

St Andrew's PCC Meeting

Thursday 24th January 2019

7.15pm in the Church Upper Room

(NB These Minutes are to be approved)

In attendance: Revd Canon Ed Pruen **EP** (Chairman), Ian Jurd **IJ** (Churchwarden), Diane Balchin **DB**, Gay Howard **GH**, Sarah Bankhead **SaB**, Sarah Rees **SR**, Stephen Blackshaw **StB**, Sharon Blackshaw **ShB**, Paul Adams **PA**, John Lofthouse **JL** and Pat Mitchell **PM** (attending for item 3 only).

1. Opening Prayer

2. **Apologies for absence:** Patrick & Wendy Busby

3. Church Hall

- **Wall Damage** - scuff marks of unknown cause. David Hayward has undertaken some repairs however the acoustic tiles are also being used for holding up notices. After discussion it is recommended to use the three pin boards located in the Upper Church Hall Room and position these at both ends of the Lower Church Hall Room for use and help prevent further damage to walls and acoustic tiles.
Action: **IJ** to arrange with the Maintenance Committee
- **Projector** – Gifted from the University of Winchester to be used in the Church Hall. Suggested use to be wall mounted, out of reach with a fixed roller projector screen. The projector screen needs to be purchased with operators using their own PC/Laptop. PCC in agreement to fund projector screen.
Action: **EP** to research pull down screen options.
- **Income from Hall Bookings** – PM advised the hall usage was increasing with an income of £3,410 for Sep-Dec18. PA confirmed the annual accounts showed income for 2018 was £9,974 with a profit of £5,960.
- **Hall Housekeeping** – PM wasn't sure if Debbie Barnes was still undertaking the housekeeping responsibilities for the Hall and it was confirmed she was. However if Debbie steps down, then the licence for this work will need to be assessed as this is something Debbie holds as part of her role at Alresford Place.
Action: **IJ** to liaise with Debbie to see what is required.
- **Brownie Sleep Over** – the brownies would like to have a sleep over in the hall which will need an extension to the licence from 11pm. PCC

approved this with the caveat of the relevant checks eg, EHCC and safeguarding certificate.

Action: PM to contact EHCC with reference to the licence extension.

- **2019 New Years Family Party** – A request for use of the hall for this purpose has been received, the PCC has approved this with the caveat of the relevant checks eg, EHCC licence extension to 1am.

Action: PM to contact EHCC with reference to the licence extension

- **Light Switches** – the right dimmer switch is misbehaving and switching off intermittently.

Action: StB to investigate the light switch wiring

4. Minutes of the PCC held on the 22nd Nov18 - Minutes approved as an accurate record.

5. Matters Arising

- **Christmas Cards** were a success
- **Post code** is displayed in Church Porch as required
- **Current key holders** were discussed with a request to have the keys held by those no longer needing them returned.
Action: EP to speak to D Hayward and R Gilbert to request they return theirs and have two more relevant keys cut for Jenny Hayes and Carol Fuller
- **Car Parking** outside of the church was discussed again with no agreed outcome.
- **Church Sound System** – all sorted. Thanks to Stephen Blackshaw for his help in facilitating the maintenance service and understanding the system for future use.

6. Sabbatical

- EP has now received approval for his sabbatical later this year between 23.8.19 – 23.10.19. However approval has arrived too late for most grant applications and his programme will be curtailed.

7. Correspondence - None

8. Reports

- **Canon Ed's Report**
 - i. The overall footfall attending the 22 Christmas services was 1826 people which is an increase over the past two years.
 - ii. SR, JL and SaB will be supporting the benefice with Holy Communion and EP would like to arrange a formal rota to get this in place.
 - iii. SaB has completed her BCM training with a few practicalities to be sorted eg, C2/C3 Safeguarding Certification, Role Profile and DCB checks, after which she will be able to support the Church by offering Pastoral Care.
 - iv. Lent begins on the 6th March

- v. Models for the Benefice Structure – the results of the Archdeacon’s recent questionnaire on systems of benefice governance were distributed by email and will need to be discussed in more detail in due course.
- vi. Rectory (Medstead) is being put forward as the licenced rectory for the benefice, supported by the location of the Hub.
- **Wilma Hainsworth’s brief to the PCC** – with the note from our Area Dean Brian Pritchard
- **Church Warden’s Report** – Discussed re-ordering of the Church and the Quinquennial review (see section 10 below).
- **Music Report** – Sent out by Patrick Busby by email prior to meeting. Discussions at the meeting included the new Gloria which has received differing views. Whilst a change of Gloria from the old version is desired it appears the current version is not being well received.
Action: EP to look at other possible options
- **Social Committee** – Fund raising has been very successful and thanks were given to ShB and her Team. Some suggestions for the future events included Safari Dinners and New Comer Suppers. EP is already holding a few of the latter at the rectory.

9. Worship & Mission

- Sunday services during 2018:
 - i. Lasham – 34
 - ii. Shalden – 31
 - iii. Bentworth – 36
 - iv. Medstead - 44
- APCM – this is scheduled for the 7th April 2019.
- Electoral Roll – this will need to be reviewed this year and StB is leading this with completion required by the 24th March.
- Easter Sunday Services are currently
 - i. 8.00 Bentworth
 - ii. 9.15 Lasham
 - iii. 9.30 Shalden
 - iv. 11.00 Medstead

10. Administration, Finance, Fabric

- **Treasurer’s Report** – Sent out on email by PA. A meeting was held by the Treasurers of the 4 churches which was both interesting and beneficial; sharing experiences, tips and hints.
- **Internet Banking discussion** – Action from previous meeting re: GH to investigate setting up internet banking with CAF (Christian Aid Foundation) is still on going, however PA advised this was no longer viable as CAF charging changes has made this a less efficient option. Internet banking would be really useful, though the security for internet banking remains a concern and alternative options such as having ‘read only’ visibility which would help with confirming wedding booking payments for example, so further investigation is required.
- **Update on refurbishment plans and Faculty Application** – IJ met with Richard Streatland (Head of Diocesan Advisory Committee) and

there is a need to undertake the Quinquennial review re: five year assessment of the condition of the church to gain insight of the improvements required.

Action: IJ to arrange an appointment with the Architecture from Winchester to facilitate this.

