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MINUTES- PAROCHIAL CHURCH COUNCIL MEETING [PCC]

DATE: 17th May 2021 TIME: 7.30pm VENUE: **Virtual via Zoom link due to Covid 19 restrictions**

ATTENDEES:

1. Hugh Mason (**HM**) - Deanery Synod rep 2020 – Vice Chair [in absence of a Priest in Charge]
2. Paul Jenkins (**PJ**) - Church Warden
3. Fran Sherren (**FS**) - Church Warden
4. Oyin Alonge (**OA**) Director of Finance
5. Gail Chipperfield (**GCh**) Treasurer
6. Michael Piper (**MP**) Chair Fabric Committee
7. Linda Jenkins (**LJ**) Secretary
8. Gerry Lightup (**GL**)
9. Jerry Brown (**JB**) – **APOLOGIES SENT**
10. Pat Jolly (**PJo**)
11. Bethan Fogell (**BF**)
12. Elly Mulvany (**EM**) – **APOLOGIES SENT**
13. Louise Roulston Thomas (**LRS**)
14. Lorna Sandland - Deanery Synod rep – ex-officio (**LS**)

In attendance: Andrea Grainger- Children's Ministry (**AG**): John Bazeley -Safeguarding Officer (**JBa**)

Quorate:

[33% or more of lay members] YES/NO

AGENDA ITEMS

	ITEM	SPEAKER	COMMENTS
	Welcome/prayer	Hugh Mason (Chair) [HM]	
1	Apologies	Linda Jenkins (Secretary) [LJ]	
2	Election of PCC officers + Electoral Roll Officer	Hugh Mason (Chair)[HM]	Officers to be elected -Vice Chair(to be Acting Chair in absence of an incumbent)- outgoing PCC Secretary to conduct this post for election -Secretary -Director of finance -Treasurer -Electoral Roll Officer
3	Minutes from 15/03/21 + Matters arising + ACTION TRACKER	Chair	
4	Finance report :items for decision	Oyin Alonge [OA] ,Gail Chipperfield [GCh]	
5	Fabric Committee Report	Michael Piper [MP]	Retirement of Chair FC
6	Safeguarding update; incident/safeguarding concerns	John Bazeley [JBa]	Report for noting
7	Children's ministry update	Andrea Grainger [AG]	Report for noting + restarting activities
8	Health and Safety Report	Paul Jenkins [PJ]	H & S policy for ratification and report for noting
9	Charities to be chosen for 2021-2	Hugh Mason [HM]+ Paul Jenkins [PJ]	Feedback from congregation
10	AOB	Hugh Mason(Chair) [HM]	Only emergency items will be taken
11	ITEMS FOR FUTURE DISCUSSION/ BROUGHT FORWARD <ol style="list-style-type: none"> 1. a whole church vision/mission statement 2. induction for new PCC members 3. the future of youth work at St Simon's 4. our missions giving and how this might be reformed 5. what the Breakthru funds will be used for 6. Friday coffee morning (LR) 		Deadlines and a lead person for each item to be agreed upon

