



## LYMINGTON PAROCHIAL CHURCH COUNCIL

### Minutes of the meeting held on

**Tuesday March 26th 2024 in St Thomas' Church Hall**

**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), Malcolm Ward (MW), David Hanks (DH), Maureen Harris (MH), Jeremy Vines (JV), Pat Cashin (PC), Sylvia Pepin (SP), Celia Swan (CMS), Michael Standage (MS), Andy Payne, Treasurer (AP), Mary Hill, Secretary (MC).</p>  |
| 1 | <p><b>Opening Prayer.</b> The Vicar opened the meeting with prayer.</p>  |
| 2 | <p>Apologies for absence : Peta Walmisley (PW).</p>  |
| 3 | <p>Proposals for AOB:</p> <ul style="list-style-type: none"><li>• Discussion on acquisition of a new piano for St. Thomas' Church.</li><li>• Chamber of Commerce Meeting Report (DJ).</li><li>• Terms of Reference and Spending Power of Standing Committee (MW).</li></ul>  |
| 4 | <p>Approval of Minutes of January Meeting. These were proposed by DJ and seconded by CS). All agreed.</p>  |
| 5 | <p>There were no matters arising.</p>  |
| 6 | <p><b>Chairman's Report.</b></p> <p>The Vicar reported on the activities of the last 60 days. He was delighted with the response to the Growing Younger Together Day and to the farewell service for Andy and Barbara Clapper on the same day. Lent began with a well-received series on Women of Holy Week.</p> <p>The Infants School has had successful SIAMS and OFSTED inspections and the children have been in Church both for the Palm Sunday service and also for 'Experiencing Easter' during Holy Week. Messy Church continues to be valued by the school community. Helen Thompson has been to Tops Nursery to explore further co-operation around seasonal events.</p> <p>Bishop Jean-Pierre from Rwanda stayed at the Vicarage, had lunch with PCC members and visited the Lyndhurst Deanery Rwanda Team leading to the possibility of further links between our parish and his parish in Rwanda.</p> <p>The numbers at the 8am service are steady and are growing at the 9:15 am service. The Life and Soul service is significantly below pre-Covid attendance and remains, like other services, on the rota until Trinity Sunday. Evensong continues to be strong and the aim is for it to run once a month.</p> <p>There has been a discussion during the last month on ways to improve our Risk Management, Health and Safety and Fire Safety.</p> <p>The Vicar said he was looking forward to Easter, a week off and then the Away Day on April 8<sup>th</sup> at Beaulieu.</p> |

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|   | <p>The Agenda for the Away Day would focus on topics suggested at the Growing Younger Together Day i.e. Children and Families; a Contemporary/Modern Service; Choir Church including children and Pastoral Need.</p>   |
| 7 | <p><b>Health and Safety/ Safeguarding.</b></p> <p><b>Fire Safety:</b> CS said that the original fire safety procedures were dated 2019 and updated in 2023 when improvements/refinements were recommended. He then shared a list of actions that should be undertaken in the coming weeks/months. These included improving fire exit lighting, devising fire prevention/evacuation plans, training fire officers, installing smoke detectors, moving the church office to the ground floor and looking at tower access.</p> <p><b>Risk Assessments:</b> CS had circulated a document identifying likely risks and appropriate mitigations. The implementation of <i>Churchdesk</i> gives the church the opportunity to streamline the administration of the Risk Assessments by adopting a list of generic Risk Assessment categories which could then be tailored to specific events. The process in future would entail bookings being entered into the <i>Churchdesk</i> calendar and the Administrator identifying the appropriate RA for the event. The Vicar said that the aim was to move all the Risk Assessments online to <i>Churchdesk</i>.</p> <p><b>Risk Management:</b> JC and the Vicar reported on their meeting to discuss the management of Risk and Trustee Liability. Since all registered charities must include in their Annual Report a statement confirming that major risks have been reviewed and systems have been established to manage those risks, JC recommended that the PCC include a statement on Risk Management in the Annual Report and devise a Risk Management Table. The Secretary confirmed that the Risk Statement had been included in the 2023 Report and JC agreed to chair a small working group which would be responsible for drafting the various sections.</p> <p>The Vicar thanked CS and JC for all their work on these proposals.</p> |
| 8 | <p><b>Fabric Report. (MS)</b></p> <p>MS reported on the co-operation of the Fabric Committee and the actions required by the church to improve its fire safety. These include quotes for the installation of fire exit and emergency lighting and installing fire and smoke detectors. MS was also preparing for the Quinquennial inspections of All Saints Church (April 8<sup>th</sup>) and St Thomas' (April 15<sup>th</sup>).</p>  |
| 9 | <p><b>Finance Report. (AP)</b></p> <ul style="list-style-type: none"> <li>• Andy Payne said that Bill Gulland was retiring from the Finance Committee and thanked him for his twelve years as a member of the Committee. AP recognised his 'unstinting service, attention to detail and comradeship.'</li> <li>• AP had circulated the finance report prior to the meeting.</li> <li>• The insurance for St Thomas' renews on April 1<sup>st</sup> and costs £6,355.85 and is paid by monthly direct debits of £529.65. (Last year's insurance was £6,118).</li> <li>• List of signatories on the HSBC's website. AP proposed that these should be updated to include the following: Andrew David Payne; Christopher Mark Stroud; Daphne Lorraine Johnston; Jonathan Richard Barker Cook; Judith Ann Martin; Lee Arun Thompson; Malcolm Anthony Ward. This list was proposed by MS and Seconded by JC. All agreed.</li> <li>• Energy consumption: AP was resolving the issue of the Church being charged too much VAT on the gas bill.</li> </ul>  |

