

Minutes of PCC Meeting - Monday 20th May 2019

Present: Beverly Watson (**Chair**), Marguerite Barclay, Rob Burch, Lesley Graham, Eve Gunn, Henrietta Harding, Robin Holdsworth, Chris Lambert, Julie Lodge, Lara Milne, Carolyn Nicholls, Paddy Payne, Jo Smalley, Trish Tye (**Secretary**), Martyn Whiteman

Apologies: Rebecca Brown, Simon Doran

1. Approval of minutes

1.1. The minutes of the meetings held on 18th February and 15th April were approved.

2. Standing committee decisions

2.1. The standing committee decisions of 14th May 2019 were noted.

Action: Trish to send the standing committee agenda to the whole PCC rather than just standing committee members.

3. Vision Groups

3.1. Finance:

(update by Chris)

3.1.1 Halfway through the second quarter the bank balance is approx. £50k compared to the balance at the end of quarter one of approx. £59k. Expenses that have occurred in this period are related to the sound system, the parish share and the bore hole work to investigate the subsidence.

Receipts in the period include a legacy of £1,450 from the estate of Peggy Gray, sound system income of approx. £3k, some gift aid receipts and a Montessori rental payment.

3.1.2 Donations for the new sound system amount to £6k from various sources. The total cost is around £15,300. The difference will be covered by the Vicar's discretionary fund.

3.1.3 A company called Castle Water bill us for the water used in the church. They have been repeatedly saying that we've not paid. However, Chris has checked that we have and verified this with the bank. If a debt recovery company get involved, Chris will work with them to resolve the issue. Rob suggested contacting the regulator.

Action: Chris to contact Ofwat.

3.1.4 There was a short discussion concerning our predicted financial deficit and what action we can take. Beverly explained that this will be the focus for the Finance Vision Group.

3.2. Worship Vision Group (update by Beverly)

3.2.1 Sound system:

The new sound system needs a little more fine-tuning, but is already showing a huge improvement. It has been used to good effect at Altogether Worship, two school services and with the band. Although it is easy to use, we still need to learn a little more to make the most of it. Simon Doran currently knows most about operating and adjusting the system.

Marguerite enquired about the availability of roving microphones. We have four and we need to put one on the altar ready for use by anyone who needs to speak during the service.

Lesley enquired about the old microphones and Beverly explained that these will be re-used in the hall.

3.2.2 Youth Led Programme

A new Youth Led programme has been devised with the help of Julie Shaw and Jo Dwyer. The programme will now include three events per term; Social, Sustenance and Service.

The Matrix Youth Hub has now opened and got off to a very good start. Six young people attended and there has been further interest shown for the next event.

Henrietta explained that Martyn is now involved in the 18+ group and there is going to be a renewed focus on this group too.

3.3. Children & Young People Vision Group: (update by Beverly)

3.3.1 Matrix:

(See 3.2.2 above)

3.3.2 Children's Church

Julie Lodge has kindly offered to take over from Andy and Linda Wells for this term. At the first event, Julie provided breakfast and there was some good discussion among the young people.

Quest are rewriting the flyer, mostly making it less wordy. A new strapline of "Belonging and Believing Together" will be used in publicity materials and as a reminder of the purpose of Children's Church.

Alison has suggested that we let parents use the chapel as a creche area which is being progressed by Jeanette. Jo expressed some concern that this may not be the best solution for parents and carers as they will be further away from the service.

We plan to advertise for more Children's Church volunteers.

Beverly extended thanks to Julie for taking this on for the time being.

3.4. Church Seating

Beverly reported that there are now seven people in the group to look at church seating; Richard Pointer, Eve Gunn, Marguerite Barclay, Paddy Payne, Martyn Whiteman, Lara Milne and Beverly. We therefore have a good breadth of views. Beverly is looking to arrange the first meeting. The group will look at how we might use the church building as we move forward. There will be visits to other churches, especially those using their buildings differently during the week.

3.5. Events

3.5.1 Fête update:

Henrietta reported that the fête team consists of Henrietta, Trish, Lara, James Heaphy, Emily Heaphy and Linda & Andy Wells. The team currently meets fortnightly. There is now a sign-up list in the lobby which Henrietta urged everyone to respond to however they can.

Marguerite asked why we were including a prayer station and Henrietta suggested that as it is a church event, we should offer a space for quiet contemplation. Carolyn agreed that it is important to provide this.

