

St Andrew's Church PCC Meeting 7.00pm

Tuesday 10th September 2019

Venue: The Hub

In attendance: Mrs Anne Lofthouse (AL) (Acting Chair/Churchwarden)
Mrs Sarah Rees (SR) (Churchwarden)
Mrs Wilma Hainsworth (WH) (Treasurer)
Mrs Yvonne Haigh (YH) (Secretary)
Mrs Diane Balchin (DB)
Mrs Sharon Blackshaw (ShB)
Mr Stephen Blackshaw (StB)
Mrs Gabriel Howard (GH)
Mr Ian Jurd (IJ)
Mrs Sarah Bankhead (SaB)
Mr John Lofthouse (JL)
Mr David Hayward (DH) Until Item 5
Mr Logan Colbeck (LC) Until Item 7

1. **Prayer and Worship** AL began the meeting with prayers
2. **Apologies:** Mrs Carol Fuller (CF), Mr Pat Mitchell (PM) and Mr Patrick Busby (PB)
3. **Declaration of conflict of interest:** There were no declarations offered.
4. **Church Hall Report:** PM was absent so AL gave a brief summary concluding that quotes for the Church Hall toilets were in PM's capable hands and this was to be carried forward to the next full PCC Meeting in November. YH to add to next Agenda.
PM/YH
5. **Church Heating:** DH gave a comprehensive summary of his investigations regarding the various types of heating that might be suitable for the Church building including Gas, Solar, Air Source Heat Pumps and Electrical. Following this report the PCC decided unanimously to look more closely at the gas central heating quotes like for like, and move from oil heating to gas central heating. The cost would be somewhere in the region of 10.2-12k for a new gas boiler. IJ proposed and StB seconded. The PCC agreed that the money for the heating should come from the Fabric Fund. DH is investigating whether planning permissions are required.
DH/SR&AL
6. **Working At Height Policy:** LC explained his draft of the suggested policy to Members:

(i) **Boiler Room:** The PCC agreed that the asbestos in the boiler room will be dealt with when the boiler is replaced, and preferably under negative pressure. In the meantime, the door to the boiler room must remain locked.

Arrangements for entry are likely to change when the boiler is replaced, but for safety a two man team should be present.

(ii) **Clock Tower:** The use of a scaffold tower is to be placed at the back of the church in order to gain access with the assistance of several people from the Maintenance Team on site to ensure safety.

(iii) **Refilling of the Header Tank:** This will be subject to change with the central heating. In the meantime, a hosepipe could be run to the tank to fill it, being clipped to the wall, and two persons use a ladder to investigate the contents of the tank during refilling.

(iv) **Chandeliers:** This concerns light bulb replacement and flower arrangers. Stepladders will continue to be used. Workers to be warned of the risks and trained accordingly to use two persons for safety.

(v) **Gutters:** Most at head height not a problem. High level ones should be dealt with by local maintenance company who have their own insurance. Possibly using a sucker device annually to clean them. SR will investigate this possibility.

SR

LC will amend the report accordingly, and pass it to the Church Wardens to submit to the Diocese. With the specified amendments, the PCC adopted the suggested Policy unanimously.

LC

- 7. Risk Assessments:** Risk assessments need to be carried out for moving the piano to St. Mary's, Bentworth for the concert on the 21st September, and also for the moving of the piano for the Remembrance Service in the Village Hall. IJ to liaise with LC to produce a suitable document.

IJ/LC

The Christmas Tree Festival and Carol Service will also need a Risk Assessment. ShB and DB to liaise with LC to ensure this is in place before 6th December 2019.

DB/ShB/LC

- 8. Safeguarding:** This task has been undertaken by Mrs Diane Palmer (DP). SR has been liaising with DP but it is an ongoing process. SR has a list of people with current Diocesan DBS checks. They are Mrs Carol Fuller, Judge Colin Fuller, Mrs Liz Gilbert, Mrs Kerry Prior, Mr Paul Prior, Mrs Jenny Hales, Mrs Sarah Rees, Mrs Patricia Griggs, Mrs Sarah Bankhead, and Mrs Wilma Hainsworth. DP will investigate to what level all members of the PCC need to be checked. YH to add to future agenda for discussion at following meetings.

**DP/YH/
&SR**

9. **Approval of PCC Minutes held on 21.05.19:** No amendments. Signed by AL as a true record.
Approval of PCC Minutes of the 22.07.19: Were amended as follows:
1) Addition under Section 6. Finance, Asbestos Report (£250.00) being paid from the Fabric Fund. 2) Addition under Section 7. FOSAC, the PCC reviewed the new Constitution from the new FOSAC Committee and agreed it. PCC approved the amendments. Amended by hand, and signed by AL. Matters outstanding are being dealt with under other headings.

10. **Church Wardens' Report:**

AL said that she was still intending to have a coffee morning at some point in the near future, but that had not been possible so far due to holidays and church works.

AL

Concerning the bench or tree for Eileen Charlesworth, the publicans would now prefer a bench. However, the parish council have agreed a tree may be planted on the new development. IJ said that there were already a number of benches in the current church yard and that we were in danger of having too many. Other members agreed a tree might be better. SR is liaising with members of the Castle Pub to resolve this issue.

SR

The Parish Council have sent a comprehensive report with map of what they will up keep in the churchyard. SR to continue liaising with Council.

