

Parish of Lymington, St Thomas with All Saints, Woodside
Minutes of the PCC Meeting held on 13 September 2018 in St Thomas Church

1. **Welcome and Opening Prayers** – David Bridges (Churchwarden) welcomed everyone and opened the meeting with prayer.

2. **Present** - David Bridges (Churchwarden), Caroline Johnson (Churchwarden), Bronwen Bridges, Will Clarke, Bill Gulland, Daphne Johnston, Hannah Milbourn, Andy Payne, Michael Standage, Celia Swan, Malcolm Ward, Jane Cook (Sec).

Apologies - Revd Canon Peter Salisbury (Vicar), Sarah Bunce, Mary Hill, Michael Lewis, Sylvia Pepin.

Observers - Jonathan Cook, Kay Pead, Revd Rosie Ward.

3. **AOB** – David Bridges asked that the PCC consider making a donation to the Practical Tools Initiative as detailed in Bronwen Bridges’ letter of 6 September. This matter was passed on to the agenda.

4. **Minutes** - of the meeting on 12 July 2018 were approved by the PCC and signed by David Bridges with minor amendments.

5. **Matters Arising**

5.1 *Disposal of unused items* - Jonathan Cook advised that an inventory of these items had been drawn up and that there had been a number of expressions of interest in items including the organ. Disposal of the items was on hold until the Scheme was enacted.

5.2 *Parish Nursing Ministries UK (PNMUK)* - David Bridges advised that an application to PNMUK had been made to arrange a Phase 2 Planning Meeting with one of their facilitators. The meeting would look at how this ministry might work in the parish. It was anticipated that a report would be made to the PCC at November’s meeting.

6. **Chairman**

6.1 David Bridges welcomed Kay Pead, from Brockenhurst, who was joining us as a placement student on the Holy Trinity Brompton St Mellitus course.

7. **Finance**

7.1 David Bridges (DB) reported that there had been some problems with communication and reporting structures between the PCC and the Finance Committee. Progress had been made in resolving these issues and DB proposed that the Finance Committee be asked to draw up Terms of Reference for the Committee to include the allocation of responsibilities. Daphne Johnston seconded this with all in favour. DB agreed to brief Paul Fox regarding this. Celia Swan expressed the meeting’s thanks to those who had been involved in resolving these issues.

7.1.2 Bill Gulland (BG) advised that the Treasurer, Paul Fox, had drawn up a reporting diary, a copy of which had been sent to PCC members.

BG reported that the Finance Committee met on Friday 17 August and advised that:-

- *Management Accounts - Income and Expenditure for First Half Year* - There was a surplus for the period of £109.5k compared with a budgeted surplus of £45k. This difference was the result of a legacy of £78.5k. Without the two legacies received, totalling £123.5k, there would have been a deficit of £14k. Expenditure was over budget by £33k principally because major items of expenditure (All Saints stonework - £18k, and St Thomas Hall refurbishment - £10.5k) were not included in the budget. (The Finance Committee intends to improve capture of anticipated items of major expenditure in the budget for next year.)
- *Significant Expenditure* - Expected expenditure included £19k for the pollarding of the remaining lime trees in the churchyard. The invoice for the new patio door - £11.5k inc VAT had now been received as had the invoice for the second phase of the ceiling and electrical installation in the hall and Bethune room - £18k inc VAT. These amounts were omitted from the budget for 2018.

Major expenditure in 2019 would include:

1. Renovation of the courtyard, budget to be developed.
 2. The drainage around the church if we can get an agreed design and planning approval. Budget to be developed.
 3. Heating of All Saints Church. Indicative budget was £60k.
 4. Modifications to All Saints Church (Managing Trustees Works). Budget to be developed.
 5. Repairs to the vestry roof at St Thomas Church. Awaiting quote.
- *Balances* - The cash balance at 1 September was approximately £404k, compared with approximately £407k at 1 July and approximately £294k at 1 January, this excluded circa £31k in the St Thomas Hall account.

7.1.3 DB explained that the list of those able to co-sign HSBC cheques needed revision and authorisation from the PCC was required to amend the list. Authorisation was also required to allow any two of the people listed below to sign cheques; currently those listed had different degrees of authorisation, categories a, b or c. The meeting was therefore asked to approve the change of signatories and the elimination of the categories. The new list consisted of:- Peter Salisbury, Caroline Johnson, David Bridges, Judith Martin, Geoffrey Townley and Paul Fox. This amendment was proposed by Celia Swan, seconded by Malcolm Ward, and approved with all in favour.

