

Parish of Holy Trinity with St Columba, Fareham
Minutes of Parochial Church Council Meeting



18 July 2023 in Holy Trinity Church

Those present:

Emma Bournier, Sarah Bournier, Ian Brewerton, Rosemary Brewerton, Karen Churchill, Sue Craft (Sec), Mark Coundley, Jules Docherty, Clive Ellam, Abi Handley, Sheila Holliday, Donna Irving, Alison Jacobs, Ruth Jagger, Sue Marshall, Jim Palmer (Chair).

1. Apologies for absence:
Judi Bushell, Lucy Docherty, Charlotte Farrell, Helen McCarthy, Rowena Palmer, Jane Whiteley
2. Declarations of interest: Sue C declared an interest in Item 10, during which she withdrew from the meeting.
3. Minutes of PCC Meeting on 22 May 2023
A correction was requested, such that at Item 6, Sue Marshall is also a signatory for our bank accounts. Once the correction was agreed, the Minutes were proposed by Clive Ellam, seconded by Alison Jacobs and agreed to be an accurate record of the meeting.
- 4 Matters Arising from PCC meeting of 22/5/23
 - a) LYCIG ideas to be incorporated into the Action Plan - Complete.
 - b) Updating of church life photo board in HT Link. This action to be taken by HTCC. Closed.
 - c) Mike Terry (Deanery Synod) to be approached about the Community Worker role on the retirement of Sally Dewberry but any action on hold pending Rev Sam's arrival. See item 8 below.
 - d) Thank you from Ann Burr - letter of acknowledgement to be sent by Jim. Ann's letter had been put on display in both churches. Complete
 - e) Alb to be purchased for Aurora. This action will be progressed by HTCC. Closed
 - f) New door for Parish Office to be installed. Complete
 - g) Data Protection training for Parish office staff. Ongoing. **Jim**
 - h) Sponsors of Tithe Giving charities to provide information for the News Sheet. Action continuing **Jane**
 - i) Mobility Scooter policy. Mike Craft had submitted final draft to Clive. Covered by Item 9 below.
- 5 Data Protection/Security presentation
Jim shared a presentation with the PCC updating them on the requirements of data protection and information security. Document presented to be forwarded to absent members of PCC (see Sharepoint PCC folder). **Jim**
Jim undertook to think about a procedure to be followed in the event of a data breach needing swift action when Jim as Data Compliance Officer is unavailable. **Jim**
Holy Trinity live streaming creates need for signed consent forms from all those being filmed each week. Passive permission cannot be presumed. **Mark**

6 Finance

2nd Quarter (Apr-June '23) accounts were available too late to report upon.

A discussion took place concerning the erosion of the General Fund despite the size of other asset funds and income.

Jim had sent out a paper of Church Finances ahead of the meeting. Within it, reference was made to CofE's initiative of an annual week (end Sept), focusing upon "Season of Generosity".

Rev. Ruth said she can use this initiative and resources provided within services at both churches on Sundays 24/9 and 1/10. **Ruth**

Sue M. said we rarely run events in the Parish to raise funds.

Jim said we haven't had a stewardship campaign for 5 years.

The PCC agreed a Season of Generosity was a good initiative and we will welcome an opportunity to use the CofE resources. More consideration will be given to stewardship when Rev. Sam is with us. **Sue M**

7 Review the Parish Action Plan & LYCiG

Jim, Judi and Karen met last week update the Parish Action Plan following the recent LYCiG refresher. PCC members were asked to take a careful look at it on Sharepoint. No actions will be taken until Rev Sam in post.

8. "All Stand – The gift of disabled people to the church"

This booklet has been provided by the Diocese and copies were given to PCC. It will help us address issues of accessibility, in line with our Inclusive Church status. Clive will be leading a discussion on it's content at a subsequent PCC meeting **Clive**

9 Update on the retirement of Sally Dewberry

As Sally's retirement is anticipated at Christmas '23, the future of the Community Worker Role requires input from other parishes in the town centre. St. Johns are keen to discuss this issue with us. Sts Peter & Paul have not had an opportunity to discuss it. Action on hold until Rev. Sam in post. **Jim**

10 Mobility Scooter Policy

Mike Craft had submitted final draft to Clive which PCC had read. It was proposed by Clive, seconded by Mark and agreed by all.

