

Parish of Lymington, St Thomas with All Saints, Woodside
Minutes of the PCC Meeting held on 12 July 2018 in St Thomas Church

1. **Open Meeting** to hear from Jonathan Edwards about the work of Parish Nurses Ministries UK. Twenty members of the PCC and congregation attended this informative talk.
2. **Welcome and Opening Prayers** - The Vicar welcomed everyone and opened the meeting with prayer remembering especially and commending to God's care Joy Poustie, following the death of her grandson Luke, and all those at Lymington Infant School (LIS) following the death of Elspeth. The Vicar praised Julia Addison, Headteacher at LIS, for her compassionate management of the circumstances at the school.
3. **Present** - Revd Canon Peter Salisbury (Vicar), David Bridges (Churchwarden), Caroline Johnson (Churchwarden), Bronwen Bridges, Bill Gulland, Mary Hill, Daphne Johnston, Michael Lewis, Andy Payne, Sylvia Pepin, Michael Standage, Celia Swan, Malcolm Ward, Jane Cook (Sec). **Apologies** - Sarah Bunce, Hannah Milbourn.
4. **AOB** - None
5. **Minutes** - of the meeting on 10 May 2018 were approved by the PCC and signed by the Vicar.
6. **Matters Arising**
 - 6.1 *Disposal of unused items* - Jane Cook advised that there had been a number of expressions of interest in items such as the organ but it was not possible to progress these further until Listed Building Consent had been given.
 - 6.2 *Welcome Pack* - Andy Payne reviewed the possible options for a printed Welcome Pack. He advised that there was no easy answer but that he felt any paper based pack should mirror the new website and contain basic information only. It was agreed to investigate the possibility of an interactive screen in the Narthex linked to the new website before any further decision was taken. Such a link had the advantage of not requiring to be updated separately.
 - 6.3 *Families/youth/children's worker study* - The Vicar advised that he had received a further report from Sarah Clarke on the findings of her study and he continued to be impressed by her work.
 - 6.4 *pMAP planning group* - The Vicar advised that Rosie Ward was continuing to progress this.
 - 6.5 *Parish Web Site* - The Vicar reported that the colour palate had been agreed and headings and information from the old site were being transferred over. Paul Wood would shortly be advising the Parish Administrator, Gill Maunder, on how to manage and update the site.
 - 6.6 *General Data Protection Regulations (GDPR)* - The Vicar advised that a meeting had been held with those involved with the collection and holding of data, and that any action required had been agreed and taken to ensure compliance.
7. **Chairman**
 - 7.1 *PCC Casual vacancy* - The Vicar proposed that Will Clarke be appointed as a member of the PCC to fill the casual vacancy to April 2020. Bronwen Bridges seconded this with all in favour.
 - 7.2 *Foundation Governor LIS* - The Vicar advised that Jane Stroud, who was currently the Local Authority Governor, was available to become a Foundation Governor due to a new Local Authority Governor being appointed. He therefore proposed that Jane Stroud be nominated as a Foundation Governor. This was agreed with all in favour.
 - 7.3 *Break-in and attempted theft on 1 July* - The Vicar reported that the damage caused by the break-in had now been repaired and a new donations box attached to the back wall of the church. (The culprits received a two year prison sentence for this and other offences.)

7.4 *Kay Pead, placement student* - The Vicar advised that Kay Pead, who was currently the Youth Worker at Brockenhurst, had been selected for ordination training and would be completing the Holy Trinity Brompton St Mellitus course. She would be joining us in September as a placement student three days a week as part of her training.

8. Finance

Bill Gulland (BG) advised that the Finance Committee had taken on board the request to improve reporting to the PCC and Paul Fox was drawing up a reporting diary which he would submit to the PCC in due course.

Copies of the Budget for 2018 were sent to PCC members on 13 May. Following discussion David Bridges proposed that the meeting approve the budget for 2018. Malcolm Ward seconded this with all in favour.

BG reported that the Finance Committee met on Monday 9 July and advised that:-

- *Management Accounts - Income and Expenditure for First Quarter* - There was a surplus for the period of £42.5k compared with a budgeted surplus of £44k.
- *Legacies* - We had received legacies totalling £123.5k during the financial year to date.
- *Other Significant Income* – Lymington and Pennington Town Council had made a contribution of £12k towards the refurbishment of the churchyard walls. The grant of £4,500 from the National Churches Trust towards the cost of repairs to the cupola had been received.
- *Significant Expenditure* - £2,400 to New Forest Ceilings for renewal of the ceiling in the choir vestry. Future expenditure would be £19k for pollarding the lime trees in the churchyard and up to £40k for the renewal of the ceilings in St Thomas Hall, the Bethune Room and for the new patio doors.
- *All Saints Endowments* - The Charity Commission had approved our request to spend the permanent endowments of the Robert Hole Endowment (£20,104.48 on 30 Sep 2017) and the Spike & Haldane Trust (£25,607.03 on 30 Sep 2017).
- *Balances* - The cash balance at 1 July was ~£407k, compared with ~£294k at 1 January. This did not include the £31k in the St Thomas Hall account.
- *Grants from Fulford & Burrard Trust* – The Vicar and churchwardens are trustees of the Fulford and Burrard Trust, which supports the Infant School in particular, and youth more generally (subject to specific criteria). The Finance Committee proposed that the PCC considered recommending to the trustees that the Fulford & Burrard funds may be applied across any state school in Lymington Parish i.e. request for grants could be made by the Junior School. This proposal, which complies with the Trust's charitable object, was noted by the meeting.