SR

With regard to the Faculty Application(s) these are still ongoing. Once the heating arrangements have been finalised and any other works are decided upon according to quotes, a meeting will be arranged between the Church Wardens and the Architect to put in a faculty to the Diocese. The churchwardens reported that Peter Fenwick will take a look at the possibility of grants to help with the cost of the works once things have been finalised and the faculty put in.

SR/AL

11. **Social Committee Update**

ShB said that at their recent meeting the social committee had decided to cancel the next social event on 5th October as the Harvest Supper was the following day (6th October 2019). This lunch is provided by the PCC not the Social Committee. DB said that she would look into arrangements for this. DB will also provide a sign-up sheet for this Sunday's service. It was suggested that Rev. Ingrid Owen-Jones could give her talk about poverty in Calcutta.

DB

Future dates of social events include: The Jumble Sale 12/10/19; The St. Andrew's Concert 24/11/19; Carols in the Churchyard/Christmas Tree Festival 6/12/19 and Burns Night, next year 25/1/20.

12. **Music Committee Update**

PB wished to thank the choir for supporting the benefice services at Medstead, Bentworth, and Lasham. Positive comments have been received.

CF has agreed to play the organ on Christmas day, but an organist has not yet been found for the Midnight services at Medstead and Bentworth. PB will be absent in Yorkshire from Christmas Eve until Boxing Day.

PB suggested that Members support the upcoming music events at Bentworth (The Equinox Concert) on the 21st September at 7pm and the annual St. Andrew's Concert on 24th November, 2019.

13. **Treasurer's Report:**

The Treasurer of FOSAC, Richard Lacey, regretfully has had to stand down from this post due to an increased workload with other commitments. Churchwardens will investigate willing possible replacements.

SR/AL

Mrs. Lesley Chapman, a local accountant, has agreed to act as Independent Financial Examiner (IFE) for the Church accounts. Her professional fee is £100.00 and she has intimated that she will donate this fee to Christians Against Poverty (CAP). This appointment proposed by ShB and seconded by SR.

- (i) **Financial Update, January-August 2019.** WH handed out an 8-month Income and Expenditure Statement that she had prepared. Income has been received promptly from all sources. There are many items of expenditure in the pipeline, mostly relating to Church maintenance, repair and updating the present heating system. Various items have also been highlighted in the Quinquennial Report as a requirement, and these are receiving attention.
- (ii) **Planned Giving**
The Treasurer gave an explanation on Planned Giving. The two recognised schemes attract a total of 27 regular planned donations. The Parish Giving Scheme (PGS) is a highly effective and efficient scheme and Gift Aid is collected on our behalf, donations and tax recovered is paid direct into the Church bank account. The Standing Order scheme, including CAF, means donations come direct into the Church bank account and Gift Aid is recovered, if appropriate, by WH. In addition, a substantial annual donation is generously given. Some members of St. Andrew's have customarily used the white envelope scheme for their regular giving when they attend Church. Gift Aid can be recovered by WH where appropriate. The Treasurer explained that a Stewardship Campaign is required in 2020, to encourage and enhance "planned giving" by a broader base. All members of the PCC would be involved in this campaign.
- (iii) **Common Mission Fund (CMF):** WH explained the recent revised request for the CMF from the Diocese. The figure for 2020 for Medstead is recommended at £25869.66 and is based on Medstead being designated Affluence Band G (the highest) and the Community of Worshippers' figure of 36.25. A two-page document, with suitable

illustrations, was circulated and explained. The PCC accepted these figures for 2020.

(iv) BLMS:

This is a shared expense account between the four Churches in the Benefice and ably administered by the Treasurer of Bentworth. The PCC would like to review its allocated ratio, possibly in line with the present CMF values, in consultation with Canon Ed, on his return from sabbatical. The Treasurer was requested to obtain the views of the other Church Treasurers.

(v) Gift Aid:

The Treasurer announced that the handover of Gift Aid has been completed. A vote of thanks was given to Gay Howard for all her hard work, over many years, as Gift Aid Secretary. A gift voucher was presented to her in appreciation of her services in enhancing the income to the Church.

(vi) Sundry Items: Asbestos (later item.)/Heating (later item)

The expenditure for the associated work relating to asbestos in the Boiler Room has been authorised to be paid from the Fabric Fund. The new Heating system expenditure and associated costs, when finalised, have been authorised to be paid from the Fabric Fund.

14. Correspondence: None received.

15. Asbestos: AL has had two quotes for the removal of the asbestos. LC, AL and SR will meet to discuss these. The Fabric Fund is to be used towards the asbestos removal.

**LC,
AL &
SR**

16. AOB:

(i) Keyholders' List & Declarations: ShB has had some signed and returned. She will keep them for now until a place can be found in the filing cabinets in The Hub for them.

ShB & SR

(ii) Lone Worker's Policy: Copy of policy to be emailed to all parties on rotas that may work alone in the Hall or Church. SR will send to Flower Arrangers and Cleaners on their rotas, and StB will send a copy to those on the Maintenance Rota and Key Rota.

SR & StB

(iii) Piano for remembrance service

Dealt with under Risk Assessment 7. above.

17. **Date of next PCC Meeting:** Date of next PCC Meeting will be organised with Canon Ed on his return. Suggested date of Tuesday 12th November

SR

18. Meeting Closed at 9.45pm