Clive stated that 'near misses' are as serious as accidents actually happening.

Mobility scooters cannot be driven beyond the Link at Holy Trinity nor into the foyer at St Columba (the latter may need churchwarden discretion in wet weather). It was agreed the machines are too powerful to be in proximity with 'pedestrians', old and young.

Clive said a door bell is to be fitted at Holy Trinity with which a mobility scooter driver can summon help in being supported to pew or transferred into one of the wheelchairs available. The bell will ring a receiver in the Office and light up a second hand-held receiver in church, which a church warden or sidesperson will be responsible for.

Mobility Scooter Policy to be adjusted to reflect agreement regarding St Columba. It then needs sharing with those who use mobility scooters. It also needs adding to website and displaying on all notice boards. **Clive/Jim**

At this point, Sue Craft left the meeting and the Chair recorded the following Minute.

11. Reader Training

The Chair introduced the item by advising that Sue Craft had met with Rev Peter Hall and was keen to explore Reader training. In order to attend the selection panel on 28th July, she needed the PCC to pass the following resolution:

"That the PCC give their support to Sue Craft going forward as a candidate at LLM (Reader) Selection Panel"

The PCC Sec. read out a message from one PCC member who was unable to attend the meeting. They expressed concern that the decision by Sue was being made in haste and that it should wait until our new incumbent arrived in October, when it could then be discussed and considered in a more measured way.

Rev Ruth Jagger advised that the PCC were being asked to give their support to Sue to attend the selection panel for training, not for being a Reader. A decision about this would come later in the process, so there's time for continued discernment. She also stressed that if Sue did not attend the selection panel in July, she would have to wait a year for the next one.

After discussion, the resolution was passed unanimously by those PCC members present.

The proposal that the PCC give their support to Sue Craft going forward as a candidate at LLM (Reader) Selection Panel was made by Jim Palmer and seconded by Rosemary Brewerton.

The following votes were recorded:

Number in favour 16

Number against 0

Number of abstentions 0

Number of PCC members who were absent 6

The proposal was therefore carried.

Sue returned to the meeting after this item was complete, when she resumed writing the Minutes.

12 St Columba Architect

After looking at several options (all Diocesan approved), it was proposed by Jim Palmer that Darren Bray of Studio Bad be appointed as the inspecting architect for St Columba Church. This firm has a particular focus upon community needs and more modern buildings. This was seconded by Sue Craft and unanimously approved.

13 Safeguarding Report from Emma Bourner

a) Dickson House Gardening

It was reported that Emma and Clive had met with the team at Dickson House to look at whether they can resume supporting us with the maintenance of the gardens at HT.

Some safeguarding questions were posed around the safety and security of the church and Parish Office (ie.accessing the toilets and obtaining drinks). The team will return to Dickson House for these purposes and require no access to the building. Further, volunteers will be supervised at all times, they will not work at church on a Wednesday (avoiding Little Fishes) and they will share with us any details of volunteers' offences, if they are around abuse.

b) Dickson House residents attending church services

It was reported that the previous Sunday one of the residents from Dickson House had unexpectedly attended 10am worship. The gentleman clearly had some learning difficulties and/or mental health issues. He shared with Emma that he had spent much of his adult life in and out of prison. What the incident highlighted to her was the need for us to have a plan to support new attendees, who may require a lot of support within the service e.g. very upset / wanting to talk / taking communion. **Emma**

c) Elderly and vulnerable attending church

Clive, Ruth and Emma have spent some time discussing the particularly elderly and vulnerable in our congregation. There were no conclusions but it has highlighted the need to welcome them as part of our church life whilst at the same time recognising the increasing pressure their needs put upon a wide number of our church team (risk of falls, what happens if they don't arrive at church - do we check they are okay?).

Emma

d) Vulnerability of church Welcomers in Holy Trinity

Emma has been made aware of some Wednesday church Welcomers feeling vulnerable when they fulfil their role. The PCC needs to address this in the coming months. Discussion needs to include:

How can we support them as they help to keep the church open?

Do we put an age limit on those who church Welcome?

