**Minutes of St. Peter’s Church PCC**

**Tuesday 16th May 2023**

**Present:** Rev. Tim Storey, John Moloney, Carol Sallis, Richard Page, Henryk Urban, Michael Head, Stuart Bailey, Steve King, Sarah Cullen, Ian Hayes, Trevor Aylen, Ian Hutchinson, Michael Duncalfe, Rev. Sam Dinsmore, Janet Young.

**Apologies:** Rev. Ranjan Emmanuel, Linda Hoskins, Lynn O’Mahony, Sylvie Collins, Rebekah Cole, Ruby Fearon.

**Welcome.** Tim welcomed everyone to the PCC, in particular the new members, and the meeting started with Holy Communion.

**Minutes of the last meeting.**

There were two sets of minutes to agree, 21st and 28th March 2023. The minutes were approved and signed as a true record of the meeting.

**Matters arising.**

* **Eco church plaque.** This is being discussed with Katie and has not yet been put up.
* **Fire safety training.** This has not yet been implemented due to the significant cost of external training. Richard’s daughter arranges trainings, including fire training, and he will investigate.
* **Café Chaplaincy update.**
* Chris Page has had a meeting with Tim and Jen.
* The chaplaincy will start with Richard and Chris only.
* The need for the chaplaincy has become apparent from encounters Chris and Richard have already had, including an impromptu visit to the café when there was a situation.
* Chris is putting together an introductory package, including a job profile.
* Membership of the Chaplaincy team will be by invitation only and training will be given.
* Members will have to agree to follow the guidelines and observe strict confidentiality.
* Richard was thanked for his work thus far.
* **Additional Needs Toilet.** {Part of main agenda}.

**AOB.**

* **Youth Pastor.**
* A Youth Pastor has been appointed and it is hoped she will start in September. This must be kept confidential until she has informed her own church.
* She has already committed to moving to Yateley, and a welcoming service is planned.
* **Terrier & Inventory**
* This is an inventory of everything the church owns and should be on the agenda for each APCM.
* A large safe containing documents, archive photographs etc., is to be moved into the vestry, freeing up the cupboard in which it is currently stored for use as a chair store. There was a query as to whether these archives should be kept in Winchester.

**Finance.**

* **Reserves Policy {report up-loaded}.**
* In the case of emergency, it was necessary to keep enough reserves to carry the church/businesses through a period of 3 months. The policy is currently being rejigged with this year’s figures.
* The present issue is that due to the drop in giving a breach of policy is possible, which could lead to the church being in jeopardy with the Charity Commissioners.
* The church does have assets, but they are not easily recoverable, and there would still be liability for costs over a 3-month period.
* Constant reappraisal of costs etc., is taking place. The reduced income and higher utility costs are causing problems. It was hoped to save on energy costs, but this failed.
* The Youth Worker will only be paid for 4 months in 2023, instead of the budgeted 12 months.
* Air conditioning in businesses – put on hold.
* Lych Gate – will cost more than budgeted for from the realisation of funds – on hold.

It was noted that the Council representative visiting the churchyard observed that the work had not been carried out. If there is a safety issue something will need to be done.

* There was a query that as income is forecast at £30k less than budget, is a giving day planned? A giving day was planned for Lent but due to the cost-of-living crisis was not deemed to be appropriate. The Additional Needs toilet needs to be funded from giving so it is felt better to wait and see how successful that is.
* There was a query as to whether the church is currently in breach of policy. It is difficult to monitor, the Parish Share is paid for 10 months, not 12, so it is probable that a breach will not be apparent until the beginning of next year. If spending continues in such a way as to cause a breach, it may be necessary to approach the Charity Commission to see what to do about it.
* There was a comment that over several meetings giving has been going down – has this been taken into account? Giving was down in December and January but has now settled down. There are new people in church so giving is up again and is being constantly monitored.

**Conflict of Interest Policy/Financial Procedures. {Papers uploaded}.**

These are large works that need to be properly read through so have been deferred until the next meeting. PCC members are asked to read through and comment on them. The aim will be that in three weeks’ time people will submit queries/tweaks to Tim who will then produce a commentary document.

**Committee Reports**

* **Deanery Synod -**Minutes of the last meeting and associated paper uploaded.
* **Mission Committee –** Minutes of the last meeting uploaded. There was discussion as to who the Mission partners should be; this will be brought to the PCC.
* **9.00am Congregational Group –** has met, minutes up-loaded.