	ACTIONS[collated on tracker]
<p>Welcome and prayer</p>	
<p>1.Apologies Elly Mulvany [EM] and Jerry Brown [JB]</p>	
<p>2. ELECTIONS PCC MEMBERS AND OFFICERS Following APCM 16th March 2021, church wardens re-elected are Fran Sherren and Paul Jenkins. Now needed to elect PCC members and officers. Nominations for a) <u>Vice Chair</u> (currently Hugh Mason [HM]) - in absence of a priest in charge. NB: Vice Chair acts as Chair of PCC: MP nominated Paul Jenkins [PJ] , seconded by PJo; UNANIMOUSLY ACCEPTED PJ gave a vote of thanks to HM for his longstanding dedicated contribution to the role of both church warden and Vice Chair. A huge thank you from PCC. b) <u>PCC Secretary</u> currently LJ; Nomination for Linda Jenkins [LJ] from HM, seconded by BF. UNANIMOUSLY ACCEPTED c) <u>PCC treasurer</u> Nominations from LJ for Gail Chipperfield [GCh] seconded by PJo. UNANIMOUSLY ACCEPTED Also Phil Gower interested in shadowing GCh with a view to becoming next treasurer. Therefore nomination from HM for role of <u>Assistant Treasurer</u> –Phil Gower, seconded by FS. UNANIMOUSLY ACCEPTED d) <u>PCC Director of Finance</u> - nomination from GL, seconded by BF for Oyin Alonge [OA] to continue as Director of Finance. UNANIMOUSLY ACCEPTED e) <u>Electoral Roll Officer</u> - Nomination from PJo for Craig Fisher[CF], seconded by MP. UNANIMOUSLY ACCEPTED f) <u>PCC Members</u> - In accordance with Church Regulations Rules 2020 M16 (5) a third of PCC members required to 'retire'/step down but can be re-elected. Bethan Fogell [BF]; Michael Piper [MP] and Linda Jenkins [LJ] retired and were re-elected. Remainder of PCC stays the same. PJ (Vice Chair) took the Chair from this point</p>	
<p>3.Minutes from 15th March 2021 + Matters arising and Action Tracker Minutes – Approved with proviso a) PJ - to note that Archdeacon Jenny Rowley will attend service and preach 18th July 2021. She may be invited to attend future PCC to discuss outcomes of healing service which is to be held 11th July 2021. b) HM stated he will prepare a report on Evangelism group with Hilary Poley for next PCC ACTION TRACKER 1. PJ -Health & safety Policy cannot be approved at this meeting as still need to inspect church and access remains limited due to Covid restrictions 2. a) and b) completed. 3. HM still to collate responses from congregation on choice of charities for 2022 4. Noted that Christian Aid in church retiring collection has raised £694.50 (normally with house to house collection the sum can be double this so 50% of normal but understandable in current Covid situation) All other ACTIONS either completed or on today's agenda.</p>	<p>ACTION: HM to add note to church newsletter and then collate responses for choice of charities for 2022</p>
<p>4.Fabric Committee Report – MP NB MP proposed taking this report BEFORE Finance/Treasurers Report as some items are related. MP submitted a report to supplement one sent out with agenda South East Area Roof The work to repair the Prayer Space roof and the East end of the South aisle roof was put out to tender and awarded to the lower bid from DR Roofing Services for £45,000. However further costs were incurred in obtaining a faculty, resulting from the need to have a bat certificate and the support of the church architect in supervising the work. It was also necessary to add a £1,000 contingency sum to cover the possibility of additional insulation in the prayer space roof. The basic bat survey said that the roof was not sufficiently clearly bat-free and a further survey has had to be commissioned at the cost of £656. The faculty procedure has been completed, except for the further bat survey which has yet to take place and no date for it has yet been offered. Quinquennial Inspection The QI is postponed until it can be done in conjunction with the roof repairs. Aisle Heating Our heating consultant, Chris Reading, has produced a scheme for supplementary heating, for which work he has invoiced £2,625. He has put it out to tender to determine the funds needed, and tenders are asked for by the end of May. He reports that as DAC advisor to Winchester and Salisbury, he is acquainted with the current direction of the C of E to reduce carbon emissions, and has gone through the options related to carbon emissions. He is satisfied that the current proposal offers the best all round solution, given the type of building. Routine testing During 2020, a number of regular checks were carried out. The lightning conductor was inspected and had some remedial work carried out. A satisfactory certificate for this was issued and accepted by the insurers, subject to an annual re-inspection. All gas appliances were serviced and a gas safety certificate issued. At the request of our insurers a full fixed electrical installation inspection was undertaken. This necessitated some remedial work to be carried out in 2021, and a completion certificate to be issued. The twice-yearly service and inspection of the fire extinguishers, the fire alarm and the emergency lighting were carried out. OBSERVATIONS GIVEN VERBALLY TO THE PCC ON HANDING OVER THE CHAIRMANSHIP [MP] The subsequent roof bat survey will be carried out on 2 Jun to look for activity in the evening in the active season. If bats are found there will be a recommendation to install a bat nesting box in one of the trees beside the car park, to allow work on the roof to proceed 1. There have been many attempts over the past 13 years to upgrade the church, but most have</p>	

