



The Parish of Medstead and Four Marks
Minutes of a PCC Meeting
Tuesday 28th May 2024, 6.30pm

Present: Howard Wright (Chair), David Duffin, Andrew Walters, Debby Barnes (in attendance), Peter George-Jones, Tracey George-Jones, Jeremy Griggs, Timothy James, Jackie Jurd, John Lofthouse, Frank Maloney, Pam Maloney, Bob Meekums, Jill Williams, David Williams (Secretary)

<p>1. Meal at Howard's @ 6.30pm</p>
<p>2. Coffee @ 8pm – in church Hall</p>
<p>3. Worship and Prayer Howard led us in worship as we read together Psalm 33. Several members led the meeting in prayer.</p>
<p>4. Welcome and Apologies Howard welcomed everyone to the second meeting of the newly constituted PCC of 2024. In one sense this was the inaugural full meeting of the new PCC with Howard. Apologies were received from Ian Trotter and Claire MacPherson (Treasurer).</p>
<p>5. Hopes, Dreams, Questions – group discussions In four groups we shared ideas:</p> <ul style="list-style-type: none"> • expecting to see new things across the congregations • learning to work together • growing youth and children's work • anxieties about clashes of culture <p>To be followed up at the Leaders' Day on Saturday 1st June.</p>
<p>6. Minutes of previous meetings</p> <p>a. SPCM, 16th April 2024 Approved <i>nem con</i></p> <p>b. PCC Meeting of 30th April 2024 Approved <i>nem con</i> Sets of minutes had been available in church porches in the past, though COVID interrupted the practice in Four Marks. More recently they have been published on websites with some gaps and, once approved, the collection will now be updated to include all approved minutes. They can continue to be made available at the back of Church in Medstead and are also available via the church office.</p>

7. Legalities:

a. PCC Responsibilities:

'It shall be the duty of the minister and the parochial church council to consult together on matters of general concern and importance to the parish.

The functions of parochial church councils shall include—co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical...' (Parochial Church Councils (Powers) Measure 1956)

'They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. Everyone was filled with awe at the many wonders and signs performed by the apostles. All the believers were together and had everything in common. They sold property and possessions to give to anyone who had need. Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favour of all the people. And the Lord added to their number daily those who were being saved.' (Acts 2:42-47)

b. Trustee Responsibilities

i. Declarations of (financial) Interest

David Duffin notified that he sometimes receives payment from undertakers or families for playing music at funerals.

Andy Walters through his company does some building maintenance and repairs at Church of the Good Shepherd.

ii. Appointment of Officers:

- Safeguarding Officer

Matt Senior has fulfilled this role for COGS, and a volunteer from Bentworth had done so for the former group of Bentworth, Lasham, Medstead and Shalden (BLMS).

A meeting is to be convened to update and agree a safeguarding policy for Medstead and Four Marks (M&FM). The existing document from COGS can be used in the interim.

PCC members should ensure they are up to date with Safeguarding Training. All should have current certificates for *Basic Awareness* (formerly C0) and *Foundations* (formerly C1). Details can be found at: [Safeguarding Training - Diocese of Winchester \(anglican.org\)](https://www.anglican.org/safeguarding-training)

Matt will continue *pro tem* to act as Safeguarding Officer for M&FM, but we should look to appoint someone for whom this is their particular role in the Parish.

- GDPR Officer

Matt will continue to act as GDPR Officer.

- Health and Safety Officer

Frank Maloney will continue as H&S officer for COGS. It would be wise to appoint someone local to St Andrew's to take this role in Medstead.

iii. Drawing lots for terms of service. (3 x 3 years; 3 x 2 years; 3 x 1 year)

The following terms were agreed:

For 3 years: Tracey George-Jones, Jeremy Griggs, Timothy James;

For 2 years: Peter George-Jones, John Lofthouse, Jill Williams;

For 1 year: Bob Meekums, Ian Trotter.

This would leave one vacancy among elected PCC members.

c. **Governance – see proposal**

Governance Document - May 2024 V2.pdf – previously circulated

Howard proposed and Andy seconded that the document should be accepted as a working document.

d. **New Church Warden**

New Churchwarden - Procedure.docx – previously circulated

Howard explained the reasons for having just two Churchwardens for the new parish, with the appointment, if possible, of an Assistant Warden (a local appointment, not *ex officio* a member of PCC) for each site.

At the April SPCM, Andy and David D were appointed wardens, but both worship at COGS. Peter has offered to stand as Churchwarden, with the advantage of being someone who is worshipping at St Andrew's. David has offered his resignation to the Diocese and is willing to step into the vacancy of second Assistant Warden.

