

Parish of Lymington, St Thomas with All Saints, Woodside
Minutes of the PCC Meeting held on 8 November 2018 in Lymington Infant School

1. **Pre-meeting** - The Vicar showed members of the PCC around the school.
2. **Welcome and Opening Prayers** - The Vicar welcomed everyone and opened the meeting with prayer.
3. **Present** - Revd Canon Peter Salisbury (Vicar), David Bridges (Churchwarden), Caroline Johnson (Churchwarden), Bronwen Bridges, Sarah Bunce, Will Clarke, Bill Gulland, Mary Hill, Daphne Johnston, Michael Lewis, Hannah Milbourn, Andy Payne, Sylvia Pepin, Michael Standage, Celia Swan, Jane Cook (Sec).

Apologies - Malcolm Ward.

Observers - Sarah Clarke, Anthea MacAlister, Kay Pead.

4. **AOB** - None

5. **Minutes** - of the meeting on 13 September 2018 were approved by the PCC and signed by the Vicar.

6. **Matters Arising**

6.1 *Parish Nursing Ministries UK (PNMUK)* - The Vicar advised that details of the planned Phase 2 Planning Meeting were still to be finalised. The meeting would consider the form this ministry might take in the parish.

6.2 *Parish Mission Action Plan (pMAP)* - Bill Gulland reported that the planning group had met and that the following strategic priorities were identified:-

- Children and Young people - this would continue to be a priority.
- Telling the Christian story through our land and buildings.
- Helping people to discover their gifts and vocations and how these could be fulfilled.

The Vicar would use the sermon slot on 13 January 2019 to report on achievements since the 2014 pMAP and the proposed main objectives for the new pMAP. A Vision Day would be held in May to refine each of these priorities. The meeting appointed a committee to organise the Vision Day namely Revd Rosie Ward, Bill Gulland, Kay Pead, Sylvia Pepin.

6.3 *Web Site and TV screen in Narthex* - The Vicar advised that the new website was now live. Items to be entered on the website should be passed to the Parish Administrator, Gill Maunder. The meeting agreed that Paul Wood should be asked to continue maintenance of the website after the initial three month period. The PCC Secretary was asked to write to Paul Wood to thank him for his work on, and commitment to, this project.

The Vicar agreed to look into the possibility of a TV screen in the narthex.

7. **Chairman**

7.1 *PCC membership* - The Vicar proposed that Kay Pead be co-opted on to the PCC. Daphne Johnston seconded this with all in favour.

7.2 *Foundation Governor at Lymington Infant School* - The Vicar advised that Mary Hill had volunteered to be a Foundation Governor and proposed that the meeting approve her appointment. Celia Swan seconded this with all in favour.

7.3 *Janitor* - The Vicar advised that, Phil Tillyer, the site manager at Lymington Infant School had some spare hours and could perhaps be approached to undertake ad hoc janitorial duties at St Thomas Church. The churchwardens were asked to investigate the possibilities of such an arrangement.

8. **Finance**

Terms of References for the Finance Committee – David Bridges (DB) thanked Bill Gulland (BG) for his work on the Terms of Reference for the Finance Committee, which were distributed before the meeting and are shown at Appendix 1. The Vicar proposed that the meeting accept these Terms of Reference. DB seconded this with all in favour.

BG presented an overview of the finances of the Parish and a summary of the current Balance Sheet. The Parish had substantial assets but significant expenditure was anticipated, for example, resolving the poor drainage around St Thomas Church, which was causing damp problems, and the renewal work at All Saints Church.

BG submitted a report advising that the Finance Committee had met on Friday 2 November and that:-

- *Management Accounts - Income and Expenditure for nine months to 30 September* - There was a surplus for the period of £77k compared with a budgeted surplus of £46k, a difference of plus £31k. The principal sources of variance were:
 - Legacies totalling £123.5k compared with budget of £45k.
 - Income from All Saints Hall of £16k compared with budget of £10k.
 - Grant of £13k from Lymington and Pennington Town Council for work on St Thomas churchyard wall - not shown in the budget.
 - Expenditure of £18k on All Saints Church masonry, which was not in the budget.
 - Expenditure of £41k on St Thomas Hall refurbishment also not in the budget.
- *Balances* - The cash balance at 1 October was approximately £373k, compared with approximately £404k at 1 September and approximately £294k at 1 January, this excluded the £31k in the St Thomas Hall account.
- *Reserves Policy* - The Finance Committee recommended that the PCC approve a policy to hold free reserves as follows:-
 - It is the policy of the PCC to hold an *Operational Reserve* to cover routine expenditure for a period of three months.
 - In addition, the PCC has designated a *Buildings Special Projects Reserve* to meet unplanned expenditure on the fabric of our buildings, recognising that the PCC is responsible for maintaining three Grade II listed historic buildings: St Thomas Church, All Saints Church, and All Saints Hall.