<p>founded because of a lack of focus on the main requirements. One proposal that received PCC approval was to move the office to the South room, make the South entrance the main entrance, and monitor church access from the office, but this was not pursued.</p> <ol style="list-style-type: none"> 2. It's important to follow the C of E regulations which require that no proposal for significant changes to the fabric should proceed without DAC consultation and consideration of a need for a faculty. 3. It's equally important that no changes to the fabric, however minor, should take place without formal PCC approval. 4. The fact that a contribution to the equipment or fabric of the church can be carried out without cost to the general fund should be no reason to bypass the need to receive formal PCC approval, which should be given in the light of the overall vision of the church and not just one aspect of it. 5. The nearest the church has for a vision at present to guide decisions about fabric development is the statement in the recently approved Annual Report. i.e. <ul style="list-style-type: none"> The Main objectives of the PCC were summed up under the heading "Outreach, Discipleship and Celebration": <ul style="list-style-type: none"> • to share the good news of Jesus through any appropriate means including personal witness, public preaching, Alpha courses, and service to the community; also by our gifts and our prayers to equip and encourage others who are called to share the gospel; • to encourage and challenge one another to grow in our personal walk with God, through personal prayers and Bible study, through church attendance and membership of home groups; through giving, service and ministry to others; • to have fun together as the people of God, coming together for social activities and events which are enjoyable and at which outsiders can feel welcome. 6. Outstanding action by the Fabric Committee are: <ol style="list-style-type: none"> a. To propose a means of enabling someone in the lower hall to see who is asking to enter the church via the locked North inner door, before unlocking and opening it. b. To propose an arrangement to use a temporary wheelchair ramp from the nave level to the chancel level. c. To draw up a specification, to be approved by the PCC, to have the 2 main halls professionally refurbished, including the lighting and lower hall floor. <p>The chair of the Fabric Committee is responsible to the PCC for assisting the co-ordination of major projects, subject to the PCC appointing a project manager. This is a demanding and responsible job, and I now consider that in my 85th year I am no longer able to fulfil it, so I am resigning as Chair, although I am content to remain on the FC. The PCC is invited to appoint Mick Walters to succeed me as Fabric Committee Chair. Michael Piper.</p> <p>PJ thanked MP for all his work and thoughts on capital projects. PJ wished MP well as he retired from chair of FC. PJ suggested considering 1. Capital Projects and 2. MP's retirement and thus replacement.</p> <ol style="list-style-type: none"> 1. Capital Projects- discussion on making decisions and aligning the ideas for these with any vision/direction of church given leadership gap, but mindful of need to move forward rather than waiting for a new incumbent(which may be some time). St Jude's have sourced funding for youth room improvements and we did have Makers Guild visit to discuss changes and improvements Decision to task Fabric Committee to start considering a schedule of improvements, particularly lower hall in preparation for encouraging lettings (and so income generation) but to draw up a priorities list to bring back to PCC. This can then be given to working group (GL leading this) to raise funds accordingly. 2. MP retirement – Nominations for <u>Chair of FC= Mick Walters</u> proposed by PJo, seconded by GL. <p>UNANIMOUSLY AGREED</p>	<p>ACTION: Fabric Cttee to draw up list of priorities for improvements for next PCC</p>
<p>5.Finance – Treasurer's Report (GCh)</p> <p>Income is below expenditure (figures in report); need more giving and when lettings restart we will still have a gap. There is a gap of £1,500 between outgoings and income; this may mean we can only remain solvent until end of year. Discussion on what we are actually facing in next few months. OA to prepare 'sensitivity scenarios' outlining best and worst case scenarios (though difficult to predict as unsure when lettings will restart). Even before Covid, we had a gap and a deficit. Some discussion on whether to pay full Parish Share quota to Diocese given our financial position. Also need to have clear sight of current figures to put before congregation if we are asking for increased contributions. Meanwhile agreed to pay Parish Share and Alms as normal. PCC to look at options to address deficit.</p> <p>GL s part of working group on income generation asked if any funding sources were not suitable (unethical etc.). PJ aware C of E may have list but PCC may need to discuss if sources such as Lottery are acceptable to PCC and congregation. GL to investigate as part of working group remit.</p>	<p>ACTION: GCh and OA to prepare scenarios for consideration at Standing Committee then to bring these ideas to PCC and then take ideas to congregation</p> <p>ACTION: GL working group to investigate suitable funding sources</p>
<p>6.Safeguarding - JBa</p> <p>JBa had sent report to PCC. No incidences to report.</p> <ul style="list-style-type: none"> - JBa has meeting with AG re: restart of children's groups - JBa to meet Bob Mason [BM] re Pastoral visiting policy - JBa to follow up on a few new volunteers and the training needed. 	
<p>7.Children's Ministry - AG</p> <p>1. AG sent report for PCC. Full set of activities in church will restart September 2021 at earliest. Lots of enquiries from parents. Issue of need for increased cleaning to be Covid compliant but C of E guidance not explicit- refers us to government guidance. All future activities need to be in tune with direction church is taking overall. Majority of previous volunteers agreed to return to support children's ministry. Discussion on how and when to restart children's groups under current guidance, partnering/dovetailing activities with St Jude's. May include outdoor sessions, booking still required for all groups. For all activities restarting in church need a roadmap. Church wardens to look at this.</p>	<p>ACTION: PJ;FS and staff to plan a 'road map' for opening of church activities</p>

