



## LYMINGTON PAROCHIAL CHURCH COUNCIL

### Minutes of the meeting held on

Thursday July 27<sup>th</sup> 2023 in St Thomas' Church

at 7:30 pm

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**Present:** Pat Cashin (PC), Jonathan Cook (JC), David Hanks (DH), Maureen Harris (MH), Mary Hill (Sec) (MCH), Marion Lewis (ML), Clive Rigden (CR), Chris Stroud (CW) (CS), Celia Swan (CMS), Jeremy Vines (JV), Peta Walmisley (PW), Malcolm Ward (MW).

1	<b>Opening Prayer</b> CMS opened the meeting with a prayer.	
2	Apologies for absence: Daphne Johnston (DJ), Andrew Payne (AP), Andrew Clapper (AC), Michael Standage (MS), Sylvia Pepin (SP)	
3	Proposals for AOB: <ul style="list-style-type: none"><li>• 'Wills for Free'</li><li>• Coffee tables (MH, ML)</li><li>• Vistas Café (MH)</li><li>• Christians Together update (ML)</li></ul>	
4	All proposals for AOB were agreed.	
5	Minutes of May PCC Meeting. CMS clarified certain points in the minutes: <ul style="list-style-type: none"><li>• CMS confirmed that there had been discussion at previous PCC meetings that funding <u>could</u> be made available in the future for a youth and families worker if that was the decision of the PCC.</li><li>• The security work on the key cupboard had been completed.</li><li>• It was agreed that Tops nursery might be able to put a poster on the church noticeboard for specific events and for an agreed time.</li></ul> The minutes were then agreed and signed by CMS.	
6	<b>Chairperson's Report</b> <ul style="list-style-type: none"><li>• CMS reminded everyone about the Institution Service and noted that assistance would be required. All agreed to assisting at the event should that be required. More details later.</li><li>• CMS had looked at the Vicarage garden and said that he would arrange for it to be spruced up by a gardening firm. Subsequently arranged for the 15<sup>th</sup> of August.</li><li>• CMS had heard from Lee Thompson that he was decorating some of the rooms in the vicarage himself but that he would welcome some assistance if people offered.</li><li>• MCH agreed to put together a welcome basket/flowers and deliver it on moving day.</li><li>• CMS said that the Inventory was a work in progress.</li></ul> <b>Hatchments Storage</b> On the advice of the Diocese, CMS had received two quotes from conservationists on advice regarding appropriate storage for the eleven hatchments in the church. He proposed that the second quote should be agreed. This was seconded by CR and all agreed. A Faculty is needed given that the hatchments were originally displayed on the wall and the diocese have no record of formal approval being given to relocate them.	

	<p><b>Archive Material.</b> CR had discovered 4 section sewn books in the gallery containing handwritten music notation dated possible in the early 1800's. It appears that St Barbe's Museum might be interested in receiving these books as a donation. CR proposed that a small team investigate the situation and report back to the PCC with progress. This was seconded by CS and all agreed.</p>	
7	<p><b>Finance Report :</b> AP had circulated the finance papers prior to the meeting. MW, a member of the Finance Committee, presented the papers.</p> <ol style="list-style-type: none"> <li>1. <b>Updating the CCLA accounts signatories. The Finance Committee proposed that the PCC recommends that it appoints its members as signatories i.e. Jonathan Cook, William Gulland. Daphne Johnston. Judith Martin, Andrew Payne, Christopher Stroud, Malcolm Ward . This was proposed by PW and seconded by CR.</b> Lee Thompson will be an ex-officio member of the Finance Committee and, if he wishes, his name will be added.</li> <li>2. <b>STC Roof repairs.</b> The Standing Committee has recently approved a tender for these repairs from Overall Heritage for £70,168.80 plus VAT . Since this amount is above the limit that can be approved by the Standing Committee, MW proposed that the PCC approve this request. This was seconded by ML and all agreed. CMS noted that in his experience it is usual for the Standing Committee to have similar powers to the PCC for business between PCC meetings. There was agreement between CMS and MW that a clear terms of reference document for the Standing Committee was required.</li> <li>3. <b>Capital Spends:</b> The Finance Committee wished to emphasise to the PCC members that there will be many requests for money in the coming months for building repairs and improvements and so urged caution with all spending decisions, however small.</li> <li>4. <b>Finance Committee Terms of Reference July 2023 ,Financial Controls and Financial Risk Register.</b> These documents had been circulated prior to the meeting and were proposed be ML and seconded by CS. All agreed.</li> <li>5. <b>Common Mission Fund.</b> We have been asked to contribute £110,356.17 for the next year and to consider a request to contribute more if we can. Since the church is currently running a deficit budget and is facing significant expenditure in the future, the Finance Committee recommends that the PCC approve payment of £110,356.17 over monthly instalments through 2024. This was proposed by MW and seconded by MH.</li> </ol>	
8	<p><b>Fabric Committee Report.</b></p> <ul style="list-style-type: none"> <li>• <b>Tower works.</b> Overall Heritage have been awarded the contract and scaffolding will be erected on August 3<sup>rd</sup>. The insurers will be contacted since the scaffolding might provide entry possibilities for intruders.</li> <li>• <b>Heating Controls.</b> An upgrade to the boiler and church heating control systems has taken place. This will minimise energy costs and improve the flexibility of the heating system.</li> <li>• A lock (using the main door key) has been put on the alarm activation box to control access.</li> </ul>	
9	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• A PAT review of the church's portable electrical equipment is to be undertaken next month.</li> <li>• The question of the installation of smoke alarms in the church building is being discussed with the Fabric Committee. CR will arrange for the servicing of Fire extinguishers.</li> <li>• Since Community First New Forest have started charging for their training courses, CR is investigating other courses.</li> <li>• All Risk Assessments for concerts etc have been discussed with hirers. There is an ongoing discussion as to whether to insist that <b>all</b> the hirers/performers make an</li> </ul>	

