

Parish of Lymington, St Thomas with All Saints, Woodside
Minutes of the PCC Meeting held on 10 January 2019 at St Thomas Church Hall

1. **Welcome and Opening Prayers** - The Vicar welcomed everyone and opened the meeting with prayer remembering especially Derek Mills and his family following the loss of Sonia.

2. **Present** - Revd Canon Peter Salisbury (Vicar), David Bridges (Churchwarden), Bronwen Bridges, Sarah Bunce, Will Clarke, Bill Gulland, Mary Hill, Daphne Johnston, Michael Lewis, Hannah Milbourn, Andy Payne, Kay Pead, Sylvia Pepin, Michael Standage, Malcolm Ward, Jane Cook (Sec).

Apologies - Caroline Johnson (Churchwarden), Celia Swan.

Observers - Jonathan Cook, Revd Rosie Ward.

3. **AOB** - None

4. **Minutes** - of the meeting on 8 November 2018 were approved by the PCC and signed by the Vicar.

5. **Matters Arising**

5.1 *Parish Nursing Ministries UK (PNMUK)* - The Vicar advised that a date for the proposed Phase 2 Planning Meeting was still to be finalised but that this was in hand.

5.2 *Web Site and TV screen in Narthex* - The Vicar advised that a 23-inch touch screen monitor and mini PC to drive it would be the best solution. This would cost in the region of £350.

Following discussions, the meeting approved this solution and expenditure. Daphne Johnston advised that she would ask the Friends of St Thomas to fund this project.

5.3 *Pastoral Care Group* - The Vicar reported that there was a consensus that the pastoral care offered in the parish could be improved. It was hoped to build up a group to take ownership of this issue and volunteers would be welcomed.

6. **Chairman**

6.1 *Annual Parochial Church Meeting (APCM) Matters*

6.1.1 *PCC membership* - Jane Cook (JC) drew everyone's attention to the briefing note circulated before the meeting. In summary, we would be looking to elect three new PCC members at the APCM in April. There was also a casual vacancy, for a term of one year, for a Deanery Synod Representative. PCC members were asked to try to identify suitable candidates.

6.1.2 *PCC Secretary* - Mary Hill advised that she might be willing to undertake this role. It was agreed that she would meet up with JC to discuss what was involved.

6.1.3 *Community Action, and Fellowship and Mutual Support Co-ordinators*. Volunteers were needed to fill these roles and the meeting was asked to consider who might be asked to do this.

6.2 The Vicar reported that Glenys Fox was coming to the end of her term as a foundation Governor at Lymington Infant School. It was very much hoped that she would continue in the role and the meeting was asked to approve her nomination for a further term if this should be the case. The meeting unanimously approved this nomination.

6.3 The Vicar advised that the Faith Course was now underway with eight participants. He thanked Kay Pead and Rosie Ward for their help with running this course.

7. **Finance**

7.1. *Budget* - The meeting considered the 2019 Budget. Bill Gulland explained that the figures for the Anticipated Significant Expenditure included expenditure that might not be incurred in 2019 i.e. refurbishing the Narthex and work on the drainage around St Thomas Church. It was agreed that the figures provided a helpful basis for monitoring the finances of the Parish. The Vicar proposed the meeting approve the budget for 2019; this was seconded by David Bridges with all in favour. It was agreed that a letter should be sent to Paul Fox thanking him for all the work that had gone in to producing these figures. PCC Sec to action.

The budget included the amount of the Parish Share for the year, £126,600. The PCC approved paying this in equal monthly instalments.

BG reported that the Finance Committee had met on Tuesday, 8 January and that:-

- *Management Accounts* - The income and expenditure report for the twelve months to 31 December 2018 should be available to the PCC for its meeting in March. A further legacy of £42.5k had been received. Significant outgoings included, donations totalling £8,800 to our nominated charities, and invoices totalling £8,700 relating to the drafting of the leases for All Saints.
- *Balances* - The cash balance at 1 January 2019 was approximately £420k, compared with approximately £373k at 1 October and approximately £294k at 1 January 2018; these balances excluded the £31k in the St Thomas Hall account.

7.2 *Insurance* - Andy Payne (AP) raised concerns that the church's public liability insurance might not cover events organised by those that were not part of the church community. For example, the Friends of St Thomas were a separate entity/charity, and might therefore need their own insurance. AP undertook to investigate further with Ecclesiastical Insurance the exact scope of the policy held and to check the wording on documents for the hiring of St Thomas Hall.

8. **Buildings and Land**

8.1 *Quinquennial Inspection for St Thomas Church (STC) - architect's report* - David Bridges (DB) reported that the church's architect, James Lunn-Rockcliffe, in submitting his quinquennial report for STC had advised that he was happy with the overall maintenance of the buildings. His report highlighted areas that were in need of attention immediately, within the next eighteen months, over the next five years and items that needed monitoring. Bill Gulland, on behalf of the Buildings Team, and DB on behalf of the churchwardens undertook to implement the repairs necessary and consider the recommendations of the report.

8.2 *St Thomas Churchyard Closure and Management Plan* - The Vicar reported that there had been a delay in pollarding the remaining trees in the northern section of the churchyard as permission to undertake the work had still to be granted by the New Forest District Council. The trees are in the part of the churchyard that the Ministry of Justice has advised it is not possible to close.

