

St Andrew's Church PCC Meeting 7.00pm Tuesday 21st May 2019

Venue: Upper Room of the Church Hall

In attendance: Revd Canon Ed Pruen (EP) (Chairman)
Mrs Sarah Rees (SR) (Churchwarden)
Mrs Anne Lofthouse (AL) (Churchwarden)
Mrs Wilma Hainsworth (WH) (Treasurer)
Mrs Yvonne Haigh (YH) (Secretary)
Mrs Diane Balchin (DB)
Mrs Sharon Blackshaw (ShB)
Mr Stephen Blackshaw (StB)
Mr Patrick Busby (PB)
Mrs Gabriel Howard (GH)
Mr Ian Jurd (IJ)
Mr Pat Mitchell (PM) (Until Item 3 only)

Opening

1. **Prayer and Worship** EP began the meeting with prayers
2. **Apologies:** Mrs Carol Fuller (CF), Mr John Lofthouse (JL) and Mrs Sarah Bankhead (SaB)
3. **Church Hall Report** PM reported that the Rainbows were disbanding from July 2019. Lack of interest in running the group was cited as the cause.

- (i) **Church Hall Cleaner** AL reported that she and PM had interviewed Maxine Rolfe (MR) for the position. She arrived with references to support her work at other village and church halls. AL confirmed that MR had been briefed on the Lone Worker Policy for the Diocese of Winchester. This included carrying a mobile phone at all times for safety. MR has signed a probationary contract for 2 hours per week which is flexible and may vary day and times. MR has been handed a schedule from PM regarding bookings. At present, she will work one hour on Tuesday and one hour on Friday, to clear up after the Brownies. EP asked that the signed contract be stored centrally in the Hub. AL will pass to SR to make an appropriate folder and store.

AL/SR

PM suggested gift to previous cleaner from Church Hall profits. WH agreed to send a cheque for £95, encompassing £45 owed wages and £50 gift as a leaving present. All present in agreement.

WH

- (ii) **Church Hall Toilets**
The Church Hall made approximately £5,800 last year and £3,000 of this was profit after repairs and expenses. This money could be put towards

refurbishment of the toilets. PM said that the condition of the toilets are an issue for hirers who have turned down hire on that basis in the past. The previous quote was from 2016 so is now out of date. The approximate cost then was £1500 for the hardware with labour costs on top. It was decided that the churchwardens and PM will look into providing some current figures on the cost of new sanitary ware, a baby change unit in the disabled toilet; the boxing in of pipes and a hand dryer for each toilet. They will submit these at the next PCC for approval. In principal the PCC agreed to finance refurbishment of the toilets.

AL/SR/PM

ShB mentioned that the water heater in the kitchen had not been working for some time. SR suggested that the maintenance committee be asked to investigate the cost of repair or replacement. PM to contact them.

PM

4. Approval of PCC Minutes held on 25.4.19

Minutes were amended and signed by EP.

Matters Arising:

6.0 Internet Banking

WH confirmed that she had now set up internet banking for the PCC accounts. She cannot yet make payments without a card and card reader which she is still waiting for. Further details in Section 12.

7.0 Safety

SR to meet Mike Dean in church next week to check the electrics etc.

SR

8.0 Hall for Remembrance Service

ShB has booked the hall for Remembrance Service. It is booked from 8-10pm on the Saturday evening, and 9-1pm on the Sunday morning.

Piano: May be able to move piano the night before in IJ's van. PB to organise a team of people to help.

IJ/PB

10.0 AOB

BLMS Website:

Now up and running. £98.30 to run this website per month split between the parishes.

Medstead Times

Canon Ed mentioned that the Medstead Times is now up and running again. GH said that there will be four editions this year. It was pointed out that the cut off dates are inside the cover and that news

and information would need to be sent in promptly in order to make deadlines.

5. Canon Ed's Report

EP mentioned that it is a busy year for the Benefice. There is also some re-ordering ongoing in Lasham and Bentworth. Rev'ds Peter and Ingrid Owen-Jones are meeting the Bishop in June in order to seek Permission to Officiate (PTO) so that they can assist with some services in the Benefice. They will also be available to help with for Occasional Offices across the Benefice.

EP said that he would like to dispose of a number of items around the Church, most particularly the wooden chairs. The PCC agreed the disposal of these mentioned items. SR to seek Archdeacon's permission and paperwork for disposal. StB suggested they go to Resurrection Furniture (run by St. Lawrence's) to renovate and sell. All agreed this would be a good idea if they will take them.