- **Benefice Website** – Fraser Brown is going to provide the PCC with a quote for a new website platform and this is expected to cost in the region of £500 for design and set up, after which it can be maintained independently.
- **Shed in rectory grounds** – On going
Action: IJ to resolve this.
- **Safeguarding** – Di Palmer is the Medstead safeguarding Officer.

11. Other Business

- Jean Penny (Village Hall Representative) has offered a number of small tables and folding chairs to the Church.
Action: StB to have a look and see if they will be suitable
- A Benefice trip to the Wintershall Life of Christ event in June is being considered
Action: EP to provide details when these are available
- St Michael's Hospice have donated a wheelchair to Medstead Church to help with our less mobile worshippers and DP has given our thanks for this kind gift.
- New Choir is using the Church starting 13th March 2019.

Meeting closed at 9.50pm.

Next meeting: TBC

Minutes of St Andrew's PCC Meeting held on 22.11.18 at 7.15pm.

In attendance: Paul Adams. **PA**(Treasurer) Ian Jurd. **IJ** (Churchwarden and Chairman for this meeting), Wendy Busby. **WB** (PCC Secretary), Sharon Blackshaw. **ShB**, Stephen Blackshaw. **StB**, Diane Balchin **DiB**, Sarah Rees **SR** (Church Administrator), and Gay Howard. **GH** (Deanery Synod Rep).

1. Opening Prayer. **IJ** opened the meeting in prayer.

2. Apologies: Revd Canon Ed Pruen. **EP**(Chairman), Sarah Bankhead. **SaB**, Carol Fuller. **CF** (LLM), John Lofthouse. **JL**, Patrick Busby. **PB** and Pat Mitchell. **PM**

3.Church Hall. Nothing to report.

4.Approval of the minutes of the last meeting on 20.09.18 and Matters Arising. The minutes were signed and approved as a correct record. **ShB** reports that the Church Christmas cards have been printed and are currently being distributed to households across the benefice. **IJ** has made up a sign with the full postal address for the Church to be displayed in the Church Porch for health and safety regulations. **ShB** has now generated a spreadsheet of current key holders. Carol Fuller needs a key to the Church front door and vestry for when she is leading services. Our new vergger Jenny Hales also needs a vestry key for access when opening up the Church for weddings and Funerals. **ShB** is to forward the spreadsheet to PCC members. **Action ShB.**

5.Correspondence. **WB** has received an email from Mr Martin Gillie, a local resident who is concerned about the parking arrangements outside of the main Church entrance. The original white posts marking 'no parking' areas disappeared due to the new replacement posts a couple of years ago. The former signs have also disappeared and need to be re-installed to prevent possible collisions with oncoming traffic. Mr Gillie has suggested that the posts 4 places either side of the Church gate are repainted white and a polite notice asking visitors not to park within this area be reinstalled. This would also allow for a 'pick up and drop off' zone for disabled users. The motion was proposed by **GH** and seconded by **SR**. **WB** has given her notice in and will be standing down as PCC Secretary at the next APCM.

6.Canon Ed's report. **IJ** read out **EP's** latest report. **EP** feels all of the Harvest services and suppers held throughout the benefice were well attended, as was the benefice All Souls Service. The Remembrance service held at Mesdtead Village Hall had record attendance numbers and was very well received by members of the community. **EP** reports that he has not yet had permission from the Bishop for his sabbatical to the Holy Land which will be from 23rd August to 23rd October but is hoping to hear very soon. There have not been so many weddings, funerals or baptisms this quarter. **EP** also reports that the new Church pew cushions have now arrived and are in situ. The total cost was £2385. **EP** would like to invite members of the congregation to help with costs by sponsoring a seat. This would work out to £21.50 per member.

7.Deanery Synod Report. **GH** reports that the last meeting was held on 16.10.18. The main topic was on 'growing leaders'. This included those interested in becoming Churchwardens. Other items on the agenda included developing Prayer spaces in Schools which could be included as part of our Dmap. The next meeting is scheduled to be on 26.02.19.

8.Churchwarden's Report. **IJ** reports that he will be standing down as **Churchwarden at the next APCM.** **IJ** has served as Churchwarden for 12 years. **PA** thanked **IJ** on behalf of the PCC for the years of dedicated service he has put

in. **IJ** was keen to assure the PCC that he will still be serving as Crucifer and a Server at communion.

9. Music Report. PB reports that the choir continue to enhance the worship at regular services at St Andrew's Medstead and St Mary's Bentworth and Lasham. The 'Community Choir' sang an anthem 'Time for Peace' composed by local musician 'Johnathan Fuller' at the Medstead Remembrance service. This was a very fitting tribute to mark a 100 years since the signing of the WW1 Armistice. **PB** also reports that the Busby's digital piano has already been extensively used for various services at St Andrew's including the annual recital to be held on 25th November this year. The thermal cover has now been added to keep the instrument protected.

10. Social Committee Report. ShB reports that the recent Harvest Supper raised £282. Expenses amounted to £100. The profits were sent to the

Indonesian Disasater Appeal. Special thanks go to all those who helped set up and decorate the hall, and John Lofthouse and **EP** for providing some excellent musical entertainment. **ShB** also reports that the 'Bollywood' evening held in October raised £785 and the Jumble Sale which raised £947. The next event will be the Xmas Tree Festival in early December.

11. Worship and Mission. Christmas Services. These have all been published in the Church Christmas Card. **EP** reports that we are holding Advent study groups which will be held once a week at Beech Abbey on the run up to Christmas.

