

## Minutes of the meeting of the PCC on 8<sup>th</sup> February 2017

The meeting was held in The Old School. Members present:

Chair:	Revd Claire Holt (CH)	
Wardens:	Sean Kavanagh (SK)	Margaret Murray (MM)
D/Synod Reps:	Sally Banks (SB)	Kay Tauschwitz (KT)
Treasurer:	Nicki Bunce (NJB)	
Elected Members:	Sarah Johnson (SJ)	Sophie Vincent (SV)
	Bill Manfield (BM)	Dave Welch (DW)
	Jane Milne (JM)	
Secretary:	Sally Banks (SB)	
Apologies:	Rutton Viccajee (RV)	Norah Ashley-Barker (NAB)
	Glenn Penfold (GP)	

The meeting opened at 7.45pm. Claire led our worship and prayers. Psalm 127 *'Unless the Lord builds a house, its builders labour in vain. Unless the Lord watches over the city, the watchmen stand guard in vain. In vain you rise early and stay up late, toiling for food to eat – for God gives rest to his loved ones.'* We're doing God's work, so we need to pray, make sure we work out the right thing to do. That work will be productive and bear fruit.

### 1. Administrative matters

- 1.1 Standing conflict of interest: DW works for the Diocese. There is no conflict expected from our agenda, but issues may come up during discussion.
- 1.2 No other conflicts of interest were mentioned.

### 2. Minutes of previous meeting & matters arising

- 2.1 The minutes were approved. A copy was signed as an accurate representation of the last PCC meeting on 19<sup>th</sup> October 2016.
- 2.2 Updates to actions – the actions carried forward are provided at the end of these minutes, with explanatory notes where appropriate.

5/5 Complete

7/1 To be reviewed and approved at this meeting.

7/3 Not due yet. Fundraising weekend will be held later this year.

7/6 Complete. A further conversation needs to take place.

7/7 Ready to proceed. Awaiting feedback from Derek Frampton, the diocese clock person.

**Resolution:** the PCC discussed the work proposed to the clock – repainting and re-gilding. To get the clock serviced and to install a battery will be £450. The 'master clock' would then be moved from the first floor of the clock tower to the flower room, and any changes made from there. CH noted that the clock being correct will encourage those in the village to look to the clock, and it's a better witness.

All were in favour of the work going ahead. **Approved.**

10/1 Further conversation with Linda Hayward – it won't be possible to get training for Julie

Kavanagh outside working hours. JK to go to safeguarding training with CH on 4<sup>th</sup> March.

10/2 Will be done at APCM on 30 Apr

10/3 Complete

10/4 Carried forward. Will be raised in Claire's sermon this Sunday.

10/5 Complete. Wendy is now taking on the role of reclaiming VAT for maintenance work.

### 3. Mission Action Plan – How are we doing?

The MAP is complete!

A new Mission Action Plan will be developed over the coming weeks. DW noted that it will be called a 'Church Development Plan', and this is required to be submitted to the diocese by Easter. This is being co-ordinated by the leadership team.

### 4. Sub-committee Updates:

- 4.1 **Vision:** this sub-committee has achieved its purpose, and will not meet until further notice.
- 4.2 **Mission:** Claire proposed that we will continue to support the organization which we supported during 2016. Claire also proposed that she take on the role of Chair of the Mission sub-committee, for the coming year.
- 4.3 NJB said she thinks we should do more to support local organisations, for example The Vine in Aldershot, which supports homeless people. SK noted that Churches Together are very involved in supporting the Vine, and this might be a way for us to give our support.
- 4.4 MM mentioned that we need the noticeboards so that we can let people know what's happening in this area. CH replied that we have ordered both noticeboard and display boards (no pins!).
- 4.5 CH: it would be good to get to a position where we're happy with the organizations we support, and we're not looking to change each year. Eg. Phyllis Tuckwell, which we have supported for years. We need to be getting more involved, which we can do if we're supporting local charities.
- 4.6 **Proposal:** remain with our current organisations. **Approved.**
- 4.7 **Maintenance:** A decision was sought on the solution to resolve the problem with the gents' bathroom, where the urinals are constantly running. We are not metered currently, so there is an option to do nothing. The sensor option is very expensive. The other options both will cost £180: A cistern with a chain (although this could get broken); or a system which flushes whenever mains water is used anywhere in the building. SK mentioned another system which involves pushing a button to get a flush instead.
- 4.8 **Action MaintSub:** Get quotation for the push button flush system. (SB to contact Peter Lovatt for a quotation.)
- 4.9 **Resolution:** we will apply to the DAC on behalf of 3 applications for benches in the churchyard, with an additional 2 benches for future applications – **approved.**

