

## St Andrew's Church PCC Meeting 7.00pm

Tuesday 12<sup>th</sup> November, 2019

**Venue:** The Church Room

**In attendance:** Canon Ed Pruen (EP) (Chairman)  
Mrs Anne Lofthouse (AL) (Churchwarden)  
Mrs Sarah Rees (SR) (Churchwarden)  
Mrs Wilma Hainsworth (WH) (Treasurer)  
Mrs Yvonne Haigh (YH) (Secretary)  
Mrs Sharon Blackshaw (ShB)  
Mr Stephen Blackshaw (StB)  
Mr Ian Jurd (IJ)  
Mr David Hayward (DH) Until Item 5  
Mr Pat Mitchell (Until Item 4)

1. **Prayer and Worship:** EP began the meeting with prayers.
2. **Apologies:** Mr Patrick Busby (PB), Mr John Lofthouse (JL), Mrs Gabriel Howard (GH), Mrs Sarah Bankhead (SaB), Mr Logan Colbeck (LC), Mrs Diane Palmer (DP), Mrs Diane Balchin (DB)
3. **Declaration of conflict of interest:** There were no declarations offered.  
(i) A copy of 'Guidance Notes for PCC Members and Private Benefit' was distributed to Members in advance of the meeting and WH drew attention to the guidelines.
4. **Church Hall Report:** PM and AL gave a report of a children's party hall hire on 5.10.19 which resulted in the hall being left very messy. This meant that several hours of cleaning up and washing linen had to be carried out before the hall was fit to be hired again. PM had emailed the hirer for an explanation but has had no response. The PCC decided to send the hirer a letter informing them that the deposit taken prior to the party would be banked as well as the hall hire fee. This was to take account of the extra work needed to put it right. YH offered to send the letter to the party concerned on behalf of the PCC. **YH**

WH wanted to know what the system for banking hall hire payments had been in the past. PM collects the hire cheques and sends them to the Treasurer when there are a few of them, following their receipt, and after billing the ongoing clients at the end of every four months: i.e. once a quarter. WH said that she thought the current system left the Treasurer in a difficult and confusing situation as it was hard to keep track of payments, with some cheques going back nearly six months. EP suggested that the situation be kept under review.

The boiler issue has now been solved in the hall but the electrics hard wiring inspection is due (last one done in 2014 and needs repeating every 5 years) PM had a quotation and SR has obtained a quote from the electrician who is

## Church Hall Report Continued:

undertaking the church electrical inspection and remedial works. One day's work for the hall would be approximately £450/£550.

SR

- i. **Church Hall Toilets:** PM suggested that we ask the Village Fete Committee for funds to renovate the toilets. According to an old quote he had it would cost approximately £4,000 for the labour and sanitary ware plus £400 for the dryers alone. PM will apply for a small grant towards this. IJ will put forward a specification for quotations to be obtained. PM suggested the work be done in the school holidays next year (August 2020).

PM/IJ

- ii. **Wall Key Safe:** The suggestion of a wall safe was put forward by PM so that the hirers could access a key themselves rather than attending a nearby property to collect it before hire. Often there is not enough time between hires to hang the key back up at the property and the hall has previously been left open but all hirers have been told they cannot do this as it leaves the Hall vulnerable and uninsured. The PCC questioned whether a wall safe was a better option than current arrangements as the code would need changing regularly. No decision was made at the meeting.
5. **Church Heating:** DH gave the PCC a summary of the current situation regarding the heating. A new revised quote was in the region of £1800 for the gas line from the road. The external meter box would need to be 1m away from the boiler house door, any roof eaves window or vent and this would mean that trenching would need to be continued up to the boiler house. Alternatively, a new governor at the edge of the churchyard to reduce the pressure could be installed with a meter box then positioned within the boiler room. The DAC are likely to prefer this option over a meter box on the flint East wall and no planning permission should be required. This will cost approximately £3,800 to install. Planning permission may be needed for a green governor installed in the churchyard by the oil tank. A £48 fee has been paid to the planning department, and currently an answer is still outstanding. If the box is situated behind the oil tank there is the added cost of running a pipe to the boiler from it. This is not a preferred option.

DH said that the quote took account of the existing chimney, but this could mean that a floor mounted boiler had to be installed instead of a wall mounted boiler. StB suggested that it would not be a good idea to have a floor mounted boiler bearing in mind that the cellar had flooded in the past. DH to pursue quotes using the existing chimney with possible installation of a pump should the boiler room flood.

