

**MINUTES OF ST GEORGE'S PCC MEETING HELD IN CHURCH
ON MONDAY 25TH MARCH 2019 AT 8.00pm
FOLLOWING THE 7.30 pm EUCHARIST**

Present: Chris Gadd (Churchwarden)(Chair), John Hood (Churchwarden), Fr Colin Lawlor, Anne Morgan (Outgoing Churchwarden), Malcolm Brewer, Lesley Handy, Colin Monk, Ian Gibson, Sandra Hewett, Richard Spurgeon, Dawn Trimby (Treasurer), Jane Cook (Secretary)

| | | | <u>ACTION</u> |
|----|----|---|----------------------|
| | | Opening Prayer – Richard read the opening prayer. | |
| 1. | | Apologies for absence: Barbie Lloyd (Deanery Synod), Candy Williams (Deanery Synod), Norma Kershaw, Patricia Byrne, Lisa Toft | |
| 2. | | Minutes of last PCC meeting on 25th February The minutes were signed as a true and accurate record. | |
| 3. | | Matters Arising | |
| | | <u>Page 1, Item 4</u> – Help for Toddlers – both Tony Rice-Oxley and John Hood have agreed to step in when needed. | |
| | | <u>Page 1, Item 4</u> – Albs – Anne has not contacted Ruth since her return from holiday but says that Ruth needs to know about what material we want. Anne will look at it again. | AM |
| | | <u>Page 1, Item 4</u> – Health and Safety Policy – Chris has not yet spoken to Tony about the need to create a Health and Safety File for the church. | CG |
| | | <u>Page 1, Item 4</u> – Chris still to talk to Lynne McNeill about the charity money for St Mary's Axim that she is holding. | CG |
| | | <u>Page 3, Item 6d</u> – Jane confirmed that she updated the PCC nomination form as discussed at the last meeting and Lesley has printed out new copies. | |
| | | <u>Page 3, Item 7</u> – The minutes of the Deanery Synod meeting held on 7 th February which were not available at the last meeting have now been received and circulated. | |
| | | <u>Page 4, Item 9</u> – Garden of Remembrance – Chris will finalise this Policy. | CG |
| | | <u>Page 4, Item 9</u> – Parish Office phone number on noticeboard – Fr Colin said that it is his understanding having spoken to a couple of people that we do not need a Faculty to change our noticeboard but he is seeing Peter Sutton next week and will check with him. He says it makes sense to have the Parish Office number on the noticeboard. | |
| | | John said it was not a local company who did it but he will look into it to see if they could do a matching plate to go over the current number. | JH |
| | | <u>Page 4, Item 9</u> - Prayer cards – Patricia not at the meeting so could not discuss. | PB |
| | | <u>Page 4, Item 9</u> – Book Shelf – LH said chairs have been stacked in front of the book shelf so you cannot see the books. This was probably done after the Memorial Service yesterday and Colin will look to move them elsewhere. Colin said he has had several negative comments from members of the congregation but it was agreed to carry on with it. | CM |
| 4. | a) | Charity Treasurer's Report | |
| | | Jane read out the figures for January provided by Lynne McNeill, Charity Treasurer, as follows: £128.29 was raised during February for Shelter Box. | |