12. Treasurer's Report. PA reports that after some consideration he will be standing down as Treasurer at the next APCM after over 20 years of service. **IJ** wished to thank **PA** on behalf of the PCC for all his help and support over the years. **PA** reports that finances remain stable with similar revenue to last year. Wilma Hainsworth has now taken over from Debby Barnes and as payments officer. **PA** notes that she has now become cheque signatory which the Treasurer only found out after the event. The forms must have been signed by two other signatories. Normally payment signatories are approved in advance by the PCC. On this occasion this was bypassed. **PA** has no issue with Wilma as signatory and supports it, but the PCC should approve (or otherwise) this decision in arrears. A vote was taken and It was approved by the PCC. Wilma has also offered to be a signatory for future internet banking arrangements. St Andrew's does not currently have a facility to make payments electronically. Wilma has suggested going with our present bank 'Natwest'. **PA** is not happy with the security arrangements Natwest currently provide, and feels we need a bank which still demands a dual signatory to authorise any payments. He suggests going with CAF who support internet banking but require a dual signatory before any payments can be actioned. **SR** reports that the current

arrangements mean that she has to wait until the bank statement arrives through the post to check that deposits for Weddings have been received. She would find it useful to have online access. **PA** explained that most online systems allow multiple user access with different rights. As **IJ** is standing down as Churchwarden he would be happy to pass his position as a signatory to **SR** as she will require access to the account in the future. The arrangements for online banking are likely to be set up in the New Year. All were in agreement. GH has offered to look into setting up internet banking with CAF. **Action GH.**

13. Refurbishment Plans. IJ took the PCC through slides designed by EP to demonstrate the main areas for refurbishment.

- Replace Choir Stalls with chairs. These would have storage space at the side for books ect. All were in favour with one abstention.
- Reposition the current radiator on the right hand side to allow for more space to get in and out of the choir seating area
- Replace the current lectern with a modernised version which has a built in microphone stand and space for a laptop and projector control unit. The new model would be height adjustable and would be on casters for portability. **EP** has a quote from Fullers Finer Furniture of £980. The old pulpit would be dismantled and the carved panelling could be incorporated into new wooden wall panels. The PCC is not aware of the pulpit having any particular historical value but would appreciate any information as to who may have provided the pulpit originally.
- Raising the floor level in front of the arch. This would bring the step underneath the arch forward and therefore creating visible platform and larger space for sermons, presentations and ceremonies. EP has asked IJ to provide a competitive quote. **EP** will also look into getting a quote from another local carpenter. **Action EP.**
- Repainting the interior of the Church and Vestry. This may not mean repainting the entire area. **IJ** reports that is possible just to treat the peeled and damaged areas.
- Replacing the current carpet. Unfortunately our anonymous donor has now withdrawn their offer of financial support. **SR** reports that the Village Fete Committee will be having their next meeting next week. They are currently accepting requests for funding from local organisations. We could ask for financial assistance with the new carpet. **Action WB.**

The PCC have obtained 2 quotes from local firms. Complete Floors of Bordon have provided the most competitive quote of £4038 including VAT. This quote would be valid until the beginning of December. A 50% deposit would be required to complete guarantee a date for fitting. **EP** is keen to get a faculty approved asap so the works could be completed by Easter. **All were in favour with one abstention.**

14. Shed in Rectory Grounds. **IJ** reports that this is now an urgent requirement as the **EP** has used up a lot of his current storage space for the old pews. This

could be sold off once the faculty has been approved. **IJ** proposes getting an 8x6ft shed. **IJ** is happy to get a quote. **ACTION IJ.**

15. Missing Microphone. We believe Dudley Skinner may still have this as he was hoping to get it repaired. **StB** is happy to look into finding a replacement for the missing microphone, and installing one that can operate with a Bluetooth connection. He believes the old system was faulty. **Action StB.**

16. Safeguarding. **WB** is to send out copies of the Lone Worker Policy to all PCC members. **Action WB.**

17. AOB StB and IJ report that the oil tank at the back of the Church will need to be replaced in the near future. Local resident Paul Beresford had kindly offered his existing oil tank as he has no further need of it. **IJ** has unfortunately had to turn the offer down as we need a tank that is double skinned to comply with safety regulations. **IJ** knows of another possible donor but will need to check if their model complies first. Rawlings may be able to sell us a new tank but not until February. **WB** is to write a letter of thanks to Paul Beresford for his kind offer. **Action WB**

18. Date of next meeting. 24.01.18 at 7.15pm in Church Hall Upper Room.

Minutes of St Andrew's PCC Meeting held on Thursday 20th of September 2018 at 7.15pm.

In attendance: Canon Rev'd Ed Pruen (**EP**) *Chairman*, Paul Adams (**PA**) *Treasurer*, Wendy Busby (**WB**) *Secretary*, Patrick Busby (**PB**), Sharon Blackshaw (**ShB**), Stephen Blackshaw (**SB**) *Deputy Churchwarden*, Sarah Bankhead (**SaB**), Carol Fuller (**CF**) *LLM*, Diane Balchin (**DiB**), John Lofthouse (**JL**), Sarah Rees (**SR**) *St Andrew's Administrator*, and Pat Mitchell (**PM**) – attending for item 3 only

- 1. Opening Prayer.** **EP** opened in Prayer.
- 2. Apologies** from **IJ** (Ian Jurd) *Churchwarden* and **GH** (Gay Howard) *Deanery Synod Rep.*
- 3. Church Hall.** **PM** reports that the new Line Dancing group sessions are going well. The new small tables purchased for the Art group have been well received. The number of groups using the hall has increased from 8 in 2010 to 13 this year. There have been numerous improvements made this year including new LED lighting, kitchen refurbishment, new boiler, and the restoration of the wooden floor. The current fee for regular users is £10 per hour. **PM** has had requests from certain users for an additional half hour rate

to allow for clearing up. **PM** has agreed a separate rate of £16.00 for those needing 1.5 hrs. The fees for weekend hire remains at £6 per hour. **All were in agreement.** Gwen Clifford (Guide leader) has donated a couple of notice boards. These may be useful for displaying art work in the hall. Gwen has also offered to see if she can obtain a spare projector from her work place for the hall. We now just need to get a pull down screen. **PM** wanted to know what procedure is in place for alarm testing and fire Extinguisher testing for the hall. **StB** confirmed that he carries out checks on the emergency lights and the fire extinguishers. **PM** also noticed that the Church website still has the old hire fee rate for weekly use. **PA** has agreed to update the website to display £10 per hour. **Action PA.**