7.2 *Generous Giving Sunday* - Andy Payne advised that Sunday 14 October was Generous Giving Sunday. In light of a fall in the amounts received from regular giving it was planned to write to all regular givers asking them to review their giving. Thank you letters would be sent to regular givers around Easter time as in the past.

8. Buildings and Land

8.1 *Churchyard Closure and Maintenance Plan* - Caroline Johnson (CJ) advised that John Shutler Tree Services would pollard the remaining lime trees within the next month.

A written reply from Lymington and Pennington Town Council (LTPC) regarding the closure of the remaining section of the churchyard had now been received. However, the Town Clerk in her letter expressed concern about the state of some of the graves and monuments and advised that she would wish to see a further survey carried out by a qualified surveyor or engineer before agreeing to take over maintenance of the remaining section of the churchyard. CJ advised that she was currently looking into arranging a survey.

The gardeners, who had been employed to keep the flowerbeds on the south side of the church and in the area of the west door, had increased their rates from £15 to £18 per hour. CJ asked the meeting to approve the payment of this increase; this was agreed with all in favour.

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

David Bridges invited Jonathan Cook (JC) to lead on this item. JC drew attention to the papers distributed prior to the meeting and reminded everyone that when the Church Commissioners approved the Scheme for AS in May 2017, they required two things to happen before they would allow the Scheme to come into operation. They wished to approve the Lease and required Listed Building consent to be given authorising the necessary changes to the building.

8.2.1 *Leases* - JC explained that there would eventually be three leases. The first would be a top-level 'superior lease' through which the Winchester Diocesan Board of Finance, as the Custodian Trustee, would lease AS to 'the Managing Trustees' namely the PCC; this lease had yet to be drafted. The second would be an 'underlease', which would enable the Managing Trustees, namely the PCC, to lease All Saints Church to 'the Tenant' namely Tops. The third would be a lease through which the PCC leased the Hall to Tops. Drafts of the leases for the Church and the Hall had been circulated prior to the meeting. They were based on the Heads of Terms agreed by the All Saints Steering Group. The PCC's solicitor, Martin Short of Batt Broadbent in Salisbury, who is also the Diocese's legal adviser, was now seeking the PCC's approval to share these two draft leases with Tops. JC explained that BG and he had looked

carefully at these two documents and, whilst there were still some issues to be resolved, for instance, more clarity was needed about the rent for the Hall, they were happy to commend these two leases to the PCC. Following discussion, and noting that some minor amendments to them were still required, BG proposed that the PCC approved these draft leases and so enable them to be shared with Tops. This was seconded by David Bridges and passed with one abstention.

8.2.2 Listed Building consent - JC explained that the whole of this year has been taken up with working towards applying for this consent. At the start of the year, discussions had been held with the New Forest District Council (NFDC) conservation and planning officers prior to, in early March, submitting a planning pre-application. NFDC responded in July and, as the Conservation Officer had raised some concerns about the proposed works, a site meeting with them was held in late July. The Conservation Officer noted the arguments for the three changes that the Steering group believed were fundamental to establishing a nursery and pre-school in the building. These were for a new door to be built into the south wall of the church to allow access into the area retained by the church, for a new underfloor central heating system to be installed and for new toilets to be built inside the church. The Conservation Officer undertook to reconsider her concerns and report back. Her response was received last week and her list of concerns had reduced. However, her objection to the removal of the parquet floor and the installation of toilets in the church remained. The Project Manager believed we had strong arguments as to why these changes to the fabric of the church were required. The next move was therefore to respond with these arguments in writing to the Senior Planning Officer, who has the power to overrule the Conservation Officer. The Project Manager intends to wait until he has received some feedback from the Senior Planning Officer prior to submitting the formal application for Listed Building Consent. Two weeks prior to the submission of this application, it was planned to hold two briefing evenings for our congregations and the All Saints neighbours. One was expected to be in St Thomas Hall and the other in All Saints church. The intention was for the Project Manager to brief everyone about the proposed building work and to answer any questions people may have.

8.2.3 All Saints Hall (ASH) Flooring - The PCC currently hires the hall out to Tops and so it remains responsible for any repair and maintenance issues. Tops have alerted BG and JC to the fact that the floors in the toilets and kitchen needed to be replaced. JC and BG had looked at the three quotations obtained and asked the PCC to approve a budget of £1,200 inclusive of VAT for replacing the floors of the two existing toilets and kitchen in ASH. This was proposed by BG, seconded by Celia Swan and passed with all in favour.

