

Minutes of ST Andrew's PCC Meeting held on 24.05.18 at 7pm in the Church hall Upper Room.

In attendance: Chairman: Revd Canon Ed Pruen (**EP**), Treasurer: Paul Adams (**PA**), Churchwarden: Ian Jurd (**IJ**), Secretary: Wendy Busby (**WB**), LLM : Carol Fuller (**CF**) Deanery Synod Rep: Gay Howard (**GH**), John Lofthouse (**JH**), Sarah Bankhead (**SaB**), Sarah Rees (**SR**), Diane Balchin (**DB**), and Church Hall Bookings Secretary: Pat Mitchell (**PM**) – Attending for item 5 only.

1. **Opening Prayer.** EP Opened in Prayer.
2. **Apologies from:** Sharon Blackshaw (**ShB**) and Stephen Blackshaw (**StB**).
3. **Approval of Minutes from last PCC meeting held on 30.01.08.** The minutes were signed and approved with a couple of corrections: Item 6. The boiler has been replaced with a new one, not repaired. **IJ** received the quote from Alresford interiors – not **PM**. Item 8. **CF** was also present at the meeting at OAP – Leading your Church into Growth.
4. **Matters Arising.** **CF** reports that she still has the Old Church pews and staging blocks in her barn. This really isn't a suitable environment for the furniture and they will soon be needing extra storage space. **IJ** suggests getting the Rectory a larger shed to replace the small one they currently have. The items could be stored there, otherwise the PCC would need to seek permission from the Diocese to put a shed up in the Church grounds. **EP** is happy for **IJ** to ask for Adrian Barnes' advice about the best type to buy for the Rectory. **Action. IJ.** **IJ** asked the PCC to keep Adrian in their thoughts at this time, as he is often home alone whilst Debby is at work. He would appreciate having more visitors and general contact with people during the week. One of the Church microphones is still missing. **EP** thinks that Dudley Skinner may have it as he was looking into getting it repaired. The PCC feel we need to get it back asap.
5. **Church Hall Report.** **PM** reports that he has had a request from a Line Dancing Group for a regular booking starting in September. **StB** was concerned about the Hall's floor. **PM** reassured the PCC that the dancers wear soft soled shoes so no damage should be done. Tana Riviere has written to **PM** asking again if the PCC could provide smaller and more lightweight tables for her Art Class users. They are struggling with the present larger foldable tables. **PM** has found a firm which produce foldable lightweight and compact tables. There is available storage space in the Hall. The tables cost ££35.95 each. We would need to get 8 of these. Tana's class brings in a considerable amount of revenue from hall hire fees. **PM** feels we would be justified in spending the money to retain the booking. **EP** suggests buying one table first to check its suitability. All were in agreement. **Action PM.**
6. **Election of PCC Officers.**
 - 6.1 **Appointment of PCC Secretary.** **WB** was proposed by **PB** and seconded by **DB** and duly elected.
 - 6.2 **Appointment of Treasurer.** **PA** was proposed by **IJ** and seconded by **PB** and duly elected.
 - 6.3 **Appointment of Parish Safeguarding Officer.** Diane Palmer has kindly agreed to become our Parish Safeguarding Officer. She was nominated by **SaB** and seconded by **CF** and duly elected.
 - 6.4 **Appointment of Electoral Roll Officer.** **StB** was nominated by **WB** and seconded by **EP** and duly elected.
 - 6.5 **Appointment of Health and Safety Officer.** It was decided to review this at a later date

6.6 Appointment of Standing Committee and Vice Chair. It was decided to review this at a later date as we have no urgent need of a standing committee at present.

7. Canon Ed's Report. EP reports that Bentworth and Lasham's combined PCC meetings are working well. Their next combined meeting is on 16th October. It was suggested that St Andrew's PCC members may also like to attend and discuss areas which affect the entire benefice, such as Christmas services, and Karamoja. It would also be useful to have a Churchwarden's report from each parish to keep everyone updated. A clear and precise Agenda would need to be set up to avoid the meeting overrunning. **New Service Schedule.** EP believes this still needs to be tweaked as there are fewer 10 am benefice services which have been very popular. There should be no need for a family service on a Sunday where there has been Messy Church the day before. EP feels that the 'Meet and Greet' evenings over lent worked very well. He has had a particularly busy period with requests for Baptisms – more than double last year. EP continues to get a very steady flow of Wedding bookings, and has had to deal with quite a few funerals recently. **Foundation Governor Vacancy.** There is still a vacancy for a Foundation Governor at Medstead Primary School. Ideally it should be a PCC member as there should be a Church presence at Governor's meetings. **Ed's Study Leave.** EP has been given permission by the Bishop of Winchester to take a 2 month period of Study Leave starting in August 2019. EP has not had any study leave in over 40 years. He plans to go to the Green Belt Arts Festival and undertake a walk from Melrose to Lindisfarne. EP plans to record his journey in art form by making sketches of the landscape en route. He would also like to go back to Jerusalem and paint some scenes there. All his work would be available to see online. The PCC will need to organise cover for EP's absence. The Diocese is keen that we should continue to run our service schedule as normal.

8. Churchwarden, Sacristan and Verger's roles. EP says that we are very lucky to have Dee Dee as our Sacristan. Jenny Hales has now joined the team as a verger at Wedding and funeral services. EP has been giving Jenny training so she can help with some tasks otherwise done by the Churchwarden. PB suggests putting the duty list of each role up on the website.