**Information and Update items.**

* **Quinquennial Inspection** – Must be carried out this year. The usual person is not available, so it is necessary to find another, possibly via the Diocese. Tim expressed his gratitude for the high standard of the upkeep of the church, meaning that there are no glaring issues to be addressed, except the bell tower. Prior to the fire the bells were mounted on a wooden structure allowing the tower to move naturally with the bells. After the fire they had to be mounted in a metal cage, so this is no longer the case and there is stress on the structure of the tower.
* **St. Peter’s Financial Procedures {Draft, see above}**

**Additional Needs Toilet.**

The plans as put forward last week were discussed at length, including:

* Important note – the wall in the chair store needs to come out to avoid an existing drain.
* Doors into the new lobby and the existing meeting room – concern that the new door should be moved centrally in the wall to avoid the doors colliding. The doors are not centrally positioned due to the danger of hitting people.
* There was a great deal of discussion regarding access, and the toilet not seeming very large for additional needs.
* Could the proposed storage area be used instead for adult changing facilities?
* The existence of a manhole cover to the left of the proposed toilet which needs to be accessible.
* It was suggested that the storage area be put across the back and the toilet put on the left to give more room.
* There may be an issue with wiring capacity.

The architect is to be asked to produce plans accordingly, including centralising the doors, if possible.

**Main Item of Business: New Committee Structures**

Tim explained the structure and purpose of the PCC sub-committees before inviting members to choose their preferred committee on which to serve.

Following a query, he explained that the HR committee is trying to get up-to-date with current best practice around record keeping and storage. If there is a grievance about which they have no expertise, the Diocesan HR Advisor is contacted. The church uses the Diocesan HR handbook.

**PCC Committee Membership 2023 – 2024**,{chair in bold, co-options in green}.

10.30am Congregational Group - **Sam Dinsmore**

9.00am Congregational Group - **Ranjan Emmanuel**, Janet Young

Communications Committee - **Steve King** Rebekah Cole, Stuart Bailey, Sam Dinsmore, Richard Page.

Creation Care - **Michael Duncalfe**

Fabric Committee - **Trevor Aylen** Ian Hayes, John Moloney, Ian Hutchinson, Chris Cole, David Beardmore, Katie Urban.

Finance Committee - **?** Ranjan Emmanuel, Ruby Fearon, Ian Hutchinson, Sarah Quarterman, Nick Norton.

Giving - **Henryk Urban**

Health & Safety Committee - **Katie Urban** Ian Hutchinson, John Moloney, Colin Hill, David Beardmore.

HR Committee - **Lynn O'Mahony** Ian Hutchinson, Carol Sallis, Sue Coates.

Mission Committee - **Ranjan Emmanuel** Michael Duncalfe

Safeguarding Committee - **Sarah Cullen** Linda Hoskins, Tim Storey, Michael Head, Lynn O'Mahony, Ian Young.

Standing Committee - **Tim Storey** Linda Hoskins, Ian Hutchinson, Ruby Fearon, Janet Young

**Discussion Item: Priorities for the Coming Year**

Tim asked the members to divide into groups of 2-3 to briefly discuss anything about the life of St. Peter’s they feel may not have already been considered. He feels it is easy for PCC to get caught up in busy-ness and miss something vital. New members see things with new eyes.

Tim, Sam and Ranjan met and discussed the themes for the coming year. They have decided to “do” the Bible, calling it “The Bible-the big picture”. It will start in the autumn with Genesis and look at the Old Testament. Between Christmas and Easter, it will be the Gospels and how they fit into the Big Picture, with the rest of the New Testament including Revelation during the summer.

David Poulson’s “Unlocking the Bible” and the Bible Society’s “The Bible Course” were recommended as useful resources.

**Thoughts from the groups.**

* Prayer and perhaps reinvigorating some of the prayer focus. There used to be someone to coordinate prayer, Thy Kingdom Come etc., and prayer did get very inventive including prayer stations and out in the community. {Katie tried doing it but it was very complicated}.
* Rooting and Seeking are well represented – Reaching Out should be top of the list, evangelism at the top of everyone’s mind. This could be done with various courses i.e., parenting, social events, “tell us more” i.e., Alpha. Tim said that the Weekend Away at Home is coming up in June on the theme “What is the Holy Spirit?}. This theme will be continued throughout next year as an outreach exercise connecting events during the year, e.g., via the May Fayre, and the possibility of distributing leaflets in the Café every 6 weeks or so. We are in danger of being insular if we train up ourselves but do not go out.
* Expanding on Reaching Out – do we reach out to other churches, as in Churches Together? A little – Judy Divall runs a monthly lunch at which clergy from across the town attend. It is not easy, Tim would love to do it, but it is difficult to get everyone to engage. It would be good to look at further.
* Concerns about money.
* How to attract more people in – Youth and the parents of youth? How can we get the church out? Tim replied that we have come through a period of change, Covid forced considerable change.

There was a vision of people standing shoulder to shoulder around a fire. People outside of the ring could not feel the fire. If the people in the ring moved back and outwards everyone would feel the fire.

* Buildings – are we limited by what we have in the way of premises for Youth and outreach?
* Succession planning – Who is your Timothy?
* Tim wants to encourage people to work around Chloe, the new Youth worker, and plan how to change when young people come in.

He said it would be great if someone could take on the mantle of Reaching Out, be the Champion.

**Matters deemed confidential.** None.

**Date of next meeting.** Tuesday, June 20th, 7.30pm.

The meeting closed with prayer.