<p>8. Health and Safety Policy + Report-PJ Not ready for approval/comment as access to church to assess still restricted. Approve at next PCC.</p> <p>PAT testing electrical equipment- FS has list that she will send to CF (administrator) AG reported testing and safety checks are in hand via a Southampton company for the bouncy castle which will need transporting to the Southampton depot.</p>	<p>PCC to approve PJ H & S policy at next meeting</p>
<p>9. Charities to be chosen As ACTION above from ACTION TRACKER 3 HM to follow up and put request in church newsletter for ideas from congregation, MP ad LJ had given some already. MP raised issue of name of mission group which is actually a charity giving group. (To be discussed t next PCC see below)</p>	<p>[ACTION HM AS ABOVVE]</p>
<p>10. ITEMS brought forward PJ suggested taking each item in turn, so take one of the items and have 20 minutes discussion it at next few PCC meetings. As we are facing decisions about giving and charities, next PCC will discuss this which is listed item 4. BF asked to bring some points to consider from her experience in two other parishes</p>	<p>ACTION: BF to prepare short notes to facilitate discussion on giving at next PCC</p>
<p>11. AOB Re: Elections onto PCC Church Representation Rules M16 (2) Discussion on opportunity to have yearly elections of all PCC members. Rule M16(2) states PCC may decide that ALL PCC members serve one year term of office and then stand for election yearly</p>	<p>ACTION: LJ to agenda elections of PCC members on yearly basis at PCC meeting and members to consider this option in the mean time</p>
<p>MEETING CLOSED 21.18 with PJ praying</p>	
<p>DATES OF NEXT MEETINGS 2021 (to end of year) - PCC + Standing Committee Monday 14th June Standing Committee @ 6pm Monday 19th July PCC @7.30pm Monday 13th September Standing Cttee @ 6pm Monday 11th October PCC@7.30pm Monday 15th November Standing Cttee@6pm Monday 13th December PCC 7.30pm</p>	

	ACTION TRACKER	DATE AGREED	WHO	COMPLETED	OUSTANDING ACTION?	COMMENTS
1	HM to add note to church newsletter and then collate responses for choice of charities for 2022	17 TH May 2021	HM			
2	Fabric Cttee to draw up list of priorities for improvements for next PCC	17 TH May 2021	FC Chair - Mick Walters			
3	GCh and OA to prepare scenarios for consideration at Standing Committee then to bring these ideas to PCC and then take ideas to congregation	17 TH May 2021	GCh; OA			
4	GL working group to investigate suitable funding sources	17 TH May 2021	GL + working group			
5	PJ;FS and staff to plan a 'road map' for opening of church activities	17 TH May 2021	PJ/FS	25.05.21	None	Sent to PCC with minutes for information
6	PCC to approve PJ H & S policy	17 th May 2021	PJ/PCC			
7	BF to prepare short notes to facilitate discussion on giving at next PCC	17 th May 2021	BF			
8	LJ to agenda yearly elections of PCC members at next meeting and members to consider this option in the mean time	17 th May 2021	LJ + ALL			