



LYMINGTON PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on

Thursday November 23rd, 2023, in St Thomas' Church Hall

at 7:30 pm

	<p>Present: Rev. Lee Thompson (Vicar), Chris Stroud (CS, Churchwarden), Daphne Johnson (DJ, Churchwarden), Jonathan Cook (JC), Malcolm Ward (MW), Andy Clapper (AC), Maureen Harris (MH), Jeremy Vines (JV), Par Cashin (PC), Peta Walmisley (PW), Marion Lewis (ML), Sylvia Pepin (SP), Celia Swan (CMS), Michael Standage (MS), Andy Payne (AP), Mary Hill (Sec.).</p>
1	Opening Prayer
2	Apologies for absence: David Hanks Proposals for AOB: .
	<ul style="list-style-type: none"> • 'Light up Green' request from the Good Samaritans. • Request for support from Poetry Group. • Replacement of HS Officer after resignation of Clive Rigden.
4	The Minutes of the previous meeting were accepted and approved unanimously.
5	Matters arising: Current Hire Agreements to be dealt with under Building and Land Report.
6	<p>Chairman's Report</p> <p>The Vicar expressed his thanks to the PCC for their continued support , guidance and challenge during his first 60 days. He gave many examples on how his message of 'Growing Younger Together' had percolated through activities in the church ranging from the encouragement of newcomers at the 9:15 service, the numbers attending Messy Church, the building of relationships with parents of young children, concerts in church, Remembrance Day Service, Newcomers' tea etc. He also thanked the team looking after the building works on the tower.</p>
7	<p>Standing Committee.</p> <p>a. Terms of Reference: The Vicar said that according to the Church Representations Rules 2020, we needed to have a Standing Committee composed of the Vicar, the churchwardens and at least two members appointed by the PCC by resolution, the number of whom must be at least equal to the number of churchwardens who are members of the committee. These should ordinarily be the Secretary of the PCC, the Treasurer of the PCC and the Chair of the Fabric Group. (<i>Church Representation Rules M31</i>).</p> <p>It was put forward that although the Standing Committee "may transact the PCC's business between meetings," there should be a limit of £10,000 on the power of the Standing Committee to spend this amount without PCC approval.</p> <p>The Terms of Reference for the Standing Committee according to <i>C.R. Rules M31</i> was proposed by PW, seconded by CMS and all agreed.</p> <p>b. Summary of previous Standing Committee Meeting: these had already been circulated to all PCC members.</p>

8	<p>Churchyard.</p> <p>Rosie Ward had been invited to the meeting to update the PCC on the Eco Churchyard Management Plan which included the continuation of the A Rocha Gold Award and the ongoing maintenance of the churchyard. She used a PowerPoint display to illustrate this work and suggested that there needed to be greater cooperation between the PCC and the congregation to make sure that the work continued. Volunteers were needed to undertake routine management and to continue the Eco church work and it was proposed that the ‘Go Wilder in Lymington’ event organised by Transition Lymington at the end of April would be the best time to attempt to encourage new volunteers to help. The Vicar proposed this and MH seconded the motion. All agreed. Rosie was thanked for all her work in this area.</p>
9	<p>Church Administration.</p> <p>The Vicar informed the PCC about the progress that had been made to update the administrative functions of the church through the programme ChurchDesk. A small group had already had demonstrations of ChurchDesk by contacts the Vicar had worked with at Romsey Abbey. The Vicar then demonstrated the main functions of the programme to PCC members. Although similar programmes had been considered, the Standing Committee recommended that ChurchDesk was preferable to the competitor ChurchSuite since the former could provide a website and, since we do not have the expertise to create our own, this would be a great advantage. The Vicar had already negotiated an agreement with ChurchDesk which included a 10% discount and a 50% reduction in training costs.</p> <p>He proposed that the PCC sign an agreement for two years starting in January. This was seconded by DJ and all agreed.</p>
10	<p>Safeguarding Report. JC</p> <p>JC’s Safeguarding Report had been circulated prior to the meeting and JC went through the report highlighting certain sections.</p> <p>He referred to the “Lymington Safeguarding Action Plan Level 3”, the church’s self-appraisal checklist, which every PCC is required to have and approve annually. He then referred to specific sections of the Plan where PCC approval is needed. He made the following recommendations:</p> <ul style="list-style-type: none"> • Safeguarding Procedures: That the PCC re-adopt the Diocesan procedure for dealing promptly with safeguarding allegations or suspicions of abuse. • Data Protection and Retention: Although the PCC is aware that at the moment we are not compliant, the adoption of the new communication system Churchdesk should provide a framework to sort out these deficiencies. • That the PCC approve the current list of Church and Non-Church activities shown in the Safeguarding Action Plan. • Safer Recruitment: the Safer Recruitment process has been followed for all new volunteers. Where safer recruitment records and absent or incomplete, the Diocese has now clarified the paperwork required and so the ‘back-recording’ of data will begin shortly. • Safeguarding Training: This is gradually being addressed. • Safer Recruitment and People Management: This is ongoing and progress is being made. <p>JC therefore proposed that the PCC approve the Lymington Safeguarding Action Plan Level 3. This was seconded by ML and all agreed.</p>