9. Buildings and Land

9.1 *Churchyard Closure and Maintenance Plan* - Caroline Johnson advised that the section of the churchyard maintained by volunteers was looking very good and arrangement had been made for the remaining lime trees to be pollarded by John Shutler Tree Services. The cost of pollarding the 24 trees would be £19,800.

Thanks were expressed to Rosie Wards and the volunteers who have been working on the churchyard. The inspectors from Lymington and Pennington in Bloom Competition (churchyards) were impressed with the improvements made.

Jane Cook advised that a written reply from Lymington and Pennington Town Council regarding the closure of the remaining section of the churchyard was still awaited. A reply had been received from New Forest District Council (NFDC) and Part B (ii) of the Ministry of Justice form returned.

9.2 *All Saints (AS) - request for permission to use AS for a day nursery and pre-school.*

Bill Gulland drew the meetings attention to Jonathan Cook's report:-

Listed Building Consent

- On 23 March, the Project Manager Carl McCrudden submitted a pre-application for Listed Building Consent setting out the proposed works for All Saints. A response was received from the NFDC on 4 July. The Steering Group met with Carl on 10 July to discuss the comments made by the Conservation Officer and the Senior Planning Officer. The Conservation Officer's primary concern was to retain a sense of space inside the building. She was therefore anxious about the impact that the proposed pod containing offices and toilets might have both internally and externally as the top of the pod, in the north aisle, might be visible through the windows. She also listed a number of other concerns notably that she was keen to preserve all significant original fittings such as the parquet floor and organ. The Senior Planning Officer struck a positive note, stating that she was of the opinion that the proposed use could work in the building but more information would be required. She has helpfully suggested that it might be appropriate to discuss the proposals on site.
- The Steering Group discussed in detail the NFDC response and it was agreed that the Project Manager would try to arrange a meeting with the conservation and planning officers to discuss the way ahead. All agreed that, despite the delay, it had been sensible to submit a pre-application as it had brought into focus the areas where more clarification and possible amendment and compromise might be necessary.

Bat Survey

- On 20 June, following three visits to All Saints church, ABR Ecology Ltd submitted their Phase 1 and 2 Bat Survey Report. The surveys revealed a maximum of seven common, one soprano and two Nathusius pipistrelle bats emerging from the building. The building did not support a maternity roost. As no bat access points would be lost during the building works, and no destruction or modification of the roost would occur, the report concluded that the disturbance to the bats within the building could be mitigated for. An EPS licence from Natural England was not considered necessary. The report sets out a number of measures to mitigate against any disturbance caused by the building works.

Hire Agreement

- The annual Hire Agreement between the PCC and Tops would expire at the end of July and it was proposed that this be renewed for a further year.

Garden Maintenance

- An email had been received from one of the All Saints neighbours concerning the poor state of the gardens. This was discussed during the Steering group meeting and appropriate action would be taken.

9.3 *St Thomas Hall* - Bill Gulland reported that Phase one of the work, replacing the ceiling in the choir vestry, had been completed successfully. The work to replace the ceilings in the hall and Bethune room and to replace the patio doors would go ahead in August as planned. Further quotes regarding the access into the courtyard were being sought. There had been a good response to the request for suggestions regarding reordering the courtyard garden and these would be taken into consideration in the landscaping plans.

10. **Health and Safety (H&S) and Safeguarding**

10.1 Anthea MacAlister advised that on 9 July, she and Sarah Salisbury had attended a safeguarding meeting at Old Alresford Places for C2 and C3 levels lead by Jackie Rowland, the Diocesan Safeguarding Manager. It highlighted that some of our safeguarding measures would need to be updated. Also risk assessments needed to be undertaken for specific activities for certain groups and reviews of job descriptions for such groups. It was proposed that these items should be discussed at the next PCC meeting.

11. **Other Reports** - None

12. Main Business

12.1 *Parish Nursing Scheme* - The Vicar advised that following the presentation by Jonathan Edwards regarding Parish Nursing Ministries (PNM) and the role of a Parish Nurse the meeting needed to consider whether they wished to progress with the PNM initiative. Bronwen Bridges (BB) took questions about the scheme and her possible role if appointed as a Parish Nurse. Bronwen and David Bridges left the meeting and there followed a wide ranging discussion concerning the need for, and viability of the PNM in Lymington and possible remuneration. The Vicar agreed to talk further with BB about her proposal.

13. **Correspondence** - None

14. Diary Dates

- Winchester Cathedral Flower Festival - Coach Trip, Wednesday, 5 September
- Hampshire and Island Historic Churches - Trust, Ride and Stride, Saturday, 8 September

15. **AOB** - None

16. **Date of the next meeting** - Thursday, 13 September, 7.30pm at St Thomas Church

17. **Closing Prayer** - The Vicar

Signed by David Bridges (Churchwarden)
13 September 2018