## **Church Heating Continued:**

EP would like it to be noted that the Church is obligated to be as eco friendly as possible, and we have investigated the best possible options for now with that regard. WH asked for confirmation that the Fabric Fund is being used for the boiler replacement and associated works, and this was confirmed. The PCC agreed that we should go with the £3,800 quote. IJ proposed and WH seconded. All present in agreement.

With regard to the electrics, an electrician is quoting for an update of the Church electrics within the boiler room, circuit breaker box, (3 fuses at present) a boiler switch, a light in the boiler room and organ house. The old cabling will also be replaced. SR is still awaiting the quote for this work.

The water tap and water pipes will also be moved when the boiler is done.

EP gave his personal thanks to all those involved in this Church heating and renovation project and said he was in awe of the members involved time and energy put into this.

**DH/SR**

6. **Safeguarding:** DP is currently away and a report has not been received by the PCC regarding an update on the current position. YH has asked for an update from DP, and will add Safeguarding to the next agenda for discussion at the next meeting.

**YH/DP**

7. **Approval of the Previous PCC Minutes held on 10.09.19:** No amendments. Signed by EP as a true record. Eileen Charlesworth will be remembered with a park bench by the pond or on the green, with permission granted by the Village Hall Committee or Parish Council as appropriate and in agreement with the previous owners of The Castle of Comfort (who took the collection). Matters arising or ongoing were dealt with at this meeting under their relevant headings.

8. **Canon Ed's Report:** EP would like to thank all those who covered his break and special thanks to SR for covering the wider benefice administration. A special thanks also to Ingrid and Peter, who without their help, EP and the Benefice could not have done without. Thank you to Anne for chairing the last PCC meeting and all her work in keeping things going.

EP reported that JL had attended the Bishop's Advisory Panel with a view of being recommended for training for Ordination as a priest. Sadly recommendation had not been forthcoming on this occasion, although JL will seek to apply in 2021. EP acknowledged the congregation's bewilderment at this outcome and genuine disappointment that JL was not yet able to start training. It was agreed that a letter expressing the PCC's frustration should be sent to Bishop Tim. This would show

### **Canon Ed's Report Continued:**

respect for the selection panel's discernment, but would also express our utter dismay. SR to draft a letter.

**SR**

9. **Church Wardens' Report:** SR reported that the asbestos removal will be completed when the boiler is finally removed and replaced. The boiler room is currently safe and certification is in the Church Log Book in Upper safe in Inner Vestry. The chairs have already been dispatched (permission given as List B item). The Faculty application for the heating is not yet finished. Nick Carey-Thomas, the architect, was currently away. The next dates for submission are 18<sup>th</sup> November or 6<sup>th</sup> January. The faculty for reordering is also not complete as the issue of breathable underlay has not been resolved for the carpeted areas.

**SR**

The electrician has quoted for remedial works and undertaken these in last 2 days for the Church (just over £2,200, approved by Standing Committee majority e-mail vote). SR is liaising with him about this and the boiler room. A single light switch has been suggested to be put at the back of the Church to assist visitors in particular who are unfamiliar with the church building, and regular users.

**SR**

IJ and StB need to liaise with AL about Christmas arrangements and LC will need information to be able to do a Risk Assessment for the concert and Tree Festival. ShB will need to discuss this with him. SR has the list of what LC will need to know to be able to produce one. IJ to continue doing the tree lights at the front of Church this year.

**SR/AL/StB/ShB/LC**

There is still no organist in place for Midnight Service at Medstead. CF will play on Christmas day.

10. **Treasurer's Report:**

- (i) **BLMS Contributions for 2020 linked to CMF Figures:** (Shared expenses between the four Churches.)

At present, Medstead's contribution towards the BLMS Expenses Account for 2019 is set at 54% of the BLMS budget. Members of the PCC had a full and frank discussion on the present arrangement regarding its allocated 54% share. The PCC unanimously agreed that the Medstead % ratio which it will contribute to BLMS expenses in 2020 will be linked to the % ratio of Common Mission Fund (CMF) contribution 2020 in the Benefice. The PCC accepts that this is a fair, reasonable and structured method of calculating our contribution to BLMS expenditure, and it can be reviewed annually in line with any changes made by the Diocese. WH to discuss with Mervyn Dunwoody, the Treasurer for the BLMS account.

