

**MINUTES OF THE PCC MEETING HELD ON 15 MAY 2019
IN THE LEVERTON HALL**

The meeting was preceded by a short Eucharist at 7.30pm in the church.

Those present: Revd Jacqueline Drake-Smith, Vanda Bolton, Jonathan Covey, Rob Durrant, Andrew Jones, Ian Lapworth, Pat Lapworth, Naomi Parkin-Tyrie, Simon Rossiter, Sally Woods, Philip Yates.

1. Welcome

Revd Jacqueline Drake-Smith welcomed the members of the PCC.

2. Apologies for absence

Apologies for absence were received from Kathryn Beesley and Katie Lill.

3. Minutes of the meeting held on 20 March 2019

Pat Lapworth advised that two corrections should be made to the minutes. 1) Item 8: That Naomi Parkin-Tyrie had agreed to stand for PCC secretary, and the appointment would be confirmed at the next meeting. 2) Item 10: That only 12 questionnaires had been received with favourable responses to the idea of small groups. These corrections will be made to the minutes and signed off by JD-S.

4. Matters Arising

a. Item 4a – Roofing and guttering work update

This work has been completed and PL confirmed that the final payment has been sent.

b. Item 4b – Leverton Hall and kitchen refurbishment update

Ian Lapworth confirmed that the lighting has been replaced in the Leverton Hall by Nash Electrical Services. Nash have also quoted £940 to remedy various matters highlighted as requiring attention to obtain a satisfactory rating on the electrical survey, previously circulated to PCC members. IL advised that some of the issues may be fixed during work on the kitchen, and so we should not commission the repairs yet. He was satisfied with the quality of work carried out by Nash. Grants towards the refurbishment currently stand at £6000 in total.

c. Item 4d – Christian Aid organisation

J D-S thanked Andrew Jones, Pat Lapworth and Sue Davies for their help with Christian Aid Week. Jack Crawford is still providing advice to those involved.

d. Item 9 – Davis' memorial bequest update

J D-S explained the bequest for the benefit of new members. Amended designs for the altar frontal etc. have been passed back to the designers so they can carry out the work. The deposit for this has been paid.

e. Item 5 – Sound system update

IL advised that the PCC, via email communication, had agreed to spend £579.21 (inc. VAT) on repairs to the sound system, to take place on 23.05.19. Alister and Roger have found that we currently have six microphones available for use.

5. Safeguarding Report

Sally Woods explained that a new parish safeguarding policy must be ratified by the PCC each year. She advised each member of the PCC to read the document 'Promoting a Safer Church', and that a link to this should be added to the church website.

SW also emphasised several points from the Parish Safeguarding and Inclusion Checklist: the PCC is responsible for ensuring safe recruitment; risk assessments must be carried out for all new activities (in order to make sure the church is covered by its insurance); all PCC members need to complete basic safeguarding training (if a member is not online, they can do it on the church laptop). SW will email round the link to the online course. (Action SW)

SW advised that a central log of risk assessments should be maintained. She will meet with NP-T to discuss this. (Action SW and NP-T)

J D-S thanked SW for her hard work.

6. Fit and Proper Persons and Trustee Eligibility Declaration

All present have signed and returned the forms. NP-T to contact Kathryn Beesley and Katie Lill for their forms. (Action NP-T)

7. Membership of PCC sub-committees

JD-S explained that all PCC members are expected to join one of the sub-committees. Non-PCC church members can also join; this is to be advertised in the notice sheet. (Action JD-S)
Fabric and Finance sub-committee members: JD-S, SW, PY, SR, JC, KL, IL, PL.

Worship, Mission and Spirituality sub-committee members: JD-S, NP-T, AJ, VB, KB, RD, IL, Gerald Martin and Brian Bailey.

8. Election of Secretary and Treasurer

Pat Lapworth was proposed as Treasurer by Sally Woods and seconded by Philip Yates. Naomi Parkin-Tyrie was proposed as Secretary by Andrew Jones and seconded by Simon Rossiter. PL and NP-T were elected accordingly.

9. Treasurer's Report

PL presented the Treasurer's Report as at 30 April 2019 (filed with these Minutes).

General funds

PL noted that, as expected, planned giving was lower than last year, but slightly higher than budgeted. Voluntary giving was higher than expected, as various unpredicted donations had been received from different sources.

Gift Aid refunds were lower than budgeted; PL observed that some people are not eligible to gift aid their donations, resulting that donations may look higher but Gift Aid may not have a corresponding increase.

Fundraising appears lower than budgeted, but that does not include the money raised from the Art Exhibition or Duck Race.

The magazine income should be higher later in the year when most of the advertising and subscriptions will have been paid for.

Gas and electricity expenditure is currently over budget, but there should be minimal cost during the summer months. IL confirmed that the heating had been switched off or turned down to a very low setting.

