



The Parish of Medstead and Four Marks

Minutes of a PCC Meeting

Tuesday 3rd September 2024,

6.30pm meal at the Vicarage

8pm meeting at Church of the Good Shepherd

Present: Howard Wright (Chair), Andrew Walters, Debby Barnes, David Duffin, Jeremy Griggs, Jackie Jurd, Frank Maloney, Pam Maloney, Bob Meekums, Ian Trotter, David Williams (Secretary)

1. Welcome and Apologies

Howard welcomed everyone to the fourth PMAFM PCC meeting of 2024

Apologies were received from Peter and Tracey George-Jones, Timothy James and Jill Williams; it was noted after the meeting that apologies had also been received from John Lofthouse.

2. Worship and Prayer

On a point of order raised by Jeremy, we briefly reviewed whether it was appropriate to begin with both worship and prayer at what he described as essentially a business meeting. Howard reminded us that at the equivalent national (General Synod), diocesan (Synod) and deanery (Synod) levels meetings always commenced with both. We agreed that we should all think and pray about how we should begin every PCC meeting, and that whatever we do should affirm that God is at the centre of all we do. Howard offered that should further discussion be required it could be an item on a following agenda.

As an act of worship, we read Psalm 9 responsively. Howard and several others led us in prayers of worship and intercession.

3. Minutes of Previous Meetings

a. PCC – Meeting of 2nd July 2024

i. Approval of Minutes (circulated 11th July)

Document approved *nem con.*

ii. Matters arising

None

b. Deanery Synod – Meeting of 3rd July 2024 (circulated 9th July). Doc:

Deanery Synod Meeting minutes 240703 - Alresford and Alton AM, to note

Howard reported that the meeting had been a lively event, preceded by a light meal. The special topic was Education, with presentations by Jo Ayres (sowing seeds of faith in school), Howard Wright (RE curriculum monitoring), Tim Codling (“Open the Book”) and Amber Beresford (collective worship).

The Alton Deanery members then further discussed Clergy Wellbeing and the new National regulation of not less than 36-hour rest per week, including not less than 24 hours uninterrupted rest per week.

It was offered that this later issue could be an item on a future agenda, but that the Synod reps would need to decide how best to manage the item, in particular whether Howard should be present for such discussion.

4. Christmas Unlocked

- a. Doc (circulated 9th August):

Letter to Howard Wright (Christmas Unlocked).docx.

Canon J John is speaking at an evangelistic carol service at the Alton Maltings on 4th December. The event is being organised by Parish of the Resurrection, Bentworth, Lasham and Shalden. We are invited to a preparatory meeting on the morning of Saturday 14th September at Bentworth with a view to joining one or other of the event teams.

5. Finance

- a. Financial Statements: Docs (circulated 28th August):

PCC Income & Expenditure Report May 2024

PCC Income & Expenditure Report Jun 2024.pdf

PCC Income & Expenditure Report July 2024.pdf

PCC Treasurer's Report - July 2024.pdf

One further paper, *Fund Totals - detailed .pdf*, is to be circulated after the meeting.

Due to pressure of work, Claire has had to resign as Treasurer. She has nevertheless prepared summary documents for the last three months for which she had figures. They are necessarily incomplete as the process of unifying the finances of the former parishes of St Andrew's and COGS is still work in progress.

Members found difficulty in evaluating the figures presented in the absence of the context within which the two former parishes had operated their finances, and as previous forecast/budget figures had been removed.

Howard informed the meeting that in previous years at COGS the Treasurer would have had the responsibility of preparing and presenting a draft budget for the following calendar year to the September PCC, for discussion and final agreement at the November PCC. Statements and forecasts throughout the following year would inform PCC every other month how actual income and expenditure could affect how close we were likely to keep to the budget.

Howard stated he would collect questions about the accounts and raise them with Claire and Tori on our behalf by email to be sent on Friday. Questions were taken at the meeting, and we were encouraged to submit further questions by email.

- b. The post of Treasurer

PCC placed on record its thanks to Claire for all she has managed to achieve in spite of the difficulties she has faced.

It was acknowledged that we still need a treasurer.

Peter and Howard have met with Tori Hewitt who has been keeping books both before (for COGS) and since the amalgamation of parishes. Tori is offering to

undertake both the bookkeeping and accounts and the preparation of a report, but would not be able to be treasurer. It was confirmed that she is paid for this role – currently hourly, though she has been requested to submit an estimate for a contracted arrangement.

Ian asked if there is any intention to constitute a Finance Committee. After further discussion, Howard proposed that a small working group:

Peter George-Jones – to be asked

Frank Maloney

Ian Trotter

would meet to bring at least some oversight to our finances in the absence of a treasurer.

6. Safeguarding

a. Policy documents (circulated, 7th August):

i. *The Parish of Medstead and Four Marks Safeguarding Policy Statement 2024.docx*

ii. *2024 COGS Safeguarding Operating Policies and Procedures v2.docx*

After brief discussion, Howard proposed that both policy documents be adopted. Pam seconded the proposal which was **agreed** unanimously.

7. LCGs – for information and discussion

a. Medstead

i. LCG meeting of 20th August 2024. Docs (circulated 24th August):

1. *LCG Meeting with HW - 20th August 2024 V2*

2. *Address to Complaints - notice sheet version V2.docx*

3. *Archdeacon Meeting Notes PGJ.docx*

b. Four Marks

Meeting of 23rd July 2024, doc (circulated 27th July):

i. *Minutes of COGS LCG meeting 23Jul24.pdf*

David Duffin tabled an additional paper:

COGS Hall Kitchen alterations.pdf (attached)

regarding possible costs over LCG spending limit. LCG wishes to investigate alterations to the hall kitchen that could make it more suitable for preparations for catering for (for example) Messy Church. There were concerns raised about this cost in the light of the deficit presented in the accounts, but it was noted that the money being spent could only be used for this designated purpose.

Andy proposed that the spend be authorised as designated funds were already available. David Duffin seconded the proposal, which was **agreed** by 7 members with four abstentions.

PCC noted with thanks the reports from both LCGs.

8. Staff – update

Virginia has completed her three-month probationary period successfully and her contract of employment has been confirmed. A new visa of the appropriate type for her work is in process of application.

9. Alpha – update

A new Alpha course starts on Wednesday 11th September.

10. Health and Safety

PCC noted Doc: 24.09.03 *Health & Safety Rpt.docx*

11. Any Other Business

(to be notified before the meeting)

Church School Foundation Governors

Each of the two CofE primary school in the Parish should have three Foundation Governors. At present, Howard is a governor *ex officio* at both schools.

Tracey George-Jones and Debby Barnes have been serving as Foundation Governors of Medstead Primary School. Debby is standing down at the end of the year. That leaves one vacancy at Medstead. PCC recorded its gratitude to Debby for the time and service she has given.

Mike Smith has been a Foundation Governor and Chair of Four Marks Primary School but unfortunately has had to retire through ill health, which leaves two vacancies there.

Howard asked PCC to consider who might be approached to fill the outstanding vacancies at both schools.

12. Date of Next Meetings

- a. PCC: Tuesday 15th October 2024, 7.30pm at St Andrew's Church Hall
PCC: Tuesday 3rd December 2024, at COGS Church Hall, time TBA

- b. Suggested dates for PCC meetings and APCM in 2025

We propose continuing to hold PCC meetings on the third Tuesdays of Jan/Mar/May/Jul/Sep/Nov. Although we acknowledge that cannot always be convenient for everyone, it seems to be the least bad option.

13. Closing Prayers

Howard closed the meeting with prayer at 9.30pm