

**MINUTES OF ST GEORGE'S PCC MEETING HELD
ON MONDAY 9th MAY 2022 AT 8.00pm FOLLOWING THE 7.30PM EUCHARIST**

Present: Chris Gadd (Churchwarden)(Chair), Fr Colin Lawlor, Rosy Stone (Churchwarden), Tony Rice-Oxley (Deanery Synod), Patricia Byrne, Anne Morgan, Mo Peters, Alice Pitney, Elaine Shimbart, Linda Smith, Lynn Winter, Jane Cook (Secretary)

Co-opted: Malcolm Brewer

		<u>ACTION</u>
1.	<p>Opening Prayer Elaine read the Leading Your Church into Growth prayer.</p>	
2.	<p>Apologies for absence: Lynne McNeill, Sara Pask (Treasurer), Sue Hodgens, Candy Williams (Deanery Synod), Sara Schillemore</p>	
	<p>Sonja Pask, Safeguarding – came along to say hello to the new PCC members and explain a bit about Safeguarding. She advised that DBS checks have changed to 3 years instead of 5 yearly. For clarification as to why members of the PCC need to have a DBS check, Sonja explained that we represent Trustees of St George's as a charitable organisation and the Diocese expects all PCC members to be DBS checked. Sara's is the only one outstanding. Sonja said she will be following up with an email to everyone as to what training is expected of PCC members. The training is very church specific and it is very important that the training is done. She recently asked the Diocese for a spreadsheet which showed that some people that Sonja had asked to do the training had not done it which was disappointing. Sonja said that she is very happy to help and is always at the end of the phone if anyone needs help. It only takes about half an hour for each module and it would be good to fill in the spreadsheet to say everyone has done it. Sonja explained that her day to day work is safeguarding in Portsmouth but she still had to do the church training. Sonja said she is in the process of filling out forms so that Lynn, who volunteered to be her deputy, is able to check documents and fill in DBS forms if Sonja is unavailable. Sonja thanked all the PCC who act as a face at the church.</p> <p>Fr Colin thanked Sonja very much for all that she does and said she is a great support to him.</p>	
	<p>Welcome to new members Chris thanked everyone for coming and welcomed both old and new members. He explained that he will be chairing tonight's meeting and he and Fr Colin take it in turns to chair future meetings.</p> <p>One of the new members needs to volunteer to stand for just one year for Ceri Ward who has moved to Oxford. Patricia Byrne said she was happy to stand for one year and she can then re-apply to stand for 3 years straight away again next year if she so wishes.</p> <p>Co-option of members</p> <ul style="list-style-type: none"> • Malcolm Brewer as Assistant Treasurer was co-opted at the APCM 	

			<u>ACTION</u>
		and was proposed by Glynn Ross and seconded by Rosy Stone and agreed unanimously.	
3.		Minutes of last PCC meetings held on 21st March (to approve accounts) The minutes were signed as a true and accurate record.	
4.		Matters Arising	
		<u>P1, Item 4 – Legacy from John Symonds</u> – Margaret has agreed with Malcolm on a wooden bookstand which will be free standing and will replace the metal bookstand. It is intended a plaque will go on the side in memory of John and Malcolm will talk to Margaret to see if she wants to get the plaque.	MB
		<u>P1, Item 4 – Who's Who Board</u> – John Johnson has been tonight and taken photos of those PCC members present in order to update the Board.	
		<u>P1, Item 4 – Update the priest list at the back of church</u> – Linda said she has not had a chance to do this yet – outstanding.	LS
		<u>P3, Item 5c – WMF</u> – Malcolm confirmed that £4,000 has been paid to the church by Waterloo Music Festival.	
5.		Elections and Nominations:	
	a)	Secretary – Jane Cook agreed to carry on as Secretary.	
	b)	Treasurer – Sara Pask agreed to carry on as Treasurer.	
	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.	
	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.	
	e)	Electoral Roll Officer – Tony Rice-Oxley agreed to carry on as Electoral Roll Officer for one more year.	
	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. Deputy Safeguarding Officer – Lynn Winter has agreed to carry on in this role.	
	g)	Training Liaison Officer – Candy Williams agreed to remain as Training Liaison Officer.	
	h)	Disability Awareness Officer – Marian Haughton agreed to remain as Disability Awareness Officer. However she would like to know what this involves. Jane has been in touch with the Diocese who don't seem able to give her an answer. Fr Colin said he thinks it is just to keep an eye out that disabled people are able to get around church in a wheelchair, that the ramps are in place etc.	
	i)	Honorary Recorder/Parish Giving Scheme – Alex Holmes does the confidential stuff as part of her role as Parish Administrator and Patricia Byrne will assist by giving people in church forms	
	k)	Data Protection Officer/GDPR Coordinator – Chris Gadd and Rosy Stone agreed to carry on.	

