

## **MINUTES OF ST GEORGE'S PCC MEETING HELD AT THE VICARAGE ON WEDNESDAY 13<sup>th</sup> MAY 2009**

**Present:** Fr Mike, Linda Wainwright (Deanery Synod), Lindsay Chalk (Deanery Synod), David Hodgens, Julia Spurgeon, Tony Rice-Oxley, Dick Handy, John Towns, Colin Monk, Candy Williams, Barbie Lloyd, Carol McKells (Treasurer), Jane Cook (Secretary)

	<b><u>ACTION</u></b>
1. <b>Opening Prayer</b>	Fr Mike opened the meeting with prayers.
2. <b>Apologies for absence:</b>	Fr Timon, Margaret Symonds (Churchwarden), Richard Spurgeon (Churchwarden), David Palmer
	<b>Welcome to new members</b> Fr Mike thanked everyone for coming and welcomed the new members – Dawn Hyett, Barbie Lloyd, Colin Monk, John Towns and Candy Williams.
	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 Tony Rice-Oxley who is also Treasurer of the Deanery Synod and is therefore an ex officio member of the PCC.
	<b>Ballot for new PCC members (if necessary)</b> Need to do a ballot as 2 of the new members will only stand for 2 years (to replace Elaine Shimbart and Leon Bartosiak).  Colin Monk and Barbie Lloyd volunteered to stand for two years. Tony reminded the PCC that as they are only standing for two years if they wish to they can re-apply to join again straight away for another 3 years.
	<b>Co-option of members (if necessary)</b> This will be dealt with under committees.
3. <b>Minutes of last PCC meeting on 23<sup>rd</sup> March 2009</b>	The minutes were signed as a true and accurate record.
4. <b>Matters Arising</b>	<p><u>P1 - Charity Status</u> – Tony said Jane has been asked for our Charity Registration Number by Havant Borough Council for the St George's shop later in the year. This will be put on the agenda for the next meeting.</p> <p><u>P1 - Licenses</u> – Tony has looked into this and says that all the licenses we currently pay for are necessary – cost around £580 per annum.</p> <p><u>P3 – Graves</u> – Tony has been in touch with Joyce Gibson who has some papers on the siting of the graves before the extension. She also said it was reported in the London Gazette in 1969.</p>
5. <b>Elections and Nominations:</b>	<p>a) <b>Secretary</b> – Jane agreed to carry on as Secretary. This was proposed by Dick Handy, seconded by David Hodgens and agreed unanimously.</p> <p>b) <b>Treasurer</b> – Carol agreed to carry on as Treasurer. This was proposed by Tony Rice-Oxley, seconded by David Hodgens and agreed unanimously.</p> <p>c) <b>Vice-Chairman of PCC</b> – this will still be Margaret as senior Churchwarden. This was proposed by Lindsay Chalk, seconded by</p>

June Agenda

## ACTION

- d) Colin Monk and agreed unanimously.
- e) **Standing Committee Membership** – Fr Mike, 2 Churchwardens, Secretary and Treasurer. This committee only meets in an emergency and can spend up to £1000. Proposed by Tony Rice-Oxley and seconded by Linda Wainwright.
- e) **Electoral Roll Officer** – Rosemary Monk has agreed to carry on in this role. Proposed by Dick Handy, seconded by Julia Spurgeon and agreed unanimously.
- f) **Youth Coordinator/Child Protection Officer/Vulnerable Persons Coordinator** – Sandra Hewett who is co-opted on to the Pastoral Committee. Proposed by Barbie Lloyd, seconded by Colin Monk and agreed unanimously.
- g) **Others** - None

## 6. Formation of PCC Committees

### **Co-opted people on Committees:**

David Cavey to be co-opted onto Fabric and Finance. Proposed by David Hodgens and seconded by Lindsay Chalk.

Sandra Hewett to be co-opted onto Pastoral. Proposed by Dick Handy and seconded by David Hodgens.

Rosemary Monk to be co-opted onto Pastoral. Proposed by Dick Handy and seconded by David Hodgens.

Anne Willoughby to be co-opted onto Hall. Proposed by Candy Williams and seconded by Barbie Lloyd.

