



LYMINGTON PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on Thursday September 22nd 2022

in St Thomas' Church

at 7:30 pm

Bronwen Bridges (BB), Pat Cashin (PC), Andrew Clapper (AC), Brian Cox (BC), David Hanks (DH), Maureen Harris (MH), Daphne Johnston (DJ), Andrew Payne (AP), Sylvia Pepin (SP), MoPenrose (ChurchWarden)(MP), Clive Rigden (CR), Christopher Stroud (ChurchWarden)(CMS), Michael Standage (MS), Celia Swan (CS), Jeremy Vines (JV), Peta Walmisley (PW), Mary Hill (Sec) (MCH). Jonathan Cook (Observer).

1	Welcome and prayer: CMS opened the meeting with prayer.
2	Apologies for absence: Marion Lewis, David Wansey.
3	Proposals for AOB which were approved unanimously. <ul style="list-style-type: none"> • Churches Together (MP) • Energy concerns (JV) • Charity donation to MAF (DH) • Coffee in church (BB) • Bosses in narthex stairway (MP) • Restoring prayers for healing.
4	The Minutes of the July 2022 meeting were approved after minor technical corrections were made.
5	There were no matters arising.
6	<p>Finance Report</p> <p>AP presented his Finance Report that had previously been circulated. The main points were:</p> <ol style="list-style-type: none"> 1. Investment income had decreased during the year but had recovered recently. 2. The income surplus for the period was below budget and reflected the £5,000 donation to the Ukraine fund and money paid to complete the East End repairs. 3. AP requested that we minute how grateful the church is for donations that are made throughout the year. He reported that £1,000 had been donated to help provide streaming kit for the live streaming of services, £600 towards refreshments for Peter and Sarah's leaving event, £500 from Vistas café to Oakhaven and that Friends of St Thomas had donated £20,000 to go towards the work on the East End of the church. 4. AP confirmed that £60 had been paid for AC's application for the BCM course on Children and Families and MP encouraged others to apply for courses in the future. 5. The Finance Committee proposed that we should pay a Cost-of-Living Payment of 10% to the Verger, Organist and Parish Administrator. This was proposed by CS, seconded by DT and all agreed. 6. The VAT grant (LPOW) for the work on the church buildings was being processed and should probably be about £14,000. 7. The Finance Committee proposed that the purchase of routine supplies (stationery, cleaning materials etc.) should be added to the list of approved payments to increase efficiency subject to a limit of £250. This was proposed by MS seconded by PW and all agreed. 8. AP suggested that the PCC write to the Parish Accountant, John Nivison, thanking him for his work as financial advisor and expressing delight that he is willing to continue in this capacity. MCH agreed to write to him on behalf of the PCC.

	<p>9. Terms of new gas and electricity contracts have been agreed but not signed. AP is waiting for further details from Parish Buying, our energy broker.</p> <p>10. The Finance Committee and the Fabric Committee are investigating ways in which the church could take steps to monitor and control the heating in the church. They are also looking at the possibility of changing the hire charges for the church buildings.</p> <p>11. The Finance Committee recommended the PCC to approve the changes in their TOR. This includes a new position of Stewardship Secretary to take over routine work of Gift Aid donations, wills, legacies etc. They are looking for someone to take over this role. This change was proposed by CMS, seconded by DJ and all agreed.</p> <p>12. The Monday Lunch Club. JC raised a concern about the Monday Lunch Club which does a tremendous amount of good for the community but needs someone to take overall responsibility for the running of the event. CMS said that he hoped that someone from the PCC would come forward and volunteer for the role, there being H&S and Safeguarding implications. Looking into the insurance implications was a priority and the Finance Committee had recommended that the PCC should investigate the chef's lapsed PI and that it would be appropriate to offer to pay for appropriate insurance. After discussion this was approved.</p>	
7	<p>Building and Land Report. MS reported that the work on the East End of the church had been completed. The next major project concerned the roof of the tower and he hoped that the planning would be completed by the end of the year and that work could start in at the spring. Plans are being made to carry out repairs at the West End of the church and in the Narthex.</p>	
8	<p>Health and Safety CR, being the newly delegated H and S Officer, was collecting data and information and will report at the next meeting. MP and CMS had completed risk assessments for events held in the church.</p>	
9	<p>Safeguarding Jonathan Cook (JC) presented his report which had been circulated to all members. He explained that the Church of England in 2021 had published detailed responses to the recommendations of the Independent Inquiry into Child Sexual Abuse (IICSA) and as a result, the Diocese of Winchester has published an on-line Checklist for Parish Safeguarding Officers (PSO). Using this, JC has completed an in-house audit of the Parish's Safeguarding arrangements and it appears that safeguarding practices at St Thomas have not kept up with the pace of change of the new structures and practices. JC then went through the checklist and indicated what the church needs to do to comply with the new standards. One of the main requirements is the safeguarding training that all members of the PCC, church officers and volunteers now need to do. The training can be completed online and JC asked everyone to complete their training by December 1st, 2022. JC asked the PCC to consider the following recommendations:</p> <p>Recommendation 1. The PCC approve the Churchwardens' recommendation to appoint Jonathan Cook as the PSO, Mrs Barbara Payne as the Parish DBS Administrator and approve their Role Descriptions</p> <p>Recommendation 2. An updated version of the Parish Safeguarding Policy Statement, is approved, signed on behalf of the PCC and displayed on both the Narthex noticeboard and the homepage of the church website.</p> <p>Recommendation 3. A hard copy of this document be held in the Parish Office and a version be made available on the home page of the church website.</p> <p>Recommendation 4. A hard copy of this document be held in the Parish Office and a version be made available on the home page of the church website.</p> <p>Recommendation 5. A copy of the poster 'Promoting a Safer Church' be filled in and displayed on the Narthex noticeboard.</p>	