PL highlighted the higher expenditure for the vicarage costs at this time in 2018; this was due to the redecoration of the vicarage during the vacancy.

At the end of April, on day to day activities, our General Fund deficit was £20,025 against a budget of £16,263, primarily due to the overspend on the roof and gutter repairs. However, a larger transfer was made from the Fabric Fund to cover this. PL reminded PCC that we have now virtually emptied the Fabric Fund. PL remarked that we are now using the Davis Memorial bequest which showed as income in last year's accounts but would show as expenses in this year's accounts. As mentioned previously, we have paid a deposit for the new Altar Frontals etc. from this fund, an amount of £4131. After this and the transfer in from the Fabric Fund the General Fund deficit is £6,756 against a budget of £7,894. Overall, the roof repairs and increased parish share are responsible for the deficit.

JD-S noted that we have spent sensibly and that people are generous with their donations at social events.

Leverton Hall

IL observed that, despite the General Fund deficit, we can afford and justify spending money on renovating the Leverton Hall, as a result of the grants we have obtained (£6000 to date), and because the hall is a financial asset for us.

Outward giving

A cheque for £1321 will be presented to Seeds for Development at the Sunday service on 19.05.19. An identical amount will be sent to Step by Step, who will be visiting in the autumn.

10. Archdeacon's Articles of Enquiry

The Articles will not be carried out this year, because the Archdeacon is retiring, and because of the ongoing Diocesan House staffing structure review. JD-S said she would be writing to the Archdeacon to inform him that we do not have a churchwarden. She will also be meeting with the Area Dean to discuss this issue.

JD-S circulated paper copies of a list of tasks that Lizzy Hendry carried out as churchwarden. She said that we needed to discuss how to share out these jobs so that the church is still cleaned and maintained properly. She noted that there was already a problem with the hall and church floor not being cleaned, and that this did not show an acceptable level of hospitality to those using our facilities. It was agreed that, rather than compiling a new rota for cleaning tasks, the tasks could be allotted to people already in certain roles (e.g. stewards, coffee providers, etc.). In addition, there could be a list of tasks on the church notice board, allowing people to sign up to them on a flexible basis. SW offered to look at Lizzy's list and consider how tasks can be allotted; NP-T agreed to help her do this. (Action: SW and NP-T).

Jonathan Covey offered to clean the glass in the Leverton Hall; JD-S thanked him for this. (Action JC)

It was noted that, for people to come in and clean, access is required; thus the key system needed to be reviewed. IL suggested a key safe could resolve the access issue.

11. Hope for Tomorrow

JD-S summarised the Vision Day (17.04.19) with Danny Wignall. She encouraged the PCC to pray and remember the mission they are called to as Christians.

She also explained her vision for a faith exploration course starting in September. She had looked at the Alpha Course material and was very impressed by it. A team would be needed to lead the course. This idea would be discussed in more depth at the Worship, Mission and Spirituality sub-committee meeting on 17.05.19.

12. Deanery Synod Report

NP-T had previously circulated the report. There were no questions about it.

13. St Peter's School

Vanda Bolton briefly explained that the school was doing well with regards to environmental issues and its international outlook.

14. Social and Fundraising group report

It was noted that the Duck Race and the Art Exhibition had been successful in raising funds for the church. The exhibition had been very well received by those who attended. Another exhibition is proposed for the autumn.

15. Promotion of forthcoming events

- a. Tea dance – 19th May
- b. Vicarage tea party – 23rd June
- c. Wrecclesham Village Fete – 14th July
- d. Holiday at Home – 7th August
- e. Midsummer Music concert – 17th August

16. Correspondence

NP-T said she had written to the PCC's Independent Financial Examiner, Patrick Andrew, to thank him for his work. PL advised that we need to find a new Independent Examiner, as Patrick Andrew is retiring soon. PCC members were requested to think about a replacement. (Action All)

NP-T explained that the church had received a bequest of £500 from Mrs Margaret Poulton. NP-T and JD-S had written to the family to convey the church's thanks. PL said she would confirm that the money had been received into the church's bank account. (Action PL)

17. Items from the Chair

JD-S informed the meeting that she and Sue Davies would be meeting with Chris Wilkes, who has agreed to be the new parish administrator, on 30.05.19. Payment for the role will be the National Living Wage; the role is still expected to be three hours per week (on average). JD-S will discuss the basis of employment with Chris – whether being employed or self-employed would suit her better. If she wishes to be employed, this will have financial and legal implications for the church. A pay roll company might be considered.

JD-S asked those present if they were happy for Bishop Jo to preach and preside on Sunday 8th September. No objections were raised to this.

JD-S explained that Junior Church will be restarting on fourth Sundays from September. She will liaise with SW regarding safe recruitment. (Action JD-S and SW)

The meeting closed with the Grace.

The date of the next PCC meeting is Wednesday 17th July 2019 (8pm), preceded by a short Eucharist at 7.30pm.