SR

EP said that the flower arrangers often leave a number of sundry items behind the font, making it difficult to use. IJ suggested that the old Organ Room could be cleaned out by the Maintenance Team so that they could utilise it. Once a lock has been put on it, it could be used as a cupboard, and they could be given a key. StB to liaise with Maintenance Team.

StB

AL suggested that the Maintenance Team could be given more of a role with formal reporting and liaising with the churchwardens. The team of Ian Hainsworth, StB, Roger Gilbert and David Hayward make up this Committee. AL suggested that there should be formal accountability with reporting back to the PCC, so that they could be given priority tasks by the Churchwardens on a more formal basis. StB is the point of contact on the PCC.

AL/SR/StB

6. Church Wardens' Report

AL said that she wanted church to be fun with tea and cake! Perhaps a coffee morning could be arranged for all church helpers; from sacristan to jumble sale assistants. PCC agree that this would be a good idea. AL to organise in the Church Hall at some point, and liaise with ShB to provide some refreshments.

AL/ShB

SR reported that the Church contents insurance was for £45,000, and for the Hall contents, £23,073. The Buildings and Contents Insurance together total £2.7 million.

Keyboard (Vestry) currently not used and could be sold. IJ suggested selling it to new Wednesday Community Choir leader. It is insured for £200 but EP suggested £50 was a more realistic figure. SR to suggest this to her, and see if she is interested. The rate of hire of the church per meeting is £10 per hour all year round, agreed by PCC Members present to cover heating and lighting.

7. Social Committee Report April 2019

ShB mentioned that in addition to the Report supplied the Jumble Sale at the end of April raised £1200 towards funds. The PCC wished to thank IJ for using his van to dispose of the leftover jumble.

8. Music Committee Report

There will be a choir for Eileen's funeral tomorrow. The Equinox Concert at Bentworth is on the 21st September at 7pm. PB suggested that Members support this event as Bentworth parishioners usually support St. Andrew's events.

Worship and Mission

9. Future Dates for Harvest and Christmas

Harvest Festival will be at 11am on 6th October 2019. Brian Pritchard will be officiating. Depending on works in the Church it may be in the Hall. This will be followed by a lunch afterwards in the Hall. ShB to organise a team of helpers nearer the time. ShB proposed and PC seconded.

ShB

Christmas Eve and Christmas Day services will need an organist as PB is away for both. EP to look at his list of possible players and arrange.

EP

10. Open the Book and Messy Church

Open the Book is currently not active. Messy Church has received a contribution of £50 (cheque) given to Charlie Shaylor by WH as requested and agreed.

11. Karamoja Report

WH has donated £750 for last year's donation which was not paid. £250 was also donated for toilets last year. The PCC agreed that WH could send a cheque for £750 on account of this year's donation.

WH

12. Treasurer's Report

WH confirmed that the signatories on both bank accounts (current a/c and deposit a/c) had been updated, (4 signatories, any 2 to sign.). She reported that on-line banking was operational. WH handed out a 2 page document. This detailed the Parish Share, (Common Mission Fund, CMF) contributions expected in 2019 for the 4 Churches, the expenditure of the BLMS account and also a detailed statement of expenditure incurred at Medstead over the 4 month period of 2019 so far. It also gave a 4 month global figure of income received. She further explained that the CMF contribution, calculated by a fixed formula, was set by the Diocese and our contribution of 43% was from a Benefice global figure of £80018.00. She confirmed that our contribution of £34523.00 was being met in full for 2019.

The BLMS account expenditure for Medstead has been set for a number of years at 54%. The PCC determined that this item would be put on the agenda for the next meeting for review and full discussion.

WH explained items of expenditure over the 4 month period and answered questions. Overall, she explained that the financial position at present in

Medstead is satisfactory and she is aware of potential expenditure required shortly in relation to the re-ordering/refurbishment of the Church. She discussed the other items identified under sub-sections.

(i) **Annual accounts for 2018**

The position remains static: the annual accounts have not yet been presented to the PCC for adoption. EP and WH have had missives from the Diocese and have responded suitably. It was agreed that this is an unsatisfactory state of affairs and IJ offered to contact Paul Adams to clarify the current position with the present Independent Examiner. WH was asked to contact Sally Hayes FCA to enquire as to her availability for next year's examination of accounts. YH to circulate accounts once received.

IJ, YH & WH

(ii) **FOSAC Account funds and formation of new committee**

A new committee was elected (EP, AL, SR, WH, and DB). This committee would meet at the close of business this evening to discuss co-opting 3 members from outside the PCC as required by its Constitution. The FOSAC bank account is a separate bank account and there will be a change of signatories required with the new personnel.

