

# St Andrew's Church, Medstead

## PCC Meeting: 2<sup>nd</sup> November 2021 - 19:30hrs: Bumbles, Five Ash Road

**Attending:** Debby Barnes (DB), Patrick Busby (PB), John Lofthouse (JL), John Marriott (JM), Kerry Prior (KP), Sharon Blackshaw (SB), Paul Shaw (PS) and part attendance by Rev. Howard Wright (RHW)

### MINUTES

1. The meeting opened with a prayer from DB at 19:38hrs
2. Introduction of Rev. Howard Wright (Church of Good Shepherd (COGS)), Kerry Prior, John Marriott (new PCC Treasurer) and Paul Shaw (new PCC Secretary).  
Thanks were given to Sharon for hosting the meeting
3. Apologies were received from Jackie Jurd (JJ)

### PART I:

#### **Discussion with Rev. Howard Wright to review current services and future plans**

It was agreed that the services were going really well and that the COGS concession is gratefully received, helping to deliver the first three services in the month. St Andrew's Church would continue to cover fourth (and fifth, if occurring).

A short discussion on Gospel readings ensued regarding topics being covered on the run up to Christmas. It was agreed these would continue 'as is' up to advent.

Distribution of the elements during COVID times was discussed, including various options. It was agreed that, as the Anglican Church has a 'one cup, one loaf' focus, that the agreed process would be 'in tincturing' (dipping of bread (wafer) into wine) rather than sipping the wine directly. It was also noted that the priest presiding over the service has the last word on this.

**Action: Move to in tincturing during Communion at St. Andrew's Church**

A discussion on attending preachers and their rota came up and RHW commented that people preaching more than four times must be licenced. i.e., have Bishop's permission to preach.

**Action: Check licence with preachers when organising rota DB/SB**

It was also agreed that St. Andrew's Church would cover the expenses of the visiting preachers from COGS and that an expense form would be set up to aid accounting practices.

**Action: DB offered to obtain a copy from Brian and share with JM to set this up**

As the services are so well received it was decided to continue in this manner to Easter.

A short discussion regarding future plans for St. Andrew's Church followed and assurances were given that not much would change. Both churches would continue to operate as Medstead had a good sense of community and schooling. A request has been made to join the parishes to reduce complexity.

**Action: PCC to debate this area and to bring views/thoughts to the table (All).**

**Action: Foundation (Church) Governors at Medstead Church of England Primary School are to be appointed by the clergy (RHW/DB)**

Rev. Howard Wright left the meeting at 20:47hrs

*Please bring own copies (electronic/paper) of correspondence - previous minutes, reports, emails, etc. to help save funds and the environment*

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## **PART 2: PCC matters:**

### **1. Matters Arising**

- Christmas Tree Festival (FRI 3<sup>rd</sup> DEC): Guitar support from COGH (DB) - Carried forward by DB
- Church Hall conditions for hire documentation – copies to be shared to new PCC members (SB)

### **2. Minutes of last meeting:**

Matters arising having been covered off, the minutes of the last meeting were agreed and signed by DB

**Action: Agreed Minutes to be posted to website and a copy placed in plastic sleeved folder at rear of Church for all to refer to. (PS)**

### **3. Church Wardens' Report**

DB reported that services were going very well and are now agreed for this year. Next year's services are already being discussed and that Mervin Dunwoody has also agreed to assist.

### **4. Treasurer's Report**

JM reported that the accounts had now been handed over and were now being reviewed (post 31<sup>st</sup> Dec 2020) with any outstanding invoices being paid. St. Andrew's appears to be up to date regarding Common Mission Fund (the payment made each month to the Diocese).

JM also reported that the signatories' position had been discussed and agreed. The proposal was put to the meeting, was agreed and would now be actioned for the various accounts. Approved unanimously.

Looking ahead and to ensure a smooth audit process, JM is keen to ensure all supporting evidence to any expenditure is readily available so has asked for any receipts to be passed his way with reference to the related expenditure. Requests will be issued for any queries/missing receipts. JM plans to introduce a reference number system to aid in this process. DB asked JM to draw up an expense claim form.

JM offered thanks to all those involved in managing the accounts and in their handover

### **5. Social Committee Report**

SB reported on the various activities being planned with dates being discussed:

- Jesus My Boy – now agreed for SAT 11<sup>th</sup> DEC at 19:30hrs – tickets £8 with the interval served in the Church Hall
- January Quiz – now planned for Early FEB
- Recital – now planned for Late FEB
- French visitors – now planned for MAY

### **5. Music Report**

PB reported that despite COVID, all had gone well, especially now the restrictions were less onerous. Services continue to enjoy hymns and we are now looking for more people to join the choir

### **6. Church Hall Toilets**

PS updated the meeting on works and deferred start date to January 4<sup>th</sup>.

The committee thanked Ian Hainsworth for his continued support on this project

### **7. Porch Repair**

JM updated on tender/quotation submissions. He also referenced the additional costs from the electrician (to carry out works on the lighting) and the architect fees. Following discussion, it was agreed to follow David Hayward's recommendation on the contractor and to agree pricing

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submitted. JM sought agreement to draw down £10,500 (ex VAT) for this purpose. *VAT should be recoverable through the normal channels in due course.* Approved unanimously.

The committee thanked David Hayward for his continued support on this project.

A small potential add-on for glazing, beading and woodworm treatment is needed. A price will be sought from the successful tenderer.

Post Meeting Note: The subsequent add-on quote was for £420 + VAT. DB has therefore since agreed a budget increase to £11,000 ex VAT. While finance for this work will come from existing reserves, DB suggested JM should contact FOSAC to check what residual funds might be available.

Additional Post Meeting Note: JM has since spoken to the FOSAC Chairman, Bill Dawson. Potentially £6k is available.

## 8. AOB

- Church Electoral Roll

PS updated the meeting on the changes to the electoral roll; two removals (moved away) and four additions recently.

The committee thanked Ian Hainsworth for his continued support in this matter

### - Mulcock Charity, St Andrew's Church

PS raised that a new Trustee from the church is required as Ed Pruen has moved away. KP volunteered as she knew of the charity mentioning that her parents had been involved with it in the past. Proposed PS, seconded JM

**Action: KP to contact Mulcock Charity. PS to provide copy of email if required**

### - PCC website

PS raised a discussion on the BLMS website and its updating with minutes of meetings, etc, once approved. SB updated the committee on having access and knowing the designer

**Action: SB agreed to contact web designer to also grant access to PS**

### - St Andrew's Church Christmas Card

SB raised the need to progress with the December service Christmas card and presented the meeting with a selection of original works detailing the church. Snow @ Medstead was chosen for this year's card. Proposed KP, seconded JL

**Action: SB to progress with Christmas card production.**

**Date of next meeting: Tuesday January 11<sup>th</sup> 2022 – venue tbc : JJ or JM?**

**Meeting closed at 22:25hrs**