



## East Preston with Kingston: St Mary the Virgin

**Meeting of the PCC  
10 March 2020  
at 7:30pm in The Spire Room**

### **Minutes**

**1 Mass at 7pm in church**

**2 Attendance**

a. Present:

Fr. Andrew Perry, Nova Brookes, Lynne Brunton, Jacky Collett, Stella Collier, Colin Crane, Mary Darby, Revd Emma Ham-Riche (Chair), Charis Harbidge, Claire Hind, Kathy Lockyear, Gill Mauderne, Gill Quigley, Lois Townsend and Wendy Allen (PCC Secretary).

b. Apologies:

Sue Baldock. Mary Jeavons, Joe Padfield and Chris Wood

**3 Minutes of Last Meetings**

It was agreed that the minutes be published without redactions.  
Claire Hind proposed acceptance of the minutes as an accurate record.  
Lois Townsend seconded.  
The minutes were approved.

**4 Matters arising from minutes**

Point 4 Chris Wood had purchased a microwave but it didn't work and this matter was ongoing.

Point 8.7 Friends of St. Mary's: With regard to the application for grants money, Father Andrew had met with Valerie Sharp but, due to various factors, it had not been possible to progress further.

**5 Treasurer's Report**

Kathy Lockyear presented her Treasurer's Report with regard to accounts to 31 December 2019. She reminded the PCC that these were draft "end of year" accounts. They were to be considered by the PCC, Father Andrew and others would look at them, David Cross would examine them and they would then come back to the PCC for approval. If anyone had questions about the accounts they were to give them to Father Andrew or Kathy Lockyear before Monday 16 March 2020.

She further informed the PCC that it became a registered charity last year (2019). Since that time both the 100 Club and the Friends of St. Mary's (FOSM) had been amalgamated within the entire financial accounts. Monies from FOSM are restricted and can only be spent on the fabric of the church.

## **Treasurer's Report continued.....**

The general fund accounts for the year to 31 December showed a loss of £2866 and without legacies, we would be in a worse situation.

Father Andrew reminded the PCC that voluntary incomes do not cover the cost of ministry.

Kathy Lockyear explained that Designated Funds are designated by us, the PCC, and we can choose to change these designations.

It is Kathy's intention to bring all accounts under Barclays.

Fund Raising: Kathy said that it was good practice for all collected monies to be accompanied by a paying-in form. A claim for expenses can be made at the same time by completing an occasional expenses form, & providing receipts etc. Expenses should not be taken from collected monies. Paper copies of the form are kept in the vestry and can also be eMailed to people who require them. It was important, she stated, for everything to be as transparent as possible.

In answer to a question about monies given or left in church by visitors, Father Andrew said that, due to vandalism and theft, there was a "Candle Money" jar in the safe and donations for candles, or other donations, should go there.

With regard to another question about whether there was a "Magazine Account," Father Andrew replied that there wasn't but that there is a designated fund which can be used for the magazine.

Finally it was mentioned that Online Banking was going to be set up.

Grateful thanks were expressed to Kathy Lockyear, Peter Lewis and Erica Hussey for all their hard work on rationalising the church's accounts.

### **6a Safeguarding Update**

Joe Padfield was unable to be present but it was stated that in the last two months, no safeguarding incidents had been reported.

If people had completed their C1 training on line, they were asked to ensure that they informed Joe. Everyone on the PCC needs to be DBS checked.

Fr. Andrew and Rev. Emma Ham-Riche had submitted, on 5 March, St. Mary's SQP (Simple Quality Protects) information to the Safeguarding Team for the Diocese. This is fulfilling the next step which ensures that all parishes are Safeguarding-compliant and includes such information as the location of First Aid kits, Risk Assessments, DBS checks and diocesan Safeguarding Policy adoption. Claire Hind and Joe Padfield had helped in this process. Lucy Hornby had risk assessed the whole church building and Charis Harbidge had ensured that the Sunday Club was safe.

(Secretary's note: During the last PCC meeting of 21 January 2020, the PCC voted to adopt, as parish policy, the diocesan good practice guides. See the minutes of that meeting for further details.)

### **6b Trustees Annual Report**

Father Andrew had produced the written part of this report, a draft of which had been either sent by eMail or delivered to all members of the PCC and Kathy Lockyear and Erica Hussey had done the rest. Father Andrew wanted the PCC to make themselves familiar with the document. Fr. Andrew asked about the PCC's reaction to the use of boxes within the document detailing people's positive responses to church activities. As long as people have given permission for their comments to be noted, it was felt that it was very gratifying to receive encouraging feedback and the comment boxes enhanced the document.