	l)	CCTV – The churchwardens, Chris Gadd and Rosy Stone look after this.	<u>ACTION</u>
6.		<p>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.</p> <p>The PCC voted unanimously to accept all the above nominations.</p>	
7.		<p>Formation of PCC Committees PCC members were asked which Committee they would like to join.</p>	
		<p>a) Fabric & Finance & Quinquennial Chris Gadd (Chair) Sara Pask Tony Rice-Oxley Elaine Shimbart</p> <p>Co-opted: Malcolm Brewer</p>	<p>b) Pastoral Anne Morgan Patricia Byrne Lynne McNeill Linda Smith Candy Williams Lynn Winter</p> <p>To be co-opted at first meeting:: Marian Haughton</p>
		<p>d) Mission & Stewardship Fr Colin (Chair) Fr Ray (ex officio) Rev Sandra (ex officio) Patricia Byrne Anne Morgan Mo Peters Lynn Winter</p> <p>Co-opted</p>	<p>c) Hall Tony Rice-Oxley (Chair) Malcolm Brewer Jane Cook Sue Hodgens Alice Pitney</p> <p>To be co-opted at first meeting: Mary Chapman Fiona Ross Ian Gibson Sandra Hewett</p>
		<p>e) Social & Fundraising Rosy Stone Sue Hodgens Jane Cook Tony Rice-Oxley Linda Smith</p> <p>Co-opted: Malcolm Brewer</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 the date of their first meeting and who has been co-opted so she can produce an accurate list.</p>			
8.		<p>Election of Sidespersons / Meet and Greet</p> <p>Alice Pitney, Audrey Linney, Barbara Clark, Linda Wainwright, Malcolm Brewer, Marian Haughton, Jane Cook, June Diaper, Susan Deal, Elaine Shimbart, Patricia Byrne, Sandra Hewett. The PCC voted unanimously to accept all the above.</p>	
9.	a)	Charity Treasurer's Report	

		As Lynne was not at the meeting Jane gave the following report: "I have sent a cheque to Hannah's Holiday Home Appeal for £89.36 being the charity for April."	
	b)	Treasurer's Report	<u>ACTION</u>
		As Sara was not at the meeting Malcolm read her report as follows: "I hope that you have all had an opportunity to look at the monthly financial overview for March. You will see that we are within budget on both income and outgoings, however, it should be noted that we received the sum of £4,000 from Waterloo Music Festival in respect of this year's Festival which has contributed towards the income total. We are still awaiting Gift Aid payments from HMRC for Quarter 4 2021 and also Quarter 1 2022 as Alex has not had the time to put in our claims. She is hopeful that she will be able to do this within the next couple of weeks. As agreed at the last PCC meeting we have arranged to close our United Trust Bank account and the balance of £5961 + interest is due into our current account on 26 th May. When these funds have been received we will be able to make our April & May Parish share amounting to £11,020 and transfer funds back into our buffer account. We also still have to process the green and pink envelopes which have been mounting up. Once this has been done we should see a much healthier position in our accounts". Malcolm said that the pink and green envelopes have now been opened and the money paid in and are awaiting Alex.	
10.		Update by Fr Colin	
		Nothing to update since the APCM.	
11.		Dates of Future Meetings: 2022 Tuesday 12 th July Thursday 6 th October Monday 19 th December 2023 Wednesday 1 st February Monday 20 th March (Approval of Accounts 2022) Holding PCC meetings every 2 months enables the sub-committees to meet and send in a report for each PCC meeting.	ALL
12.		Date of APCM 2023 The APCM will be held on Sunday 23rd April 2023 in Church following the 10am Eucharist.	ALL
13.		Correspondence / Any Other Business	
	a)	Agree St George's Ladies programme for insurance purposes	
		<ul style="list-style-type: none"> St George's Ladies Programme - Jane read out the St George's 	

		Ladies programme of events for insurance purposes and this was agreed unanimously.	
		<ul style="list-style-type: none"> • <u>Coffee Machine</u> - Patricia has been in discussion with Indigo Valley regarding a filter coffee machine. The company supplies a lot of churches. If the PCC agree she will look into it in more detail. The cost of the machine is £209 + VAT and this will make 70 cups of coffee. One sachet makes one cup. We could make it up earlier and store in thermos flasks. We would still need to supply a choice so instant, decaf etc would still be available. The PCC will be responsible for buying the machine, coffee etc. Malcolm will discuss with Sara the best way of showing it on the accounts. Need one person to coordinate Wed, Fri and Sun coffees. Chris will talk to all the coordinators to find a way forward. The majority of the PCC agreed that Patricia should look into this further. 	<u>ACTION</u> PB
		<ul style="list-style-type: none"> • <u>Trees</u> - Jane read out an email from Sara suggesting planting a tree in the church grounds in honour of the Queen's Platinum Jubilee. Just over £800 is still available from Bronwen Wood's bequest and she thinks it would be a lovely living memorial to her if we used some of these funds. Mo said you may remember this was discussed some while ago and she has been waiting for a Mission meeting to bring this up but there hasn't been one. She thinks it would be lovely to plant 2 apple trees in containers so they can be planted anytime and get Toddlers, Sunday School etc involved and make a big thing of it. Everyone agreed for Mo to look into this further and use some of Bronwen's money to pay for the trees. 	MP
		<ul style="list-style-type: none"> • <u>Dog Fouling</u> – Malcolm said this seems to be getting worse and he picked up 12 bags on Thursday and another 4 on Friday before he could mow the lawns. Mo said about a pink paint they have used in the alleyway near them to highlight the problem and she will try and find out what they use. Elaine was asked to find out if we reverted back to HBC maintaining the grounds could they enforce fines for dog fouling. Mo said that she and Tony are going to put up some white pegs for the mowers to avoid mowing that area this week to grow some wild flowers like we did last year. 	ES
		<ul style="list-style-type: none"> • <u>Frame for banners</u> – Tony said that John Hood said it is illegal to have the fixed frame to put banners up so Tony is proposing to make a moveable one which can go up when we want to advertise something, eg WMF and take it down again after so we don't need a Faculty. Tony was asked to check this with David Cain. 	TRO
14.		Date of Next PCC Meeting	
		<p>Tuesday 12th July 2022 in church at 8pm following the 7.30pm Eucharist.</p> <p>Please let Jane have apologies in advance of the meeting if you are unable to attend.</p> <p>There being no further business the meeting closed at 9.05pm.</p>	ALL ALL