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|    | <ul style="list-style-type: none"> <li>• The Finance Committee proposed that the Church continue to support the two needy persons until their PIPs are reinstated. This was proposed by ML and seconded by DJ. All agreed.</li> <li>• Future spending: AP reminded the PCC that there were two Quinquennial inspections scheduled and that there were other future building repairs and maintenance costs e.g the roof of the chair store.</li> <li>• AP proposed that the Finance Committee Reserves Policy should remain unchanged. This was proposed by AP and seconded by MH.</li> <li>• The end of year accounts and reports had been submitted to the PCC.</li> </ul> <p>The Vicar congratulated AP and the Finance Team for their diligence over the year.</p>   |
| 10 | <b>Safeguarding Report:</b> see item 8.   |
| 11 | <b>Pastoral Report (MH).</b> <ul style="list-style-type: none"> <li>• The number of pastoral connections has increased and there is a clear need for more people to join the pastoral team.</li> <li>• MH and her colleagues respond to requests for phone calls, visits, conversations as well as arranging visits to three care homes to give Holy Communion.</li> <li>• The demand is such that it is suggested that a small pastoral team should be created so that the effort does not depend on such a small group of individuals.</li> <li>• The Vicar said that pastoral care would be considered during the Away Day.</li> </ul>   |
| 12 | <b>Good Samaritans Report (SP).</b> <ul style="list-style-type: none"> <li>• The Good Samaritans work is erratic and like the pastoral work, needs more volunteers.</li> <li>• The Vicar suggested that the topic could be discussed at the Christians Together meeting and maybe there could be a co-ordinated approach.</li> </ul>  |
| 13 | <b>Correspondence and Diary Dates.</b> <ul style="list-style-type: none"> <li>• DH said that he had received a letter thanking St Thomas' for their contribution to MAF charity after the handbell concert.</li> <li>• The date for the APCM is Wednesday April 17<sup>th</sup> 2024 at 7:30pm.</li> </ul>  |
| 14 | <b>AOB.</b> <ul style="list-style-type: none"> <li>• MW questioned the Terms of Reference of the Standing Committee and the amount of money it could spend. There was a general discussion about the role of the Standing Committee and the reasons for its formation. The Vicar said that the Terms of Reference for the Standing Committee and the Finance Committee would be re-visited.</li> <li>• The Vicar circulated information about a project concerning the acquisition of a better grand piano for use in the Church. The project was in its early stages and the PCC will be informed when more details of costs and maintenance are produced.</li> <li>• DT reported on her attendance at the Chamber of Commerce Breakfast when thirteen charities were represented. The purpose of the meeting was to connect local charities with local corporate businesses. DT suggested that we should join and perhaps hold an event in the future.</li> </ul> |
| 15 | <b>Date of next meeting:</b> Thursday May 23 <sup>rd</sup> at 7:30pm in St Thomas' Church Hall.   |
| 16 | The Vicar led the closing prayer.   |