### 5. New PCC (corrected from meeting)

- 5.1 SK, MM will stay on another year as churchwardens
- 5.2 SB will continue for another year as PCC Secretary

- 5.3 Elaine is stepping down as safeguarding officer. Karen Lambert/Julie have offered to stand
- 5.4 In the 3-year cycle of PCC, the people who have come to the end of their term are Bill, Nicki and Norah. Norah and Nicki will stand down. Bill has offered to stay for a further 3 years.
- 5.5 Sally and Kay have completed their term on Deanery Synod and will both re-stand.
- 5.6 Glenn, Dave and Sophie all have one more year to stand.
- 5.7 Sarah, Rutton and Jane all have two years to stand.
- 5.8 CH suggested that Wendy should be invited to join the PCC, as this would be very helpful and complimentary to her existing roles, and also because she is a member of the Wednesday congregation. (NB she wasn't on electoral roll – has since joined and so may be interested next year)
- 5.9 CH expressed her thanks to Norah for her time on the PCC. Having a representative from the Wednesday congregation has been extremely positive, and has been a signal that they are an important part of our congregation.

## 6. APCM Preparation

- 6.1 The accounts are being audited, and this is expected to be completed by end March.
- 6.2 Nicki presented the **annual finance report**. Since taking over as Treasurer in July. We now have a spreadsheet which supports the return required by the Diocese, which will make submission of these figures much more straightforward.
- 6.3 The meeting felt that the finance report was very clear and easy to understand.
- 6.4 The club sheets need to be filled in so that we record costs as well as income, as the Diocese return requires this information.
- 6.5 We have not have Gift Aid declarations from all the people who had previously completed forms. The figures for 2016 have been completed on the basis of the previous list of Gift Aiders, as we had not received notification that their circumstances have changed. These forms must be chased up though, which can be done through individual conversations based on the old list. Action: NJB Chase up Gift Aid forms.
- 6.6 There has been a considerable amount donated to the ramp project already. The Sturt family have given a considerable amount, and CH mentioned that a plaque in memory of Brian Sturt should be put up in recognition.
- 6.7 It was agreed that Gift Aid claimed on the ramp donations should be allocated to the ramp fund.
- 6.8 DW noted that we have £18k surplus this year. We should be making use of some this money to do the maintenance that we have agreed.
- 6.9 **Proposal:** Replace the heaters in church – this will make the church warmer, and save costs as the heaters will be more efficient to run. **Approved.**
- 6.10 Margaret and Sean submitted their **churchwardens report** for approval. The meeting commented that it was a great report. Claire thanked Sean and Margaret for their work as churchwardens this year. There has been a huge amount of progress, and they have done their work really well, making excellent use of their gifts. Loud applause followed.
- 6.11 CH: There has been a lot of maintenance work and focus on buildings over the past few years. Going forwards, it will be good to start focusing more on investing in mission.
- 6.12 Both the Churchwardens and Finance Reports were approved for the APCM.

## **7. Review Terms of Reference for PCC**

- 7.1 Comments: C.1. – clarify: Vicar will chair the Mission Sub-Committee for 1 year only. By then it should be well set up with an active new chair.
- 7.2 Up to £100 can be spent by a Sub-Committee with the approval of the Treasurer that the funds are available. Up to £300 can be spent by a Sub-Committee with the approval of the FinSub committee. The total combined spend from all Sub-Committees in one cycle which can be approved by FinSub is £1,000.
- 7.3 The PCC should approve spending on individual amounts over £300, and also if total spend is over £1000. The Standing Committee can approve items over £1,000 if decisions are needed between PCC meetings.
- 7.4 Items over £1,000 should normally have 3 quotations, unless the work is part of an established program of work with a trusted supplier.

## **8. Approval of Events for 2017**

- 8.1 The events approved for 2017 are:
  - St Patricks Meal 18<sup>th</sup> March
  - Skittles 1<sup>st</sup> April
  - Summer Fair 13<sup>th</sup> May
  - BBQ 4<sup>th</sup> Aug
  - Bingo/Beetle Drive 14<sup>th</sup> Oct
  - Christmas Craft 3<sup>rd</sup> Dec
  - Fundraising Weekend for ramp in July tbc
- 8.2 Other events - Pentecost Cathedral event 4<sup>th</sup> June
- 8.3 CTAAT events: WWDP 3<sup>rd</sup> March, non-Pentecost event 11<sup>th</sup> June, Ash fun day 15<sup>th</sup> July, Picnic 6<sup>th</sup> Aug, Ash Fantasia 25<sup>th</sup> Nov.
- 8.4 Risk assessments will be carried out for these events. The risk assessments for our regular groups and events must be completed as a priority this year, and held in the risk assessment folder.
- 8.5 Sophie and Nicki will be organizing a ladies event.