David Bridges proposed a vote of thanks to BG and JC for their sterling work regarding this project.

8.3 St Thomas Hall - Bill Gulland reported that in March the PCC approved a budget of £40k to replace the patio door and renovate the ceilings and lighting in STH, including the Pinkney Room (choir vestry) and Bethune Room. The work was completed during the August holiday period. A new patio door was installed by Rococo (Romsey Conservatory Company) at a final cost of £16,380 inc VAT and the ceiling and lighting were renewed by NFC Contracts at a final cost of £20,393 inc VAT; the total invoiced to date was £36,773. Invoices from Forest Mills for reinstating the long curtains at the patio door end of the hall and from Alan Farrar & Son for staining the frame of the patio door and touching up the paintwork had not yet been received, but the total should be well within the budget approved by the PCC.

8.3.1 St Thomas Hall Courtyard - Bill Gulland (BG) reported that the refurbishment team now wished to turn its attention to the courtyard and approval was sought to further their remit to include the development of the courtyard. The meeting was in favour of the refurbishment team (Ginny Ayling, David Bridges, Sarah Bunce, Bill Gulland, Derek Lee, Rosemary Marcuse, Josie Nieves, Michael Standage, Jeremy Vines) progressing with developing the courtyard. BG advised that some 30 cards had been received from members of the congregation in response to the consultation about how the courtyard space should be developed.

The team had approached Fairweathers of Beaulieu and Shallowmead Nurseries of Boldre for quotations to produce costed designs that meet our requirements and take into consideration the suggestions received. The team requested approval to proceed with the design stage (estimated cost around £1,000) which would lead to a budget for the implementation of the design. The cost of this was expected to be in the region of £10,000. This was agreed by the meeting.

9. Health and Safety (H&S) and Safeguarding

9.1 David Bridges drew the meeting's attention to the proposed Parish Safeguarding Policy Statement. This was considered and approved with all in favour.

10. Other Reports

10.1 *Traidcraft* – Maureen Harris submitted a report advising that a further £200 had been donated to the church's fund for the supporting of missions from the profits of the Traidcraft stall. The stall had contributed a total of £1,000 to date.

The team was encouraged by the buying-support of a good number of the congregation. The Traidcraft groceries were also used in abundance for church refreshments as well as for Monday Lunch Club. Denise's extensive retail experience combined with the Fair Trade enthusiasm of Angela Norman, the newest team member, was also proving valuable, especially with occasional Table Top Sales mornings in St Thomas Hall.

11. Main Business

11.1 *Parish Mission Action Plan (pMAP)* - Rosie Ward (RW) explained to the meeting the thinking behind the determining of a Mission Action Plan and the benefits of considering and setting the priorities for mission activities that the church felt called to undertake. The PCC had responsibility for thinking about mission as well as the ever present finance and buildings maintenance. The first phase was to review what had been achieved since the last pMap was drawn up in 2014. Next, the aim was for a first draft of the revised pMap to be drawn up by February and for the plan to be implemented by June 2019.

Bill Gulland led an encouraging review of the objectives identified in 2014/15.

It was agreed that a small pMap team should be formed to oversee the process and a discussion day for PCC members be held in February. It was proposed that in May a further day would be held for members of the congregation to engage with the plan. Rosie Ward agreed to head up this team with Bill Gulland and one or two others to be confirmed. RW advised that a Diocesan pMap launch event was being held on Tuesday, 9 October at Colbury Christ Church, Deerleap Lane, Ashurst 7-9pm and people were encouraged to attend.

The meeting thanked Rosie Ward for being prepared to lead on this.

12. Correspondence - None

13. Diary Dates -

- Harvest Lunch, Sunday 7 October, 12.30pm in St Thomas Church Hall
- Diocesan pMap launch, Tuesday 9 October, Colbury Christ Church, Ashurst 7-9pm
- Christmas Tree Festival, Friday 7 to Tuesday 11 December, in St Thomas Church

14. **AOB** - The meeting considered the request made by Bronwen Bridges for a donation of £500 towards the work of the charity Practical Tools Initiative. David and Bronwen Bridges would be visiting Sierra Leone in October to support the work of this charity. Daphne Johnston proposed that the PCC supported the work of Practical Tools Initiative with a donation of £500. This was seconded by Celia Swan and agreed with all in favour.

Celia Swan suggested that the Mission Committee be asked to consider making a regular donation.

15. **Date of the next meeting** - Thursday, 8 November, time and venue to be confirmed.

16. **Closing Prayer** – Rev Rosie Ward

Signed by the Vicar, 8 November 2018