Fr. Andrew noted that Malcolm McLelland had stepped down and that Charis Harbidge's name needed to be added and he would make the necessary corrections.

The summary of the year, using posters and photographs, was praised as an excellent and colourful addition.

In answer to a question about the period covered by the Trustees Annual Report, Father Andrew clarified that it covered the time from January to December 2019.

## **7 The Parish Giving Scheme**

The PCC was encouraged to read the diocesan information sent out or delivered to everyone.

The scheme is now used by over 50% of the churches in the Diocese. All administrative work, with regard to giving, is taken over by the Parish Giving Scheme relieving our Treasurer of valuable time and effort, to be able to concentrate on other things. Instead of accounting for all the standing orders separately, the Treasurer only has to account for two Parish Giving Scheme transactions: The Total Giving and the Gift Aid they have claimed, thus reducing an onerous task. People's previous standing orders will have to be cancelled. The Diocese of Gloucester organises this. Fr. Andrew would like our Envelope Scheme to become obsolete. He explained that the PGS scheme is more environmentally friendly, safer, easier for our church members involved with the finance and would allow us to budget more easily.

The scheme will be mentioned during a proposed Stewardship Campaign this year.

John Sherlock runs courses which promote the Parish Giving Scheme and these, we were told, are well worth attending.

## **8 Use of Legacies**

There are no caveats or restrictions on either Gerry Parker or Margaret Beatley's legacies.

Fr. Andrew would like the PCC to give some thought as to how these generous legacies might be used.

Nova Brookes suggested that the monies be used for a new keyboard which has the facility of an organ. Claire Hind agreed that it would certainly be good for the monies to be used for something musical.

Kathy Lockyear felt that we should be paying more of our Parish Quota. Discussion ensued. Father Andrew confirmed that nothing was charged for our curate but that there were expenses which we had to find. He did not wish to see money from the legacies being put towards our Parish Quota.

## 9 The Church Brown Sign Project

John Harbidge had spent a considerable amount of time looking at the design of brown signs to indicate the position of our church and also the best location and number of these signs. The church has to apply to be part of the Brown Signs Project. Application would cost around £400 and the cost of the signs a further amount of about £1,100 - £1,500. We fulfil the criteria for making such an application. It was mentioned that a visiting clergyman, due to take a service, had experienced problems finding the church.

The PCC agreed to accept John Harbidge's Suggestion C whilst including the stipulation that two signs on the A259 would, additionally, be needed.

It was suggested that some money from the legacies (see Item 8 above) could be put towards this. Fr. Andrew felt that this visual project would be a pleasing way to spend some of the money.

Charis Harbidge said that there was a possibility that the church could apply for a grant. This could be discussed during a meeting with Valerie Sharp, working also with the Friends of St. Mary's.

Gill Quigley wanted to register her disagreement that money be spent on a project like this when our payment of our church quota was not being totally fulfilled.

Thanks were given for all John Harbidge's careful and meticulous work.

It was agreed to go ahead in principle but with some necessary clarification.

Nova Brookes proposed this and Stella Collier seconded.

## 10 Reports from Groups

Deanery Synod had not met. The next meeting is on 25 March and Gill Quigley will not be able to attend. We will be needing to elect four Deanery Synod Reps.

## 11 Reports from Sub-committees

11.1 **Standing** (not met)

11.2 **Finance** (not met)

11.3 **Fabric Committee** (not met but update provided)

- ⊙ Colin Crane reported that the woodworm treatment to a large horizontal beam to the east side of the main nave, prior to the chancel area was completed satisfactorily on 24 January 2020.
- ⊙ It had been agreed that monies received from Kingston Parish Council for 2019/2020 amounting to £700 could be combined with £300 from the Flower Fund and used to replace the old shed in the churchyard, used by the Church Flower Club. With the kind help of Jenny Bromfield, ably assisted by Fr. Richard, the old shed had been demolished and a new one erected, using help from the Littlehampton Probation Service "Payback Scheme."

**Fabric Committee update continued.....**

When the weather improves, the team are returning to paint the shed and floor and attach larger hinges and bolts. Tool racks have been ordered for storage.

Total cost to date is £955.61. Thanks were extended to Jenny Bromfield and Fr. Richard for managing this project.

11.4 **Mission Committee** (not met, meeting next week.)

