



St Columba Church

Parish of Holy Trinity with St Columba, Fareham
Minutes of Parochial Church Council Meeting
27 September 2023 in Holy Trinity Church

Those present:

Ian Brewerton, Rosemary Brewerton (Sec), Judi Bushell (part time), Karen Churchill, Mark Coundley, Jules Docherty (part time), Clive Ellam, Sheila Holliday, Donna Irving, Alison Jacobs, Rev Ruth Jagger, Jim Palmer (Chair), Jane Whiteley.

The meeting opened with a prayer.

1. Apologies for absence:

Emma Bourner, Sarah Bourner, Sue Craft, Lucy Docherty, Charlotte Farrell, Abi Handley, Sue Marshall, Helen McCarthy, Rowena Palmer.

2. Declarations of interest:

Karen Churchill and Judy Bushell in respect of discussions regarding Scouts.

3. Minutes of PCC Meeting on 18 July 2023

Minutes proposed by Mark and seconded by Clive. Agreed unanimously.

4. Matters Arising from PCC meeting of 18/7/23

- a. Data Protection training for Parish office staff. Still Ongoing. **Jim**
- b. Sponsors of Tithe Giving charities to provide information for the News Sheet. Action ongoing. **Jane**
- c. Mobility Scooter policy. Mike Craft had submitted final draft to Clive. Ongoing. **Clive/Jim**
- d. Data Protection/Security presentation. Notes in Sharepoint under PCC group. Documents/data protection/guidance is also where documents are stored. Any problems accessing them, please advise Jim. **Jim**
- e. Jim undertook to think about a procedure to be followed in the event of a data breach. A procedure is now in Sharepoint, PCC group. Action complete.
- f. To complete updated photo consent forms. Blank forms are also in Sharepoint under Data protection/consent. **Mark/Jim**
- g. Provide Season of Generosity information and resources. Action complete.
- h. Lead discussion on "All Stand" – defer for 1 more month. **Clive**
- i. Explore future of Community Worker role. On hold until after Rev Sam joins. Review at next PCC meeting. **Jim**
- j. Safeguarding for Dickson House residents (and other vulnerable people requiring support during services), follow up if someone is expected but does not arrive, vulnerability of Church Welcomers – ongoing. **Emma**

k. Policy for young servers in Church. See Item No.13 later in minutes – ongoing.
Emma

l. Press article on Open Table to be shared. Link on the agenda if anyone wishes to look at this. Action complete.

5. Finance

Jim read Sue Marshall's report. There were no questions.

Purchase of a donations machine (estimated cost approx. £320) was agreed – proposed by Jim and seconded by Donna. No objections. Action Sue M **Sue M**

6. Review the Parish Action Plan & LYCIG

Jim briefed the PCC on the additional items that had been entered into the Parish Action Plan by Jim, Karen & Judi following the LYCIG refresher event.

7. “All Stand – The gift of disabled people to the church”

Deferred until next PCC meeting. Clive advised that there weren't enough “All Stand” booklets available, so please pass them round.
Clive

8. Planning of Revd Sam Cullen's Induction

Licensing to be held on 8th November at 6.30pm at Holy Trinity.

Jim reported that the Vacancy team last night reviewed arrangements including invitations, the Order of Service (and the various tasks for the congregation to get involved in) and arrangements for catering. Rev Sam has been involved in the planning of her service, especially the readings and the music.

Sheila asked if Open table had been invited. Jim to arrange. **Jim**

A discussion is required with Sarah regarding the catering arrangements. Sue M to allocate funds for food, etc. Refreshments will be served in the hall after the service. Sarah will need volunteers to help serve the food.
Sarah/Sue M

More welcomers may be required for this event. Seating plan would be required. **Clive**

9. Robin's nest

Clive briefed the PCC of the plans proposed for the Robin's Nest building next door. Key points were creation of a dance studio in the front and 3 ground floor flats with windows that would directly look onto Scouts area. The PCC were concerned but felt that there was little to be done to formally object until the plans were submitted to Fareham Borough Council for planning approval. Clive agreed to consult FBC.
Clive

10. Update on 17th Fareham Scouts Groundworks

Karen updated the PCC on the plans to improve the area by the Scout building. The Scouts would now like to expedite the work and are getting the necessary quotes.

The DAC secretary had been consulted and advised that it could be done as a List B Faculty item.

The PCC formally resolved to raise a Faculty to complete the groundworks adjacent to the scout hut. This was proposed by Clive, seconded by Jim and unanimously agreed by those present (13). Action to progress Faculty was taken by Clive & Karen.

Clive/Karen

11. Season of Generosity

Rev Ruth confirmed that this was held at St Columba on 24 Sep and would be repeated at HT on 1 Oct.

12. Approval of Sidesperson

Clive proposed the appointment of Alison Jacobs as a sidesperson at HT. this was seconded by Mark and agreed unanimously.

13. For Information:-

Safeguarding

No report received, due to Emma's absence, although Alison advised that there were no issues to report from either church.

PCC reviewed the Winchester Cathedral Server Policy. They agreed that they should put a similar policy in place where a parent or guardian needed to be present at all times.

14. Health and Safety

HT – the lightning conductor has now been fixed and tested. Ecclesiastical have been informed.

Fire Alarm not alarming. New panel needed and quoted for, approximately £500. Existing cannot be repaired.

ST C – Ash tree still awaited National Rail, ongoing.

Jane

Some concern over recent increase in vandalism – doorbell stolen, sunflowers kicked and windows broken.

15. Reports from church committees

ST C church hall - still waiting for Ecclesiastical. Insurance company are unlikely to pay out in full because they are saying we have not maintained the hall properly. There is a possibility we may need to stop using the hall completely but we hope to be able to continue to use the toilets and kitchen facilities for as long as possible.

16. Other reports

Standing Committee minutes in SharePoint
No Deanery report – no meeting since last PCC.

17. Events to be supported

ST C School coming to church for their harvest celebration on 9th October with children from Growing Places nursery.

Revd Sam's licensing on 8th November.

Remembrance Sunday 12th November – Sam's first official function. Rev Ruth will be taking Holy Communion at St C.

ST C Christmas Fayre 9th December.

Jane proposed that Christmas hampers were once again prepared for families at St Columba Primary (approximately x20). There are some funds remaining from previous years but donations will also be requested during services. PCC asked to lend support. Jane proposed and Donna Irvine seconded, agreed unanimously.

18. Any other business

Rev Ruth briefed on the proposed services for Christmas. She agreed to confirm these with Rev Sam. **Rev Ruth**

There was no other business.

19. Date of next meeting

Monday 27th November, 2023 at 7.30pm at HT.

FUTURE MEETINGS

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 Nov 2023