

**MINUTES OF ST GEORGE'S PCC MEETING HELD
ON TUESDAY 18TH MAY 2021 AT 7.30pm VIA ZOOM**

Present: Fr Colin Lawlor (Chair), Rosy Stone (Churchwarden), Candy Williams (Deanery Synod), Tony Rice-Oxley (Deanery Synod), Anne Morgan, Mo Peters, Patricia Byrne, Sue Hodgens, Lynn Winter, Sara Pask (Treasurer), Jane Cook (Secretary)
Co-opted: Andy Jackson, Malcolm Brewer

		<u>ACTION</u>
1.	<p>Opening Prayer Fr Colin opened the meeting with the Leading Your Church into Growth prayer.</p>	
2.	<p>Apologies for absence: Chris Gadd (Churchwarden), Lynne McNeill, Ceri Ward, Linda Smith, Marian Haughton</p>	
	<p>Welcome to new members Fr Colin thanked everyone for coming and welcomed both old and new members. He explained that he will be chairing tonight's meeting and he and Chris will take it in turns to chair future meetings.</p> <p>Co-option of members</p> <ul style="list-style-type: none"> • Andy Jackson has agreed to be co-opted for a further year. This was proposed by Patricia Byrne, seconded by Lynn Winter and agreed unanimously. • Malcolm Brewer as Assistant Treasurer was also co-opted. This was proposed by Sara Pask, seconded by Anne Morgan and agreed unanimously. 	
3.	<p>Minutes of last PCC meetings held on 17th March and 15th April (to approve accounts) Both sets of minutes were signed as a true and accurate record.</p>	
4.	<p>Matters Arising – Minutes of meeting on 17th March</p> <ul style="list-style-type: none"> • <u>Page 1, Item 3</u> – Sonja has contacted Lynn regarding the Deputy Safeguarding Officer role. • <u>Page 1, Item 3</u> – Insurance claims on lost income – Sara and Malcolm have both sent Chris the figures so are waiting to hear how we proceed. • <u>Page 3, Item 5a</u> – Pipework in the Hall now complete and has been carried out extremely well. More control on the stop cock now as it can be shut off. <p>Minutes of meeting on 15th April – this meeting was held to approve the draft accounts which very soon after were examined and agreed by Paul Read.</p>	
5.	<p>Elections and Nominations:</p>	
	<p>a) Secretary – Jane Cook agreed to carry on as Secretary. This was agreed unanimously.</p>	
	<p>b) Treasurer – Sara Pask agreed to carry on as Treasurer. This was agreed unanimously.</p>	

		<u>ACTION</u>
	c)	Chairman of PCC – As Incumbent Fr Colin is chair of PCC and he and Chris Gadd will share the chairing of PCC meetings. Vice Chairman of PCC – Chris Gadd has said he is willing to carry on. This agreed unanimously.
	d)	Standing Committee Membership – at the moment this is the Incumbent, 2 Churchwardens, Secretary and Treasurer. This committee only meets in an emergency and can spend up to £1000. This was agreed unanimously.
	e)	Electoral Roll Officer – Tony Rice-Oxley agreed to carry on as Electoral Roll Officer for one more year. This was agreed unanimously.
	f)	Safeguarding Officer (Youth Coordinator/Child Protection Officer/Vulnerable Persons Coordinator) – Sonja Pask has confirmed that she is happy to carry on in this role. This was agreed unanimously. Deputy Safeguarding Officer – Lynn Winter has agreed to carry on in this role. This was agreed unanimously.
	g)	Training Liaison Officer – Candy Williams agreed to remain as Training Liaison Officer. This was agreed unanimously.
	h)	Disability Awareness Officer – Marian Haughton agreed to remain as Disability Awareness Officer. This was agreed unanimously.
	i)	Honorary Recorder/Parish Giving Scheme – David Cavey has still been doing this as he has not been able to meet up with Alex Holmes to talk through the role with her. She will do all the confidential stuff as part of her role and Patricia Byrne will assist by giving people in church forms. This was agreed unanimously.
	k)	Data Protection Officer/GDPR Coordinator – it was agreed previously that the Churchwardens will take on this role. Chris Gadd and Rosy Stone agreed to carry on. This was agreed unanimously.
	l)	CCTV – Fr Colin said they had started to discuss this a little while ago and it makes sense for the Churchwardens to take on this role. Need to get the man in to show us how it works again. Rosy will speak to Chris to see who it is that we need to contact.
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 agreed unanimously.
7.		Formation of PCC Committees PCC members were asked which Committee they would like to join.

