

Parish of Holy Trinity with St Columba



Minutes of PCC Meeting in Parish Centre at 7:30pm on Monday 22nd May 2023

Those present:

Emma Bourner, Sarah Bourner, Ian Brewerton, Rosemary Brewerton, Judi Bushell, Karen Churchill, Sue Craft (Sec), Mark Coundley, Jules Docherty (from 8:15pm), Lucy Docherty, Clive Ellam, Alison Jacobs, Ruth Jagger, Sue Marshall, Helen McCarthy, Jim Palmer (Chair) & Jane Whiteley.

1. Apologies for absence

Charlotte Farrell, Abi Handley, Sheila Holliday, Donna Irving, Rowena Palmer

2. Declarations of interest

Judi and Karen declared an interest in decisions made concerning Scout hut (14.1 below).
Lucy is on Prices Trust committee (item 8 below).

3. Co-option of post holders

Alison Jacobs and Sue Craft were co-opted onto the PCC as joint PCC Secretaries
Sue Marshall as Treasurer
Rev Ruth Jagger as member of clergy

4. Minutes of March 2023 PCC Meeting

a. Approval of minutes was proposed by Sue Craft, seconded by Mark Coundley and gained unanimous assent.

b. Matters Arising and Actions

- Review of investments, shares and bank accounts, with summary of interest payments and dividends was sent out in March. Complete.

- The St Columba school JAM Club is currently on hold whilst the school recruits new Headteacher. Church involvement to be limited to Wednesday morning worship for now.

- LYCiG renewal conference was attended by Jim, Judi and Karen on 18th March '23. It was inspiring, generating lots of ideas which the attendees will build into our Action Plan (eg. communication between PCC & congregation and praying for growth as a congregation. Needs adding to July PCC agenda. **Jim/Karen/Judi**

- Quite a lot of overlap identified between parish plan, Bishop's vision on youth work and Deanery plan. It was agreed that we need to share plans with St John the Evangelist as our neighbouring parish and other deanery churches with Church schools (Hook with Warsash and St Johns Locks Heath). Could consider promoting sharing a youth worker as project for Church Commissioner's funding. Jim awaiting response from St John the Evangelist and St Peter & St Paul churches. Jim to raise with Mike Terry at Deanery level **Jim**

- Mark had produced video with music track. Complete.

- Photo board in Link at Holy Trinity needs updating. **HTCC**

- Following a meeting with Bishop Jonathan on 28 Mar 2023 and at his request, the PCC were asked to confirm whether they were content for any priest nominated for the role of Priest in Charge to say the prayers of blessing for same-sex couples in our churches after they have joined – these are the Prayers of Love and Faith that the General Synod agreed to in their discussions in Feb 2023. The PCC members responded out of committee unanimously that were happy for these to be used.

5. APCM and Vestry minutes were reviewed and no obvious errors came to light.

6. Finance

- First Quarter accounts for 2023 were sent to PCC members ahead of the meeting. General fund was reported as being in deficit of approx. £8K. We had budgeted for £12K loss at this stage. It was commented that car park income is paid once a year, which is at fairly healthy levels currently.
- Jim stated he wanted to get a better understanding of how our finances work and how we can tackle deficit in General Fund, considering growing wealth in other funds. This will inform decisions on Stewardship later in the year. Most funds are restricted in their use however and there are big building projects to pay for (eg Holy Trinity roof and St Columba development). Timing of any stewardship campaign will depend upon new incumbent getting settled in post.
- It was agreed by PCC that current signatories on bank accounts are to remain at Jim, Judi, Clive and Jane.

7. Review of Action Plan

LYCiG not reflected in the Action Plan yet. Our new incumbent needs to be involved. On hold.

8. Retirement of Sally Dewberry and the future of the Community Worker Role

Sally Dewberry (Community Worker) is leaving end of July. Jim had contacted our two neighbouring town centre churches to explore sharing role in future. St Johns are discussing in their PCC. Sts P&P had not responded. All town centre churches have access to Prizes Trust. Mark to flag up within Deanery Synod discussions, as working with children is part of Deanery Plan for town centre. Jim to talk to Mike Terry. Replacement for Sally on hold. **Mark/Jim**

9. Update on Vacancy

No update possible at this stage.

10. Review of worship patterns

This is on hold until we have a new incumbent. The suspended Wednesday services have been missed. Thanks expressed to Rev. Ruth for looking after rotas for leadership of all worship.

11. Policies Approval

- Information Security Policy – with adjustment of who office contact if breach of GDPR, policy fully approved.
- Hazardous Waste Policy – agreed current policy needs no amendment.
- Data Protection – updated version on website fully approved.

12. Safeguarding

Safeguarding Officer Emma had nothing new to share. She is bringing-on new PCC members, their DBS checks and training are up to date. DBS is becoming digital.

- Holy Trinity - see notes of HTCC Meeting
Messy church and Little Fishes are keeping a good level of vigilance, making good use of their training. No disclosures to Diocese since last PCC meeting.
- St Columba - see notes of SCCC Meeting
No issues have arisen.