## **9. Correspondence / Faculties / AOB**

- 9.1 **Churchyard Maintenance:** MM reported that the Parish Council contributed £590 last year, and this would be £600 this year. This covered most if not all of the bill from James.
- 9.2 **Proposal:** Garden event every month, people sign up to garden, look after children, bring and share lunch etc. 1<sup>st</sup> Sunday after WUSU, but inviting everyone from other services. Parents need to be responsible for the safety of their own children in the churchyard. If children are looked after in the Old School, at least two adults would need to be supervising. Need to think through to ensure we have considered all the risks. A finish time also needs to be set.
- 9.3 **Kingdom Coffee:** Jane presented a proposal for the use of Kingdom Coffee (appended to

these minutes). An offer has been received to fund the filter machine, so trialing this proposal can be done at minimal financial risk. JM: it's more than logistics of providing refreshments. Hospitality should be done by everyone, not just the duty rota people.

9.4 Two votes against (MM, SK), but the majority are in favour of trialing this system.  
**Approved.**

9.5 Sophie suggested that Buzz clubs always regularly finish at 11.10am and the children then go to the South Room for singing or games till collected. This enables tables to be set up ready for coffee, and avoids too many tables being used.

## 10. Future PCC / Sub-Committee Meetings

Meeting	Date	Refreshments
MaintSub	w/c 13 <sup>th</sup> March	
FinSub	w/c 20 <sup>th</sup> March	
APCM	April 30 <sup>th</sup> 2017	
PCC	Tbc May 2017	
Standing Cttee		After church on 2 <sup>nd</sup> Sunday on non-PCC months.

Please let Sally know if you are unable to provide refreshments on your nominated date, preferably with an alternative volunteer!

## 11. Record of Actions

Actions Carried Forward from Previous Meeting:

ID	Owner	Description	Who	Due Date	Done
1605/1	PCC	Undertake risk assessments with each group, using the template form from CH.	SK/MM	End Aug	In progress
1605/5	PCC	Meet with EP re. Safeguarding Cttee, role, and checklist	CH	30/11	Complete
1607/1	PCC	PCC TOR Update to reflect discussion in Section 2, and circulate to PCC.	CH	30/11	Review at this mtg.
1607/3	PCC	Involve HR and PS in fundraising for Porch/Ramp project.	CH	31/7	
1607/6	FinSub	Talk to Juliette at the Diocese about the best approach on where to hold funds when making a grant application.	NJB	End Aug	Complete
1607/7	MaintSub	Get quotations for bell tower work and for scaffolding required,	MM/SK	31/7	Complete
1610/1	PCC	Chase Linda Hayward re training of JK; permission for DW to do training?	DW	30/11	Complete

		No. JK to attend safeguarding training with CH on 4 Mar.			
1610/2	PCC	Thank volunteers for cleaning church, now Alison has taken this over.	CH/RV	30/4	At APCM
1610/3	MaintSub	CH to talk to WB about circulating the minutes to the team.	CH	30/11	Complete
1610/4	PCC	CH to arrange meeting of tea & coffee rota to emphasise service aspect of role. Covered in sermon 12/2.	CH	30/11	Complete
1610/5	MaintSub	CH to talk to WB about reallocating the VAT reclaim action to her.	CH	30/11	Complete.

Actions Arising from this Meeting:

ID	Subject	Description	Who	Due Date	Done
1702/1	MaintSub	Get quotation for push button hydraulic flush system for Gents bathroom.	SB	1 Mar	
1702/2	FinSub	Chase up new Gift Aid forms, based on old list from Mike Ellis.	NJB	31 Mar	

NB: Actions arising at PCC which are noted for specific Sub-Committees should be added to the Actions log managed by that meeting.

**Next Meeting – APCM, Sunday 30<sup>th</sup> April 2017 at 11.30am in The Old School**

*Sally Banks (PCC Secretary)  
15<sup>th</sup> February 2017*

*Claire Holt  
Revised to correct PCC members details 19<sup>th</sup> May 2017*