8.3 *All Saints (AS) - request for permission to use AS for a day nursery and pre-school* - The Vicar welcomed Jonathan Cook who updated the meeting with the progress made regarding the application for Listed Building consent and the Leases for the All Saints site. His full report is at Appendix A.

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

9.1 *Safeguarding* - In reply to a query from Bronwen Bridges the Vicar advised that the Diocese regularly ran Safeguarding courses and those interested in attending training should initially contact our safeguarding officer, Anthea MacAlister.

10. **Other Reports**

10.1 *Fairtrade Report* - Maureen Harris submitted a report advising that the stall had been very well supported during November and December. Following last autumn's report of the challenges facing Traidcraft a radical plan evolved to enable them to continue trading but with a reformed model. For the foreseeable future, the team had decided to donate the profits made by the stall to Traidcraft Exchange to help support the producer communities affected by the changes. Fairtrade Fortnight would be marked this year with an event in St Thomas Church on Saturday, 2 March.

10.2 *Friends of St Thomas (FOST)* - Daphne Johnston (DJ) thanked everyone for their support during the recent FOST events. There had been many positive comments regarding the Christmas Tree Festival and it had provided an effective means of reaching out to the community. DJ particularly wished to thank the congregations for embracing the disruption these events inevitably involved.

Main Business

11. *Parish Mission Action Plan (pMAP)* - The Vicar welcomed Rosie Ward and advised on the progress made with developing the pMAP. Following discussion of the three proposed objectives for the pMAP namely:-

1. Missing generations (in particular families and under 35's)
2. Telling the Christian story through our land and buildings
3. Help people to discover their gifts and vocations

it was agreed to adopt the three objectives but to amend item 1. to read, "Reaching younger people".

It was decided to hold a Vision Day, on Saturday, 4 May in St Thomas Hall (or St Thomas church if the Hall was not available) to refine these objectives, to find people to help develop them and to keep the PCC informed. It was envisaged that the format for the day would involve a picnic lunch, followed by opening worship and a 30-minute introduction to the three objectives. Those attending would then divide into three discussion groups according to their particular interest. There would also be a tea break, a plenary session with the sharing of progress and final prayers. The group facilitators would be Kay Pead (families), Rosie Ward (land and buildings), and the Vicar (vocations). Sarah Bunce, Bill Gulland, Sylvia Pepin and Malcolm Ward agreed to form a team to organise the practicalities of the event.

12. **Correspondence** - The Vicar advised that he had delivered the card from the parish to Bishop Jonathan; the bishop expressed his thanks to all.

13. Diary Dates

- Fairtrade Fortnight Event, Saturday, 2 March, in St Thomas Church
- Annual Parochial Church Meeting (APCM), Wednesday, 10 April 2019, 7.30pm at St Thomas Church
- Flower Festival, Thursday, 13 June to Sunday, 16 June in St Thomas Church

14. **AOB** - none

15. **Date of the next meeting** - Thursday, 14 March 2019, 7.30pm at St Thomas Church

16. **Closing Prayer** - The Vicar

Signed by the Vicar

14 March 2019

REPORT ON ALL SAINTS FOR PCC MEETING 10 JANUARY 2019

1. The All Saints Steering group met on Tuesday 8 January 2018. There were just two items on the agenda

- a. Listed Building Consent
- b. The leases

Listed Building Consent

2. The Project Manager submitted the application for Listed Building consent to the NFDC on 15 December and receipt was acknowledged by the NFDC on 18 December. However, on 20 December, the NFDC asked for further information which, as the Project Manager was on holiday, could not be submitted until this week. Once this extra information has been checked and the application validated a formal planning application reference number will be published. At this stage, we intend to put details of the application up on a board at the back of St Thomas and publish in the Weekly News Sheet and send to interested parties details of the link to the NFDC website where the details will be held. There is an eight week process to be followed during which there is a four week public consultation and our Project Manager has explained that letters in support of what is being proposed are always helpful. At the end of the eight weeks, the NFDC should inform us of their decision.

Leases

3. The Diocesan Legal Adviser, Martin Short of battbroadbent in Salisbury, has now circulated draft copies to us and Tops of the three leases that are required: the Head Lease, the Church hall lease and the underlease for part of All Saints church. We are waiting until Tops have confirmed to us that they are content with these leases and that they are not seeking any amendments. They have undertaken to do this by the middle of January. Once this has happened, we will be bringing the three leases to the PCC for approval before they are signed. However, they may not be signed until Listed Building consent has been obtained.

4. As the leases have been prepared and submitted, the Diocesan Legal Adviser has submitted invoices in connection with the work he has undertaken on our behalf. His fees amount to £4,754.40 including VAT. There will be additional legal fees if Tops require any significant amendments to the leases.

5. In due course, there will be further legal fees in connection with the application to the Land Registry to register the land on which the church hall is situated and to amend the register of title in relation to the freehold of the church itself.

6. Paul Russell of Carter Jonas, who has taken the lead on the property valuation and negotiating the Heads of Terms with Tops, has now submitted his invoice for the work he has undertaken on our behalf. His fees amount to £3,969.00 including VAT. In due course, we will receive a further invoice in connection with the formal written Valuation Report. This is on hold until Tops have confirmed that are content with the draft leases.

Next Meeting

7. The next meeting of the Steering Group is scheduled for Monday 4 March at 15.00hrs in All Saints Church. For information, The Vicar and Bill Gulland had their first meeting with Cheryl Hadland of Tops Day Nurseries on 3 March 2015!

JRBC

8 January 2019