- 4. Minutes of Last Meeting and Matters Arising.** The minutes were signed as a correct report with a few minor corrections. Matters Arising : 1.The old Church pews and staging are now in **EP's** garage. **SR** suggests we could offer these up for auction or sell them on ebay. 2. We believe Dudley Skinner may still have the missing microphone. **CF** has offered to chase this up. **Action CF.** 3.The First Aid Kit still needs to be checked and installed – **Action IJ.** 4. We need to have a definitive list of who in the parish is licenced to serve communion. The current servers are **CF, IJ, StB,** and David Rowe. Additional servers available are **SR, SaB,** and **JL.** All would need to attend a course to refresh or start their license. **EP** is to look into the provision of training. **Action EP.**
- 5. Correspondence. WB** has received an email from Wilma Hainsworth regarding the production of the Christmas cards. She reports that the Medstead Primary School already run their own competition for an annual Christmas card, so entries for the Church Christmas card design have been quite low. Wilma will not be available to co-ordinate the distribution and production of the cards this year, and she wanted to know if the PCC wanted to proceed with a card this year? Wilma also wanted to inform the PCC that she has stood down as a Church Governor for Medstead Primary School. All were in agreement that the Church should continue the Christmas card production and distribution. **WB** to send Wilma a thank you note for all her help serving as a governor, and her help with the Church Christmas Card. **Action WB. ShB** will approach Treloars College regarding the printing of the Christmas cards. **ShB** has also offered to contact Jennifer Lines to see if we can use one of her designs for the front cover of the card. **Action WB. EP** received correspondence from David Hayward who would like to see the latest PCC minutes displayed on the Church website. **PA** is to send **WB** the link to the website. **Action PA and WB.**
- 6. Reports. Cannon Ed's Report.** **EP** reports that the Benefice website is underway. **PA** has taken some photos of each Church but would like to take some more in better weather conditions. The St Andrew's website is still displaying out of date Church hall hire rates. **PA** to amend. **Action PA. EP** would like to have a new noticeboard placed at the back of the church by the

main door. Welcome notices and the latest PCC minutes could be displayed here. **EP** reports that he has so far carried out 9 weddings and 16 Funerals and 5 Baptisms so far throughout the benefice this year.

6.1. VC Service. **EP** would like to extend his thanks to all those involved in the commemoration service of VC Halliday. The whole event was a great success with excellent music and refreshments.

6.2. Ed's Study leave. **EP** has yet to finalise the actual dates of his study leave but thinks this will take place in September/October 2019. St Andrew's will need cover for 7 services during that time. **EP** is confident that the Parish of the Resurrection in Alton may be able to help us with providing priests. There are no weddings booked for this period at present.

6.3. Sarah Bankhead and Bishops Commission for Mission. **SaB** has already signed up for the next course and paid the £100 fee. The PCC are happy to reimburse **SaB** for her expenses. The motion was proposed by **StB – All in agreement.**

6.4. Deanery Synod. **GH** reports that the next Deanery Synod meeting will take place on 16th October to discuss the Pmap. **EP** also to attend. The Alton deanery Mission Action Plan (dMAP) is still being consolidated. One new strand in this new dMAP is the **Growing Leaders** Course by CPAS. Full course is 12 monthly sessions. It covers all areas of Christian leadership and uses mentors. Since Synod a shorter version running for 6 months in Jan 2019 has been set up. Another strand in dMAP is **Prayer Spaces** – for schools. A team of volunteers give children an invitation to encounter God in a non-specific religious way in a room set up within the school for about a week.

6.5. Music. The PCC would like to thank the Busbys for their generous gift to the Church of their digital piano. The piano will need a proper fabric cover to protect it from cold and damp. **WB** to investigate. The PCC have offered to cover costs. **Action WB.** **PA** will look into whether extra insurance may be required for the piano. **Action PA.**

6.6. Social Committee. **ShB** reports that the recent 'Name that Tune' evening run by Ian Champness raised £538.00 in profit. The upcoming Harvest Supper will be free of charge to participants but will be a ticketed event. It is being publicised as a 'Village Harvest Supper'- hence the decision to hold it in the Village Hall.

7. Worship and Mission.

7.1 Remembrance Service and Centenary Plans. This is a *Civic Service* and will take place in the Village Hall – starting at 9.30am. Many uniformed groups are keen to be involved. We will need the piano from Church. **PB** to contact **IJ** regarding the transportation. **Action PB.** Brownies and Guides will be making special felt poppies. These will be placed on the doors of all the houses where soldiers serving in the war lived. There will be a community choir singing 'A Time for Peace' composed by Johnathan Fuller. **JL** has offered to play the last post. The congregation will process

from the Hall to the Memorial Cross afterwards. The police have been informed and will be directing traffic.

7.2 All Souls Day. There is to be a service at St Andrew's on Friday 2nd November at 3pm. **PB** has offered to play the organ. Refreshments will be held in the Church Hall afterwards.

7.3 Christmas Services. **EP** reports that there will be 4 carol services, 2 Crib services, 2 Midnight Masses and 4 Christmas Day services throughout the benefice. There is also to be 1 wedding at St Andrew's over this period. The Xmas Tree lighting festival is set to take place on the evening of Friday 7th December at St Andrew's. Lasham may need an organist for their carol service and Christmas day service. **Christingle.** Margaret Pruen has offered to take on responsibility in being 'The Children's Society' representative for the next Christingle services.

7.4 Service Schedule. **EP** reports that Bentworth have requested a service time change. They would like their service times back to 10 am. This would mean cutting a service elsewhere in the benefice. This would come into effect in March 2019.

7.5 Karamoja and Name That Tune Fundraising Event. This has been set to take place on 9th November at the Jubilee Hall, Bentworth. St Andrew's have pledged £250 towards funds raised for Karamoja.

7.6 Foundation Governors. **EP** is pleased to announce that we have 2 new foundation governors who have come forward. Mrs Becci Barnely and Mrs Lynn Hignet. Both have a connection to Medstead Primary School. One of Becci's children is currently at the school and Lynn has grandchildren at the school. The candidates were proposed by **PB** and seconded by **SR**.

8. Administration, Finance and Fabric

8.1 Treasurers Report. **PA** reports that finances are in good order. We have £35,000 in reserves. This includes £15,000 from the FOSAC account. Thanks to **PA's** efforts our Parish Share has decreased from £50,000 to £34,000. This means we will be able to undertake various projects.