11.5 **Sunday Club on Tuesday 5 February 2020 (A report was submitted)**

- ⦿ The club continued to meet weekly, welcoming too, a number of visiting children which had been a pleasure. Music had brought a new dimension to Sunday Club's worship, especially when the children spontaneously sang to the congregation when reporting back one Sunday. Group size is small but fellowship strong.
- ⦿ Rev. Emma, Gloria, Carol and Charis had met to discuss progress with resources.
- ⦿ Potential mini outreach events to children and their families in East Preston had been researched by Rev. Emma. A shortlist had been identified and Charis had met with Parish Clerk, Simon Cross, to decide what would be viable. The group, under the guidance of Rev. Emma, were to meet again to consider the feedback.
- ⦿ Music: When possible, some simple songs had been introduced into the weekly sessions.
- ⦿ Art Exhibition: Sunday Club members may be able to take part in an East Preston Festival Art Exhibition. Further details are awaited.
- ⦿ Safeguarding - Sunday Club had met all the necessary criteria.

Rev. Emma asked that everyone read the Sunday Club report and submit any questions before the next meeting in a fortnight's time.

11.6 **Social and Fundraising Committee on Thursday 13 February 2020 (report submitted later and circulated on the evening of 10 March 2020 - Chris Wood was unable to attend the PCC meeting)**

- ⦿ It was reported that the Music Evening had been hugely successful and had made £700 profit. Thanks were extended, in his absence, to Chris Wood for organising this wonderful event which, it was agreed, had been great fun, had created a very warm atmosphere and been enthusiastically received.

11.7 **Friends of St. Mary's (Wednesday 26 February 2020) - report submitted**

Friends of St. Mary's were still looking at the notes from Jack Cogman with regard to revising their Terms of Reference. This is necessary because their account is now a sub-account of the PCC bank account and part of Barclays. The opportunity is being taken to make other, overdue, changes. Their next meeting will be on Tuesday 21 April at 2.30pm. PCC approval will be sought at a later date. Investigations are underway for grants for the second part of the FOSM appeal.

## 12) Any Other Business

**The Christian Aid Walk** was accepted as an activity of St. Mary's Church, necessary to come under St. Mary's Church insurance. Fr. Andrew nominated this and Jacky Collett seconded.

In the same way, the **Songs of Praise East Preston Festival Event** on Sunday 14 June was accepted as a St. Mary's Church event. Fr. Andrew nominated and Stella Collier seconded.

### **Coronavirus**

We were currently in the "Delay" phase and it was likely that we would soon move into the "Contain" phase.

It had been discussed briefly in Gill and John Quigley's Lent Group, how members of the church might respond to those who were affected by the virus and what help was appropriate and best.

An information document was circulated. Our attention was drawn to the last three points on page 4 which covered: use of websites or social media pages to have access to neighbours, information and resources or sharing phone numbers and eMail addresses; creating a list of local organisations which could provide help, possibly including mental health or counselling services; creating emergency contact lists and finally it was suggested that we pray the prayer at the beginning of page 1:

*God of healing and hope, in Jesus you meet us in our places of pain and fear.  
Look with mercy on those who have contracted the new virus,  
on any who are vulnerable, and on all who feel in danger.  
Through this time of global concern, by your Holy Spirit bring out the best not the  
worst in us.  
Make us more aware of our interdependence on each other, and of the strength  
that comes from being one body in you. Through Christ our wounded healer. AMEN.  
(Revd. Sam Wells; St. Martins in the Field, London)*

### **Those who have served their terms on Deanery Synod or the PCC**

A vote of thanks was given to those standing down from Deanery Synod Group: Sue Baldock and Gill Quigley and to those standing down from the PCC: Lynne Brunton, Colin Crane and Mary Jeavons. They were thanked for all their work. We are encouraged to find new PCC members (who serve a three year term) and to find 4 Deanery Synod Reps.

The meeting closed with the Grace at 9.20pm.

### **Date of next PCC meeting:**

There will be an Emergency Meeting of the PCC on  
The APCM meeting will be on Sunday 19 April at 12 noon in Church.  
A short PCC Meeting will be held on Monday 20 April at 7.30pm in the Vicarage.  
The next full PCC Meeting will be on Tuesday 12 May at 7.30pm in the Spire Room.

***AoB must be notified to the Chair 24 hours before the PCC Meeting.***

***Please email all reports to [WendyWallen46@icloud.com](mailto:WendyWallen46@icloud.com) by Tues. 5 May 2020.***