3.6. Premises: (update by Robin)

3.6.1 Windows

We are looking to put a decorative film on the glass of the old baptistry window. This will cost in the region of £400. We hope to request design suggestions from the congregation in June, have some digital design options by September with the film in place around October. The film will be removable and so replaceable. The New Life Baptist Church in Stoughton has used one of the suppliers we are considering.

Action: Paddy to draft a notice to invite ideas.

3.6.2 Subsidence

Following the bore-hole work and subsequent soil analysis, the reports have been sent to our architect. He recommends that we continue regular monitoring of movement for the next 2-3 years whilst planning how to finance remedial work that may be necessary. We're taking readings from the tell-tales approximately every 6 weeks. Marguerite asked if we are covered by insurance, but sadly, no churches are covered for subsidence.

3.6.3 Storage

At the recent work afternoon, there was a good clear-out of the chair store. We have installed the first metal storage unit and filled with all the gazebos. We have also moved the cupboard from reading room into the chair store. Work is still needed to address the shed storage on the field. Currently we have just done some painting of the sheds.

3.6.4 Montessori Play Area

The Montessori Nursery have obligations to provide a sufficient outside play area. We are looking at possibilities to improve the existing area. The cost of renovating the area using artificial grass is in the region of £4-7k. We would be in a good position to get some external funding for this project.

3.6.5 Front paving slabs

We are trying to get quotes for addressing the uneven slabs and drainage channel in front of the church entrance. Although it has been difficult to get quotes, this remains on the list of works.

3.6.6 Reading Room

The Reading Room needs painting along with new carpets and curtains. The Poyle Trust will give more funds, but we need more community-based bookings in order to apply for them.

3.6.7 Hall improvements

Beverly has requested that the Premises Vision Group start to explore how we could improve the hall entrance, kitchen, toilets and foyer. We are looking to get some advice and ideas from an architect. St Paul's in Woking have recently had work done and recommend their architect and builders and have invited us to come and see their new facilities.

Action: Premises Vision Group

Beverly extended thanks to Robin for the hard work of the group, covering many aspects of our church, hall and grounds.

3.7. Mission Vision Group (update by Carolyn)

3.7.1 Pilgrimage

The pilgrimage was a lovely event, with people joining and leaving, which is all part of a pilgrimage. It was lovely to have extra people come to Winchester to celebrate evensong with the walkers. Sponsorship raised for the Koens is approx. £700.

3.7.2 Christian Aid Week

Envelopes went out to every house in 75% of the parish. We made some judgements on which roads to deliver to. We didn't collect the envelopes but suggested ways to donate, including delivering envelopes back to church. The car wash in the Village Hall car park helped to raised our profile and the team washed 16 cars in the 2 hours. We also sold cake and made over £200.

Beverly extended her thanks to the Mission Vision Group.

4. Transforming Church Plan

4.1. Review of goals

Trish presented the updated goals document. Colour coding has been used to indicate the progress being made.

Action: Trish to update that 9 people walked the pilgrimage.

Marguerite questioned how we define a disciple and questioned that the attendance of a course is a measure of meeting a goal. The Diocese 'Transforming Church, Transforming Lives' document was referenced as 'Making Disciples' is the Diocese's first goal.

Jo asked if the goals and progress get reported upwards. Beverly explained that the archdeacon will examine them when he visits. We also submit the goals to the Diocese's Parish Development team.

5. Vicar's report

Beverly updated the PCC on the period since the induction meeting on 15th April:

- **Easter:**
We had a joyful Easter with Palm Sunday and the donkey a particular highlight. We also celebrated Maundy Thursday with the choir, Good Friday All Age Worship and the Watch. On Easter Day we had the 5am Vigil followed by breakfast, then the 8am and 10am services. Additionally, we had the Dray Court Easter service and two Queen Eleanor's school services (in church for the first time). The school services involved 400 children and the staff.
- **Farewells:**
We said goodbye to Mike Truman as a Licensed Lay Minister (LLM), after 20 years of service. Mike still remains very much part of our congregation.
We said goodbye to Pippa after 2 years of her curacy. She is now enjoying being part of the team at Christchurch Woking.
Andy and Linda Wells have stepped down from Children's Church.
William Lowrie finished his placement as trainee LLM.
Margaret Roberts has stepped down as choir trainer after 3 years and we welcome Karen Taylor who is taking over in the role of choir director.
- Beverly has been busy picking up the work that Pippa previously covered, particularly around Children & Youth. This has provided a natural opportunity to refresh programmes. Beverly will take care of Children & Young People for now but hopes someone will come forward to chair the vision group in time.
- We have sadly had two deaths; Jill Henderson and Irene Harriss.