David Cavey to be co-opted onto Hall. Proposed by Candy Williams and seconded by Barbie Lloyd.

a) <b>Fabric &amp; Finance</b>	b) <b>Pastoral</b>	c) <b>Hall</b>	
Tony Rice-Oxley (Chair)	Dick Handy (Chair) Fr Mike	Colin Monk (Chair)	
Carol McKells	Fr Timon	Anne Willoughby (co-opted)	
Margaret Symonds	Margaret Symonds	Richard Spurgeon	All
Richard Spurgeon	Jane Cook	David Cavey (co-opted)	
Dick Handy	Sandra Hewett (co-opted)	Dawn Hyett	
David Hodgens	Rosemary Monk (co-opted)	David Palmer	
Colin Monk	Barbie Lloyd	Julia Spurgeon	
David Cavey	Candy Williams	Tony Rice-Oxley	
	John Towns		

- d) **Others** - none

## 7. Treasurer's Report

Carol gave the following report:

Very briefly going over March figures, just noting one or two main items:

- Firstly income - £750 donation received from CAF (Charities Aid Foundation), £570 plant sales, £365 from the Gourmet evening, £115 sale of poem books, £114 table top fundraising.
- Outgoing - £137 PPL Licence (public performance licence), £390 quarterly gas & electric bill, £166 bookstall.

## APRIL FIGURES

### **Income:**

- Gift Aid for quarter 1 Jan – March is due anytime in the region of

## ACTION

£2,200.

- Loose plate collections for 2008 averaged at £125 per month. For 2009 the average monthly amount is currently £187 and at that rate will exceed budget by around £1000 at the end of 2009. So the re-introduction of the collection bags has made a big difference.
- Fundraising is below budget but will hopefully turn around during the week of the fete.
- Bookstall shows sale of books through the Bible Reading Fellowship.
- At the end of April donations towards Leon's memorial stood at £258, to date there is £328. Also there is £100 from Ruth Griffiths Will received last year, which could also be used. It has already been mentioned that we purchase some candle lanterns which will stand the end of the pews. These cost £184 each/pair

### **Outgoing:**

- The quota is up to date.
- Clergy expenses include a quarterly BT bill which is why those figures exceed budget.
- Honoraria shows the usual payment to Cecil plus £30 to Mark Langtry for the service is took as organist.
- Assigned fees for £1125 for quarter 1 2009 plus £309 left from the end of 2008 which were due.
- Photocopier shows the quarterly bill of £280.

### Finally:

- Donations shows £5 from a Mystery Worshipper.
- The Mystery Worshipper left an envelope with a donation (19/4), and informed us that we can read about our Church on ship of fools.com.
- Having had a quick look at the site, our Mystery Worshipper hasn't yet recorded his visit to St. George's Church. The site mentions:

*Since ancient times (ok, 1998), Ship of Fools has been sending Mystery Worshippers to churches worldwide. Travelling incognito, they ask those questions which go to the heart of church life: How long was the sermon? How hard the pew? How cold was the coffee? How warm the welcome?*

*The only clue they have been there at all is the Mystery Worshipper calling card, dropped discreetly into the collection plate.*

- So keep looking on the Ship of Fools.com site. Hopefully St. George's will get a good write-up.
- David Hodgens wondered whether there could be a sub-heading under the Church Maintenance column entitled "Quinquennial expenses" so that we can see how much we are spending.
- Carol to raise an invoice to Edwards for the Bulletin sponsorship.

Carol

Carol

### Treasurer's Role

- Charity Treasurer - Carol said that there are two bank accounts – one with Lloyds TSB for all the charities monies and the main bank account which was swapped to HSBC last year. Linda Wainwright has volunteered to take over the Lloyds charities accounts. The PCC was asked to agree this – proposed by Carol McKells and seconded by Colin Monk.
- Honorary Recorder – this is another job that Carol presently does as part of her role as Treasurer and Tony Rice-Oxley has volunteered to

## ACTION

take over this role. The PCC was asked to agree this – proposed by Carol McKells and seconded by David Hodgens.

**8. Appointment of Training Liaison Officer**

The Diocese has asked us to appoint someone to act as Training Liaison Officer so they have a name to forward any literature on training courses etc. Candy Williams volunteered to do this and will need to get in touch with the Diocesan Education Office to give them her e-mail and home address.

Candy

**9. Appointment of Contact Person for Disability issues**

Fr Mike said we have been asked to appoint a person in the Church who will be a central point for any information, literature etc on Disability Issues. Barbie Lloyd volunteered to do this.

