



## LYMINGTON PAROCHIAL CHURCH COUNCIL

### Minutes of the meeting held on

**Thursday May 25<sup>th</sup> 2023 in St Thomas' Church**

**at 7:30 pm**

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Pat Cashin(PC), Andrew Clapper (AC), Jonathan Cook (JC), David Hanks (DH), Maureen Harris (MH), Daphne Johnston (DJ), Marion Lewis (ML), Andrew Payne (AP), Sylvia Pepin (SP), Clive Rigden (CR), Christopher Stroud (CW)(CS), Michael Standage (MS), Jeremy Vines (JV), Peta Walmisley (PW), Malcolm Ward (MW), Mary Hill (Sec) (MCH).

**1 Opening Prayer**

2 Apologies for absence: Celia Swan

3 Proposals for AOB:

- Churches in Lyminster and Pennington representative
- Tops Banner
- Security

All proposals were approved by the PCC for discussion under AOB.

4 Minutes of March PCC Meeting. These were approved after a minor correction concerning the donation to Al Rocha.

5 There were no matters arising.

**6 Chairperson's Report**

DJ as acting chair welcomed everyone to the 2023-24 PCC . The following positions were proposed and seconded as follows:

		Proposer	Seconder
Lay Chair	Chris Stroud	MS	MH
Lay Vice-chair	Daphne Johnston	ML	AP
Treasurer	Andy Payne	MS	MH
Secretary	Mary Hill	PW	ML
Electoral Role Officer	Suzy Napleton	CS	AP

Members of the Standing Committee: CS, DJ, AP and MS. These were proposed by CR and seconded by PW. All agreed the nominations.

CS then presented his Churchwarden's report.

1. Disused altar. CS thanked JC for finalising the faculty implications of where to store the disused altar.
2. Hatchments. CS reported that there is a meeting scheduled with the Diocese to discuss the viewing/storage of 11 hatchments stored in the Church.
3. Initial work has started on refreshing the Church Inventory.
4. The institution service for the new Vicar will take place on August 29<sup>th</sup> at 7:30pm. More details will be available at a later date.
5. As a result of a break-in on 14<sup>th</sup>/15<sup>th</sup> may, CS suggested that the security arrangements at the Church should be reviewed. There were also H and S concerns about a kettle in the Narthex. It was agreed that this should be discussed fully at the next meeting.
6. Since there had been no volunteers willing to continue the Parish Magazine, CS said that it would soon be necessary to inform the recipients and the advertisers of the situation and to offer a refund for any monies paid in advance.
7. CS congratulated AC on completing his BCM course.

‘	<p><b>Finance Report.</b> AP had circulated his report prior to the meeting.</p> <ol style="list-style-type: none"> <li>1. Total current funds are £97,015. AP reported that HSBC and CCLA will now manage our accounts and consequently the a/c number and client number will change. AP had received a legacy of £1,000 in support of the church bells.</li> <li>2. Income and expenditure for the three months to 31<sup>st</sup> March 2023. Income was £500 less than budgeted largely due to lower planned giving. AP mentioned the importance of money from the hire of the church and church hall plays in the budget and this source of income could possibly be increased in future. Expenditure was increased by about £8,000 due to the donation to Syria and Turkey following the earthquake.</li> <li>3. Vistas café would like to donate £400 to St Thomas church, £400 towards Hall expenses and £400 to the Monday Lunch Club. The Secretary agreed to send a thank you letter to Vistas for their donation. Mikki from Monday Lunch Club has requested £400 for a new fridge: AP proposed this and MS seconded it. All agreed.</li> <li>4. The existing telephone contract expires this summer and the Finance Committee recommends that the PCC approve Bill Gulland to set up a new phone contract. This was proposed by MS, seconded by ML. All agreed.</li> <li>5. Donations for worthy causes. In 2022, the Church donated £3,500 to each of the Leprosy Mission, the Mission to Seafarers, Mission Aviation and Restored Lives along with a further donation of £5,000 to DEC Ukraine. This year the PCC has donated £5,000 to the DEC Turkey-Syria Earthquake Appeal. The Finance Committee has agreed that the PCC donates £3,500 to each of four good causes. After discussion, it was proposed that the four causes would be the Leprosy Mission, the Mission to Seafarers, Mission Aviation and the New Forest Basics Bank. This was proposed by MH and seconded by PW. All agreed.</li> <li>6. AP had circulated the current wedding fees form and an updated form. AP proposed that the updated form should be adopted. This was proposed by DJ and seconded by JC. All agreed.</li> <li>7. For William Cummings’ ministry, it was proposed that a special cake should be purchased for the celebration on June 25<sup>th</sup>. It was proposed by DJ and seconded by MH that the special cake should be ordered. All agreed.</li> </ol>
8	<p><b>Buildings and Land Report (MS)</b></p> <ol style="list-style-type: none"> <li>1. The major work on the church tower is now ready to go to tender. The PCC is being asked for approval to continue with the process. This was proposed by MS and seconded by JC. All agreed.</li> <li>2. The main boiler needs replacement control valves which will cost from £500 - £800. This cost was proposed by CR and seconded by ML. All agreed.</li> <li>3. The boiler controller also needs to be replaced at a cost of about £2,700. This was proposed by MS and seconded by CS. All agreed.</li> <li>4. There has been concern about the state of the tables that are used in the church: 4 are broken. There was a discussion as to how these should be replaced and CS, DJ, MH and ML agreed to discuss the issue and propose the next step.</li> </ol>