			<u>ACTION</u>
<p>a) Fabric & Finance & Quinquennial Chris Gadd (Chair) Andy Jackson Malcolm Brewer Sara Pask Tony Rice-Oxley Ceri Ward</p>	<p>b) Pastoral Anne Morgan (Chair) Patricia Byrne Marian Haughton Lynne McNeill Linda Smith Candy Williams Lynn Winter</p> <p>Anne to check and let Jane know if Richard Spurgeon wants to be co-opted</p>	<p>c) Hall Tony Rice-Oxley (Chair) Malcolm Brewer Jane Cook Sue Hodgens Ceri Ward</p> <p>To be co-opted at first meeting: Mary Chapman ? Ian Gibson Sandra Hewett ? Fiona Ross</p>	
<p>d) Mission & Stewardship Fr Colin (Chair) Fr Ray (ex officio) Patricia Byrne Anne Morgan Mo Peters Lynn Winter</p> <p>Co-opted ?</p>	<p>e) Social & Fundraising Patricia Byrne Sue Hodgens Shirley Vann (to be asked)</p> <p><i>[Post Meeting Note: After thinking about it Patricia feels it will be too much for her to take on the job of Chair so Fr Colin will talk to the Churchwardens to decide what to do. Patricia happy to be on the committee]</i></p>		<p style="text-align: right;"><u>ACTION</u></p> <p style="text-align: right;">CL/CG/RS</p>
<p>Churchwardens can attend any of the sub-committees. Co-opted members will be invited and agreed by the various Committees at their first meeting and Chairs to let Jane know who has been co-opted so she can produce an accurate list.</p> <p>Mo said she heard on the radio that charity meetings are able to meet in larger numbers but Fr Colin said guidance from the Diocese says we still cannot meet in groups of more than 6. The bereavement group and Toddlers are able to meet. After 21st June we can then meet in person, hopefully. Fr Colin to double check this as new regulations came out today.</p>			
8.		Election of Sidespersons	
		Fr Colin said we need to discuss this once the church is properly open again. Patricia Byrne is happy to carry on organising the rota when things are back to normal and is asking people on the old rota if they wish to carry on.	Agenda 21/7
9.	a)	Charity Treasurer's Report	
		Jane gave Lynne's report as follows: "The Bishop's Lent Appeal raised £104.49 and Four Paws raised £123.52".	
	b)	Treasurer's Report	
		Sara gave the following report: "As at the end of April we were slightly over budget on both income and expenditure. Planned giving is on track as is our Parish Share. We have made a commitment to the Diocese that we will pay our full Parish Share this year but this will mean that we will have to draw on our reserves as we did last year. At our previous PCC it was agreed that we would withdraw a further £10,000 from our UTB account to keep us afloat until, hopefully, we are able to resume our fundraising activities. However, I was not aware that the UTB account requires a minimum	

