



LYMINGTON PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on November 24th 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), Marion Lewis (ML) Andrew Payne (AP), Sylvia Pepin (SP), Clive Rigden (CR), Christopher Stroud (CW)(CMS), Michael Standage (MS), Celia Swan (CS), Jeremy Vines (JV), Peta Walmisley (PW), David Wansey (DW), Mary Hill (Sec) (MCH). Jonathan Cook (Guest).	
1	Opening Prayer
2	Apologies for absence: none.
3	Proposals for AOB: <ul style="list-style-type: none"> • Michael Standage: Request for donation for the publication of 'Poetry of Hope'. • 'David Hanks – Prayers for Healing. CMS said that there had already been a discussion with Rosie and Malcolm Ward who were prepared to continue with Prayers for Healing if two more people could be recruited.
4	The Secretary confirmed that the Minutes of the September Meeting had been amended to include voting for each Safeguarding item. The minutes were then approved and signed.
5	There were no matters arising.
6	<p>Safeguarding Report.</p> <p>JC referred to the Safeguarding Action Plan Level 3 that had been circulated to all members. Many items on the Action Plan had already been agreed at the previous meeting but there were some outstanding items that needed to be considered and approved by the PCC.</p> <p>The Policy for the recruitment of ex-offenders: this was proposed by SP, seconded by PW. All agreed.</p> <p>The Policy for Responding to Domestic Abuse: this was proposed by MS, seconded by PW. All agreed.</p> <p>Use of Social Media Policy: the PCC needs to appoint a Social Media Coordinator before the policy can be agreed.</p> <p>Data Retention: the PCC must comply with data protection legislation and C of E Data Retention guidance. It needs to appoint a Data Control Officer before the policy can be approved.</p> <p>JC reported that there were members of the PCC who had not completed their safeguarding online training. The deadline for completion was December 1st 2022. He also indicated that in future more people involved with activities concerning children will need to undergo safeguarding training.</p> <p>Consideration of safeguarding requirements for church and non-church activities (Level 2 activities) is on-going.</p> <p>JC asked for approval of the Safeguarding Action Plan Level 3. This was proposed by MS and seconded by BB. All agreed.</p>
6	<p>Live Streaming and GDPR</p> <p>JC gave the PCC a summary on the current situation concerning live streaming and GDPR. The key issue is that an individual's religious affiliation is considered sensitive personal data and is</p>

	<p>therefore subject to legal protection. This means that although we can livestream in the church, we cannot film people without their agreement. It was pointed out that if we were to continue live streaming, we would need a bigger AV team and a Data Controller who would be responsible for acquiring and securing personal data. The C of E has issued guidance which, if followed, would enable full livestreaming. This would mean individual consent forms being needed. It was also noted that civic and other non-religious gatherings in the church have different requirements.</p> <p>CMS then asked the PCC to vote on whether St Thomas' should cease live streaming. The PCC unanimously agreed that live streaming should continue under the new regulations. CMS also recommended that a Data Control person be found who would collect the personal data required. It was agreed, therefore, that live streaming sound only would continue until such a person is found.</p>	
8	<p>Finance Report.</p> <p>AP had circulated his Financial Report prior to the meeting.</p> <ol style="list-style-type: none"> 1. Accounts overview – Investment accounts were down by about 10%. 2. The Management Accounts to the end of September showed a deficit of £10,000, not counting exceptional incomes that had been received. 3. One-off expenses this year are ~£16,000 for Tops projects and ~£2,500 final payment for the East wall. 4. The Finance Committee recommended that the PCC donates 100% of the Christmas Collection (both cash and via the card reader) up to £1,000 to the charity Médecins Sans Frontières in support of their work in Ukraine. This was proposed by AP, seconded by CS and approved unanimously. It was noted that any donations for the Christingle service would go to the Children's Society. 5. The Draft Budget for 2023 had been circulated. The Finance Committee recommended its approval. This was proposed by AP and seconded by PW. All agreed. 6. Smartest Energy for electricity and Pozitive Energy for gas were now our energy providers and the Energy Bill Relief Scheme is being applied until the end of March 2023. 7. The Finance Committee recommended that the charges for the hire of the Church Hall should be increased from 1st January to £20 per hour and £22 if the oven is being used. This was proposed by AP, seconded by CR and all agreed. It was reported that the price is seen as reasonable as new hirers had been acquired. The flat rate charge of £260 for the Church will remain with the possibility of it increasing for setting up and dismantling the staging. 8. The Parish Administrator's hours of work will be considered in the New Year. Also, since Gill Maunder has been helping in the office from time to time, AP proposed that her invoices should be included in our list of automatically approved payments. This was seconded by CS and all agreed. 9. Insurances. <ol style="list-style-type: none"> a) All Saints: Property Owners' Insurance renewal date is 11th January 2023. Ecclesiastical Insurance has been informed that our rent from Tops will be increasing from the end of January, so the policy will be adjusted when it renews. b) St Thomas': Parish Plus Insurance, renewal date is 1st April 2023. The Finance Committee has confirmed that there are no age limits to both the Public Liabilities and Employers' Liabilities sections therefore the Finance Committee recommends that both these policies are renewed with Ecclesiastical Insurance, subject to their process being acceptable. 10. The PCC regularly pays eight people, two of whom it employs. These being the Parish Administrator and the Verger. All others are self-employed service providers, two of whom have longstanding verbal agreements with St Thomas to the effect that if, at the start of any year, we offer a cost of living increase to our employees, they would prefer to be included in this offer rather than having to negotiate their fees separately. We have explored replacing 	

