



Parish of Holy Trinity with St Columba, Fareham  
Minutes of Parochial Church Council Meeting  
30 January 2024 in Holy Trinity Church

Those present:

Rev Sam Cullen, Rev Ruth Jagger, Emma Bourner, Sarah Bourner, Mark Coundley, Charlotte Farrell, Abi Handley, Helen McCarthy, Rowena Palmer, Lucy Docherty, Sue Marshall, Ian Brewerton, Rosemary Brewerton, Karen Churchill, Jules Docherty, Clive Ellam, Donna Irving, Alison Jacobs, Jane Whiteley, Jim Palmer (Chair & Sec).

The meeting opened with a prayer.

1. **Apologies for absence:** Sheila Holliday

2. **Declarations of interest**

Karen Churchill in respect of discussions regarding Scouts.

3. **Minutes of PCC Meeting on 27 November 2023**

Change to item 15 – replace Christmas with Summer. Amended minutes proposed by Alison and seconded by Lucy. Agreed unanimously.

4. **Matters Arising from last PCC meeting**

- a. Data Protection training for Parish office staff. Complete 22 Jan.
- b. Progress Faculty on Scout groundworks and obtain quotes for speedy completion. Has been some difficulty in obtaining quotes. Faculty not required. Closed.
- c. St Columba ash tree felling and disposal (to National Rail's timetable). Ongoing. **Jane**
- d. Discuss arrangements for Young Server policy with James. Ongoing. **Rev Sam**
- e. Develop Policy for Young Servers to be agreed at next PCC. Needs discussion between Emma & Sam. Ongoing. **Emma**
- f. Complete online Trustee Declaration Forms. Most complete. Ongoing. **All**
- g. CCs to review arrangements for giving during services. SC complete, HT ongoing. **Clive**
- h. Publish new rates & fees. Complete
- i. Arrange for Christmas giving to be distributed to Crisis & Two Saints. Complete
- j. Publicise charity nominations and collate nominations. Donna advised she had received 13 nominations and has created MS Form for PCC to vote.

Donna will send out to PCC for members to vote on preferred charities (2 local, 2 national, 2 international). **Donna**

k. Implement a phased approach to Two Factor Authentication. Jim and Mark had moved and advised it was relatively painless. Agreed we should proceed in phased way. Jim and Mark offered to run hands-on help sessions after church on Sundays. **Jim**

l. Attend Choir Church meeting and report back to Standing Committee and PCC. Complete

## **5. Safeguarding**

Emma briefed on the parish safeguarding dashboard and associated progress. The parish had been moved onto level 2.

The Churchwardens confirmed that they had read the Safeguarding Responsibilities of Churchwardens dated October 2017.

The PCC agreed the Parish Safeguarding Policy Statement 2024, subject to three minor typos being corrected. Proposed by Clive, seconded by Mark and agreed unanimously.

The PCC agreed the procedures for responding to safeguarding concerns and allegations at Section 7 of the Parish Safeguarding Handbook. Proposed by Karen, seconded by Charlotte and agreed unanimously.

The PCC agreed the section on Safer Recruitment and People Management at Section 5 of the Parish Safeguarding Handbook. Proposed by Lucy, seconded by Mark and agreed unanimously.

The meeting approved the following activities involving children, young people or vulnerable adults and agreed that should be listed on the Safeguarding Dashboard:

- . Little Fishes. Proposed by Alison, seconded by Clive and agreed unanimously.
- a. Messy Church. Proposed by Charlotte, seconded by Sue and agreed unanimously.
- b. St C Friendship Club Proposed by Jane, seconded by Charlotte and agreed unanimously.
- c. Craft table at Table-Top sale. Proposed by Rowena, seconded by Charlotte and agreed unanimously.

The meeting decided that it should not include one-off events, such as Fairs, which would be subject to their own approval and risk assessment on a case-by-case basis. It was also agreed not to include HT Choir, Pastoral Groups & Care home visits at this stage, until further advice had been sought.

There were no specific safeguarding issues to raise from either Church Committee.

## **6. Health and Safety**

Clive advised that two issues had been raised in the Quinquennial, which were being addressed:

- . Uneven paving stones outside the north entrance.
- a. Carpet trip hazard outside the kitchen.

Jim advised that the only issue of concern at SC was the ash die-back tree, which was already the subject of an action.

## **7. Finance**

Sue advised that there were no accounts yet ready to review at the meeting. The HT flower fund bank account was being closed to avoid additional bank charges and the fund would be run from the main account. The Covid Fund balance was now at around £2k. Sue agreed to advise CAB that the funds were almost gone. **Sue**

## **8. Review of the Parish Action Plan**

Jim advised the PCC that, having discussed the Parish Action Plan with Rev Sam, it was suggested to hold a parish away-day to review actions and priorities at some stage in the summer. Date and venue to be decided. Lucy asked that the date be set as soon as possible to help diary planning for the summer.