9	<p><b>Health and Safety Report (CR)</b></p> <p>CR had circulated the new H and S document. DJ expressed thanks on behalf of the PCC for his work on the report. It now needs to be signed by the Churchwardens.</p> <p>CR had circulated details of courses run by Community First New Forest training. CR agreed to send the details of the courses available in October.</p> <p>Risk assessment for the Solent Music Festival has been distributed.</p>
10	<p><b>Safeguarding Report (JC)</b></p> <p>JC presented his six-monthly review of the Parish Safeguarding Action Plan. He made the following recommendations to the PCC :</p> <ol style="list-style-type: none"> <li>1. That the PCC note the Management and Monitoring of Known Offenders Policy.</li> <li>2. That the PCC urgently fill the position of Data Processor to process personal data on behalf of the PCC.</li> </ol> <p>These two actions were proposed by MH and seconded by SP.</p> <p>JC also reported that the volunteers filling the key roles of Churchwardens, PCC members and the DBS Administrator had all now completed the required safeguarding training for their roles.</p> <p>JC also sought PCC approval for the following:</p> <ol style="list-style-type: none"> <li>1. The names of those who help as Chalice, Home and Care Assistants. The list was updated during the meeting and amended. JC recommended that PC approve this list subject to the necessary safeguarding and communion training and, in addition for the Chalice Assistants, completing the Livestreaming Consent form. This was proposed by DJ and seconded by AP. All agreed.</li> <li>2. The lists of both Church approved activities and of non-Church activities. The PCC is required to forward these lists to the Diocese of Winchester Safeguarding Dashboard. There were some amendments made to the list of Church approved activities during the meeting. JC also noted that this is work in progress but he will ensure that the necessary risk assessments are completed and the Roles and Ministries list is updated prior to the arrival of our new Vicar. Approval of the lists was proposed by CR and seconded by ML All agreed.</li> </ol> <p><b>Safeguarding Policies and Practices</b></p> <p>Following the election of CS and DJ as Churchwardens, the signatures on the four Safeguarding Policies need to be updated.</p> <p>MH proposed that the PCC is happy for the Churchwardens to sign these policies. This was seconded by PC and all agreed.</p>
11	<p><b>Pastoral Report MH</b></p> <ul style="list-style-type: none"> <li>• MH reported that she is currently in touch with 8 parishioners plus one elderly lady following a request from her GP surgery.</li> <li>• Home Communion visits have had to be cut back recently due to the ill health of volunteers.</li> <li>• The care and connection offered at Monday Lunch Club is a blessing to all who attend.</li> <li>• Home groups are beneficial in making connections between members.</li> <li>• There is a shortage of volunteers and MH welcomes any new members of the group.</li> </ul>
12	<p><b>Good Samaritans Report</b></p> <p>SP reported that the work of the group continues much as before.</p>
13	<p><b>Correspondence</b></p> <p>The Secretary had no correspondence to report.</p>
14	<p><b>Diary Dates</b></p>

	DJ reminded everyone of the Solent Music Festival the following week and that rehearsals would be taking place during the daytime. <b>The installation of the new Vicar on August 29<sup>th</sup> at 7:30pm in the Church.</b>
15	<b>AOB</b> <ol style="list-style-type: none"> <li>1. Lymington and Pennington Community Response to Winter Challenges meeting. David Wansey had attended the latest meeting and wanted the issue to be raised at the PCC meeting suggesting that there should be more representation from St Thomas.’ There were questions raised that he felt needed a PCC member to answer. CS asked members to let him know if they were willing to volunteer to go to the next meeting.</li> <li>2. As a result of the break-in on May 15<sup>th</sup>, there was a discussion about security at the church. There was particular concern about the list of emergency numbers and their availability. All agreed that a review of security in the church was necessary and should be discussed at a later meeting.</li> <li>3. There had been a request to put a banner for Tops Nursery outside the church. The PCC agreed that further clarification was required from Tops regarding the size of the banner and how long it would be displayed.</li> <li>4. DH reported that between £40 and £50 had been raised for MAF at the handbell concert in February.</li> </ol>
16	<b>Date of Next Meeting: Thursday July 27<sup>th</sup> 2023 at 7:30pm</b>
17	<b>The meeting closed with prayer.</b>