8.2 Refurbishment : **EP** has a quote for new pew cushions. This would resolve the issue of replacing the pews for now. The total cost would be £2396 plus VAT **All were in agreement.** **PA** suggests putting an advertisement in the pew sheet inviting the congregation to sponsor a pew. We would probably recoup most of the expenses this way. **EP** showed the PCC various colour options. All agreed on the Burgundy colour. **Pulpit.** **EP** feels there are 2 options – either remove it or replace it with a more modern looking and lighter coloured oak version. This could be combined with new choir pews and Vicar's Desk with the same oak finish. **Front Step.** **EP** suggests bringing this forward up to the front pews. This will give us a larger elevated space in front of the Altar. **Carpet.** **EP** has a quote from Mike Frost Carpets for £4185. This would cover the central aisle and go straight up to the Altar. It would not be fitted but have a thick under-felt. The North Transept area would need a separate mat fitted. **EP** is to look for 2 more quotes.

Action EP. Organ Speakers. EP feels that these need to be relocated into the body of the Church to provide better acoustics.

8.3. Faculty application. PA is keen to get the faculty for refurbishment written up and sent on asap. **All were in agreement.**

8.4 Display of Church Postcode in Porch. The display of the Church's Postcode (GU34 5NJ) needs to be displayed for health and safety reasons.

8.5 New Rectory Shed. EP is unsure what the situation is at present.

8.6 Keyholders. WB has forms back from certain keyholders but not all. ShB is happy to generate a spreadsheet with exact details of who holds which type of key. **Action WB and ShB.**

8.7 Lone worker Policy. Diane Palmer is now our Safeguarding officer. A copy of the Lone worker's Policy should be given to each individual involved to read and sign.

9. Future dates for PCC and Closing Prayer. The date of the next meeting will be Thursday 22nd November at 7.15pm. **EP** Closed in prayer.

Minutes of ST Andrew's PCC Meeting held on 24.05.18 at 7pm in the Church hall Upper Room.

In attendance: Chairman: Revd Canon Ed Pruen (**EP**), Treasurer: Paul Adams (**PA**), Churchwarden: Ian Jurd (**IJ**), Secretary: Wendy Busby (**WB**), LLM : Carol Fuller (**CF**) Deanery Synod Rep: Gay Howard (**GH**), John Lofthouse (**JH**), Sarah Bankhead (**SaB**), Sarah Rees (**SR**), Diane Balchin (**DB**), and Church Hall Bookings Secretary: Pat Mitchell (**PM**) – Attending for item 5 only.

- 1. Opening Prayer.** EP Opened in Prayer.
- 2. Apologies from:** Sharon Blackshaw (**ShB**) and Stephen Blackshaw (**StB**).
- 3. Approval of Minutes from last PCC meeting held on 30.01.08.** The minutes were signed and approved with a couple of corrections: Item 6. The boiler has been replaced with a new one, not repaired. **IJ** received the quote from Alresford interiors – not PM. Item 8. **CF** was also present at the meeting at OAP – Leading your Church into Growth.
- 4. Matters Arising.** **CF** reports that she still has the Old Church pews and staging blocks in her barn. This really isn't a suitable environment for the furniture and they will soon be needing extra storage space. **IJ** suggests getting the Rectory a larger shed to replace the small one they currently have. The items could be stored there, otherwise the PCC would need to seek permission from the Diocese to put a shed up in the Church grounds. **EP** is happy for **IJ** to ask for Adrian Barnes' advice about the best type to buy for the Rectory. **Action. IJ.** **IJ** asked the PCC to keep Adrian in their thoughts at this

time, as he is often home alone whilst Debby is at work. He would appreciate having more visitors and general contact with people during the week. One of the Church microphones is still missing. **EP** thinks that Dudley Skinner may have it as he was looking into getting it repaired. The PCC feel we need to get it back asap.

5. Church Hall Report. **PM** reports that he has had a request from a Line Dancing Group for a regular booking starting in September. **StB** was concerned about the Hall's floor. **PM** reassured the PCC that the dancers wear soft soled shoes so no damage should be done. Tana Riviere has written to **PM** asking again if the PCC could provide smaller and more lightweight tables for her Art Class users. They are struggling with the present larger foldable tables. **PM** has found a firm which produce foldable lightweight and compact tables. There is available storage space in the Hall. The tables cost ££35.95 each. We would need to get 8 of these. Tana's class brings in a considerable amount of revenue from hall hire fees. **PM** feels we would be justified in spending the money to retain the booking. **EP** suggests buying one table first to check its suitability. All were in agreement. **Action PM.**

6. Election of PCC Officers.

6.1 Appointment of PCC Secretary. **WB** was proposed by **PB** and seconded by **DB** and duly elected.

6.2 Appointment of Treasurer. **PA** was proposed by **IJ** and seconded by **PB** and duly elected.

6.3 Appointment of Parish Safeguarding Officer. Diane Palmer has kindly agreed to become our Parish Safeguarding Officer. She was nominated by **SaB** and seconded by **CF** and duly elected.

6.4. Appointment of Electoral Roll Officer. **StB** was nominated by **WB** and seconded by **EP** and duly elected.

6.5 Appointment of Health and Safety Officer. It was decided to review this at a later date

6.6 Appointment of Standing Committee and Vice Chair. It was decided to review this at a later date as we have no urgent need of a standing committee at present.

7. Canon Ed's Report. **EP** reports that Bentworth and Lasham's combined PCC meetings are working well. Their next combined meeting is on 16th October. It was suggested that St Andrew's PCC members may also like to attend and discuss areas which affect the entire benefice, such as Christmas services, and Karamoja. It would also be useful to have a Churchwarden's report from each parish to keep everyone updated. A clear and precise Agenda would need to be set up to avoid the meeting overrunning. **New Service Schedule.** **EP** believes this still needs to be tweaked as there are fewer 10 am benefice services which have been very popular. There should be no need for a family service on a Sunday where there has been Messy Church the day before. **EP** feels that the 'Meet and Greet' evenings over lent worked very well. He has had a particularly busy period with requests for Baptisms – more

than double last year. **EP** continues to get a very steady flow of Wedding bookings, and has had to deal with quite a few funerals recently. **Foundation Governor Vacancy.** There is still a vacancy for a Foundation Governor at Medstead Primary School. Ideally it should be a PCC member as there should be a Church presence at Governor's meetings. **Ed's Study Leave.** **EP** has been given permission by the Bishop of Winchester to take a 2 month period of Study Leave starting in August 2019. **EP** has not had any study leave in over 40 years. He plans to go to the Green Belt Arts Festival and undertake a walk from Melrose to Lindisfarne. **EP** plans to record his journey in art form by making sketches of the landscape en route. He would also like to go back to Jerusalem and paint some scenes there. All his work would be available to see online. The PCC will need to organise cover for **EP's** absence. The Diocese is keen that we should continue to run our service schedule as normal.