| | b) Treasurer's Report | <u>ACTION</u> |
|--|--|----------------------|
| | <p>Dawn gave the following report and said she only circulated the balance sheet and accounts overview but a full copy is available if anyone wishes to see it.</p> <p>“Report on Accounts for the year ended 31.12.18</p> <ul style="list-style-type: none"> • The accounts have been sent to be audited by Paul Read and I am not expecting any changes. [Lesley confirmed that the accounts had been returned by Paul and are in the Sacristy and there were no changes]. • This year the accounts are not good reading. Income is lower than budgeted and this is on top of expenditure being higher than budgeted. Our total assets have decreased by £8118 in 2018 with lower balances in the charity account, main bank account, hall account, flower fund and the toddler group. • Looking at the Balance Sheet the first thing to mention is that we ended the year with a deficit of funds of £10845, compared to a surplus of £3854 last year. • Our investment value has decreased in value by £392 and was valued at £25584 at the end of December. • The main bank account held at HSBC had a balance of £10732 at the end of December. We also have money in the UTB account of £40703 and a reserve buffer account to ensure we are able to manage our cash flow of £7519 (We did not have to use this during 2018). We also have an account specifically for Legacies and at the end of December we had a balance of £838. • The accounts receivable at the bottom of the current assets column of £1282 relates to the Gift Aid that is due back to us on the donations made during October to December but this has not received to date. Assigned fees of £304 relates to funerals that took place during the last quarter of the year. • The accounts overview shows the income and expenditure for the past year and these mainly agree with the figures that I give you each month. Added to these are the transactions made by the individual church groups that hold their own bank accounts. • On the income side the donation figure is lower than last year by £1692. This comes from Donations made to the church and also collections from baptisms, which we receive half of and the other half goes to the charity of the month. Green envelopes, gift aided pink envelopes and loose plate collections are lower than last year by £661 and this is in line with our predictions when setting the budget in October 2017. This was £793 lower than the budget. Standing orders are £2161 lower than budgeted and £2749 less than 2017. • Our gift day raised £585 but this was £415 less than budgeted and £870 less than 2017. • The fundraising figure exceptional again this year amounting to £18890 and takes into account the money taken by the shop (£5995 before gift aid), and money received from Bonus ball (£400), Friday coffee morning (£1400) and 100 club (£544) to mention just a few. We also received donations from the social committee and Wednesday coffee morning. • We have received dividends from our investment and these have come out slightly higher this year at £873. • We received loans from some members of the congregation in order | |

| | | | |
|----|--|--|----------------------|
| | | <p>to raise the funds desperately needed to repair the hall roof and this amounted to £11000. Only £10000 of this will need to be paid back as £1000 came from the Toddler Group who use the hall on a Tuesday morning</p> <ul style="list-style-type: none"> • Moving to Expenditure we managed to pay our full parish share again this year. In general the expenses remained within budget. Church & grounds maintenance, Magazine, bookstall & bulletin, Piano & organ tuning, administration, photocopier costs, fees paid out and fundraising costs were all over budget. Although we made savings in clergy expenses, additional costs were incurred for the extra work required by our administrator in the absence of a priest for most of the year. • I have again depreciated the church hall by 2% as in previous years and this came to £2616 leaving a balance of the value of the hall as £127,566. • Moving into 2019 we have set the budget making as many savings as possible, however if we carry on as we are, our reserves are going to run out and we will not be able to pay for our basic needs”. <p><u>Comments</u></p> <ul style="list-style-type: none"> • Dawn said the biggest problem is that planned giving is going down because people are passing away or moving away. • John said he feels that the timing for our Gift Day is very unfortunate as it coincides with the Bishop’s Lent Appeal. Dawn agreed and said the year we had a really successful Gift Day was when we held it on a Saturday in the Church Hall with tea, coffee and doughnuts and because it was for a specific thing, the church tower, people were more inclined to give. It was agreed that we should disengage it from our Patronal Festival and having it at some other time during the year. • Dawn also said that we had a large donation in 2017 which we did not get in 2018. • Colin said that he was surprised that Mission and Stewardship was not on the agenda. Fr Colin said as this is the last meeting of the year he was intending to leave it until the new PCC in May. Colin said he is worried about going into stagnation for those 2 months. The longer we leave it the worse it will get and the deficit needs to be addressed urgently. Colin suggested that people staying on the PCC should say which Committee they want to go on next year and the new people can be slotted in. Fr Colin said there will need to be a new sub-committee for Mission and Stewardship but this can be made up of people outside the PCC as well. Chris said it would be sensible for F&F to carry on meeting in the interim if John wants to call a meeting. They will need to meet to look at the Quinquennial so maybe QQ is the special thing that we base our Gift Day on. Mission and Stewardship will not be a quick fix. <p>Thank you to Dawn for all her hard work on the accounts and thank you on behalf of the PCC for all the work she puts in throughout the year.</p> | <u>ACTION</u> |
| c) | | <p>Fabric, Finance and Quinquennial Committee Report Minutes of the meeting held on 12th March have already been circulated.</p> <ul style="list-style-type: none"> • John Hood proposed that the Health and Safety Policy be amended on Page 7 regarding the “Primary Exit”. It was not thought practical or safe that the main front doors be open when anyone is in church, | |