For 2019 these reserves shall be set at:

- *Operational Reserve*: £60,000
- *Buildings Special Projects Reserve*: £200,000

It should be noted that at the present time unrestricted funds held by the PCC exceed the total of the sums specified for the *Operational Reserve* and the *Buildings Special Projects Reserve* because it anticipates a number of items of significant expenditure over the next few years.

Approval of this reserves policy was proposed by David Bridges and seconded by Michael Standage with all in favour.

8.1 *Mission Giving for 2019* - The PCC was asked to increase the donations made to the Leprosy Mission, Bible Society, Mission to Seafarers and Church Mission Society (CMS) in line with inflation. BG proposed that donations be increased by £100 to £2,200. Sylvia Pepin seconded this with all in favour.

8.2 *Staff Salaries* - BG advised that last year the PCC agreed to increase staff salary and honorariums by 3.9%. The Finance Committee had recommended an increase from January 2019 of 3.3% (RPI September 2018). This increase was proposed by BG and seconded by Sylvia Pepin with all in favour.

8.3 *Budget* - BG advised that details of the 2019 budget would not be available until January 2019.

9. **Buildings and Land**

9.1.1 *St Thomas Churchyard Closure* - The Vicar advised that the application to the Ministry of Justice to close the final part of the churchyard had been turned down. There was a little-known provision which ruled that extensions to churchyards opened between 1850 and 1910 by the Secretary of State could not be closed. The extension to the churchyard was opened during that period and a change in the law would be required before it could be closed.

9.1.2 *St Thomas Churchyard Management Plan* - A survey of the memorials in the whole of the churchyard was undertaken by Caroline Johnson and the Vicar on 20 October. All memorials were given a visual inspection and any leaning memorials a 'hand test'. No High Risk items requiring immediate attention were found. There were three table tombs assigned Medium Risk, to be rectified in the near future. Two of the low risk items with a significant angle of lean were assigned a watching brief as they were in high traffic areas.

9.2 *All Saints (AS)* - request for permission to use AS for a day nursery and pre-school - Bill Gulland (BG) advised that the consultation meetings held on the 6 and 7 November at ASC and St Thomas Hall were helpful and over 30 people had attended. It was expected that the application for Listed Building Consent would be submitted by the end of November and a decision was expected by the end of February.

BG drew the meeting to Jonathan Cook's report regarding the above, which is at Appendix 2.

9.3 *St Thomas Hall Courtyard* - BG reported that the refurbishment team had identified and approached three landscape design businesses: Fairweathers of Beaulieu, Shallowmead Nurseries of Boldre and Saltmarsh Garden Design of Lymington. Each had provided a quotation for making a design and had been asked to specify a reference project which the team could visit and discuss with the client. The principal assessment criterion would be the quality of the design and implementation of the reference projects.

9.4 *St Thomas Vestry Roof* - BG reported that the roof of the vestry had badly deteriorated and that a quotation of £9,255 from our roofing contractor, Gordon Stillwell, to repair it had been received. Schedule B approval was required to proceed. BG requested that the PCC approve a budget of £12,000 for repairs to the vestry roof at St Thomas Church. Michael Standage seconded this with all in favour.

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

10.1 *Safeguarding* - The Vicar drew the meeting's attention to the handout from the Diocese of Winchester regarding the role of the Incumbent and PCC with regard to safeguarding. Anthea MacAlister (AM) reminded the meeting that ultimately responsibility for safeguarding lay with the PCC. Incidents could occur and anything suspicions should be noted and passed to AM, the Vicar or the Diocesan Safeguarding Officer.

11. **Other Reports**

11.1 *Deanery Synod* - Sylvia Pepin submitted a report advising that the introductory speaker at the last meeting was Catherine Ogle the new Dean of Winchester who gave a brief summary of her life before coming to Winchester. This was followed by a presentation from three of the young people who had visited Rwanda. It was apparent that there had been developments in Rwanda due to our support, and also that the experience had been beneficial to the young people.