Fr Mike

**10. Approval of Waterlooville Music Festival programme for insurance purposes**

The programmes for the WMF needs to be approved for insurance purposes. Fr Mike said that we were quoted an extra £52 on our insurance policy to cover this but when Tony checked it has been added to the policy and we have not been charged but we still need to approve the programme for the minutes. This was agreed unanimously.

Tony asked whether he needed to get PCC approval for the Youth Club trip to Fordingbridge from Saturday 23<sup>rd</sup> May to Sunday 24<sup>th</sup> May. It was agreed that this would be sensible for any trips but Tony will check with Ecclesiastical and report back to the next PCC meeting. The Youth Club trip was agreed unanimously by the PCC.

Tony

**11. Correspondence**

Quinquennial Action Plan – Fr Mike explained to the new members what the Quinquennial is. Tony has done an Action Plan with 38 different items that need doing. These are split into two phases – big items in Phase 1 and has identified an individual responsible for progressing each particular item. We need to sort out how we are going to raise this money.

Church Hall Committee Minutes – these were circulated after the last PCC meeting by Colin and he had nothing further to add except to say that he has purchased a master switch for the hall which when pushed will allow one hours heating and lighting to save the wastage. The next meeting is on Tuesday 30<sup>th</sup> June.

Hall Cttee

Bishop Kenneth's retirement – Jane said a letter has been received from the Diocese asking churches for contributions towards a joint gift which will need to reach the diocesan office by 14<sup>th</sup> August 2009 with a view to a presentation at Bishop Kenneth's final farewell service at the cathedral on Saturday 12<sup>th</sup> September. Cheques need to be made payable to "Portsmouth Diocesan Board of Finance" accompanied by clear instructions that the money is intended for Bishop Kenneth's leaving collection. This will be discussed at the next meeting.

June Agenda

Taize – Jane read out an e-mail received from Rosa Miller saying how much she enjoyed the latest Taize service, saying the balance was just right and will hopefully encourage more to attend the next service.

Letter from Gordon Beer – Jane had sent a letter on behalf of the PCC to Gordon Beer thanking him for doing the accounts and had received a very nice reply from him saying he is only too pleased to be able to help in these difficult times and will be pleased to do the job again next year.

## ACTION

Letter to Lovedean Landscapes – Tony had asked Jane to write a letter on behalf of the PCC thanking them for the work they had done on the church guttering to enclose with the cheque and this had been done.  
e-mail from Janet Johnston, Chair of Waterlooville Business Association. Fr Mike said that he had received an e-mail asking if St George's would like to sponsor a hanging basket. One is £47, two £88.12. It was agreed to file this.

Leon's Memorial – as mentioned in the Treasurer's report £328 has been received in aid of a memorial for Leon. Fr Mike said that he had also received a cheque from the wife of a former Churchwarden, Tom Churchill, for £500 in his memory and there is still £100 which was received from Ruth Griffiths' Will last year. Fr Mike said that the Gospel book fell off the lectern in the wind outside two years ago and the back has broken so he wondered if we could replace this with some of the money. He thinks this was given in memory of someone and will check. It was agreed for him to go ahead and get a new one and put a sheet in the front page in memory of Leon, Ruth, Tom and whoever the old book was in memory of.

It was also mentioned that we purchase some candle lanterns (£184 each/pair) for the end of pews or processional candles to match the two we already have. Fr Mike will look into this and get some more catalogues and prices for the next meeting.

Church Security – the Police are concerned about the man who keeps coming in for a drink of water and he said we could put CCTV in the porch.

Fr Mike

Fr Mike

12.

### **Date of Next Meeting**

The next meeting will be held on **Tuesday 2<sup>nd</sup> June 2008** in the Church following the 7.30 pm Eucharist. All meetings finish no later than 9.30 pm.

### **Future Dates:**

#### 2009

Wednesday 15<sup>th</sup> July  
Monday 14<sup>th</sup> September  
Tuesday 13<sup>th</sup> October  
Monday 16<sup>th</sup> November  
Wednesday 16<sup>th</sup> December – 7.30 at the Vicarage

#### 2010

Monday 18<sup>th</sup> January  
Tuesday 23<sup>rd</sup> February  
Wednesday 24<sup>th</sup> March  
Sunday 25<sup>th</sup> April - APCM

There being no further business the meeting closed at 9.10 pm followed by drinks and nibbles to welcome the new members.