| | | | |
|----|----|---|----------------------------|
| | | <p>therefore the section to be changed so that it only states that the Main Front doors are the Primary Exit. This was seconded by Colin Monk and agreed unanimously.</p> <ul style="list-style-type: none"> The current Maintenance List needs updating to include the action items from the 2019 Quinquennial Inspection, the major item being the water ingress from the Choir Vestry roof into the wall of the flower room. Colin reported that Georges Men had met the last two Mondays and cleared ivy and up righted some of the headstones in the Garden of Remembrance. | <u>ACTION</u> JH |
| 5. | | Other Committee Reports | |
| | a) | Hall Committee | |
| | | Not met. Next meeting this Wednesday 27 th March. | |
| | b) | Social and Fundraising Committee | |
| | | Minutes of the meeting held on 27 th February have already been circulated. Lesley said that she used to receive the figures from social events to put in the Bulletin but has not received any from the show, American Affair or from the St Patrick's Day party. Chris pointed out that the figures for American Affair are actually recorded in last month's Social minutes. Malcolm said that Audrey Linney has the figures from the St Patrick's Day party. | |
| | c) | Pastoral Committee | |
| | | <p>Minutes of the meeting held on 12th March have already been circulated.</p> <ul style="list-style-type: none"> Anne said arranging lifts to church for members of the congregation was discussed again. This is more complicated than it appears with issues re insurance and DBS checks. Private arrangements between friends is fine so long as it is not under the church umbrella. Parish breakfast – this was originally requested by the 8am congregation as a way of getting together with the 10am congregation but no-one from the 8am service attends. It was felt that perhaps the message is not getting across as to timings etc and needs to be explained again before the next one. It was also suggested that people should be asked what food they would like for breakfast. | AM (Pastoral) |
| | d) | Safeguarding Report | |
| | | The Safeguarding report dated 19 th March has already been circulated. Sonja had asked Jane to get the Thirtyone:eight / Diocese of Portsmouth Disclosure Registration Form signed by Fr Colin for her to return by 31 st March. However, no-one was clear on exactly what this form is so Fr Colin was not happy to sign it so Chris will contact Sonja to discuss with her. | CG |
| 6. | | Deanery Synod Report | |
| | | The minutes of the meeting held on 7 th February but not received until after our February PCC meeting have already been circulated. | |
| 7. | | Update by Fr Colin | |
| | | <ul style="list-style-type: none"> I have several issues which can wait until after the new PCC is appointed at the APCM. The Scouts are definitely coming for the St George's Day Parade on 28th April. I will be in Walsingham but Fr Ray is very happy to | |

