

**ST MATTHEW'S PCC  
MINUTES**

**Meeting held in St Matthew's School on 7<sup>th</sup> May 2016 at 7.00pm**

<b>PRESENT:</b>		<b>APOLOGIES:</b>	<b>IN ATTENDANCE:</b>
Julia Britten	Sue Sergeant	Davina Hudson	Torben Houlberg
Rev'd Dominic Clarke	John Stone		Gill Jolliffe
David J Cooper	Alan Waterhouse		Tracey Kirkby (minutes)
Brenda James	Alison Waterhouse		
Steve Jolliffe	Rev'd Alice Wood		
Rev'd Wendy Mallas	David Wood		
Helen Payne	Sorrel Wood		
Chrissi Roots			

**1 WELCOME AND PRAYERS**

The meeting opened at 7:07pm with a prayer.

The first part of the meeting was open to the congregation to ask questions about the accounts as there was not time for this at the APCM.

**1a Accounts.**

Torben had written a letter to Dominic (copy attached) expressing some concerns about the accounts information provided in the APCM report. Dominic thanked Torben for his comments, and will send a formal reply.

Alan confirmed that there was an independent examination of the accounts, but that he had left it out of his report. Also that this is available for anyone who would like to see it.

We were unaware that the format of the accounts was incorrect due to Charity Commission guidelines, and this will be rectified this calendar year.

After advice from the Diocese, the church will be registering as a new charity in its own right. This has not been necessary until now as our turnover has been below £100,000. Until now we have used the Diocese's registered charity number, so charitable donations have been going straight to them.

Alan and Dom have met with Victoria James, the Diocesan Stewardship Advisor, with a satisfactory result. Torben did not intend that his letter go beyond PCC level. Alan did acknowledge that the points in the letter were valid.

Torben also questioned if David Hughes, the independent adviser was a suitably qualified individual, and Alan confirmed he is. Up to a turnover of £250,000 anyone can audit the accounts, but over that amount it must be done by an accountant. Victoria James suggested appointing a new independent examiner who is more aware of Church of England guidelines, and will make a recommendation.

The 2015 accounts will be re-stated, re-examined and audited, and presented in the recommended format in accordance with the guidelines.

It is likely that the APCM report included the wrong version of Alan's spreadsheet which was not fully up to date. Also, the PCC mistakenly omitted to approve the

**ACTION**

**Dom**

accounts in advance of the APCM.

Victoria James further suggested having training meetings for PCCs to make them more aware of their responsibilities.

Alan was thanked for all his work. He has been doing a great job of clarifying and explaining our financial position to the PCC at each meeting.

(Torben then left the meeting)

### **1b Parish Giving Scheme.**

The Parish Giving Scheme is the best way for our church to receive financial gifts. Dominic requested PCC members join the scheme. Application forms need to be filled and given to Alan. If you have an existing Standing Order, this needs to be cancelled. You can choose whether to increase donations annually in line with inflation, or not. Church running costs go up annually, but often donations do not. Alan offered to answer any questions personally and help those who may need it.

### **1c Welcome new PCC (also see 7b)**

John Stone applied to be a PCC member after the close of the APCM, so, if agreed, will remain as a co-opted member. This does give him full voting rights, but he must be formally elected at the next APCM to become a full PCC member.

As a retired member of the clergy, Wendy is not entitled to be on the Electoral Roll, and a condition of being a PCC member is that you must be on the Electoral Roll. Therefore, Wendy will also remain a co-opted member.

The PCC were reminded that they are trustees of a charity and do have legal responsibilities. *(A PCC handbook is available for anyone who may wish to purchase a copy).*

Dominic proposed that Alan purchase indemnity insurance. Most events are covered by Public Liability insurance, unless due care was not taken.

Alan

## **2 Apologies**

Apologies were received and accepted from Davina

## **3 Bible Study**

None

## **4 Minutes of the PCC meeting held on 15<sup>th</sup> March 2015**

The minutes were proposed by Sorrel, seconded by Julia, and agreed as a true record of the meeting

## **5 Matters arising from the minutes**

Sara Hiscock was to make a list of items which may be needed for the children's area (discussed at the meeting on 2<sup>nd</sup> February). Chrissi offered to remind or help Sara.

Chrissi

The social committee need to arrange a meeting. This will be done after new membership is confirmed as some new members are needed.

Julia

A July meeting needs to be arranged to organise dates and events for Christmas. (from PCC meeting on 2<sup>nd</sup> February)

To do

Replacement of the hot tap in the cloakroom has now been done. **Completed**

Arrange voice projection workshop with Robin (from PCC meeting on 2<sup>nd</sup> February) **To do**

Gavin will be asked to make a presentation about the house group at a Sunday Service (from PCC meeting on 2<sup>nd</sup> February) **Julia to do**

(Item 9b from 15<sup>th</sup> March) It was suggested that PCC meetings become more frequent, in the hope that they would be shorter in length. General feeling was that people already have enough meeting to attend.

