

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



29 July 2025 in St Columba Church

Those present:

Rosemary Brewerton, Mark Coundley, Mandy Crockford, Revd. Sam Cullen, Lucy Docherty, Revd. Catherine Edenborough, Steve Ellis, Jules Harris, Donna Irving, Alison Jacobs, Jim Palmer, Rowena Palmer, James Rowland, Jane Whiteley

The meeting commenced with prayer and a Fish and Chip supper.

**1. Apologies for Absence:**

Emma Bourmer, Charlotte Farrell, Sue Hall, Sue Marshall, Bob Turner.

**2. Declarations of interest:**

None.

**3. Approve Minutes of PCC Meeting on 27 May 2025**

These were accepted as a true record.

**4. Matters Arising from previous PCC meeting of 27/5/25**

- a. Fire Doors sticking - completed.
- b. Amend the Job Description for Social Media Officer from referencing Holy Trinity to The Parish – ongoing.

**5. Safeguarding Matters**

Due to Emma Bourmer's absence there was no separate report received. Revd. Sam knows that good discussions have taken place at church council meetings with actions identified.

Donna had advised Lucy D that she took a photo of a list of important phone numbers as detailed on the back of the toilet doors at the United Reformed Church. Lucy D advised the meeting that perhaps this is something we need to look at doing in our churches.

Jim Palmer reported that about 12 "Emergency Contact Forms" had been received so far at St. Columba and it is now thought that he may need to talk to people individually. The completed forms are kept at St. Columba and are easily accessible.

**6. Re-organisation of Parish Structure**

The new Scheme regarding Deputy Churchwardens (DCWs) will come into effect from September, 2025. Jim Palmer proposed that Lucy Docherty be appointed DCW for Holy Trinity, this was seconded by Mandy Crockford.

Name of the parish:

Although the Parish is familiarly known as Holy Trinity with St Columba Fareham, the legal name of the Parish remains Holy Trinity Fareham. To reflect the partnership which exists between Holy Trinity and St Columba, a change to the legal name of the parish needs to happen. This would mean that all parish accounts and business would need to become consistent with the new name.

Proposal to change the legal name of the parish to Holy Trinity with St Columba, Fareham: Jim Palmer proposed and seconded by Steve Ellis.

**ALL AGREED**

**7. To note the role and people specification for Anna Chaplain and Anna Friend**

Approve the role descriptions and specifications to start recruiting Anna Friends:

Lucy Docherty asked if the role and people specifications are specific to our churches or are they generic across the Diocese? Revd. Sam stated that they are diocesan role descriptions and specifications and would need to match across the Diocese.

These were accepted by the meeting.

**ALL AGREED**

**8. Fun Break**

Revd. Sam had produced an activity, but it was decided to continue with the meeting.

**9. Finance**

In Sue Marshall's absent, Jane Whiteley presented the report.

The quarterly accounts have been published by Sue M. There is a currently a Predicted deficit for the year of £8,264. The Budgeted deficit for the year is £15,350.

Lucy D asked if the Stewardship campaign would be run again this year. It was confirmed it would run around generosity week. Lucy D has signed up for mailings for generosity week, but the dates need to be agreed. Revd. Sam advised that it was in the church diary for 28<sup>th</sup> September, the week before Harvest on the 4<sup>th</sup> October. This will be the same for both churches.

It was suggested a small group be set up to discuss what we are doing. The documents produced last year are still relevant, only a few tweaks needed. Liturgy is available for St. Columba. There will be separate services at our churches this year. Revd. Sam to talk about the Holy Trinity liturgy at the next Worship Team meeting.

Lucy D noted a point of interest on the Diocesan website: The acronym MINT.

Make: relating to transactions, card machine, etc.  
Impact: What is the outcome of our church, is it worthwhile giving more.  
Need: explain the need for more money  
Trust: building trust in outside community

Lucy D and Jim P to meet and discuss further.

**ACTION: JIM P/LUCY D**

Jane W to check that if the 2024 figures were, in fact, the Jan-Jun figures as she thought they might be Jan-Mar.

**ACTION: JANE W**

**Post meeting note: The actual 2025 spend Jan-Jun was £92,290, £9,028 less than in 2024 at the same time (end of June).**

It was reported that there hadn't been as much car parking income this year - £5,782. Fareham Borough Council charges and clawback have been discussed at Standing Committee as they overpaid us last year. Due for renewal in 2026, along with the electric chargers' renewal.

