



## LYMINGTON PAROCHIAL CHURCH COUNCIL

### Minutes of the meeting held on

**Thursday 28<sup>th</sup>. September 2023 in St Thomas' Church at  
7:30 pm**

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	<p><b>Present:</b> Rev. Lee Thompson (Vicar), Chris Stroud (CS) (CW), Daphne Johnston (DJ) (CW), Jonathan Cook (JC), Clive Rigden (CR), Andy Clapper (AC), David Hanks (DH), Maureen Harris (MH), Jeremy Vines (JV), Pat Cashin(PC), Peta Walmisley (PW), Marion Lewis (MW), Sylvia Pepin (SP), Michael Standage (MS), Andy Payne (AP), Mary Hill (Secretary) (MCH).</p>
1	<p>The Vicar opened the meeting with prayer.</p>
2	<p>Apologies for absence: Celia Swan (CMS) , Malcolm Ward (MW).</p>
3	<p>Proposals for AOB:</p> <ul style="list-style-type: none"> <li>• Appointment of Jacqui Stoneham as Foundation Governor of Lymington Infants School.</li> <li>• Approval of purchase of coffee machine for Vistas Café.</li> </ul>
4	<p>Corrections and approval of the Minutes from the previous meeting. MCH explained that the report on the archive material under item 6 of the Minutes lacked sufficient detail which had now been added. The Minutes were then agreed and signed by the Vicar.</p>
5	<p>Matters arising:</p> <ul style="list-style-type: none"> <li>• The proposed schedule for the revision of the agreement for the hire of the church and hall was approved unanimously.</li> <li>• Wills for Free: AP explained that there were several schemes available for helping people with wills and legacy gifts and recommended that we need to explore the subject further before making a decision on 'Wills for Free.'</li> </ul> <p>CR has scheduled a meeting with St. Barbe Trustee, Jacquie Millard and the Collection Conservation Curator, Freya Gulliver, in order to ensure that the agreement concerning the conservation of the quire part books is watertight. CR also encouraged the PCC to make a thorough search of the room in the gallery where the books were found. CR volunteered to continue working on the project and the PCC expressed its thanks to him for his valuable contribution to the history of the Church</p>
6	<p><b>Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• The Vicar thanked the PCC for making him and his family feel very welcome in Lymington. He felt that the Collation last month was a wonderful celebration of the ministry of the whole church. He also thanks everyone who had 'carried the flame' through the Vacancy.</li> <li>• The Vicar then reflected on his first thirty days as "Growing Younger Together." <b>Growing</b> (increased congregation at 9:15; a church configured for mission with flexible spaces to use) <b>Younger</b> (Messy Church; Collective Worship at the Infants School; the work of his wife, Helen, in the school, church and at the Deanery). <b>Together</b> (meetings in Church, with CTLP partner/leader meetings, meetings with members of the wider community).</li> </ul>

7	<p><b>Standing Committee</b> (Vicar)</p> <p>The Vicar said how valuable his meetings with the church wardens and other members of the church prior to his Installation had been. He said now he is in post, there will be a need for executive decisions to be made between the bi-monthly PCC Meetings.</p> <p>He therefore proposed the formulation of the Standing Committee, composed of the Vicar, the CWs, the Chair of Finance, Chair of Fabric and the PCC Secretary. They would meet monthly or whenever needed. He proposed that this arrangement be reviewed in a year's time.</p> <p>The Vicar then proposed the formation of the Standing Committee. This was seconded by JV and all agreed.</p>
8	<p><b>Church Administration</b> (Vicar)</p> <p>The Vicar expressed his appreciation of the work of the Parish Administrator and all the work that she does. He does, however, think that our administration and governance of the church could be improved through a Church Management Suite (CMS).</p> <p>He then explained that a CMS would enable all the business of the Church i.e. contacts, calendar, group information, documents, events, archives, Safeguarding, newsletters etc. to be centralised in one database. Most importantly, this would enable the Church to be GDPR compliant.</p> <p>The main CMS providers are I Know; ChurchSuite and ChurchDesk</p> <p>The cost of a CMS varies but largely depends on the number on the Electoral Roll and the size of the database.</p> <p>The Vicar proposed that a Working Group be set up to explore the possibility of buying a CMS. This was seconded by MH and all agreed.</p>
9	<p><b>Safeguarding Report</b> (JC)</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Policies.</b> Following the Institution of the new vicar, six policies need to be re-signed. These had been distributed before the meeting and are: <b>The Parish Safeguarding Policy Statement</b> (this will be displayed on the Narthex noticeboard and on the Church website; <b>The Parish Policy for Responding to Domestic Abuse; The Parish Policy Statement on the Recruitment of Ex-offenders; The Management and Monitoring of Known Offenders; The Parish Social Media Policy Statement and the WDBF Umbrella Body Agreement.</b> Adoption of these policies was proposed by JC and seconded by MS. All agreed.</li> <li>• In September 2022, the PCC decided that church officers, employees, PCC members and other volunteers in post should not be retrospectively Safer Recruited. However, in September 2023, the Diocese ruled that the parish should 'back-record' these individuals. JC is attending a Diocesan Safeguarding Briefing Day on September 27<sup>th</sup> when he hopes t the situation will be clarified.</li> <li>• <b>Safeguarding Working Group</b> decisions on ID Cards and Lanyards. JC had met with representatives from all the groups in the church to ascertain whether they would prefer to wear a name badge or a lanyard with a name badge attached. The group also agreed that a Who's Who Photograph Board would be useful. He therefore recommended that the Church purchases 50 St Thomas Church lanyards (£145 +VAT); a snap frame (£25 + VAT), a mounting board (£26) and photographs printed by Wessex Copying (approx.£20).</li> <li>• <b>JC</b> requested the PCC to approve these recommendations and an overall budget of £300.</li> </ul> <p>This was proposed by JC and seconded my ML. All agreed.</p>