## **9. Living in Love and Faith**

Rev Sam advised that the Bishop had written following the decision by the House of Bishops to commend the suite of Prayers of Love and Faith, for use in private pastoral situations and as part of regular worship services from 17<sup>th</sup> December 2023.

The PCC agreed that:

- b. the PCC and incumbent were of a common mind with regards to the use of these resources.
- c. we were happy to put a PLF (Prayers of Love and Faith) Tag on AChurchNearYou.com so that people can feel able to approach us.
- d. we will write to Bishop Jonathan informing him of our intention to use these resources.
- e. we will notify the congregations of our intentions by including something in the monthly newsletter.

Proposed by Mark, seconded by Clive and unanimously agreed.

## **10. Lent and Easter Planning**

Rev Sam advised that the following pattern for Lent, Holy Week and Easter had been discussed and agreed with the Worship Team.

CoE theme for 2024 = Watch and Pray: Wisdom and Hope for Lent and Life. Drawn from black spirituality.

Resources - Watch and Pray booklet, and the book 'Tarry a While' by Selina Stone.

Music to consider: The Lord's Prayer from the African Sanctus by David Fanshawe, Robert Ray's Gospel Mass.

**Feb 14th Ash Wednesday**

St Columba - 12:00 - Eucharist

Holy Trinity - 19:00 - Eucharist

**Saturdays of Lent**

Holy Trinity – 9:30 – Lenten coffee and chat

**Sundays of Lent**

St Columba – 10:00 - Same pattern.

Holy Trinity – 10:00 - Eucharist each week. LWLs Deacon/Reflect

No 8:30 Eucharist.

**Palm Sunday**

Holy Trinity – 9:45 procession from Westbury Manor to Holy Trinity. 10:00 Eucharist.

St Columba – 9:45 Procession or other activity tbc

**Monday Tuesday and Wednesday of Holy Week**

St Columba - 19:00 – Night prayer with a Reflection. LWLs choose style of worship/creative control.

**Maundy Thursday**

Holy Trinity – 19:00 - The Last Supper with Washing of Feet. Guest Preacher TBC.

**Good Friday**

CTiF – 10:00 – Walk of Witness

St Columba – 14:00 – Liturgy of The Cross.

Holy Trinity – 14:00 – Liturgy of The Cross. Guest Preacher TBC.

**Holy Saturday**

St Columba - 20:00 Taize style or other candlelit vigil, LWLs creative control.

**Easter Sunday**

St Columba – 10:00 – Eucharist, with any baptism candidates. Possibly Robert Ray Gospel Mass setting on screen.

Holy Trinity – 10:00 – Eucharist, with any baptism candidates. Guest Preacher TBC.

**11. APCM Planning**

Jim briefed the meeting on the plans for the APCM, to be held after a joint service at SC on Sunday 14<sup>th</sup> April 2024. The following agenda was proposed and agreed (leads shown in brackets):

**Annual Vestry Meeting**

- Apologies for absence
- Appointment of Vestry Clerk
- Approval of Minutes the Annual Vestry Meeting held on Wednesday 19th April 2023
- Election of four Churchwardens: two for St Columba and two for Holy Trinity

## APCM

- Apologies for absence
- Approval of the minutes of the Annual Parochial Church Meeting Wednesday 19th April 2023.
- Election of representatives of the laity to the Parochial Church Council (Jim & Alison).
- To receive a report on the Electoral Roll of the Parish (Clive).
- To receive the Annual Report of the Proceedings of the Parochial Church Council for the year ended 31st December 2023 and adopt (Jim).
- To receive the Financial Report for the year ended 31st December 2023 and adopt (Sue).
- To receive other reports:
  - The Fabric, Goods and Ornaments of the Churches of the Parish (CWs).
  - Safeguarding (Emma).
  - The Proceedings of the Deanery Synod (Alison).
  - The Proceedings of the Diocesan Synod (Mark).
  - Appointment of Independent Examiner for the year 2024 (Sue).
  - Comments by our Priest in Charge (Rev Sam)

Jim also advised on the state of PCC appointments. Current rules of elected lay members of the Parish PCC: there can be seven members representing Holy Trinity church and seven for St Columba. A member can sit for a maximum of two consecutive terms (of maximum length three years).

Name	Date elected	Current Term	Date for re-election/retirement
Sarah Bourner (HT)	2021	2nd	2024 Must step down
Karen Churchill (HT)	2021	2nd	2024 Must step down
Sheila Holliday (HT)	2021	2nd	2024 Must step down
Charlotte Farrell (St C)	2021	1st	2024 Elect to second term
Abi Handley (St C)	2021	2nd	2024 Must step down
Ian Brewerton (St C)	2021	1st	2024 Elect to second term
Rosemary Brewerton (St C)	2021	1 <sup>st</sup>	2024 Elect to second term
Helen McCarthy (St C)	2022	1st	2025
Donna Irving (HT)	2023	1st	2026
Julia Docherty (HT)	2023	1st	2026
Judi Bushell (HT)	2023	1st	Resigned Nov 2023
Rowena Palmer (St C)	2023	2nd	2026

Therefore, four representatives were needed from HT and one from St C to get to same levels (but it could be five HT and two St C).