8. Churchwarden, Sacristan and Verger's roles. **EP** says that we are very lucky to have Dee Dee as our Sacristan. Jenny Hales has now joined the team as a verger at Wedding and funeral services. **EP** has been giving Jenny training so she can help with some tasks otherwise done by the Churchwarden. **PB** suggests putting the duty list of each role up on the website.

9. Churchwarden's report. **IJ** would like to have another Server at communion so he can be relieved and sit in the congregation during communion. There is no longer a Church warden present in the congregation now that Debby has stood down. Both **IJ** and David Rowe will need to renew their licenses to serve communion. **Action IJ David Rowe and EP.** **JL** is happy to offer assistance with serving communion at 8am services. **EP** knows of Christina Rugger – who also lives in Medstead and may be able to help. **IJ** is also concerned about keyholders and who has keys to various areas. There should be a list generated for safety purposes. Debby still has her keys. **IJ** also suggests putting a small keysafe on the wall near the outer vestry so the verger on duty can gain access. We still need a list of current sidespeople. **Action WB.** **CF** wanted to know if we have a list of trained first aiders, and if we have a first aid kit in Church. **IJ** is happy to get a first aid kit for the Church. We already have one in the Church Hall. **EP** says that the postcode of the Church's location should be clearly displayed in the porch. **IJ** is happy to organise. **Action IJ.**

10. Worship and Mission. The ceremony for the VC Lewis Halliday Memorial Plaque will be held on Sunday 15th July at 11am. This will be followed by Lunch for 80 people in the Church Hall. Sarah Morrison is organising the catering. People with a military connection and Halliday family members will be invited to attend. **EP** would like to invite uniformed groups and members of the congregation if there is enough space. The Church can only seat up to 120 people.

11. Future dates for Harvest and Christmas festivals. Our harvest festival will be on Sunday 7th October. The Supper is planned for Friday 7th October in the Village Hall. We still need to see if **ShB** has booked the Village Hall for the event. **DB** is to

investigate. The Remembrance Service will be held on Sunday 11th November. EP hopes to hold the service in Village Hall starting from 9.30am. EP would like to invite uniformed groups and as many people from the Parish as possible. PB and WB will organise the music and Choir. **PB** is to ask Adrian if it would be possible to borrow his organ for the event as the Hall does not have a keyboard. **Action PB**. We could have tea and coffee back in the Church Hall. **EP** suggests getting a planning committee together to organise. **Christmas Services**. The 9 lessons and Carols will be held on Sunday 16th December at 6.30pm. on 24th December the Crib service will be held at 3pm, followed by midnight Mass starting at 11pm. Christmas Day at 11am.

12. Open the Book. **CF** reports that after 3 years of working with her team and Medstead Primary school they have decided to stop running the 'Open the Book' sessions at the school. Family commitments have made it increasingly difficult to schedule sessions, and the school timetable is very busy. The school's headmistress is very sad to see Carol and the team go but understands their position. The team are very welcome to help at sessions still run at Bentworth Primary, where the scheme is flourishing. **EP** is very keen that there should be a Church presence at Medstead Primary, and he is willing to go and lead extra assemblies. The PCC would like to thank CF and her team for all the hard work they have done over the years. **CF** has decided to give her resource pack to the school so they can use it whenever possible. The Open the Book Costumes will be given to Messy Church.

13. Treasurers Report. **PA** reports that there is little difference on expenditure this year, but we should hope to see a rise in reserves next year due to the reduced parish share. EP is very keen that the parish is aware of what it takes to keep St Andrew's running. Many are under the false impression that the Church is given financial assistance from the government. There should be a facts and figures document available on the website for all to see. **Action PA**. **PA** is also looking into moving our main account with Natwest to the Charities Aid Foundation where dual access is possible. We will still maintain an account with Natwest.

14. Social Committee Report. **ShB** forwarded her report in advance of the meeting. The Jumble sale raised £875, The Quiz evening raised £688. The revenue from 'Name that Tune' Evening is still to be published as we shared some of the profits with Shalden. Still to come are the annual Hog roast – 21st July, Indian Themed Supper Evening – 20th October, Jumble Sale – 27th October, Annual Recital 25th November, and Christmas tree Festival – 7th December. The PCC would like to thank **ShB** and her team for all the hard work they do in raising funds for St Andrews.

15. Fabric Report. **IJ** reports that he is waiting to hear from the Churchwarden of St Peter's in Wrecclesham regarding a site visit to their Church. The refurbishments they have completed are very similar to what we could achieve at St Andrew's. They also have contact with architects and contractors which we may find useful. **IJ**

reports that the Church Hall's Floor has now been refurbished . We still need to update the main noticeboard in the Churchyard, as the service schedule has now been altered. The correct version is displayed in the porch. There is no point altering the main noticeboard and changing the gold lettering at this point until we have settled on a final schedule. IJ is happy to look into buying an extra movable notice board (sandwich board) which could be used as a welcome sign to the general public. **Action IJ.** EP would like this rolled out through the entire benefice.

16. Website for the Benefice. PA says this is possible as long as each Parish takes responsibility for updating their information. PA is happy to set up a template with links to each parish. **Action PA.** WB needs to put the PCC minutes onto the website. **Action WB.**

17. Safeguarding and Risk Assessments. Diane Palmer is happy to sort out DBS checks which each PCC member will need to fill out. 'The Lone Worker Policy' needs to be read by every individual who has weekly tasks to carry out in the Church – i.e Organist, Cleaners, Sacristan, Flower arrangers. EP says that there is a suggested Risk Assessment form available to download from the diocese website for any major events we may hold – This would cover us for insurance purposes. A form should be created for each type of event we hold. A new form does not need to be filled out each time we hold a recurring event.

18. Karamoja. **EP** suggests inviting Kennett Westmacott to speak at a service. He could update everyone regarding the work which has been done in the area and how our money is being spent. EP suggests Sunday 29th July. The Collection raised from the service could be donated to Karamoja.