Possibilities are a) to set up a Standing Committee to deal with some set issues and have them report back to the PCC, or b) to be strict, limiting each item on the agenda to a set amount of time, and to defer more issues which could take longer.

It was felt that a Standing Committee is not as democratic as a full PCC meeting, and that we would trial having a strict time-limit and 'parking' big issues. Time-slots will be allocated to each item on the agenda.

## **6 Correspondence**

**6a** A letter from Kathy Stearne (Dr. of landscape history and ecology) has been received in regard to the churchyard (copy attached). She has concerns about the current management of the churchyard, and highlighted some particular issues, principally that the grass is being cut too short and at the wrong times of year (which will in time reduce wildflowers and is detrimental to bees, butterflies and other insects), and that living ivy is being pulled from the churchyard walls, which causes permanent damage to the wall. A churchyard management plan was put in place some time ago, with clear guidelines, but this is no longer being followed.

Other comments from the PCC and the public are that the churchyard is neat and tidy and looks great, with graves being more easily accessible than before. The question was asked about whether some areas could be left un-mown, but the PCC felt it was more important to serve the relatives of those in the churchyard, and that there are plenty of other nature areas close by.

Could some parts of the plan be followed without compromising the appearance?

The churchwardens were tasked with discussing the correct method of removing ivy with the volunteers who undertake the work.

**David and Julia**

**6b** Other letters have been received in relation to the proposed removal of some pews, these will be discussed later.

## **7 Items for discussion**

### **7a Review Safeguarding policy**

Last year the Safeguarding Policy was reviewed in detail and amended. New guidelines are being awaited and there are no changes to make at present.

The Safeguarding Policy was proposed by Alan, seconded by Sorrel, and agreed.

The PCC were reminded of their obligation to undertake Safeguarding training. Gill, Alison and Julia offered help to anyone who needs it. This **MUST** be completed by the end of June.

**All to do by end of June**

The PCC were also reminded that everyone is responsible for Safeguarding, not just Gill, and that it doesn't stop after training is completed.

Gill then left the meeting with thanks from the PCC.

**7b** (See item 1c) The PCC unanimously approved that John Stone be co-opted onto the PCC with full voting rights until the time of the APCM where he can be formally elected as a full member.

**7c Election of officers**

i) **Treasurer.** It was proposed by Brenda that Alan remain Treasurer. This was seconded by Wendy, and agreed.

Alan would like an assistant to work with him from January and eventually take over on 1<sup>st</sup> December 2017. This should ideally be a PCC member, and those present were asked to consider the matter.

ii) **Vice chair.** David Wood was proposed by Sue, seconded by Alison, and re-elected with 1 abstention

iii) **PCC secretary.** Tracey Kirkby was proposed by David Cooper, seconded by Wendy, and re-appointed.

iv) **Tower Captain.** Valerie Harris was appointed Tower Captain at the Tower AGM in January 2016. The PCC are happy with this decision.

v) **Safeguarding Representative.** Gill Jolliffe was proposed by Gill Rooney, seconded by Sorrel, and re-appointed.

**7d Confirm sub-committees: Worship, Fabric, Social and Fundraising**

This was deferred until the next meeting as sign-up sheets are still being completed. All sub-committees are responsible to the PCC.

**7e Fresh expressions of church**

Sorrel attended a course run by the Diocese about 'Fresh expressions of church'. This project aims to reach those who have not been exposed to traditional church services. We already have Sunday Connect and Church Alive, and Messy Church is to be re-started at Greatham in the autumn.

This is a good area for church growth, and the PCC may want to look at doing more. There has been a decline in church attendance by the 20-40 age group, and the needs of these people must be met or the church will fail as the elderly pass away.

Church Alive has been a highly attended service, which raises interesting questions and could perhaps be the focus of a PCC away day.

**7f Carol Concert at the Phoenix theatre**

The Phoenix have asked us to do a traditional carol concert on 16<sup>th</sup> December at 7.30pm, with a retiring collection in aid of the church. This will be a concert with a Christian message, and Dom will give a talk. All Saints Headley will also be invited.

David Wood proposed this go ahead, Helen seconded, and it was agreed unanimously.

## **7g Consultation meetings**

Public consultation meetings have been arranged on 28<sup>th</sup> and 29<sup>th</sup> June in relation to the proposed removal of some pews. There will be conversation and prayer and opportunity to discuss the issue. So far, three letters have been received, which will be copied and circulated for everyone to read.

Dom has spoken to the Archdeacon and the architect and shared the proposal with them, and they are both in favour. The architect, Simon Goddard feels this is long overdue and came up with a bigger project, the possible conversion of the vestibule. He will draft a proposal with ideas and drawings.