10	<p><b>Finance Report (AP)</b></p> <ul style="list-style-type: none"> <li>• AP had circulated the Finance Report prior to the meeting.</li> <li>• In the Managements Accounts he noted that for the previous six months, the income was more than budgeted. He also noted that our energy bill had doubled in the last year and noted that the deficit at Monday Lunch Club had been £2,000 in 6 months.</li> <li>• Since cash collections at services were below budget, the Vicar agreed to promote the idea of giving in the services.</li> <li>• All Saints Project: the PCC: has requested an invoice for £22,800 for the underfloor heating.</li> <li>• The PCC has paid Ryan Bunce £43,000 for professional services and for work carried out on the Tower project.</li> <li>• Future building work, including main roof repairs and repairs at the West End, may be deferred due to other capital spending. Since the Quinquennial needs to be done this year, Ryan Bunce needs to be asked for advice on the next steps.</li> <li>• AC reminded the PCC that, with the end of year approaching and the preparation of budgets, they should let him know if they are aware of any major projects requiring capital expenditure.</li> <li>• The Finance Committee had reviewed the insurances for STC and AS and recommended that we should renew both with Ecclesiastical Insurance. This was proposed by AP and seconded by MH.</li> <li>• Vistas café is donating £500 to the HoneyPot charity which provides support for young carers.</li> </ul>
11	<p><b>Fabric, Building and Land Report (MS)</b></p> <ul style="list-style-type: none"> <li>• The work on the tower is on track for completion within the estimated period.</li> <li>• The internet provider is now Sky and Bill Gulland was thanked for the time and effort he spent on the smooth transition.</li> <li>• The new heating control system is now integrated with Sky, Bill Gulland overseeing the process. This should enable us to operate the system to maximise efficiency and minimise energy costs. In future it is hoped that this flexibility will be extended to STH.</li> <li>• JV installed insulation above the Parish Office.</li> <li>• A second bolt has been installed on the alarm activation box.</li> <li>• New filters have been installed on water supplied at the back of STC.</li> </ul>
12	<p><b>Health and Safety Report (CR)</b></p> <ul style="list-style-type: none"> <li>• A PAT review on all the church's portable electrical and other equipment will take place on October 13<sup>th</sup>.</li> <li>• The installation of smoke alarms is being considered by the Fabric Committee when time and budget allows.</li> <li>• There needs to be a separate cabinet for Ollie's kettle.(Item for next PCC meeting)</li> <li>• Risk Assessments at STC have been prepared for the regular assembly, disassembly and storage of the podia/staging each Sunday so as to leave the nave clear to the altar at other times.</li> <li>• CR will ensure that risk assessments have been prepared for all events and services into the New Year.</li> </ul> <p>The PCC expressed thanks to CR for all his work regarding to Safeguarding and wish him well in his move to Winchester.</p>

13	<p><b>pMap Objective 1 Report (AC)</b></p> <p>The Vicar congratulated AC on the report, especially his success with the move of Messy Church to the Infants School. AC said that his ambition was much more than this and he proposed that there needed to be a dedicated resource for this to happen. The Vicar thanked AC for what he had done so far and said that there was a need at the church for a plan for the future that would include keeping the Messy Church cohort as they grew older. He also said that his focus at the moment was on familiarising himself with the activities of the whole church during the time of Harvest, Advent and Christmas and that after Epiphany there would be time for developing plans for moving forward.</p>
14	<p><b>Good Samaritans Report (SP)</b></p> <p>Members of the Good Samaritans group continue to support those who need help by listening to their problems, advising them and putting them touch with the relevant statutory agency. They are very aware of the need to follow safeguarding rules. The group needs more volunteers and AC offered to return to the group. SP also suggested inviting the Vicar to the next meeting.</p>
15	<p><b>Pastoral Report (MH)</b></p> <p>Home visiting for ‘home communion’ is arranged in collaboration with Cheryl Coxon (lead of home communions). MH also connects with parishioners by phone and makes periodic visits to nursing homes. She also makes a point of connecting with people who are absent from church and welcoming new people to services. There is, at the moment, no “team” as such but there continues to be a fairly active network between parishioners through house groups, choir and poetry groups, Vistas Café and Monday Lunch Club.</p>
16	<p><b>Diary Dates</b></p> <ul style="list-style-type: none"> <li>• October 14<sup>th</sup> at 11AM: Lay Ministries Service at Winchester Cathedral when AC will receive his BCM Commission. All are welcome. All members of the PCC congratulated AC on completing the course.</li> <li>• Lymington Christmas Tree Festival Friday December 1<sup>st</sup> – Tuesday December 5<sup>th</sup> 2023.</li> </ul>
17	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Approval of Jacqui Stoneham as Foundation Governor of Lymington Infants School. This was proposed by the Vicar and seconded by DJ. All agreed,</li> <li>• Approval of purchase of a coffee machine for Vistas Café. This was proposed by MH and seconded by ML. All agreed.</li> <li>• A request to use the kitchen in the hall to prepare food to sell at the market was rejected by the PCC since this would require a faculty.</li> </ul>
18	<p><b>Date of Next Meeting: Thursday November 23<sup>rd</sup> at 7:30 at St. Thomas’ Church.</b></p>
19	<p><b>The Grace was said by all and the meeting ended at 9:37pm.</b></p>