| | | | |
|----|--|--|---------------------------------------|
| | | <p>welcome them and they now have his contact details.</p> <ul style="list-style-type: none"> We need to discuss “Thy Kingdom Come” which is being held at Portchester Castle and clashes with the first Sunday of the Waterlooville Music Festival but people could still go to it and get back in time for the evening concert. We have been asked to pray with fellow churches in the area. I have now been here for 6 months. When people take communion to the sick if they are going into homes of people on their own it is important that they go in twos. It is different if you are visiting a Nursing Home. Next year 2020 is St George’s 50th Anniversary. We need to think about what we should do to mark the occasion. Outreach – two things. Firstly Lesley has been working on a Welcome Pack to give to new people to the church. After discussion it was agreed that Rosy Stone would be a good person to approach to hand out these packs. Secondly Chris has produced some A5 cards, at his own expense, detailing services for Holy Week/Easter which he passed around. Planning on a leaflet drop around Berewood and Sunday after next get sidespeople to hand out 5 cards to every member of the congregation and Fr Colin will explain at the end of the service that they need to think about who they would like to give them to. <i>[Post Meeting Note: these will now be handed out at the Mothering Sunday service this Sunday]</i> Thank you to those finishing on the PCC – Anne Morgan as outgoing churchwarden who hopes to be re-elected back onto the PCC, Colin Monk, Norma Kershaw and Patricia Byrne. | <p><u>ACTION</u></p> <p>LH</p> |
| 8. | | Correspondence | |
| | | <ul style="list-style-type: none"> Fees | |
| | | <p>Lesley advised Colin that we have received a note from the Diocese saying that the cost of a Marriage Certificate is now £11 set by Government. Looking at it there are a couple of things we are doing incorrectly. A Marriage Certificate should be on top of the fees not as part of the fees. With respect to the Verger at Marriage or Funeral services we have been taking the fee as part of the set fees but they should be in addition so Colin has amended them. Fr Colin said a verger is needed for funeral services. He also advised that the Verger, Adrienne, still needs to be paid for Pam Dinneen’s funeral. <i>[Post meeting note: this has been resolved since the PCC meeting]</i>. It is at our discretion if we waive the parish bit for members of the congregation. Colin Monk proposed that PCC accept the updated Parochial Fees 2019, seconded by Lesley Handy and agreed unanimously.</p> | |
| | | <ul style="list-style-type: none"> Thank you letter from Waterlooville Food Bank | |
| | | <p>Jane read out a letter received by Lynne McNeill from Deborah Darke from Waterlooville Food Bank thanking us for our donation of £77 from the Parish Breakfast. Lesley will display.</p> | |
| | | <ul style="list-style-type: none"> Letter from Havant Deanery | |
| | | <p>Jane read out a letter from Havant Deanery thanking us for paying all our Parish Share which means that Havant Deanery has paid over 100% of its allocation and is just one of two deaneries to have met or exceeded its target.</p> | |

| | | | <u>ACTION</u> |
|-----|--|---|----------------------|
| | | <ul style="list-style-type: none"> • Perfect Pops | |
| | | An email was received via the website from Perfect Pops, a group of students from Oaklands Catholic School who are running a small business selling cake pops. All the money goes to their charity Faith and Football and they are wondering if they can sell their cake pops at St George's. It was felt that we should encourage these students and Jane was asked to email them to suggest they came along at 11am one Sunday morning to set up their stall. They would get the largest number of people then. | JC |
| | | <ul style="list-style-type: none"> • Electoral Roll | |
| | | An email has been received from Tony Rice-Oxley regarding people who have not completed an Electoral Roll form. These need to be in by this Friday. Carolyn Westbrook comes on a Wednesday morning so we could ask her this week and John will ask Doreen Sweet and Daphne Wilkes on Sunday. Jane will ask Candy about John's form. Lesley suggested posting forms out to some of the people on the list. | |
| | | <ul style="list-style-type: none"> • Resignation | |
| | | Richard Spurgeon asked the PCC to accept his resignation as he is unable to attend many meetings. As he has two years still to do we need to appoint someone at the APCM to take his place. Chris thanked Richard for all he has done. | |
| 9. | | Date of Next PCC Meeting | |
| | | The next meeting is the APCM which will be held on Sunday 14 th April following the 10 am Eucharist. | ALL |
| 10. | | Closing Prayer There being no further business the meeting closed at 9.15pm. | |