**WH**

## **Treasurer's Report Continued:**

On figures presented by the Diocese for CMF 2020, Medstead has been requested to contribute a figure of £25,869.66, which the PCC has accepted. This represents 36.15% on a Benefice total of £71,555.31. The Medstead PCC will contribute the same % ratio on BLMS as it pays on CMF contributions. WH proposed, and SR seconded a unanimous decision. **WH**

### **(ii) Financial Update: January – October 2019**

WH distributed a 3 page document detailing Receipts and Payments (over a 10 month period) and a summary on the present state of bank accounts. WH identified key elements within the figures and explained the costs related to essential post-quinquennial work which have been assigned to the restricted Fabric Fund. WH also gave details of Mission Giving. WH proposed that a sum of £100.00 be donated to a local Deanery initiative: The King's Arms' Project, which is providing a dedicated Youth Centre in Alton. The PCC was in agreement that this should be given as part of the Mission fund. **WH**

### **(iii) WH asked about the Lenten Lunches and its' banking arrangements.**

Again, these were difficult to trace and assess whether they had been sent on in a timely manner. Canon Ed will liaise with the co-ordinator of the lunches to establish and promote a clearer link with the PCC, with regard to the banking and division of the monies and the choice of charities etc., making sure that they are relevant to the Church's ethos and the wishes of who the PCC would like to support. **EP**

### **(iv) The legacy bequeathed to the Church earlier this year is currently awaited.**

**(v) FOSAC Treasurer:** Still vacant. Kristina Rogge has agreed to join the Committee but not be Treasurer. This is appropriate because she is not on the PCC.

**(vi) Question and Answer Session:** SR bought up the question of what should be charged for the cost of Church heating at funerals and weddings during the colder months. Most of the other churches in the Benefice charge £30 for the heating to be turned on. SR proposed that we do the same and StB seconded. The fees will be revised to £30 for heating, and £35 for the Verger's services. SR will relay this to the funeral directors. **SR**

11. **Social Committee Update: St. Andrew's Recital (30<sup>th</sup> November)** The stage will be required to be moved into the Church. ShB will liaise with LC regarding the Risk Assessment. The next event will be Burn's Night in January. **ShB**

12. **Music Committee Update**

The next event is the annual St. Andrew's Concert on 24th November, 2019. This will be followed by the Carol Concert on 21<sup>st</sup> December 2019. EP offered his thanks to CF for continuing to play the organ every other week.

13. **Correspondence:** None received.

14. **Asbestos:** Ongoing; will be concluded when the boiler is replaced. The Fabric Fund is to be used towards the asbestos removal.

15. **AOB:**

- (i) **Tea Party for helpers:** AL is organising this for 30<sup>th</sup> November 2019. She reported that she has not had many acceptances so far.

**AL**

- (ii) **Gift for CF:** Margaret had very kindly bought a gift for CF and a card for Members to sign. This would be presented in Church on Sunday.

**EP**

- (iii) **Risk Assessment Christmas Tree Festival:** Risk assessment needs to be carried out for The Christmas Tree Festival. ShB and DB to liaise with LC to ensure this is in place before 6<sup>th</sup> December 2019. SR will pass the details required by LC to ShB so that she can liaise with him.

**ShB/DB/LC**

- (iv) **Risk Assessment for St. Andrew's Concert:** SR to pass IJ the list of information required by LC to carry out the Assessment.

**SR/IJ/LC**

- (v) **Application for Medstead Fete Funds:** PM to apply re Hall Toilets discussion under 4.

**PM**

- (vi) **Alton Deanery Synod Report.** In the absence of GH at tonight's meeting, WH had also attended the last meeting, and gave the PCC a brief summary. The presentation given by Colin Harbridge on CMF was well delivered and received by members. Lisa Hillan gave an inspiring talk on the King's Arms Alton project providing a centre for the Youth of Alton and the surrounding villages. The PCC has made a donation to the project (see Treasurer's Report). A new rep will be required as GH retiring soon.

**WH**

**AOB Continued:**

**(vii) Lighting - Footpath to the Church:** AL pointed out that the light was not working over the footpath between the Hall and the Church. StB to check this is working. **StB**

**(viii) Quote for Carpentry work:** A quote from IJ was received by the Churchwardens for building a wooden platform in the boiler room. It also included some other essential work to doors and frames in that area. IJ will organise a formal quotation showing a proper breakdown of labour and materials before presenting this to the PCC. **IJ**

**(ix) Energy Supplier Contract from 21/12/19:** British Gas gave the cheapest quote. StB suggested we go with that and all agreed. StB will check whether a Smart Meter should be installed. **StB**

16. **Date of next PCC Meeting:** **Tuesday 28<sup>th</sup> January 2020.** The next APCM will be 29/3/20 at 2.30pm.
17. **Closing Prayer** EP led the closing prayers.