Recommendation 6. The updated version of the Who's Who notice, is displayed on both the Narthex noticeboard and the homepage of the church website.

Recommendation 7. The PCC adopt the process set out in the flowchart.

Recommendation 8. The PCC appoint someone with the required social media skills and knowledge to fulfil this role forthwith

Recommendation 9. The PSO updates the relevant parts of the Hire Agreement

Recommendation 10. The PCC follow C of E Practice Guidance for Safer Recruitment when recruiting church officers and volunteers.

Recommendation 11. PCC members, if they have not already done this training, should complete these on-line courses by 1 December 2022. As PCC members complete a course, they should let the PSO see their course certificate so that the details may be recorded.

Recommendation 12a. The Ministries and Roles sheet be brought up-to-date as there have been a number of changes of personnel. Where there are a number of people involved in a single activity, the lead person is identified. That person should be either volunteer or an employee not a service provider.

Recommendation 12b. The PSO contacts those Church officers and volunteers who are not PCC members to ensure they have the correct level of DBS clearance that it is current and to brief them on the safeguarding training courses they will need to complete according to their role.

Recommendation 13a. A password protected spreadsheet be created and stored on MEGA. The people invited to view this folder be limited to the PSO, the Parish DBS Administrator the Vicar and the Churchwardens.

Recommendation 13b. The password be held securely in the Parish Office and that the spreadsheet would not be accessed from there except by the Vicar and Churchwardens in case of an emergency.

MP proposed that the PCC approve the recommendations 1-13b. MH seconded and all agreed.

10 **Pastoral Report.**

MH had circulated her pastoral report prior to the meeting.

- Although there was no 'Pastoral Team', there was evidence in the Parish that networking and pastoral care was taking place. MH had an exploratory meeting in August with people representing different sections of the community. They discussed ways in which this aspect of church life could be enhanced and more people could be reached. They looked at the safeguarding issues when visiting strangers. MH said that all the phone calls that she had received were recorded as appropriate.
- MH has registered for one session run by 'The Association of Christian Counsellors'. She will report back on the usefulness of such courses.

Good Samaritans Report

SP reported that the team continues to support the homeless. They have had more contact with the housing officers and they will be meeting the support workers shortly. They will continue to work with the housing department. SP also confirmed that the Good Samaritans do not give out cash to individuals but provide help and support in other ways.

11 **Vacancy Committee Update**

CMS reported that the Vacancy Committee had been told to wait until after Bishop Debbie's visit before working on the next step. i.e., writing the Parish Profile. Therefore, the Committee will meet in the next two weeks to discuss in which direction, in relation to Pennington, they should go. They will then call a meeting with the PCC.

	CMS reported that there was an oak altar in the garage of the vicarage that had originally come from St Thomas'. A faculty is required to permanently remove it from the Church. He asked for agreement that this altar should be permanently removed from the Church and disposed of under diocesan guidance. AC proposed the disposal of the altar, PW seconded and all agreed.	
12	Correspondence: There was no correspondence.	
13	Diary Dates: Harvest Festival- Sunday October 2 nd .	
14	<p>AOB:</p> <ul style="list-style-type: none"> • Churches Together. MP encouraged 2 representatives of the PCC to go to the next meeting in November when there will be a general discussion of what individual churches will be doing to help the community during the cost-of-living crisis e.g., the setting up of 'Warm Room' meetings; the possibility of having an all-church community worker etc. • DH had received a letter of thanks from the Mission Aviation Fellowship on receipt of the donation from the church. MAF offered a speaker to attend the church services on January 15th. This offer was gratefully accepted. • BB asked whether coffee at the back of the church could be reinstated every Sunday. The churchwardens said that if volunteers could be found to serve and clear up then this could happen. • JV and MS asked if a working group could be established to look at how energy costs could be reduced and if there were steps that the church could take to benefit the community during the cost-of-living crisis. CMS said that the Finance and Fabric committee were looking into saving costs and that any decision to use the church buildings for community use would be brought to the PCC at a later date. They asked PCC members to let them know if they had any ideas about what the church should/could do. • MP reported that the historic bosses in the narthex stairway were crumbling and asked if we could allow an expert to look at the damage and offer advice. The inspection is likely to incur a charge of possibly £300. The PCC agreed to investigate the issue and MP would report at the next meeting. • The CWs agreed that prayers for healing should be restored if possible. 	
15	Date of next meeting: Thursday November 24th 2022 at 7:30 at St Thomas' Church	
16	The meeting closed with prayer.	