19. Deanery Synod Report. **GH** reports that the next Deanery Synod meeting will be held here in St Andrew's Church Hall on Wednesday 6th June at 7.30pm. **EP** is looking for volunteers to help with refreshments.

20. AOB. CF reports that castors still need to be put onto the base of the piano in the Church Hall. **Action IJ.**

21. Date of next meeting. The full PCC will next meet on in September at 7.15pm. Final date tbc. There may be a standing committee meeting in the meantime.

Minutes of St Andrew's PCC Meeting held on 30th January 2018 at 7.30pm.

In Attendance: Revd Canon Ed Pruen - Chairman (**EP**), Ian Jurd – Churchwarden (**IJ**), Paul Adams – Treasurer (**PA**), Wendy Busby – Secretary (**WB**), Gay Howard – Deanery Synod Rep (**GH**), Sharon Blackshaw (ShB), Stephen Blackshaw (**StB**), Pat Mitchell (**PM**), John Lofthouse **JL** and Carol Fuller (**CF**).

1 .Opening Prayer. EP opened in prayer

2. Apologies from : Sue Stiles **SS**, Debby Barnes (Churchwarden) **DeB**, Adrian Barnes **AB**, Patrick Busby **PB**, Sarah Bankhead **SaB** and Diane Balchin **DiB**.

3. PCC membership vacancy. The PCC would like to co-opt John Lofthouse onto the PCC, as Betty Plant has stood down. The notion was proposed by **IJ** and seconded by **StB**. John comes with a wealth of experience having been a Churchwarden in his previous parish and an Ordinand.

4. Approval of Minutes of the Last Meeting Held on 21.11.17. The minutes were signed and approved as a correct record with the correction of the time of the meeting being at 7.30pm and not 8pm as originally printed.

5. Matters Arising. **EP** has yet to look into applying for a grant from the parish council towards funding for the Harvest Supper. **Action EP.**

6. Church Hall. **PM** reports that the hall's boiler has now been repaired. Parts and labour came to just under £3000. There were a couple of minor problems remaining, such as a leak from the 'combimate' unit and the radiators upstairs not working. **PM** contacted our plumber who solved both issues for approximately £100. Lighting. New LED lights have now been fitted in the hall, toilets and the kitchen. Hall Floor. **PM** has noticed that there is a noticeable gap in the hall's floor towards the middle which has grown larger recently. **IJ** explained the gap is common in 'sprung floor' installations such as ours as it allows for contraction and expansion. **IJ** has agreed to look at the gap as it could present a hazard to hall users. **Action IJ.** **PM** has also received a quote from Alresford Interiors for £2395 to treat the hall's floor. This would involve stripping the wood back and applying three coats of varnish. It would take a week for the work to take place. This could be done over the Easter break. **IJ** knows the firm and would be happy for them to carry out the work. **EP** suggests asking one other firm for a comparative quote, and then make a decision. **Please see updated notes.** Toilets. **PM** has received a quote from a local contractor to refurbish and replace the sanitary ware for £ 6500. The PCC have decided that most of the work could be done amongst the members of the Church to save costs. **PM** is concerned that the grant of £1000 given to us by the Fete Committee has not been put towards the refurbishment of the toilets as yet. **WB** is to send an email to the Fete Committee's representative to inform them that the funds have already been well spent on the repair of the hall's heating and hot water system. **Action WB.**

7. Correspondence. **IJ** has sent a letter of thanks to Medstead Parish Council for their gift of £100 towards the restoration of the Church Clock. **StB** also reports that the 'Medstead Care Group' may also be able to contribute.

8. Canon Ed's Report.

8.1 Leading your Church into Growth. **EP** reports that **DB**, **IJ**, **PA**, and **PB** were at the recent meeting at Old Alresford Place on 27.01.18 to look at a way forward for the benefice (Leading your Church into Growth). **EP** reports that we are now working more closely with the other PCC's in the benefice. The meeting was aimed at working towards a number of goals including:

- Ed's Service Schedule.
- Running a 'Leading your Church into Growth' course.
- Maintaining websites
- A Benefice Pewsheet.

8.2 Benefice Pewsheet. As Adrian is no longer able to produce the St Andrew's Pewsheet, we will be looking for a volunteer to take this over. **EP** is able to produce a simplified version of the pewsheet which can be used throughout the benefice. The aim is to find someone/people who would be prepared to generate and print a benefice pewsheet for the week.

8.3. Plans for Lent. EP plans to hold the 'Meet and Greet' meetings again this year, starting with an 8am service on Ash Wednesday at St Andrew's Medstead. This will be followed by the first Meet and Greet gathering on 19th February at 7pm St Andrew's Medstead, 26th February at 7pm Beech

8.4 Holy Communion by Extension. EP explained that in the past, authorised lay people, such as LLMs, have conducted regular services using pre-consecrated bread and wine. This is known as Communion by Extension. It has been especially helpful in multi-benefice parishes. The Diocese has decided that Communion by Extension for a Sunday service by authorised lay people is no longer acceptable without written permission from the Bishop and only as a one off. Exceptions to this are Home Communion and Communion in Nursing Homes.

8.5 Bishop's Commission for Mission and Pastoral . EP reports that Sarah Bankhead has expressed an interest in taking a Bereavement training course. The PCC would need to pay for the fees. This was proposed by PA and seconded by ShB. All were in favour. Francis Parish is also licensed to give home communion.

Please see updated notes.

8.6 Churchwarden's Report. No report but the PCC must think about DB's replacement as she is standing down at the next APCM. Both David Rowe and StB are happy to continue being deputy Churchwardens as and when needed. EP is happy to put together a 'Job Description' to help advertise the position. Action EP.

8.7 Deanery Synod. GH reports that the Revd Brian Pritchard – the new Area Dean will be speaking at the next Deanery Synod meeting. The next meeting will be on 21st February. The main topics to be covered will be working with people who have disabilities, and the stigmas associated with this.

8.8 Music. As AB has had to stand down from any further organ duties, EP has been looking into various individuals who may be able to stand in when needed. Several people have come forward, and EP has their details. Thanks were given to PA and CF for stepping in to cover the Christmas services in PB's absence.