9. Churchwarden's report. IJ would like to have another Server at communion so he can be relieved and sit in the congregation during communion. There is no longer a Church warden present in the congregation now that Debby has stood down. Both IJ and David Rowe will need to renew their licenses to serve communion. **Action IJ David Rowe and EP.** JL is happy to offer assistance with serving communion at 8am services. EP knows of Christina Ruggier – who also lives in Medstead and may be able to help. IJ is also concerned about keyholders and who has keys to various areas. There should be a list generated for safety purposes. Debby still has her keys. IJ also suggests putting a small keysafe on the wall near the outer vestry so the verger on duty can gain access. We still need a list of current sidespeople. **Action WB.** CF wanted to know if we have a list of trained first aiders, and if we have a first aid kit in Church. IJ is happy to get a first aid kit for the Church. We already have one in the Church Hall. EP says that the postcode of the Church's location should be clearly displayed in the porch. IJ is happy to organise. **Action IJ.**

10. Worship and Mission. The ceremony for the VC Lewis Halliday Memorial Plaque will be held on Sunday 15th July at 11am. This will be followed by Lunch for 80 people in the Church Hall. Sarah Morrison is organising the catering. People with a military connection and Halliday family members

will be invited to attend. EP would like to invite uniformed groups and members of the congregation if there is enough space. The Church can only seat up to 120 people.

11. Future dates for Harvest and Christmas festivals. Our harvest festival will be on Sunday 7th October. The Supper is planned for Friday 7th October in the Village Hall. We still need to see if **ShB** has booked the Village Hall for the event. **DB** is to investigate. The Remembrance Service will be held on Sunday 11th November. EP hopes to hold the service in Village Hall starting from 9.30am. EP would like to invite uniformed groups and as many people from the Parish as possible. **PB** and **WB** will organise the music and Choir. **PB** is to ask Adrian if it would be possible to borrow his organ for the event as the Hall does not have a keyboard. **Action PB.** We could have tea and coffee back in the Church Hall. **EP** suggests getting a planning committee together to organise. **Christmas Services.** The 9 lessons and Carols will be held on Sunday 16th December at 6.30pm. on 24th December the Crib service will be held at 3pm, followed by midnight Mass starting at 11pm. Christmas Day at 11am.

12. Open the Book. **CF** reports that after 3 years of working with her team and Medstead Primary school they have decided to stop running the 'Open the Book' sessions at the school. Family commitments have made it increasingly difficult to schedule sessions, and the school timetable is very busy. The school's headmistress is very sad to see Carol and the team go but understands their position. The team are very welcome to help at sessions still run at Bentworth Primary, where the scheme is flourishing. **EP** is very keen that there should be a Church presence at Medstead Primary, and he is willing to go and lead extra assemblies. The PCC would like to thank **CF** and her team for all the hard work they have done over the years. **CF** has decided to give her resource pack to the school so they can use it whenever possible. The Open the Book Costumes will be given to Messy Church.

13. Treasurers Report. **PA** reports that there is little difference on expenditure this year, but we should hope to see a rise in reserves next year due to the reduced parish share. EP is very keen that the parish is aware of what it takes to keep St Andrew's running. Many are under the false impression that the Church is given financial assistance from the government. There should be a facts and figures document available on the website for all to see. **Action PA.** **PA** is also looking into moving our main account with Natwest to the Charities Aid Foundation where dual access is possible. We will still maintain an account with Natwest.

14. Social Committee Report. **ShB** forwarded her report in advance of the meeting. The Jumble sale raised £875, The Quiz evening raised £688. The revenue from 'Name that Tune' Evening is still to be published as we shared some of the profits with Shalden. Still to come are the annual Hog roast – 21st July, Indian Themed Supper Evening – 20th October, Jumble Sale – 27th October, Annual Recital 25th November, and Christmas tree Festival – 7th December. The PCC would like to thank **ShB** and her team for all the hard work they do in raising funds for St Andrews.

15. Fabric Report. **IJ** reports that he is waiting to hear from the Churchwarden of St Peter's in Wrecclesham regarding a site visit to their Church. The refurbishments they have completed are very similar to what we could achieve at St Andrew's. They also have contact with architects and contractors which we may find useful. **IJ** reports that the Church Hall's Floor has now been refurbished. We still need to update the main noticeboard in the Churchyard, as the service schedule has now been altered. The correct version is displayed in the porch. There is no point altering the main noticeboard and changing the gold lettering at this point until we have settled on a

final schedule. IJ is happy to look into buying an extra movable notice board (sandwich board) which could be used as a welcome sign to the general public. **Action IJ.** EP would like this rolled out through the entire benefice.

16. Website for the Benefice. PA says this is possible as long as each Parish takes responsibility for updating their information. PA is happy to set up a template with links to each parish. **Action PA.** WB needs to put the PCC minutes onto the website. **Action WB.**

17. Safeguarding and Risk Assessments. Diane Palmer is happy to sort out DBS checks which each PCC member will need to fill out. 'The Lone Worker Policy' needs to be read by every individual who has weekly tasks to carry out in the Church – i.e Organist, Cleaners, Sacristan, Flower arrangers. EP says that there is a suggested Risk Assessment form available to download from the diocese website for any major events we may hold – This would cover us for insurance purposes. A form should be created for each type of event we hold. A new form does not need to be filled out each time we hold a recurring event.

18. Karamoja. **EP** suggests inviting Kennett Westmacott to speak at a service. He could update everyone regarding the work which has been done in the area and how our money is being spent. EP suggests Sunday 29th July. The Collection raised from the service could be donated to Karamoja.

19. Deanery Synod Report. **GH** reports that the next Deanery Synod meeting will be held here in St Andrew's Church Hall on Wednesday 6th June at 7.30pm. **EP** is looking for volunteers to help with refreshments.

20. AOB. CF reports that castors still need to be put onto the base of the piano in the Church Hall. **Action IJ.**

21. Date of next meeting. The full PCC will next meet on in September at 7.15pm. Final date tbc. There may be a standing committee meeting in the meantime.