



St Columba Church

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

Those present:

Rev Sam Cullen, Emma Bourner, Sarah Bourner, Lucy Docherty, Sue Marshall, Ian Brewerton, Rosemary Brewerton, Karen Churchill, Jules Docherty, Clive Ellam, Sheila Holliday, Donna Irving, Alison Jacobs, Rev Ruth Jagger, Jane Whiteley, Jim Palmer (Chair & Sec).

The meeting opened with a prayer.

**1. Apologies for absence:**

Mark Coundley, Charlotte Farrell, Abi Handley, Helen McCarthy & Rowena Palmer.

**2. Declarations of interest:**

Karen Churchill in respect of discussions regarding Scouts.

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

Spelling of Judi Bushell's name at para 2 to be corrected. Minutes proposed by Jim and seconded by Clive. Agreed unanimously.

Jim noted that, with the departure of Sue Craft, the meeting no longer had a secretary. Jim agreed to take the minutes at this meeting but sought offers to act as secretary at future meetings. A suggestion was made and Jim agreed to explore this with the individual suggested. **Jim**

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

- a. Data Protection training for Parish office staff. Still Ongoing. **Jim**
- b. Sponsors of Tithe Giving charities to provide information for the News Sheet. New charities to be discussed later in the meeting. Action closed.
- c. Mobility Scooter policy. Policy to be signed off and then adapted for St Columba. **PMN:** Needs review. Ongoing. **Clive/Jim**
- d. Forward Data Protection presentation to members of PCC who were not at the meeting on 18 July. Complete
- e. Lead discussion on "All Stand". Clive
- f. Explore future of Community Worker role after Revd Sam arrives. On hold while Sally Dewberry continues in the role, Action closed.
- g. 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. Action closed.
- h. Policy for young servers in church. Discussed later in meeting. Action closed.

- i. Purchase of a donations machine for St Columba. Action complete.
- j. Open Table to be invited to Revd Sam's licensing. Action complete.
- k. Catering, welcoming and seating arrangements for Revd Sam's licensing. Action complete.
- l. Robin's Nest plans: objections agreed with Rev Sam and forwarded to FBC. Action complete.
- m. Progress Faculty on Scout groundworks and obtain quotes for speedy completion. Has been some difficulty in obtaining quotes. Ongoing **Clive/Karen**
- n. St Columba ash tree felling and disposal (to National Rail's timetable). To be chased at end Nov. **Jane**
- o. Christmas services - to propose and confirm with Rev Sam. Action complete.

## 5. Safeguarding

Emma briefed on the Young Server Policy. Lucy reported that the family were happy with the idea and that it was felt she should wear a sash or tabard and sit at front of the church, rather than go into the vestry. It was proposed to make a celebration of the event at Candlemas next year, her birthday.

Action: Rev Sam to discuss with James (senior server) on how the arrangements will work.

**Rev Sam**

Action: Emma to develop policy for agreement at next PCC meeting.

**Emma**

Emma advised that she had created an online imagery consent form for completion at both churches. She also advised that she had reviewed Safeguarding training at both churches and that all volunteers now needed to complete this online. The response had generally been positive but there had been one really negative response, which Emma will discuss with Rev Sam.

On investigation, Emma had discovered that, although we had formally signed up to Safeguarding Principles, we hadn't got a Parish Safeguarding Policy. Action: Emma to draft & bring to next PCC.

**Emma**

Emma asked that all PCC members update their Trustee Eligibility Declaration Forms. An online link was available on the SharePoint PCC Group home page. Action: All to complete the online Trustee Declaration Form.

**All**

Jim reported that there had been a safeguarding issue at the Friendship group, which had been dealt with.

## 6. Health and Safety

HT – nothing to report.

SC – Ash tree still awaited National Rail, ongoing.

Action: Jane to chase idc.

**Jane**

Jim advised that the SCCC had decided that the Hall could not be re-opened as there was a risk of asbestos contamination, albeit very small.

Hot heating pipes had been deemed a hazard for children at Hillson Tots. They have been insulated.