The church tent team at the New Forest Show were thanked for the blessing shared by all. A catering organiser was needed for the church tent for 2019 as Sue Abernethy was standing down.

11.2 *Friends of St Thomas (FOST)* - Daphne Johnston (DJ) presented a cheque for £7,500 to the PCC towards the cost of the new doors in St Thomas Hall. Funds had been raised from subscriptions and donations and from a concert given by Salisbury Chamber Chorus. DJ advised that they were now able to claim, and had received a cheque from HMRC, for Gift Aid on donations.

Plans were in place for the 2018 Christmas Tree Festival. There was enthusiastic interest from amateur music groups to perform during the day. Two formal concerts were planned, one on Saturday evening and the other late on Sunday afternoon. The Festival would open at 10.00am on Friday, December 7 with a short service, and with singing lead by the Robins Choir. The Vicar thanked DJ and asked the PCC Secretary to write to FOST thanking them for their donation.

Main Business

12. *Working with children and young people* - After committing our discussion to the Lord in prayer, the Vicar asked Sarah Clarke (SC) to report on the findings of the study she had been undertaking into the current position regarding work in Lymington with children and young people. SC advised that the key points were:-

- Toddlers and young children were the most provided-for group of young people by churches in Lymington.
- There was a gap in Lymington for activities for older young people to investigate Christianity.
- There was a call for more frequent provision for children on Sunday mornings at St Thomas's.
- The importance of helping families carry what they learn in church events into everyday life.
- It was important that work with young people and families did not become an 'island' but remained part of the main church.
- If the work was to expand, a paid worker was likely to be valuable.
- Volunteers were vital for the running of the work and it was vital to get volunteers on board and keep them.

The key decisions at this stage were:-

- To plan for Sunday morning provision - Frequency, timing, who would be involved, themes, safeguarding policy.
- Formation of a steering group for the work - Identify key people, frequency of meetings.
- Vision statement for the work - could be the task of the steering group at their first meeting.

Following questions and discussion, it was agreed that a steering committee should be appointed to prepare items for the pMap and help develop the work with families and young people. The following were appointed to form the steering committee, Sarah Clarke, Will Clarke, Kay Pead, and the Vicar. It was suggested that Penny Jolly be asked to join the committee. The Vicar proposed that the group should have an initial budget of £1,000. Bronwen Bridges seconded this with all in favour. The committee would report to the PCC.

The Vicar thanked Sarah Clarke and Kay Pead for their work in this area.

13. **Correspondence** - None

14. **Diary Dates**

- The Friends of St Thomas AGM, Wednesday, 21 November, 6pm at St Thomas Church
- Christmas Tree Festival, Friday 7 to Tuesday 11 December, in St Thomas Church
- Annual Parochial Church Meeting (APCM), Wednesday, 10 April 2019, 7.30pm at St Thomas Church

15. **AOB** - none

16. **Date of the next meeting** - Thursday, 10 January 2019 7.30pm at St Thomas Church.

17. **Closing Prayer** - The Vicar

Signed by the Vicar
10 January 2019

Appendix 1

Terms of Reference for the Finance Committee of Lymington PCC

1 Relationship to the PCC

The Finance Committee is a sub-committee of the PCC charged with managing the financial affairs of the parish on behalf of the PCC. The PCC is recognised as a charity, governed by Charity law and, by definition, the members of the PCC are trustees of that charity. Their duties as trustees include:

- **Ensuring compliance** with charity and church law
- **Duty of prudence** to ensure that the PCC remains solvent and that the financial resources of the PCC are used wisely and appropriately

The role of the Finance Committee is to assist the members of the PCC to discharge these responsibilities by monitoring financial affairs in detail and reporting to the PCC on a regular basis, providing sufficient detail to enable the members of the PCC to be aware of the overall financial situation, of any problems which require the PCC to take action, and of any decisions of a financial nature which the PCC needs to take.

2 Membership

The membership of the Finance Committee will normally be:

- The Incumbent (ex officio)
- The Churchwardens (ex officio)
- The Treasurer (ex officio) (appointed by the PCC)
- The Gift Aid Secretary (appointed by the Finance Committee)
- The Deputy Treasurer (appointed by the Finance Committee)
- Other members nominated by the PCC

The Finance Committee will make recommendations to the PCC on any matters which require decision, for example to make changes to the investments held by the PCC. The Parish Accountant attends the Finance Committee as an advisor, and to table the management accounts (income and expenditure) for the period immediately preceding the meeting.