## 12. Proposal to open HT during the day

Rev Sam expressed concern that HT was closed, with the exception of Wednesday afternoons, as we are in the challenging situation of not having people to do church watch

during the week. The meeting discussed the benefits and risks of keeping the church open during the day anyway. Some felt it was inviting trouble but others were supportive of keeping it open. It was agreed that there would need to be a re-working of the risk assessment on the revised basis and the safety of the office staff was considered.

It was agreed to have a one-month trial between 10am and 12Noon Mon-Fri. Proposed by Sam, seconded by Lucy and agreed 19 votes to 1.

### **13. Proposal to employ a caretaker**

Rev Sam said she had noted an extraordinary amount of work is undertaken by the Churchwardens at St Columba in opening and closing and preparing the space for hirers. She was concerned that this was unsafe and it had got to the point where we need to consider employing a caretaker for not just St Columba, but Holy Trinity also.

It was agreed that the Churchwardens should form a small HR group to discuss their needs and return to the next PCC with a specific proposal. **CWs**

### **14. Choir Church**

Rev Sam advised that she and Rev Ruth had attended a meeting at the Cathedral on January 11th 2024 to explore how choir church might work.

The target age is usually Primary School, yrs 2-6. But could be opened to secondary settings and there are four areas of work associated with the Choir Church model:

- Working with a local school. Most of the action takes place in the school and at an after school choir club.
- A regular Eucharistic service (a planting team from local churches).
- Musical excellence.
- Social Justice - a practical social action project.

There would be a £250 choir church foundation subscription per year and an estimated £9k per annum cost for musical staff, initially funded by the Diocese but tapering to nothing over four years. There needs to be pastoral care, discipleship and other support build in from the local church planting team.

Lucy felt it was the sort of scheme that would attract financial support from our congregations.

It was agreed that we should confirm our interest to the Diocese and continue to explore taking this forward, initially at St Columba Primary School from Jan 2025 and subsequently at a suitable school for HT, possibly Uplands Primary School. Rev Ruth had agreed to support the scheme and it was felt that the Community Worker's Job Description could be adjusted to accommodate it. Proposed by Rev Sam, seconded by Donna and agreed unanimously.

### **15. Update on charity nominations**

Dealt with under matters arising.

## **16. Reports from Church committees, HTCC & SCCC. To include fabric issues.**

Clive updated the PCC on the Robin's Nest planning application. Following our objection, new plans have been submitted for apartments without windows, to be dealt with by end March. It was suggested that we respond to FBC to advise we would object if plans were subsequently altered to add windows back. **Clive**

Karen updated the meeting on the scout's proposed groundworks and asked for the PCC's agreement to erect a piece of new fencing as a temporary measure until the decision on the memorial garden fencing was made. The meeting offered for the parish to purchase the materials.

Jim advised that the Feasibility Study at SC, approved at the last PCC meeting, had commenced, with a workshop held on 28 Jan and two more planned for 10 Feb.

## **17. Annual Review of Policies**

Jim advised that it was time for the annual review of policies. These were set out in the Documents/Important Documents/Policies folder in the PCC SharePoint site. He asked that all PCC members take the opportunity to review these in preparation for the next PCC meeting. **All**

There was some confusion over where the latest versions of the policies were held. Jim agreed to contact Sue Craft, who may be able to help. **Jim**

## **18. Update on Microsoft 2 factor authentication**

Dealt with under matters arising.

## **19. Update on charity nominations**

Jim advised the meeting that he was exploring options for a parish contact database, for use by those working for the parish.

## **20. Other Reports**

The meeting noted the report from the Standing Committee (incl F&GP). There were no reports from the Deanery or Diocesan Synods.

## **21. Events to be noted and supported**

- The SC Quiz had been deferred from 2 Feb to a date yet tbc in April.
- 8 Jun - St C Summer Fair
- 16 Jul - HT Summer Fair

## **22. Any Other Business**

- The meeting welcomed the proposal for Judi Bushell to undertake Anna Chaplaincy training and approved it wholeheartedly.

- Ian asked whether any progress had been made with All Stand. It was agreed to explore what progress other churches had made and also ensure appropriate actions were included within the Parish Action Plan. **Jim & Clive**

**23. Date of next meeting**

Tuesday 20<sup>th</sup> March, 2024 at 7.30pm at HT.

The meeting closed with the Grace

**FUTURE MEETINGS**

Wed 20 Mar 24 at HT  
APCM 14 Apr 24 at St C