCC for offering to reimburse him for the cost of the Walsingham Pilgrimage but declining to accept any money. Instead he wondered if the PCC might like to consider using the saving made to fund a bursary to enable two people to go on the Pilgrimage next year for only half the cost. He finished by saying that if the PCC decide not to do this he will be entirely happy for this saving to be used in any way that it considers fit. After discussion it was decided that Jane would write Fr Charles a letter on behalf of the PCC thanking him for his suggestion but saying that we are not in a position to set up a bursary at the moment. It was also decided that we would talk to Fr Colin to see whether he has paid for himself in the past when he has been to Walsingham. 	<p>JC</p> <p>LH/JC/LW</p>
	<ul style="list-style-type: none"> Lawn Mower (John Hood) John explained that our present lawn mower is unsafe to use and should be scrapped. Tony Shepherd has done some research and is recommending we buy one with an aluminium chassis. There are two alternatives, either to get a domestic mower or a commercial one. John would recommend we have a Honda powered machine. Alternatives are circa £500 or £1000. Dawn said we have around £1000 in grounds maintenance at the moment so recommends that we go for the cheaper model which will leave some money in grounds maintenance if we need anything doing urgently. After discussion the general view was that we should go for the cheaper model. This was proposed by Dawn Trimby, seconded by Anne Morgan and agreed unanimously. John will let Tony Shepherd know to go ahead and buy it. 	<p>JH</p>

			<u>ACTION</u>
		<ul style="list-style-type: none"> • GDPR Update (Lesley Handy) Lesley said that consent letters have gone out prior to the cut off date of 25th May. The Privacy Policy is now on the website. Marriage banns and baptism forms have been updated for consent to put names on our website. Lesley said she has not yet done funeral forms yet. Dawn said she thought GDPR only applies to a living person but will check this out and let Lesley know. Policy in place, guidelines from Church of England about what we keep and for how long we keep it and what we throw away. All data controllers have now completed the audit to enable us to find any gaps. Thanks should go to Lesley for the huge amount of work she has done on this. 	DT/LH
		<ul style="list-style-type: none"> • Police Phone Call With Reference Verbal Abuse (Lesley Handy) Lesley brought the PCC up to date with the following: <ul style="list-style-type: none"> ➤ Telephone Call from police this morning regarding reported incident on verbal abuse. ➤ Anti Social behaviour is not a crime eg. Sticking their tongue out at you. ➤ Being fearful of someone's aggressive/abusive behaviour is a crime. ➤ The police advised me that at the next church meeting that everyone is on the same page and understands what has happened. ➤ They have 4 reported incidents related to St. George's going back as far as 2004 of which one was an assault. ➤ The police said that we need to keep a diary of incidents (date/time) whether a witness or person being targeted. This is to establish a pattern of behaviour that can be dealt with before it escalates. ➤ People with mental health issues can have fixations that can escalate. ➤ I have been given a contact person to report to: Police Officer Stuart Barker. Either 101 or diary recorded incidents. As requested by the Police a log book will be started which anyone who witnesses any incidents should complete. This will be discussed again at the next PCC as a lot of people were missing tonight. 	
14.		Date of Next PCC Meeting	
		The next PCC meeting will be held on Wednesday 20th June in Church at 8.00 pm.	ALL
		There being no further business the meeting closed at 9.50 pm.	