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

Clive led a discussion around our approach to inclusivity, based on the witness statements in the “All Stand” booklets available that had been distributed. Key points from the discussion were that it was relatively easy to work out what support should be offered to those with a ‘visible’ disability but much harder where a disability could not be seen. It was agreed that a review of our welcoming arrangements and also inclusivity arrangements would be useful – both already in our Parish Action Plan – but that we might also explore Inclusivity Champions, and the ‘How Can I help?’ greeting and possibly as a logo on T-Shirts.

## **8. Finance**

The quarterly accounts to September were reviewed and noted and the draft budget for 2024 was approved – proposed by Sue and seconded by Donna. Unanimously approved.

It was noted that both churches had not returned to established giving arrangements after COVID. It was agreed that both CCs should discuss giving arrangements. Action CC Chairs to add Discuss Giving Arrangements to CC agenda. **Jim & Clive**

Proposed Salaries and Wages were presented by Sue & Jim. Increases to match the new rates set by the Living Wage Foundation were proposed by Jim, seconded by Jane and approved unanimously.

Proposed Rates and Fees were presented by Sue. Sue suggested a new rate for church hire other than concerts, which was agreed. A revised rate for organist at funerals of £75 was agreed. The meeting also proposed a winter heating premium for meetings held in church to offset the significant increase in costs. Sue agreed to publish the new rates & fees. Action: **Sue**

Sue advised that the current lease agreement for the Office copier/printer had expired and the current supplier had offered a new contract for the same service at reduced costs. The meeting agreed to accept the new deal.

Sue advised that there was still a small balance in the COVID emergency fund, which was designated to support hardship cases brought to us by CAB. This would continue to be used until exhausted.

## **9. Review the Parish Action Plan & LYCIG**

Jim briefed the PCC on the current state of the Parish Action Plan.

## **10. Christmas Charities**

The meeting agreed to donate any giving through the Christmas services to homeless charities. These were to be the national charity Crisis and the local charity Two Saints, with the money being split evenly between them. Action: **Sue/Jane**

## **11. Charity Nominations for 2024/25**

Jim advised that the two year period for giving to our nominated charities was expiring. It was discussed and agreed that a new set of charities would be nominated for the new year. Donna agreed to lead on this, publicising and collating nominations. Action: **Donna**

## **12. Reports from Church Committees**

HT - Clive updated the PCC on the concerns over Robin's Nest, advising that objections had been submitted to the Council Planning Department. Karen advised that the scouts had found some difficulty in getting the necessary quotes for the work to complete the associated groundworks. She was offered informal assistance.

SC – Jim briefed on the outcome of the negotiations with the insurance company following the hall fire. The CC had agreed to:

- a. To review with church space users what could be done to make use of the hall easier and, where possible, undertake 'quick fixes'.
- b. To initiate the project to look at the longer term future of the hall and church building.
- c. Review and update the guidance for users and hire terms & conditions.

## **13. Microsoft Two Factor Authentication**

Jim advised that Microsoft intend to enforce use of Two Factor Authentication to improve the security of 365 accounts unless organisations opted out. After discussion, it was agreed that the Parish should adopt these new measures. Action: Jim to implement a phased approach to adopting Two Factor Authentication. **Jim**

## **14. Other Reports**

The following routine reports were reviewed by exception:

- a. Standing (incl F&GP)
- b. Deanery Synod Meeting Reports
- c. Diocesan reports

## **15. Events to be Noted and Supported**

29 Nov - St Columba Primary School Coffee morning at St Columba Church  
9 Dec - St Columba Christmas Fair  
24 Dec – Christmas services  
2 Feb 2024 - Quiz at St Columba Church

The meeting discussed whether to hold a **Summer** Fair at HT next year. Further action on this was passed to HTCC.

## **16. Any other business**

Rev Sam briefed the meeting on an email from the Diocese on Choir Church. She advised that she was content to attend the meeting on 15 Jan on our behalf. Action: Sam to attend the Choir Church meeting and report back to Standing Committee and PCC. **Rev Sam**

There was no other business.

## **19. Date of next meeting**

Tuesday 30<sup>th</sup> January, 2024 at 7.30pm at HT.

## **FUTURE MEETINGS**

Tue 30 Jan 24 at HT  
Wed 20 Mar 24 at HT  
APCM w/c 14 Apr 24 at St C