	<p>balance of £5,000 to keep it open, therefore, the withdrawal figure has been amended to £6,000 and we will keep a careful eye on the account to ensure that we can meet all our commitments. We can always use some of the £7,000+ that we have in our cash flow buffer account if needed.</p> <p>The auction was a great success raising just over £1,000 and this figure will show in the May accounts. Many thanks to those who donated “lots” and to those who had successful bids. Many thanks also go to Tony and Jane for organising the auction and monitoring the bids.</p> <p>I hope and pray that the second half of this year will enable us to fundraise and engage in social events so that we do not have to dig even further into our dwindling reserves”.</p>	<u>ACTION</u>
10.	<p>Update by Fr Colin</p> <ul style="list-style-type: none"> • <u>Scam email</u> - If anyone receives an email which is a bit odd from me there is a scam going around so please ignore and delete it. • <u>Marriage regulations</u> – changed on 4th May. The government want it all digitalised which gets rid of all the paperwork. Registers go back to the registrars with unused certificates and papers and from now on we download a form from the internet with all the details of the couple on it and that is all they sign. I bought a register from Chichester but there is no space for the couple to sign it only the priest signs it. The priest is no longer the registrar so it is sent to the registrar who sends the certificates to the couple. • <u>Outstanding loans</u> – these were set up to pay for the church hall roof and are due to be paid back by November 2022. I would like to pay them back now. <p>Malcolm said that we do not have the money to pay these loans back now as we only have £4.5K in the church hall account and suggested that we defer it until the PCC meeting on 4th October and perhaps try and pay the loans back a year early in November. Tony proposed that we pay the gentleman who wrote to us his £1,000 now as he is no longer a member of St George’s and this was seconded by Malcolm and agreed unanimously. Malcolm will transfer £`1,000 from the Hall account to PCC and Fr Colin will send it with a letter.</p>	MB/CL
11.	<p>Dates of Future Meetings:</p> <p>2021 Wednesday 21st July Monday 4th October Tuesday 14th December</p> <p>2022 Tuesday 1st February Monday 21st March (Approval of Accounts 2021)</p> <p>Fr Colin said it was agreed that we hold PCC meetings every 2 months in the future which enables the sub-committees to meet and send in a report for each PCC meeting.</p>	ALL
12.	<p>Date of APCM 2022</p> <p>The APCM will be held on Sunday 10th April 2022 in Church following the 10am Eucharist.</p>	ALL

13.	Correspondence / Any Other Business	<u>ACTION</u>
	a) <u>Appointing an Architect</u> – Fr Colin has a list of architects and suggests that this is discussed at F&F first and they make a suggestion to the PCC for approval.	CG (F&F)
	b) <u>SLFC</u> - Ask Sonja to talk to the PCC about a Sight Loss Friendly Church following the Zoom session she attended. Sara to ask Sonja if she would be happy to do this once we are able to meet again in person.	SP
	c) <u>Servers</u> – Tony asked Anne if she would like to talk about servers as he knows she has been worrying about the lack of servers. Anne says that when things get back to normal there will be a shortage from the number we had before. People in the area respect us for the number of servers we have and the excellent job they do. She has tried to recruit without success. Some of the servers are in the choir which makes things more difficult although the Director of Music is happy to release them. There are a few people who will return once restrictions are lifted. Tony says servers should be bound to be at church every week not just when they are serving. Anne will send out the June rota with July/August/September availability so she has an idea who will come back. Fr Colin to talk to Anne about this.	AM CL/AM
	d) <u>Heating in the Sacristy</u> – Rosy saw Alex Holmes this morning who said how cold she was and wondered if we could provide her with some more heating. Tony said he has shown her how to turn the heating on and off if she wants to use it. He will also show Rosy how this works.	TRO/RS
	e) <u>Planting of trees</u> – Sara said she was reading yesterday about the Queen’s Platinum Jubilee and how organisations were being encouraged to plant trees and she wondered whether it would be possible to plant a couple of trees in the churchyard. These need to be planted between October 2021 and March 2022 and you can get a plaque to go on them. Mo suggested we could tie it in with the children returning and have a tree planting occasion and make it a feature.	CL
	f) <u>Safeguarding report</u> – This was sent out today and Malcolm said he would wait for Sonja to contact him regarding a DBS.	
	g) <u>Address List</u> – Jane asked if everyone’s details are correct and she will re-send with the minutes.	JC
	h) Jane was asked to find out why people didn’t attend the meeting or send apologies.	JC
14.	Date of Next PCC Meeting	
	Wednesday 21st July 2021 hopefully in person but will inform everyone nearer the time when the agenda is sent out.	ALL
	Please let Jane have apologies in advance of the meeting if you are unable to attend.	ALL
	There being no further business the meeting closed at 9.00pm.	