The main reasons for this proposal are:

- To bring people physically closer together in church, and to sit less spread out
- To create more space for worship
- To aid Baptism ministry and enable people to sit facing the font
- To aid services where refreshments are served, e.g. the Carol service, Remembrance Sunday, and wakes

If we wait until we can afford it, nothing would ever happen. Everyone will be able to have their say at the meetings, and the PCC will make the decisions, which they have been elected to do. The consultation meetings will be managed and recorded, and will begin with worship and time for prayer. Personal opinions should be put aside, the church is not ours, we are its temporary custodians.

The Archdeacon suggested the possibility of the temporary removal and safe storage of the pews. This would require only his licence, and not a full faculty. This would give people time to see how it feels, whether it helps or hinders, and whether it might bring more people to church. This would only be an experiment for up to one year, and after 9 or 10 months there would be a full consultation, followed by a decision and faculty application if required. If temporary removal goes ahead, chairs would not be invested in, so there may not be sufficient seating for large services.

(It is not on the meeting notes, but the worship committee did discuss roping off the pews to see what it feels like not having them to use for a few weeks. The PCC decided not to go ahead with this)

## **7h Greatham update**

Messy Church will re-start on 13<sup>th</sup> September, organised by Carole Rudd.

The pewsheets we produce each week also has their name on, so it was assumed that they were also using it as a base for their own version. However, this is not the case, they do not have a pewsheets at all, and information about events is not being shared between the two churches. Jacqui Cheesman will be asked if she will produce a weekly pewsheets for Greatham.

## **7i School report**

The headteacher, Sue Bowen is leaving at the end of this term. They are looking for an interim headteacher until Christmas, and then hope for a permanent appointment from January. Sue will be invited to the July family service to say thank you and goodbye.

## **8 Reports from sub-committees**

### **8a Worship Committee meeting 23<sup>rd</sup> May 2016.**

No solution could be found to changing the service times on the 3<sup>rd</sup> Sunday of each month. There is an idea of adding a weekly Communion service in the daytime.

It was suggested that new, modern worship songs be looked for and passed to the worship committee to consider. The choir could sing a song once to introduce it, and then sing again with the congregation joining in to help them learn it. Each service should end with a popular song that people know well.

The flag should be flown for the Queen's 90<sup>th</sup> birthday celebrations. David Cooper will try and find it.

**David**

### **8b Pastoral Care Team (PCT)**

The PCT have not met

### **8c Fundraising committee**

The fundraising committee have not met

### **8d Social committee**

The social committee have not met

### **8e Fabric report**

There is a hole in the new church roof, David Wood will be asking the builders about this.

**David Wood**

There is also a hole in the steeple roof, which is allowing the jackdaws to get in. To repair this would cost in the region of £2,000, or to tile the entire steeple roof would be about £4,000.

The architect is not unduly concerned about the sinking chancel step, and does not think it will collapse. The Quinquennial report is overdue, but will most likely not take place until September.

The Friends of St Matthew's Church are looking for ways to help the fabric of the church, with the possibility of paying for broken floor or wall tiles to be replaced, although any action will be left until after the Quinquennial report has been made. It was proposed the Friends could contribute towards repairs to the steeple roof, and the tower fund may also contribute towards this. It was therefore proposed by Alan that the Friends look at the steeple work needed, in liaison with the tower, this was seconded by Alice, and agreed.

**Friends and tower to look at steeple**

### **8f Finance report**

Weekly church collections are going well, and we are still on target to clear the outstanding 2015 Parish Share by the end of this year. The Diocese are happy with our progress. Hopefully there will also be around £6,000 left in the bank.

Christine Moss has bequeathed one third of her estate to the church with no restriction on where it be used. In 2009, a legacy was left by Joan Knowles to be used to a new red altar frontal, but this was never made. It was suggested this be done now in memory of both Joan and Christine.

**To do**

There were no questions on the finance spreadsheet, which is awaiting completion when the May bank statement arrives.

**8g Deanery Synod**

A disability sign-language course is being offered. Churches need to think about what they can do to be more accessible. We have facilities like the entrance ramp and large print books, and visitors do need to know about them.

**9 Any other business**

**9a** Dominic has been sponsored by the Diocese to do an M.A, starting in September, and lasting three years. During term-time he will be taking Tuesday as a study day, Alice will be available and this will not affect our ministry.

He has also been appointed to the New Wine International group, and may, on occasions represent New Wine, helping to train emerging young churches.

**9b** A PCC away day to be held in Alton will be arranged for September. Please bring your diary to the next meeting.

**9c** As requested, the Friends of St Matthew’s Church have provided a copy of their accounts.

**10 Confirm dates and times of next PCC meetings:**

- Tuesday 19th July 2016                      PCC meeting 7.30pm
- Tuesday 20th September 2016            PCC meeting 7.30pm
- Tuesday 18th October 2016                Combined PCC meeting (TBC)
- Tuesday 15th November 2016            PCC meeting 7.30pm

**11 MEETING CLOSURE**

The meeting closed at 10.02pm with the grace.

Minutes confirmed as being a true and accurate record.

Signed: .....Date: .....