11	<p>Finance Report (AP) AP had circulated the financial papers prior to the meeting.</p> <ul style="list-style-type: none"> • AP referred to the accounts overview which showed that the current investments and cash amounted to £553,613, down from £609,599 in December 2022. • The Management Accounts for the 9 months to 30th September showed an income deficit of £37,850. There will be significant future costs with repairs to the roof and buildings. • The current arrangement of Wills for Free with Scott Bailey needs updating and will be investigated. • There will be no increase in Church and Hall Hire hourly charges for 2024. • The Finance Committee recommended that the PCC approve that the collections at the following services should be as follows: <ul style="list-style-type: none"> ➤ Advent Carol Service and Carol Service to St Thomas' Church ➤ Crib Service and Christmas Eve Service to the Bible Society. ➤ Christingle Service to the Children's Society ➤ Christmas Eve Midnight Service and Christmas Day Morning Service 50% to St Thomas' Church and 50% to a charity yet to be decided. ➤ Remembrance Service 50% to St Thomas' Church and 50% to the Royal British Legion. • The Finance Committee recommended that the PCC approves an increase of approximately 6.5% to its employees. • 2024 Budget: the Finance Committee proposed to the PCC that the 2024 budget be presented at the January meeting since this would be more accurate than doing it in November. • The Finance Committee proposed that the cost of Monday Lunch should increase from £5 to £7 starting in January. <p>MS proposed that the PCC agree to the suggestions of the Finance Committee. CS seconded and all agreed.</p>
12	<p>Building and Lands MS</p> <ul style="list-style-type: none"> • The building works at the tower are almost finished and the scaffolding will be removed in the next couple of weeks depending on the weather. • The Quinquennial inspection will take place between now and the end of the year and the result will be discussed by the Finance Committee. The inspection is paid for by the Diocese. • Future building works are possible at the West End. • The clock mechanism needs attention and advice is being sought from the manufacturers.
13	<p>Health and Safety.</p> <p>The Vicar thanked had thanked Clive Rigden at the previous meeting for his work on the PCC and wished him well on his move to Winchester. There would now be a search for a new Health and Safety Officer.</p>
14	<p>Good Samaritans.(SP)</p> <p>The Vicar had held a good meeting with SP and others involved in the Good Samaritans. They presented the mission of the GS at Sunday services and invited offers of help from the congregation.</p>
15	<p>Pastoral Report (MH)</p> <p>MH updated the PC on her activities as pastoral coordinator which included home visits, phone contacts and home communion. She plays a key role in noticing new members and, as she has mentioned in previous reports, that the pastoral cover needs to be reassessed..</p>
16	<p>Diary Dates: The Christmas Tree Festival December 1st – 5th</p>

17	<p>AOB</p> <ol style="list-style-type: none"> 1. Hire agreements for Church Hall: JC had circulated revised documents from the last PCC meeting and asked that the PCC to approve: <ol style="list-style-type: none"> a) That bookings for 18th and 21st birthday celebrations should not be accepted. b) That the PCC identifies someone or a group to investigate how in-house issues concerning the use of the hall be addressed. c) That the three Hire Agreements and the associated check list – (four documents already discussed) – are put into use immediately. <p>This was proposed by JC and seconded by CS. All agreed.</p> 2. ‘Light Up Green’ request from Southampton and District Good Samaritans that on Sunday 21st April, the day of the TCS London Marathon when the GS have been confirmed as Charity of the Year, we light up the church in green to support the charity. This was proposed by SP and seconded by MH and all agreed. 3. Support for the Poetry Group’s booklet. This was a request for £50 and was proposed by MS and seconded by SP. All agreed. 4. HS Officer. Requests for a volunteer to replace Clive Rigden have been circulated.
18	<p>Date of next meeting: Thursday January 25th at 7:30 pm at St Thomas’ Church.</p> <p>The Vicar then closed the meeting with prayer at 10.05pm.</p>