13. Health and Safety Reports

13.1 Holy Trinity

- PAT testing has been completed. Shredder and kettle failed. Office is getting a new shredder. New kettle has been purchased.
- Fire alarm testing is on hold due to lack of Manual. Manufacturer had been unresponsive so Griffin being approached.
- Lightning conductor testing booked last week in July.
- Mobility scooter policy still in progress. Will be presented to next PCC meeting.
- Evacuation procedure outstanding.
- Parish Centre kitchen was inspected by Council in relation to Monday lunch club. Food hygiene cert 5 achieved. Window sticker to be displayed on Link door.

13.2 St Columba

- Council inspection of St Columba kitchen expected. No food prep allowed anyway as not suitable. Notice on display. Friendship Club relocating to Holy Trinity.
- Tree lopping/dieback/pruning. Jane in discussions with tree surgeons and rail company. Need to spend around £1,000 to make oak, sycamore & hornbeam manageable size. Agreed by PCC.

14. Reports from Church Committees

14.1 Holy Trinity – notes of HTCC Meeting were circulated prior to the PCC meeting.

- Lucy Docherty to be deputy Churchwarden. Whilst no legal duties, role being agreed between Lucy & Clive.
- Fabric Committee to be expanded.
- New team required to share load of opening-up and locking-up.
- Groundworks beside Scout Hut- Karen reported a gate has been installed to access space behind Den. Permeable membrane being put down, with plastic paving grid (a hexagon-shaped mesh installed with stones within gaps). This will all be behind the gate. It will come within Faculty B regs. (Archdeacon not DAC involved). Karen to gain quotes.
- Memorial Garden Rules - Proposed notice is being written by Clive
- Enclosing memorial garden- David Kent from DAC meeting Clive on Thursday 25/5.
- It was noted that Robins Nest is closing but no new planning applications submitted to FBC.

14.2 St Columba – notes of SCCC circulated prior to meeting

- Definitely changing architect. Archdeacon & Diocese advising. A couple have been identified. Meanwhile, Holy Trinity to keep with Vallis & Hall (new firm replacement following retirement of Jane Jones-Warner).
- Quinquennial inspection now overdue since 2022. Absence of new architect has put this on hold. This state of affairs has been flagged-up with Archdeacon Will.

15. Approval of Sidespeople

St Columba - Margaret Handley, Charlotte Farrell, Helen McCarthy, Maurice Shergold, Mike King, Abi Handley, Becky Handley, Don Smith and Rosemary Brewerton.

Holy Trinity – Paul Leece, Linda Haynes, James Fullarton, Heather Stewart, Alice Taylor, Sue Marshall, Mike Craft, Daphne Armstrong, Sue Purcell, William Campbell, Sandra Sitch and Kathleen Rugg.

All above proposed by Lucy, seconded by Mark and approved by all.

16. Other reports

- Standing Committee – Minutes of meeting circulated. No comments.

- Synod Meeting Reports – 7:30pm Deanery Synod meeting in Holy Trinity church June 15th. Need help with refreshments and leading prayers/worship. **Alison**
- CTiF Report - Notes of CTiF Meeting held on 2 May 2023 circulated.

17 Any Other Business

- Correspondence from Ann Burr shared. Jim to send thank you and Sue C. to display letter in both churches (with Ann’s permission). **Sue & Jim**
- Provision of an alb for Aurora at Holy Trinity. Aurora is a 7-year-old child who attends church with her grandmother. She would like to share some limited Server duties on occasional Sundays. Safeguarding needs checking. Alb to be purchased (up to £100). **Judi & Emma**
- Parish Office external door. PCC agreed £2K could be spent. “Parish Office” sign to be adhered to new door. July installation **Clive**

18 Matters to be addressed at next PCC meeting (18/7/23)

- Parish Action Plan to be updated with inspiration from LYCiG. **Jim/Karen/Judi**
- Data Protection training for office staff and then PCC **Charlotte/Jim**
- Schedule for sponsors of Tithe giving charities to provide news sheet info **Jane**
- Motability scooter policy **Clive**

Dates of Future meetings in 2023/24

Church Committees week beginning 26th June
 Standing Committee *Wed 5th July – NOTE CHANGE FROM Mon 3rd.*
 PCC Tue 18th July – St Columba Church

Church Committees week beginning 4th Sept.
 Standing Committee Tue 12th Sept.
 PCC Wed 27th Sept.- Holy Trinity Church

Church Committees week beginning 6th Nov.
 Standing Committee Wed 15th Nov.
 PCC Mon 27th Nov.- St Columba Church

Church Committees week beginning 8th Jan 2024
 Standing Committee Mon 15th Jan
 PCC Tue 30th Jan – Holy Trinity Church

Church Committees week beginning 26th Feb.
 Standing Committee 5th March
 PCC Wed 20th March – St Columba Church

APCM 2024 during week beginning Sunday 14th April (because Easter Sunday is 31st March).

PCC Chair Signature Date: 18 July 2023