	<p>these verbal agreements with written ones, but neither would want to do so. Therefore their existing verbal agreements remain in place. AC asked AP if this would open PCC members to any financial liabilities and AP replied that it would not. Over the course of time the PCC will continue to monitor and update its practices as appropriate.</p> <p>The Verger's pay, having fallen behind what was appropriate, the Finance Committee recommended that the PCC should adjust the Verger's pay to reflect the hours worked. This was proposed by ML and seconded by SP. All agreed.</p> <p>The MLC manager's hours had increased from the original five up to seven per session but without a corresponding increase in her charges. The Finance Committee recommended that it would be appropriate to suggest to her that this should be rectified. This was proposed by DJ and seconded by AC. All agreed.</p> <p>For 2023 the Finance Committee recommended that the PCC should approve an increase of 5% for the Parish Secretary, Organist and Parish Accountant to take effect on January 1st, 2023. This was proposed by DJ and seconded by AC . All agreed.</p> <p>It was suggested that if the Gardener and Cleaner were to raise their hourly rates by £1, the PCC would find this acceptable. This was agreed.</p> <p>The result of the above would be that our overall pay would rise from approximately £31,400 to approximately £35,300 depending on the number of hours worked during the year.</p> <p>JC (guest) left the meeting</p>	
9	<p>Buildings and Land Report.</p> <ol style="list-style-type: none"> a) MS reported that the Viney Lodge proposal had been accepted. b) The architect was coming back to look at damp patches in the Church. c) Work on the tower is expected to begin in the spring. d) JV was thanked for the work that his team had done on his Energy Report. CMS suggested that this should be taken to a separate meeting. It was agreed that this is a work in progress. e) MS asked for an additional representative on the committee. CR agreed to consider taking on the role. 	
10	<p>Health and Safety Report.</p> <p>CR reported that he was updating the H and S Policy and was cross-referencing it with the Diocese and Insurers etc. He has joined Community First and will have the new policy ready for the next PCC Meeting. He said that the Risk Assessments were in hand.</p>	
11	<p>Good Samaritans Report.</p> <p>SP reported that the group has continued to provide waterproof clothing, food and transport for the long standing couple they help. They have continued to work with the outreach workers and also with workers in CAP based in the Baptist Church. Meals have continued to provide lunches for them in exchange for helping moving tables and chairs.</p>	
12	<p>Vacancy Committee Update</p> <ul style="list-style-type: none"> • The draft Parish Profile has been circulated and PCC members had made a few suggestions and picked up some errors. • Since the Diocese has a 6 month let on the Vicarage, CMS had received a timetable for the remainder of the vacancy process from the Clergy Appointments Assistant. He has also found a gardener for the grounds. • He has not been able to find the owner of the altar in the Vicarage. 	

13	<p>Coffee on Sundays CMS asked the PCC to vote on the location of coffee on Sundays. The vote was overwhelmingly in favour of holding coffee at the back of the Church as opposed to the hall and this arrangement will start in the New Year.</p>	
14	<p>PCC hall management representative. CMS asked for a volunteer to coordinate hall activities.</p>	
15	<p>Correspondence and Diary Dates. DJ reminded the PCC that the Christmas Tree Festival was starting on December 2nd and that trees would begin to be installed from Monday Nov 28th. MCH had sent the notice of meeting dates for 2023 to all members.</p>	
16	<p>AOB.</p> <ol style="list-style-type: none"> 1. CMS updated the PCC on the news that Maureen Penrose had decided to resign from her positions as Churchwarden and as a member of the Vacancy Committee. CMS expressed his thanks to Mrs. Penrose for her contribution to both committees and to the Church. An extended discussion over the circumstances surrounding Mrs. Penrose's resignation ensued. 2. CMS had subsequently received an offer of help from Malcolm Ward and he has agreed for his name to be put forward as an Assistant Churchwarden in the interim. The PCC members were asked to approve the position and also whether they thought that appointing two Assistant Churchwardens would be a good idea, if possible. There was a unanimous decision to appoint Malcolm Ward and also to appoint a second Assistant CW in due course. 3. MS proposed that the PCC approve to pay for the cost of reprinting the 'Poetry of Hope' book of poetry written by members of the Poetry Group in memory of Jenny Stott. This was seconded by CS. 4. DW had attended a meeting of 'Christians Together @ Lymington and Pennington' which discussed the winter challenges in Lymington associated with the increased cost of living. The main idea was to provide 'Warm Hubs' where people who were suffering could meet together in a warm place and where coffee/tea would be provided. There was a general discussion about what the Church could do and it was agreed that when it became clear how the other churches were responding, decisions would be made as to how St Thomas' could help. 	
17	<p>The date of the next meeting is January 26th, 2023, in the Church. CMS closed the meeting at 10.15pm with a prayer.</p>	