3 Meetings

The Finance Committee meets six times a year in advance of scheduled PCC meetings so that it can provide current information and timely advice to the PCC. The quorum is two ex officio members plus one other member and minutes of the Finance Committee meetings are passed to its members and the PCC Secretary.

4 Responsibilities

On behalf of the PCC, the Finance Committee:

- Ensures that records of the financial affairs of the PCC are maintained in compliance with Charity law and the requirements of the Church of England. In particular, that Annual Accounts are produced in the format specified by the Charity Commission for approval by the PCC in time for the Annual Parochial Church Meeting (APCM).

- Monitors the investments of the PCC for performance and for consistency with the ethical principles of the parish, diocese and Church of England. The Committee through its officers may take independent financial advice and can propose to the PCC changes to investments.
- Produces a draft annual budget of expected income and expenditure for approval by the PCC.
- Monitors the income and expenditure of the PCC against budget and the cash balance at its two monthly meetings, and prepares a report for the following PCC meeting, with any necessary recommendations.
- Advises the PCC annually on the level of Reserves that needs to be held and drafts the Reserves Policy for the PCC to approve.
- Assesses risks to the assets of the PCC and seeks to ensure that measures are put in place to mitigate those risks. The Risk Register is presented annually to the PCC for approval.
- Makes recommendations regarding economical use of resources, e.g. insurance, utilities etc.
- Ensures that appropriate authority levels are specified and maintained for operation on all accounts (bank and investment) of the PCC, and that signatories are regularly updated.
- Ensures that the method of contact and operation of each account is documented.
- Assists the Incumbent and PCC in their promotion of generous giving to the congregations.
- Advises on the appointment of the Independent Examiner of the annual accounts.
- Contributes the financial report for inclusion in the Annual Report to the APCM.
- Ensures that insurance policies relevant to the facilities and activities of the PCC are purchased and kept current.
- Advises the All Saints Management Committee annually on the Insurance Rent for the leased property and every five years on the rent renewal calculations.
- Recommends salaries, honorariums and annual increments for all employees of the PCC.
- Reviews these Terms of Reference annually, and makes recommendations to the PCC for revision as necessary.
- Provides an up to date list of those serving on the committee to the PCC.

5 Timetable of Committee Activities

The Finance Committee works to an annual timetable / calendar.

Appendix 2

BRIEF FOR PCC MEETING 8 NOVEMBER 2018 - UPDATE ON ALL SAINTS

Coming into operation of the Scheme

1. The PCC are reminded that the Church Commissioners require three conditions to be met before the Scheme can be made.
 - a. "That Listed Building Consent has been obtained for such alterations as are necessary to enable the implementation of all or some of the proposed uses."
 - b. "That the intended recipients of the property are financially able to implement the proposed uses."
 - c. "That the terms of the leases have been approved by the Commissioners."
2. The Commissioners have confirmed that they are satisfied that condition b above has been met.

Listed Building Consent

3. At the meeting of the All Saints Working Group on 31 October, the Project Manager tabled the drawings showing the proposed changes to the All Saints buildings. There remain two areas where the proposed changes have not been supported by the Conservation Officer, namely the replacement of the parquet floor in the nave to allow the installation of underfloor heating and the building of children's toilets and washbasins in a pod positioned in the north aisle. The reasons why these are necessary have been explained separately to the Senior Planning Officer.
4. The Project Manager has completed the Design and Access statement, around which the application for Listed Building Consent will be based. The detail in this document will be explained to interested parties in All Saints Church at 7pm on Tuesday 6 November and St Thomas Hall on Wednesday 7 November. Following the Project Manager's briefing, the views of those attending will be sought and their questions answered. A verbal report on how these sessions went will be given to the PCC members at their meeting on 8 November.
5. The intention is that, following the briefing sessions, the Design and Access statement will be reviewed and amended as necessary and then submitted to the NFDC by the end of November. At this time, details of the application will put on a display board at the rear of St Thomas.

Leases

6. The Diocesan Legal Adviser has now circulated the draft Head Lease relating to All Saints Church, so we, and Tops, have now received all three of the leases that were expected. There remains some negotiation and tidying up work to be done on them following which they will be presented to the PCC for approval.

JRBC

4 November 2018