(iii) **Finance for Karamoja Student and DTC Budget**

A report from Charlie Shaylor was circulated to members of the committee prior to meeting. The PCC determined that it sponsors a student for the second year of the course and authorised a payment of £750.00 to be made to the Alton Deanery Karamoja Link Fund.

WH

Fabric and Health & Safety

13. Update on Faculty Application and Church Architect

SR reported that further details were now needed from the Architect, then three quotes for the building works and three quotes for the carpets must be submitted with the application.

Richard Streatfield from the Diocesan Advisory Committee met with SR and AL to discuss Pews, Carpets and the pulpit. All of these will need approval to be removed/changed from the Victorian Society. They will inspect all the paperwork provided and could turn down the works. Nick Kerry Thomas (Architect) has also provided a list of more local builders. IJ said that the 29th May was the cut off for the June meeting and that it takes approximately 2 months before approval is received once it has been examined and passed back. SR and AL to continue getting quotes etc.

SR/AL

IJ also reported that the quinquennial has been completed for this year by Gary Seymour, who inspected last week, with the report now due.

IJ will give invoice to WH to pay once received with the report. EP said that this is refundable from the Diocese if WH submits it. IJ to pass report to Churchwardens when received.

IJ/AL/SR/WH

IJ said that he had photos of the areas in church where the proposed works are to take place, and has also completed online forms including Statements of Significance and Statements of Needs. IJ will show AL/SR where they are online.

IJ

WH asked if AL and SR would give her some idea of proposed expenditure so that she can earmark funds where necessary.

SR/AL

14. Safeguarding & Risk Assessments

Diane Palmer (DP) has now completed her course at Old Alresford Place and will be contacting members of the PCC to complete DBS checks.

DP

The PCC wish to congratulate SaB on her completing the Commission for Mission course. She will be following up families after funerals etc.

15. Correspondence

(i) Email from Debby Barnes re Ride and Stride

ShB to look into whether it is viable for Medstead to organise one this year.

ShB

(ii) Trees

The Archdeacon's permission is needed to carry out the work requested on the trees. This needs to be done in order to get the oil tank out and a replacement put in. SR to email the Archdeacon regarding the proposed work.

SR

(iii) Email from David Lacey (Shalden PCC)

AGM exchange of Minutes between Benefices. EP has put the AGM 2019 on the BLMs website, so that all have access to it.

16. AOB:

(i) Keyholders' List & Declarations

ShB has the list of keyholders but no declarations have been sent out for signing yet. SR to forward a draft declaration to ShB. StB will ask all people on the electoral roll if their email address can be used for church correspondence.

StB, ShB & SR

(ii) Lone Worker's Policy

PCC Members adopted this unanimously; IJ proposed and AL seconded. The protocol is posted on the Diocesan Safeguarding page of the Winchester Diocese website. Members should familiarise themselves with the policy, and all employees must be

made aware of the policy by the Churchwardens. They must be asked to sign that they are aware of the policy guidelines and will follow them. Copies to be emailed and must sign to acknowledge receipt.

SR,AL & ALL

(iii) Piano for remembrance service

Dealt with earlier under 4 (iv) Hall for Remembrance Service.

(iv) Food Bank

SaB sent apologies, so will be discussed at future meeting.

(v) Dates for Future PCC Meetings

AL to stand in as Vice **Chair** while EP away. Date of next PCC Meeting is Tuesday 10th September 2019 at 7pm in The Hub.

(vi) Memorial for Eileen Charlesworth

IJ suggested planting a tree or supplying a bench in remembrance of Eileen with the money collected by the Castle of Comfort patrons. EP confirmed that **probably no trees could** be planted in the Churchyard, but a bench would be possible. Maurice Johnson left money to the Church, so a memorial for him would be appropriate.

SR to investigate applications to the Archdeacon for these. IJ to liaise with the Castle publicans about the collection.

IJ & SR

(vii) Church Notice Board

ShB reminded the PCC that the Notice Board at the front of the Churchyard is now very out of date as regards services. It was suggested that a covering with tape to block out incorrect information would be more cost effective than have the board replaced, which would be much more expensive. The person who made the board lettering has now retired. Churchwardens to make enquiries about a solution.

AL/SR

(viii) Herald

The newspaper has very out of date information about the services. StB will contact them again to try to correct the information.

StB

(ix) Letter to Noel Howard

YH will draft a letter on behalf of the PCC to Noel Howard thanking him for paying in the cash gift donations/money collections for many years.

17. **Date of next PCC Meeting**
Tuesday 10th September 2019 at 7pm in The Hub
18. **EP conducted closing Prayers**