Do we only open the church when staff are in the office? If we do, that puts an added pressure on the office staff. Also, how would they alert the office staff?

Do we only open when people are in the parish centre - again, how would they be alerted to a need for support?

A small group is to meet over the summer to begin this discussion before the Autumn HTCC meeting, who will then put a proposal to PCC.

Emma

e) There was a conversation about safeguarding the young girl who wishes to take a small part in Holy Communion preparations occasionally. Emma stated that Winchester Cathedral have a useful Policy which the PCC could use as a blue print. After the meeting this was forwarded to Jim for adding to SharePoint. Meanwhile, Emma's guidance as Safeguarding Officer was that we should ensure the girl's grandmother is always alongside her granddaughter when she prepares for helping and again after the service

PCC to agree way forward/adopt policy at next PCC meeting.

Emma

f) Holy Trinity – no safeguarding issues had arisen since last meeting.

g) St Columba – no issues had arisen since last meeting.

14 Health and Safety Reports

a) St Columba

- A parked car was reported to have rolled into the side wall of church when handbrake not applied. No clear damage to church wall. Jim met with builder 6/7/23. No need for a structural report. Insurance company has been informed. Report was added to accident book. Passengers went to hospital for a check-up but were not admitted. Driver drove car home after incident.
- An ash tree branch fell off in weekend winds. This underlines need to cut out the die-back.
- Hall restoration company visited 5/7/23 and tested reduction in dampness following fire. Not ready for new flooring yet. Also, possible asbestos being investigated.

b) Holy Trinity

- Mobility scooter policy in progress
- Damaged car park wall partly removed after it was struck again. A quote awaited. Our insurance company is pursuing the drivers' insurance company.

15 Church Committee Reports

a) Report from the HTCC - Churchwarden's report seen by PCC prior to meeting

- Quinquennial inspection complete
- New internet hub will be installed soon.
- PATesting complete
- Lightening rod testing being completed 21/7/23.

b) Report from the SCCC - Meeting minutes seen by PCC ahead of meeting.

- A new architect Darren Bray of Studio Bad has been agreed upon (he is Diocesan-approved).
- Cleaning and re-carpeting of St C hall progressing. All hall users have moved over to use church space. There may be asbestos in hall, which Rainbow Renovations who are cleaning up the hall, are investigating.

16 Other Reports

a) Standing Committee (incl F&GP) - Minutes of last meeting seen by PCC ahead of meeting. No questions arose.

b) Deanery Synod Meeting Report – seen by PCC ahead of meeting. The major part of the meeting involved groups from different parishes networking with one another and sharing more of each other's ongoing parish activities and priorities.

c)Diocesan Synod Report – seen by PCC ahead of meeting. The two primary topics on the agenda were the end of year accounts for 2022 financial year and a discussion on the LLF (Living in Love and Faith) process.

17 Item for Agenda at next PCC

- Discussion on "All Stand" book regarding disability access
 - Vulnerability of church Welcomers (esp. Wed.)
 - Safeguarding of Servers (esp. children)
 - Planning of Rev. Sam’s induction
 - Feedback from “Season of Generosity”
- Clive**
Emma
Emma
Vacancy team
Ruth

18 Events to be noted and supported:

- Duo Kiev concert at Holy Trinity 7:30pm. August 7th
- Archdeacon Kathryn Percival preaching at St Columba in August and at Holy Trinity in September.
- Beetle Drive (with fish and chips) at St Columba 15 September
- Harvest Festival 17 September in both churches
- Generosity Week 24 September to 1 October (annual event)
- Christian Aid Quiz at St John's 30 September in the hall

19 Any Other Business

- a) Press article re: Open Table
This had been partially shared via email. To be added to Sharepoint. **Alison**
- b) The PCC were asked to read correspondence which had been added to Sharepoint from our tithing recipient Naked Truth and our Covid Emergency Fund recipient parish in Easington. **All**

FUTURE MEETINGS

Wed 27 Sep 23 in HT – *please note location cannot be at St Columba currently.*

Mon 27 Nov 23 at St C

Tue 30 Jan 24 at HT

Wed 20 Mar 24 at St C

APCM w/c 14 Apr 24 at St C

PCC Chair Signature Date: 27 September 2023