	announcement (verbal or AV) concerning emergency exits etc. prior to the event as this is not currently a legal requirement.	
10	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>Livestreaming</b> the 9:15 service is due to start on July 30<sup>th</sup>. However at the moment, there is only one person (Brian Cox) who is able to run the livestreaming camera. There is also a need for a Data Processor to look at the PCC's GDPR responsibilities.</li> <li>• <b>Hire agreements.</b> Agreements will be revised in the Autumn. Minor updates have been made in the interim.</li> <li>• <b>Identity Lanyards and Identity Cards.</b> These are required by those involved in Home Communion and Pastoral Visits. Acquisition of these was proposed by CMS and seconded by PW. <b>Who's Who Photograph Board.</b> This was proposed by JC and seconded by CS. A small committee was formed to look at both these issues. (JC, MH, PW, MCH).</li> <li>• <b>Take-up of Basic Safeguarding courses</b> has been very good.</li> <li>• <b>Update on Organist.</b> JC had circulated to the PCC members an update on the situation regarding an organist. Peter Roper-Curzon had expressed an interest in making a six-month agreement with St Thomas' Church to cover organ and choir music at church services between 1 September 2023 and 29 February 2024. PCC members had received the biographic notes for Peter and he has already played at several 9:15 church services. JC asked the PCC to note two things in agreeing this agreement: <ol style="list-style-type: none"> <li>1. that there might be a slight overspend on the organist/choir leader budget.</li> <li>2. that the likelihood of there being a challenge to the employment agreement is considered to be extremely small and therefore the level of risk in the PCC approving this Agreement is considered to be acceptable.</li> </ol> <p>It was proposed by JC and seconded by CS to offer Peter Roper-Curzon the six-month agreement. All at the meeting approved the proposal. One member of the PCC who was unable to attend the PCC had asked it to be noted that he did not support the proposal.</p> </li> </ul>	
11	<p><b>Pastoral Report MH</b></p> <p>MH updated the PCC with her pastoral notes including her records of Nursing Home Visits, visits to housebound people and supporting housebound people. As she says, she 'listens and supports church members &amp; follows-up where appropriate.'</p>	
12	<p><b>Good Samaritans Report</b></p> <p>A fridge had been supplied to a needy person.</p>	
13	<p><b>Correspondence:</b> Letters of thanks for donations had been received from MAF, the Lifeboats Association and from Anne Keir representing Vistas Café.</p>	
14	<p><b>Diary Dates:</b></p> <p>Lee Thompson's institution service will take place on the 29<sup>th</sup> of August at 7:30pm. A rehearsal for people with specific roles in the service will occur on the 28<sup>th</sup> of August at 7:30pm.</p>	
15	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. <b>Wills for Free:</b> it was agreed to leave it to the new Vicar to decide whether to continue to support this initiative. The leaflets will be withdrawn from the church pending a decision.</li> <li>2. <b>Coffee Tables:</b> ML and MH had researched the costing of coffee tables both round and square. After much discussion it was proposed by ML and seconded by MH to buy 2 round tables each seating 6. The proposals passed with 2 abstentions.</li> <li>3. <b>Vistas Café.</b> MH had written a proposal suggesting that because of the stress of running Vistas café solely by volunteers and, since the café does run at a profit, it might be time to hire a café manager. The general feeling from the PCC members was that we should make more of an effort to find willing and able volunteers to work at the café before</li> </ol>	

	<p>resorting to paying someone. MCH offered to talk to Anne Keir to see how she could help.</p> <p>4. Christians Together. ML reported on the preparations that were already being made to list meeting places, warm hubs etc. during the winter months. Various activities were mentioned (toddler group, Vistas café, Monday Lunch etc) that could be our contribution in Lymington.</p>	
16	Date of next meeting: Thursday September 28 <sup>th</sup> 2023 at 7:30pm	
17	CMS closed the meeting with a prayer.	