Howard **proposed** that we hold an **Extraordinary Meeting of Parishioners to Elect Church Wardens**, on Sunday 16th June at 12.30pm in the Medstead Church Hall. After some discussion about timing, the proposal was **agreed** *nem con*.

8. **Pastoral Re-org:** (Identifying outstanding business, leading to actions, where immediate, and agenda items for the following meetings, where longer-term)

a. Finances

i. Management

Document:

From Claire MacPherson, for PCC meeting 28th May 2024.docx
was tabled.

ii. Bank Accounts

Both previous parishes had used banking services of NatWest. After considering alternatives, it was agreed that it will be sensible to create a new account for the new parish with NatWest, even if at some future date it might be thought desirable to change service provider.

Both parishes have within their accounts Reserve Funds, which will remain protected.

St Andrew's also has an account with CCLA; COGS has funds on deposit with the Diocese of Winchester.

iii. Summary position

Claire asked for permission from PCC:

- to write to all current donors about impending changes to bank details.
- to begin the process of opening the new single account.
- to arrange with Sharon Blackshaw to allow Tori Hewitt to begin to manage day-to-day expenditure for the whole parish under the new policy, to be able directly to access the St Andrew's account or alternatively to transfer necessary funds covering St Andrews expenditure to the COGS account for onward payment.

PCC **agreed** unanimously to all permissions. PCC also **agreed** to authorise Tori Hewitt in her role as employed bookkeeper for the parish to make payments from the bank account of the Church of the Good Shepherd *pro tem* and in the longer term from the bank account of the Parish of Medstead

and Four Marks for all items of expenditure properly approved in accordance with the expenditure policy as advised to her from time to time by Matthew Senior - Parish Administrator.

- iv. Document *Expenditure Policy May 2024.docx* was tabled. It was **agreed** unanimously to accept the policy, with a review of its operation before the end of the year.

b. Charity Registration

David Williams has completed the renaming of the PCC's charity from:

'The Parochial Church Council of the Ecclesiastical Parish of Four Marks'

to:

'The Parochial Church Council of the Ecclesiastical Benefice of Medstead and Four Marks'.

The Charity Registration Number remains the same: 1132545.

c. Insurance

Frank Maloney has completed the unification of Insurance policies of the former parishes. The annual premium remains the sum of the two separate amounts.

d. Outstanding business from SPCM

None.

e. Other

None.

9. Staff

a. Youth and Children's Minister – Virginia

This is her full name. She has already begun work in both parish primary schools, leading Collective Worship.

b. Family Minister – Jane Hughes

Very busy with pre-school regular contacts, parenting courses, Messy Church, etc.

c. Administrator – Matt Senior

Works nominally 20hrs pw, Monday to Friday 9-12 (and then some).

d. Voluntary Assistant Administrator – Angela Botham

Responded to a recent appeal to take some of the administrative load in the Church Office from Matt. Currently in for 4hr pw, Friday or occasional Wednesday mornings.

10. Church Schools

a. Foundation Governors:

i. Medstead Primary School: from St Andrew's:

Tracey George-Jones, Debby Barnes, Howard Wright

ii. Four Marks Primary School: from COGS:

Mike Smith (chair), Howard Wright + 1 vacancy

11. Deanery Synod

- a. Next meeting:
Wednesday 3rd July 2024, 5.30pm for 6pm, at Ropley Church
(joint meeting of Alton and Alresford Deaneries).

12. Safeguarding

No issues to report

13. Health and Safety

Frank and Peter had taken an informal Health and Safety walk around St Andrew's church and its related buildings. Several items were noted. They will be passed to the LCG for consideration.

(Note. Frank had submitted a Health and Safety Report for the meeting,
24.05.28 Health & Safety Rpt.docx
but its distribution was unavoidably delayed.)

14. Away Day Information

Saturday 1st June, 10am – 3pm,
at the Wickham Institute, Church Street, Binsted, GU34 4NX

15. Any Other Business

Jeremy Griggs shared with PCC his concern that Brian and Frances Pritchard were stepping away from their attendance at COGS and any duties at either church in the parish. Sadness was expressed at their decision by all; they were much appreciated in both churches. Howard explained that the bishop (David) had been involved following Brian's decision and he could be approached if there were concerns about how this had been handled.

There followed a discussion about concerns around the leading of worship and preaching at St. Andrews.

(Note. A follow-up letter from Jeremy was circulated to PCC the day after our meeting and Howard will meet with the St. Andrew's LCG, hopefully to allay any of these concerns.)

16. Date of Next Meeting

PCC: suggested dates for the rest of 2024:

2nd July

30th July, as a reserve date, only if needed.

(Not sure school holidays will impact many)

3rd September

15th October

3rd December

17. Closing Prayers

Howard closed the meeting with prayer at 10.05pm