8.9 Social Committee. ShB reports that the 'Carols on the Green' was a great success again this year. £150 was also given by the district Council towards costs incurred for this event and the 9 Lessons and Carols. For the upcoming Quiz night in March we will be looking for a projector to display the scores. EP has a projector if needed. StB says he knows of someone in Probus who would also be willing to lend theirs. Harvest Supper. The committee felt that having a barn dance as part of the evening would incur too great an expense if we are not charging for the event. PA suggests a 'bring and share' event to reduce costs. IJ is keen for the even to be held in the Village Hall as this would be a more effective means of involving the wider community. Friday 5th October has been suggested as a preferable date.

9.1 Christmas Services. EP reports that we had 1666 members of the congregation across the benefice who attended the Christmas services. 563 Children attended. Medstead had 804 members attending for their services. EP would like to boost Bentworth's attendance figures. Next year the Bentworth Mummers have agreed to perform an adult Nativity Play. There has been a request to start the Carol Service at 6.30pm next year at Medstead to allow for the services at the other parishes to take place earlier on in the day. This has been agreed by the PCC.

9.2 Service Schedule and Review. EP reports that the 4X4 services have not been as well attended as he had hoped. EP proposes replacing these services with an evensong at 6pm. This could be led by EP or lay led if needs be. There will also be fewer 8am services. EP hopes that those who attend the 8 am services will attend

the later services whenever they can. **EP** realises that losing the 4X4 services will mean less provision for young families. It was suggested that a form of service on a Saturday may be preferable. The new service schedule was proposed by **PA** and seconded by **JL**.

9.3 Open the Book. **CF** reports that 'Open the Book' is now in its 3rd year. Their visits to Medstead School have been very popular and they receive a warm welcome each time they visit. **CF** says that they have found it difficult to come up with regular dates. A weekly visit is not always possible and there have been communication flow issues even when **CF** has emailed the Head several months in advance. There is often very little time available to set up before the session begins. The children have been studying the theme of Trust, Courage and Hope. OTB volunteers have sometimes struggled to fit their presentation around these themes with the material available to them.

9.4. Karamoja and Kathryn Mercy Mission. The Karamoja charity is now looking for a new treasurer.

9.5. New School Governor. Medstead Primary School will be looking for a new foundation governor as **SaB** has decided to stand down. This could be advertised in the pew sheet. **Action EP.**

10. Administration, Finance and Fabric. Please updated notes.

10.1 Finance. **PA** reports that there will be a small deficit for the year. The full set of accounts will be ready for the APCM. **Please see updated notes.**

10.2 Duty Rotas. **PA** has taken over this task from **DB**. He has devised a system where individuals can sign up for the duties they are able to do. There will need to be a sheet in the church with details of the duty rota for the month in the case of an absentee.

10.3. Church Clock. **IJ** reports that the Clock is now functioning normally. There were a couple of initial problems caused by the wrong sort of paint (hammerite) having been applied to the mechanism. This has now been removed. **IJ** hopes there may be more funds coming from the 'Renee Wake Fund', he is still waiting to hear back. 2/3rds of the costs have now been raised via donations. **PA** would like to move funds from FOSAC to cover the deficit. The PCC wishes to thank **IJ** for all the work he has done to help fundraise for the work to be carried out. **EP** reminded the PCC that the Church insurers, 'Ecclesiastical Insurance Group' had informed us that climbing the ladder and winding the clock by hand was not covered by their insurance. It posed serious health and safety issues. Should an accident have occurred, the PCC members would be deemed guilty of gross misconduct in authorising it and would be liable for any litigation payments out of our own personal savings.

10.4. Re-ordering of the Church. **EP** reports that a meeting was held recently was held between Church members and members of the DAC. Kathy Roberts from the DAC is aware of our intentions for the Church, and has recommended that we get an approved architect to come and assess the plans.

The plans so far are :

- Removal of the existing emulsion paint from the walls and replacing it with a suitable paint which will allow the walls to breathe.
- Bringing the Altar forward
- Removing the Choir Pews
- Lowering the position of the Organ.

PA advises a site visit to a local Church in South Warnborough who have accomplished something similar before making a final decision. **EP** suggests a benefice trip to the Church as a model of what can be achieved. **Action EP**

10.6 General Data Protection and Regulation. (GDPR) **EP** reports that we have until 25th May to make sure that our data protection policy is in place. Sarah Rees may be able to help **EP** in implementing this across the benefice.

10.7. Safeguarding. **EP** reminded the PCC that we all need to be up to date with safeguarding policies. This is a serious issue and each member of the PCC is responsible for keeping their training up to date. All should complete level C0 training which is available online through the Diocesan website.

11. Future Dates. The next official meeting will be at the APCM. The approval of the Church accounts can be done immediately after the Sunday Service prior to the APCM.

12. AOB. StB reports that one of the microphones have gone missing. He suspects that Dudley Skinner may have taken the microphone to see if it could be repaired as there have been issues with the hearing loop not working.

Update to item 6. Church Hall. On 04.03.18 **EP, IJ, SS, DiB, WB, PB** and **PA** had a short meeting to discuss the Hall floor restoration. We can now confirm that the PCC will be accepting the quote from Alresford Interiors as they proved to be the most cost effective. **EP** suggests going with a 20yr plan. This was proposed by **IJ** and seconded by **DiB**. The dance class will be asked to bring their own boards for tap dancing sessions to preserve the quality of the floor.

Update to item 8.5 Bishops Commission for Mission. **EP** can now confirm that **IJ, Wilma Hainsworth, SaB** and Sarah Rees have all asked to go on a training course in pastoral care. Unfortunately the dates of the present course are not suitable for any of the candidates. All were in agreement that these candidates should be put forward for training when the next course becomes available. The PCC has agreed to fund the cost of the course.

Update to item 10. Fabric. **IJ** reports that the Fullers have kindly been storing the Church's stage and some other items which were previously stored in the North Transept. They aren't able to store them indefinitely so the PCC will need to come up with an alternative solution. One idea is to purchase an extra shed. This will be discussed at the next meeting.

Update to item 10. Finance. **PA** proposed moving our main account to a charitable trust account which is a lot more flexible than our current Natwest account. The account may be managed online, reducing the need for individuals to go into a branch. Bentworth have already gone down this route.

Date of the next meeting will be the APCM on 15th April after the Sunday service.