- New people seem to be trickling in and this is something for us to be encouraged by. We must all make newcomers feel welcome and part of the church.
- The Mission events have taken place, as described earlier by Carolyn.

Beverly concluded by reflecting that we have lots to give thanks for and a lot to be done. There is a sense of God at work and Beverly is very encouraged by level of commitment throughout the church.

Henrietta enquired whether we will get another trainee LLM and Beverly said that it is possible.

Jo asked if we are likely to have another curate. Beverly explained that we would have to apply and usually the Parish is expected to supply housing. At present we are very dependent on our rental income from Thorn Bank. Pippa was an unexpected placement as so we probably would not have another curate in the near future.

Paddy enquired of Beverly's workload and whether this is an issue, especially as Beverly is also an Assistant Area Dean. Henrietta commented that the senior team look to support Beverly and encourage her to use others where she can. Julie stressed that we mustn't over-complicate things and that we should accept that sometimes we can't take on things that we'd like to.

Lesley commented that we should take the opportunity to ask for help from other churches, for example when looking for courses. Beverly's position as an Assistant Area Dean makes it easier to spot these opportunities.

6. Safeguarding

6.1. Update (by Julie)

There is currently a big push on training as many people are due to renew. The Safeguarding Team will review the status of outstanding training at the end of the summer term. We may hold a training event here or use spare places on St Nicolas' onsite Core 1 training.

Although we have lost Pippa, we still have a large Safeguarding Team and although we're in a good place, we can never stop and be complacent.

6.2. Adoption of the Safeguarding Policy

As this is the first full meeting of the new PCC, we need to adopt the Safeguarding Policy. The only change to last year is that Carolyn was our Designated Safeguarding Lead. As Julie is now on the PCC, this is no longer necessary and Julie is officially the lead.

Beverly extended her thanks to Julie.

7. Approvals

7.1. Church website redesign

Trish presented a proposal to change the website software from Church 123 to ChurchEdit (which can work alongside iKnow). Moving over to ChurchEdit will involve redesigning the website and moving and rewriting content.

The current subscription for Church 123 is £195/annum and expires on 30th September. ChurchEdit will cost £215/annum and we will receive a £50 discount for using iKnow.

Proposal: That we move to ChurchEdit with a re-write over the summer. Also, that, if required, we spend an additional £300 on some design work from ChurchEdit.

Proposed: Trish Tye, **Seconded:** Carolyn Nicholls; Unanimously agreed.

Action: Trish – to monitor website usage to see which parts of the site are most used and to be able to measure any improvements after the re-write.

Action: Trish – to organise the ChurchEdit subscription and start progressing the redesign.

7.2. Hall rates for evening parties

We have had some enquiries for hall bookings that extend later into the evening.

Proposal: That for bookings that extend beyond 10pm, we charge £20/hour and request a refundable deposit of £500 (ideally a cheque)

Proposed: Eve Gunn, **Seconded:** Chris Lambert; Unanimously agreed.

There was some discussion over whether our rental rates are adequate and it was concluded that this could be something for the Finance Vision Group to look at.

7.3. Queen Elizabeth Foundation (QEF) Event

Eve reported that the Queen Elizabeth Foundation wishes to use the hall for a private event on 7th July. They would like to sell alcohol and so need PCC approval to apply for a Temporary Event Notice (TEN).

Although there was no objection to the TEN request, it was thought that the date was not suitable as it is the day after the fête; we often need the hall to dry gazebos.

Action: Eve to ask QEF if they would be prepared to hold their event on a different day. Given a different day, the PCC approve the application for a TEN.

8. Correspondence

The secretary reported that there is no correspondence for the PCC.

9. Dates & Events

The latest calendar has been circulated to the PCC for information.

Action: Events Vision Group to find a new date for the Strawberry Teas and Produce Sale as it is the week after the fête. It might be sensible to move it on a little.

10. Dates of future meetings

Standing Committee – 18th June 2019

PCC – 15th July 2019

Standing Committee – 17th September 2019

PART 2 (*Confidential items*)

(none)

Minutes approved on 15th July 2019

Signed: