

**MINUTES OF THE PCC MEETING HELD ON
WEDNESDAY, 11 SEPTEMBER, 2024 AT 7.30 PM IN ST PETER'S CHURCH**

Item	Action
<p>1. <u>PRESENT</u></p> <p>Vicar & Chair Rev Amber Beresford (RevA) Church Wardens Sue Thomas (ST) & Sarah Earthy (SE) Treasurer Alan Parsonson (AP) Deanery Synod Reps Keith Monkhouse (KM) Secretary Alison Wood (AW) Members Ron Beal (RB), Andy Bonner (AB), Anne Carter (AC), Greville Dawson (GD), Julia Flory (JF), Barbara Pettegree (BP) invited guest Wilma Hainsworth, Parish Safeguarding Officer (WH)</p>	
<p>2. <u>OPENING PRAYER</u> Said by RevA.</p>	
<p>3. <u>APOLOGIES & WELCOME</u></p> <p>Apologies from Humphrey Carr (HC), Debbie Shellard (DS)</p>	
<p>4. <u>MINUTES OF THE LAST MEETING & MATTERS ARISING NOT COVERED ON THE AGENDA</u></p> <p><u>Minutes of 10th July</u> Subject to the amendments shown in red below, these were agreed and signed.</p> <p>i) Item 7 – Safeguarding: A list of Safeguarding points had been circulated on the agenda, including a written report from the PSO (WH). ST advised that Safeguarding information would be handed over to Wilma Hainsworth (WH) within next two weeks so any outstanding training would be advised by WH following on from this.</p> <p>The Social Media policy was agreed and adopted. J.F to ask Georgie Nicoll if she is happy to take on Lead role for this. This would include dealing with any abusive messages and reporting them to WH and RevdA.</p> <p>The requirement for the safe storage of safeguarding information was agreed. This will all be electronic and accessed only by WH and RevdA. Should there be a clergy vacancy, WH will share the safeguarding records with the 2 Wardens.</p> <p>The PCC confirmed the non-Church activities which take place regularly in the Church. (I mentioned, in my written report, Yoga classes and occasional art club activities)</p> <p>WH reported, in her written report, that there were no safeguarding issues at present to report.</p>	<p>AW</p>

<p>ii) Item 13 – Fire Safety: Delete ‘Fire Policy and Check List’ and insert Fire Check List.</p> <p><u>Matters Arising not included on the Agenda – Item</u></p> <p>a) Graveyard Policy: RevA will introduce an item at the next PCC meeting dealing with the wording on gravestones.</p> <p>b) Broken TV screen: AW to ask Michael Hilary to come and look at the screen and see if it can be repaired.</p> <p>c) Daylight Projector Screen: This will cost £2.5k, which is more than the PCC had budgeted for. Item for next meeting.</p>	<p>RevA, AW</p> <p>AW</p> <p>AW</p>
<p><u>5. SAFEGUARDING</u></p> <p>Wilma Hainsworth (WH), the St Peter’s Parish Safeguarding Officer (PSO) gave a very useful summary of safeguarding matters at the national level. A copy of her summary of her presentation is attached to the Minutes.</p> <p>WH said no safeguarding matters had been reported to her in the parish.</p> <p>WH also said that she had organised a half day training session on Safeguarding on Wednesday, 13th November from 10 am – 1 pm in St Peter’s. This will be presented by staff from the Diocese. Bishop’s Sutton and West Tisted PCCs will also be invited to it. PCC members can either do the in-person course or do it online. Certificates will be issued afterwards.</p> <p>Parish Safeguarding Worksheets – 1A – Promoting a Healthy and Safe Culture The Church of England (CofE) has issued a set of worksheets on safeguarding for and not to work through in order to develop a healthy culture within their church. The PCC discussed the issues raised on Worksheet 1A – Promoting a Healthy and Safe Culture. WH suggested that we identified our strengths first and then areas where we could do better.</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> - a welcoming and friendly church; - a church that is ‘owned’ by the wider community and not just the regular congregation; - our Welcome Home banner says it all – we just need to vocalise it more; - volunteers are thanked; - bad behaviour is gently ‘called out’. <p><u>Areas where we could do more:</u></p> <ul style="list-style-type: none"> - more regular communication with the congregation and the wider parish; - greater openness in governance – eg, the agendas and minutes should be on the website, photos of PCC members should be on the website and in the church, make clear how someone can raise a matter for the PCC to consider; - listening more to the wider community and dealing with comments such as ‘the church is always looking for money, it’s taking away bookings from other village venues’. <p>ST thanked WH for all her hard work on Safeguarding and for getting us up to date on safeguarding matters. All agreed.</p>	<p>ALL</p>

6. VISION AND VALUES

RevA said that the first V&V prayer session held on 28th August had gone well. The next session will be held on 25th September.

A questionnaire will now go out to the whole village as well as church members. It can be accessed online and paper copies will also be available. A card giving details of the services over the next 2 months will be distributed widely. On the reverse are 3 questions:

- What can St Peter's offer the wider community over the next few years?
- What do you love about St Peter's and what would you change?
- How would you describe St Peter's in 3 words?

Deadline for comments will be late October. The comments received will be analysed on 30th October (6 – 8 pm), ready for use at the PCC Awayday on 9th November.

AB suggested there should be more than 1 public session. He also suggested we should have a Suggestions Box in the church.

RevA proposed that we should use the display boards at the back of the church to include:

- a Who's Who on the PCC and the role of the PCC
- our financial position and how people can help us (eg, donations, standing orders, Parish Giving Scheme, fundraising).

RevA also said we should look at how we give out notices. Should the weekly / monthly news sheet be reintroduced?

7. FAMILIES AND CHILDREN

RevA said that we will continue with Children's Church for the next 6 months and then review it. At present it is usually just 2 families who come regularly, although more come for special events (eg, Baptisms). We need to find out why Children's Church is not attracting many families.

On Saturday, 2nd November, a Light Party will be held in St Peter's – this will be an alternative to Halloween. More details to follow.

The new Headteacher, Daniel Mills, has started at Ropley School. He is very keen to develop the links between the school and St Peter's. RevA will be looking for volunteers to help with this.

8. FINANCE

AP had circulated documents in advance. He had no questions on them before the meeting. In his report, AP compared progress to date with the targets in the Business Plan. He raised the following: -

A INCOME

1. **Collections:** 11.6% above target but concern that **Café Church** brings in very little (£85 in total from January – August, 2024).
2. **Monthly donations:** 17.6% above target but there is the potential to increase this flow of income.
3. **Parish Giving Scheme:** 4.5% above target but need to encourage more PGS donations to reach 2025 target of £3,750 / month. (Currently this is £3,332.)
4. **Other donations:** 12.9% above target but could do more. Aiming to receive £80/month by end of 2024 (currently £75).
5. **Baptisms, Weddings and Funerals:** Well above YTD target of £1,467. £5,034 received to date – 1 wedding (£986) and the rest from funerals. Potential to advertise and promote St Peter’s as a wedding venue.
6. **Lettings:** 73% above target of £1,664. Increased rates are being set for 2025. Keep charges under review.
7. **Events:** Target is £12,00 – so far £4,270 has been received. Target for 2025 is £18,500. Autumn Fair is the main fundraiser for 2024 (to be held on 20th September.) Need to plan for more high value events in 2025.
8. **Other income:** £4,009 received for overcharging of electricity (direct debits and VAT). No target for other income.
9. **Total income:** £49,418 (excluding windfall income) compared to a YTD target of £50,878.

B EXPENSES

10. **Mission & Service expenses** – on target. No action requires.
11. **CMF payments** – on target. No action required although discussions about the 2025 CMF have yet to be had.
12. **Administrator:** **Time to review the contract** now AH has been in post for 6 months. Year to date expenditure is £3,643 against an expected payment of £6,666.
13. **Utilities:** Mixed picture. YTD expenditure was £8,253 against a YTD target of £9,576. Not been charged for water or LPG yet. 2 matters to look at:
 - Need to move to 1 Phase electricity before prices change.
 - Green initiatives: If we move to an LPG supplier providing ‘green’ gas then costs will go up by 20%.
14. **Other maintenance costs:** currently above budget. Need to keep under close review. £926 current loss against an anticipated deficit of £3,130 at this stage.
Action: **Review Linda Goddard’s pay** for cleaning St Peter’s ready for change in January, 2025.

C. BUILDING & BELL RESTORATION FUNDS

a) **Building:** £70,000 bill + VAT received from RESIDE in August, 2024. A further bill of c£11,366 has yet to be issued. This will be the last RESIDE bill.

AP has drawn down the remaining Winchester Diocesan Board of Finance (WDBF) grant of £114,500. 97% of the RESIDE VAT can be recovered from HMRC. This leaves c£32,645 which could be spent on other projects or repaid to the WDBF now.

AP suggested the following projects which could possibly go ahead if the money is retained by St Peter’s:

- funding the repair of the footpaths,
- finishing the car park
- funding green initiatives.

RevA

AP

Next PCC meeting

<p>GD asked about repaying some of the grant to the Diocese. AW said that the money requested by the PCC at the time included items that have not been completed, such as the footpath repairs and work on the car park. The money is still needed by St Peter's.</p> <p>b) Bells: AP has drawn down the 2nd instalment of the Heritage Lottery Fund Grant of £24,915. A 2nd instalment was paid to Matthew Higby in August (£23,885 + VAT). 100% of the VAT paid can be reclaimed.</p> <p>Additional grant payments from the HLF (£6,229) and the Winchester and Portsmouth Guild of Bellringers (£10,000) plus donations of £8,000 (including the Friend of St Peter's) will cover the cost of the remaining ell works, including the adjustable volume control.</p> <p><u>D. GARDEN FUND</u> There is £3,535 in the account. £1,013 is ring-fenced for the War Memorial and £558 for the Flower Fund. In addition, there are 2 investments available to the Fund totalling £23,039.</p>	
<p>9. <u>FACULTIES</u></p> <p>a) <u>War memorial</u> KM had circulated papers in advance. The PCC confirmed its agreement to the erection of the new War Memorial in the churchyard, taken on 1st November, 2023, and to the design of the Memorial, taken on 8th May, 2024. Funding for the Memorial was now fully provided. All agreed. The faculty application will be submitted by the end of September.</p> <p>b) <u>Hazel Greenwood Bench</u> AW had circulated a report in advance. The PCC agreed that a new bench, in memory of the late Hazel Greenwood, could be placed 10 metres north of the Dunsells Lane entrance to the churchyard. The PCC also agreed to the proposed design of the 4-foot bench called Zest Emily. A list B application will need to be submitted to the Diocese.</p> <p>The PCC also noted the concerns of the Gardening Team that there are almost enough benches in the graveyard. Other ways of commemorating loved ones will need to be initiated, eg, roses, shrubs, repairs to the lytch gate.</p> <p>c) <u>Repairs to Tomb, 1 metre N of the chancel</u> BP had circulated a report in advance. The need for repairs to the tomb had been identified in the 2024 Quinquennial Review. The supporting bricks and stones at the base of the Tomb were crumbling. There was concern that this could be a Health and Safety issue as the structure could just collapse at any time.</p> <p>Blackwell and Moody, the stonemasons, had started to dismantle the tomb earlier this summer to make it safe. The repairs needed were more extensive than first thought and the stonemason was unable to do the repairs to the brickwork. The PCC therefore needs to apply for a Faculty and to English Heritage and EHDC for listed building consent to rebuild the tomb.</p>	<p>KM</p> <p>AH, AW</p>

<p>Blackwell and Moody had provided an updated estimate of £3,500 + VAT. James Woollhead, the local builder, had provided an estimate of £1,250 +VAT, to do the brickwork. AP proposed that the cost of the work, up to £7,000, could come from the Graveyard Fund. BP will enquire as to whether any grant aid is available for the work.</p> <p>The PCC agreed that the work needs to be done and that BP should apply for a faculty and all other consents in order for the work to go ahead.</p> <p>d) Church Post Box A post box for the church was agreed at the May meeting but nothing had been done about it. It was agreed that we should have one and that a faculty (List B) should be applied for. ST and Angela Henderson (AH) will take this forward.</p>	<p>BP</p> <p>ST, AH</p>
<p>10. <u>ECO CHURCH</u> GD was congratulated on applying for the Eco Award and gaining Bronze status for St Peter's. GD explained that although we scored gold and silver on many of the issues looked at, because we scored Bronze on a few items, we could only achieve Bronze status. (The Award certificate is on display in the South Porch.) GD and AW will look at what we can do to achieve a higher scoring on the bronze scored items and report back.</p> <p>GD said that grants may be available for some eco work. He is investigating this further with AP and AB.</p>	
<p>11. <u>CONTRACTORS' GUIDELINES</u> AC had circulated the policy beforehand. The policy was agreed unanimously. Copy to be added to the policy file.</p> <p>AB asked whether contractors needed public liability as well as professional indemnity. AC and AB to look at this further.</p> <p>Checks on fire equipment, fire alarms etc are being carried out weekly. Any issues arising will be reported to the Fabric and Grounds Committee in the first instance.</p>	<p>AC</p> <p>AC, AB</p>
<p>12. <u>CONSULTATION ON PCC MEMBERSHIP REQUIREMENTS</u> AW had circulated the consultation survey beforehand. Each PCC member was encouraged to <u>complete the survey by 30th September.</u></p> <p>GD recommended looking at the Code of Conduct for PCC members published in the late 1990s. RevA said we should always aim for open discussion at PCC meetings.</p>	<p>ALL</p>
<p>13. <u>REPORTS FROM COMMITTEES AND TEAMS</u></p> <p>Items for decision: None were received.</p>	

<p>Items for information:</p> <ul style="list-style-type: none"> - Events Team Report – JF said that the Team is looking at how much Team time is involved for different events and whether the charging structure should be changed to reflect this. GD asked if the PCC had discussed having a lottery for St Peter’s or a 100 Club. - Buildings and Facilities Committee – AB updated the PCC on progress with the bells, clock face and glass door. <ul style="list-style-type: none"> - On 19th September a hoist would be provided for the rehangng of the bells. - We can’t meet the 1 month notice period in the Faculty consent before work starts. - The sound attenuation system faculty consent is urgently needed. - The Quantity Surveyor is arranging for a scissor lift to be brought into the church for work needed on the clock face. (It could also be used for dusting the higher levels of the church and removing the cobwebs.) - The replacement glass door had still not been done. <p>Note: No reports were received from any of the other Committees and Teams.</p>	
<p>14. <u>PLANS FOR THE PCC AWAY DAY ON 9TH NOVEMBER, 2024 from 10 am to 2pm</u> This will be held somewhere in Winchester near the Cathedral. Bishop David will call in on us during the day.</p> <p>RevA outlined the main things we would be concentrating on:</p> <ul style="list-style-type: none"> - The outcome of the Vision and Values work; - Identify parish priorities for St Peter’s; - Review and update the Business Plan. 	
<p>15. <u>DATE OF NEXT MEETING</u> – Wednesday 13TH November at 7.30pm in St Peter’s.</p>	ALL
<p>16. <u>ITEMS FOR THE NOVEMBER AGENDA</u> As well as our usual items, the following were suggested:</p> <ul style="list-style-type: none"> - Review of the Away Day on 9th November. - First Aid update, following an incident in the service on 8th September. - Advice on dealing with homeless people, following a homeless person sleeping outside the North Porch earlier in the summer. - Graveyard policy – wording on gravestones. - Overnight stays by pilgrims. - Daylight projector screen. - Pay review for Administrator and Cleaner. - Use of remaining WDBF grant. - Dates for meetings in 2025 	
<p>CLOSING PRAYER – said by Rev’d A.</p>	
<p>The meeting ended at 21.15</p>	