Last year, the PCC agreed to sell the shares in the name of HBWB on the advice of the Diocese. This has proved more complicated than expected so has not yet been done. Mark C reported that Sue M wanted to create a new account from the proceeds of selling shares from the Helen Butter Waddell Boyd Will Trust and approval was needed from the PCC.

This account will be used for the shares' proceeds and the proceeds of the 2 other HBWB funds on the advice of the Diocese.

The Capital will remain held in trust and we can only use the income from the fund. This fund helps the work of Revd. Sam and some office work.

The proposal is to set up the account only, no cash transfer will go ahead yet.

The Minute to be approved is: -

**The Holy Trinity w St Columba PCC (Parochial Church Council of the Parish of Holy Trinity, Fareham) would like to create a new CBF Investment Fund Income Shares in the name of the Helen Butter Waddell Boyd Will Trust. This is an Endowment Trust and the signatures on the account will be:**

**Susan Marshall – Treasurer**  
**Jane Whiteley – Assistant Treasurer**  
**Jim Palmer – Church Warden**

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Jane W proposed in Sue's absence, seconded by Mark C.

**ALL AGREED**

**10. Health and Safety**

Holy Trinity: Mark Coundley reported nothing new apart from the windows arriving tomorrow for the hall. We have had the link door caught by the wind and broken the automatic closure. Mark has disabled this and now it is easier to lock.

St Columba: Jim Palmer mentioned that the surface of the car park now needs attention.

**ACTION: JIM P**

Also, there is a tree leaning across the pathway into church, which is making it difficult to use. Jim to investigate getting a tree surgeon to either rescue the tree or take it down. Lucy Docherty said she had some contact details and would pass on number.

**ACTION: JIM P/LUCY D**

## **11. Building and Fabric**

Holy Trinity: Mark Coundley: 2 extra quotes had been received from Pandora, in addition to the work on the door and windows. These quotes are to make the doors automatic opening at a cost of £3,992 for a key-less, high security, digital entry system. This would make the entrance automatically accessible, close again after a short period of time and retain more heat. Funding for this would be from the hall fund.

Steve Ellis asked about the locking mechanism – how does it lock? Mark was unsure but he stated that it is a multi-lock system. Steve added that a magnetic system is not suitable.

In principle and if funds are available is the PCC happy for the money to be spent?  
Proposed by Mark C, seconded by Lucy D.

**ALL AGREED**

Mark C to talk to Sue M.

**ACTION: MARK C**

Mark C also reported that a quote for the railings and gates of £12,640 had been received. This includes widening entrances, etc. Some of the costs for this work would be shared with the Scouts. Faculty required. Money from some of the legacies may be used also.

Revd. Sam thanked Mark C and all those involved for the assistance.

Faculty: To submit the faculty application to include the memorial garden railings, expansion for more cremation plots and a new altar frontal at Holy Trinity (Watts and Co.).

Revd. Sam proposed, seconded by Steve Ellis.

**ALL AGREED**

Jim P: Further discussions required and will then bring to PCC in September.

## **12. Other Reports and Resources**

Discussed at separate Church Committees and reports available on SharePoint.

## **13. Events**

Sam C highlighted the following events taking place:-

- a. CTif on Wednesday, 10<sup>th</sup> September at St Johns church, Fareham.
- b. Holy Trinity Summer Fair on Saturday, 13<sup>th</sup> September.
- c. Beetle drive at St. Columba on Friday, 5<sup>th</sup> October with harvest supper.
- d. St. Columba Christmas Fair on Saturday, 22<sup>nd</sup> November.

Mark C and Lucy D asked if anyone was willing to volunteer at the Holy Trinity Summer Fair on 13<sup>th</sup> September. Mandy C offered.

**14. Any Other Business**

Rowena Palmer asked that as the cost of electricity and other utilities, etc. are rising and we are running at a loss with hall usage, would there be an increase in hire fees?

Jim P replied stating that the fees are discussed/reviewed once a year, usually in November.

**15. Date of Next Meeting**

The next PCC meeting will be held on Wednesday, 24<sup>th</sup> September, 2025 at Holy Trinity.

**16. Closing Prayers**

The meeting closed with the grace.

**FUTURE MEETINGS**

Dates for future meetings are as follows:-

Wednesday, 24 <sup>th</sup> September, 2025	at Holy Trinity
Wednesday, 26 <sup>th</sup> November, 2025	at Holy Trinity
Tuesday, 27 <sup>th</sup> January, 2026	at St Columba
Wednesday, 25 <sup>th</sup> March, 2026	at Holy Trinity

Minutes approved by PCC as a true record 7 August 2025

Signed by incumbent:

