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**Minutes of PCC Meeting**

**Wednesday 19 March 2025 at 7pm**

**at St John’s Church**

**Present:**

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| Rev. Graeme Dixon (Chairman) | Clive Jones (left 9:35) | Christine Owen |
| Sarah Beak (from 7:25) | Ann Laird | John Pennells |
| Lynn Black (invited) | Randell McKay (7:15-9:15) | Linda Purkess |
| Simon Harris (7:10-8:10) | Peter Myerscough-Jackopson | Fiona Skidmore |
| Angela Jones (left 9:25) |  |  |
| **Absent:** |  |  |
| Sarah Phelps |  |  |

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|  |  | **Action** |
| **1.** | **Opening Prayer**  Graeme Dixon opened the meeting with a time of open prayer. |  |
| **2.** | **Apologies for Absence**  Kevan Abernethy, Ewan Brown, Glennis Gould, Sue Muldowney, John Sofrin, Crawford White, Angela Wright |  |
| **3.** | **Declarations of interest**  Ann Laird’s daughter is Assistant Diocesan Secretary and Ann is Chair of SCRATCH.  Sarah Beak is the wife of Steve Beak – Item 10.  Graeme Dixon is the husband of Steph Dixon – Item 16 |  |
| **4,** | **St John’s**   1. **Pews to Chairs** Graeme Dixon informed the meeting that the Chancellor had granted our Faculty request to replace the pews with chairs; with the condition that ‘we take reasonable steps to ensure that timber from the removed pews is re-used in the church, and that the replacement chairs be totally wooden, with no upholstery or metal frame. Within 2 months the PCC are to submit details to the DAC of a wholly timber stackable replacement chair or pew.’ It was stated that wooden chairs is not what the congregation wanted and it would have an impact on the number of chairs that could be stacked on a dolly.  Randell McKay circulated pictures of three examples of lightweight wooden laminate chairs, with costings: Jacob - £124 per chair + VAT Zesty - £170 per chair + VAT Howe 40/4 - £400 per chair + VAT The Jacob chair is 520mm wide, which is 5cm wider than the other chairs which would impact the number of chairs in each row.  Randell queried whether we could have wooden chairs with a metal frame? It was agreed that Graeme would contact the Diocese for advice.    The PCC voted unanimously to continue with the ‘pews to chairs’ project, in spite of the conditions attached to the faculty approval. We have two years to implement the Faculty. The decision of the Chancellor will be communicated to the church on Sunday 23 March 2025. | Graeme  Graeme |
| **5.** | **Safeguarding**   * Sue Muldowney had emailed to confirm that DBS checks are ongoing. * Lynn Black confirmed that she will speak to Natasha, from the Diocese, next Tuesday, regarding whole group safeguarding training. * The Diocese have published a Safeguarding Welcome Pack, including key documents and stating what we need to do as a PCC. Graeme stated that our responsibilities appear more than previously thought. Sue will circulate the publication to the PCC. * The Safeguarding Policy for our Parish was approved by the PCC:   Proposed by Ann Laird and Seconded by Lynn Black. The Policy will be displayed at both churches. | Sue  Lynn  Sue  Christine/  John Sofrin |
| **6.** | **Electoral Roll** Sue had emailed to confirm that Electoral Roll forms are being completed but they still need to be publicised in both churches to ensure everyone is encouraged to complete a form. It was suggested that everyone is made aware that this is an opportunity to become a member of our local church, and that Graeme should explain the difference between this and becoming a member of the Church of England. Graeme confirmed that everyone who has been baptised anywhere (eg Baptist/Methodist) is eligible to be included on the Electoral Roll. | Graeme |
| **7.** | **Health and Safety**   1. It was stated that the weathercock on the top of St John’s Church spire is bent, but still considered safe. The only way to reach it would be with scaffolding, which is expensive. It was agreed to leave it as it is. 2. It was agreed Graeme could replace one of the kettles in St John’s Church. Proposed Simon Harris and Seconded Sarah Beak | Graeme |
| **8.** | **Finance**  The Annual Report and Accounts for the APCM had been circulated prior to the meeting**.** Linda gave an overview of the Financial Statements. Although income is less than last year we are still in a healthy financial position. Linda explained that we have one £500 endowment account where we can only use the interest earned on the capital amount; several restricted funds where the money can only be spent on specific items, and unrestricted funds which can be spent on general or designated items. If certain unrestricted funds are designated for a specific item, any surplus money left over can be returned to the general fund.  Elizabeth Arnold, our Independent Examiner, identified that the list of Trustees on the Charity Commission website had not been updated for the two new Churchwardens. (There had been issues with getting a login to the Charity Commission website but post meeting this has been sorted and the list of Trustees updated.)  The Annual Report and Accounts were adopted by the PCC:  Proposed by Randell McKay and Seconded by Ann Laird  Linda commented that when fundraising for a specific appeal, it is important we stipulate that if we exceed the appeal target, any surplus funds received will be used on other items. | Christine |
| **9.** | **Deanery Synod Briefing**  The document had been circulated prior to the meeting. Graeme stated that each Parish was asked to reflect, discuss, pray and respond on this. The Briefing included tests and aspirations for the Deanery to invest in growth. It was stated that there are a number of rich parishes with money in reserve but they are not necessarily helping the Diocese financially. The PCC were encouraged to pass any comments or issues to Graeme. | PCC |
| **10.** | **St Boniface**   1. **Quinquennial Report** Graeme commented that there are 13 items listed which need repair. Linda stated that a lot of work had been completed since the last Report. When the roof work was completed in 2020/21 the DAC had advised Linda to widen the Faculty application. Therefore, we already have List B approval for the current listed repairs to the roof, porch door and internal plastering and decoration. It was stated thar one louvre in the Spire needs to be repaired urgently and some further items within the next two years. A major expense is re-shingling of the Tower, which needs to be done within the next 5 years. John McGinty is liaising with the Architect on how we best deal with all the issues listed. Grants will be needed and the Architect should help with these. It was agreed that the church needs to be informed of the results of the Report.  The Standing Committee had agreed that the Architect fees of £10,000, for a new kitchen was prohibitive, and therefore the kitchen was not a priority. It is possible the Men’s Shed could provide a free-standing cupboard, which would not need a faculty. 2. **Men’s Shed Draft Agreement** Linda circulated a copy of an updated draft Agreement, including background to the Agreement, and the comments of individual PCC members. It was stated that the current Agreement ends in Autumn 2026, but the Men’s Shed have requested a new legal Agreement to assist them in applying for grants.  It was stated we need an Agreement which will deter the continual expansion of the Men’s Shed, without permission. The Diocese is the owner of the Hall and the Agreement must protect this ownership. It was suggested that there should be staged consequences for not abiding by the terms of the Agreement, and the church should have the right to use the Hall. The three main areas of concern are: The grassed area to the front of the Hall; Exclusive possession of the Hall; Sub-letting of the Hall, even if no charge is made.  It was stated that we should set the terms of the Agreement, while continuing the Pastoral and social support of the Men’s Shed, to encourage them to flourish.   Ann Laird agreed to update the Agreement by 27 March 2025. A solicitor will need to ratify the wording to ensure our rights are protected, and clarify whether this is a ‘Lease’ or ‘Hire’ Agreement. | Graeme/  John Sofrin  Ann/Linda |
| **11.** | **Steve Beak – Permission to Officiate** Graeme stated that Rev Steve Beak was willing to apply to the Diocese for Permission to Officiate in our Parish, which would allow him to conduct funerals, weddings, baptisms and Holy Communion.  Graeme emphasised that there would be clear set boundaries and Steve would not be a second vicar; rather another pair of hands to enhance what our two churches can offer. Steve had confirmed he is willing to conduct Holy Communion at St Boniface as well as St John’s. Steve will need an enhanced DBS check plus interview with the Diocese before approval can be given.  The PCC approved Steve’s application:  Proposed by Linda Purkess and Seconded by Clive Jones. |  |
| **12.** | **Church Website**  It was stated that Ewan Brown had done a fantastic job creating the new church website. It was emphasised that this is still a work in progress but is already much improved on the old website. It was suggested that analytics could track the number of visitors to our website. Graeme commented that Ewan had received a lot of criticism concerning the new website and we need to change the culture in our church, of being quick to complain. It was accepted that the revamping of the website could have been better communicated at our Sunday services. It was confirmed that Abbie, Ewan and maybe the church office volunteers, would be editing and updating the website.  It was agreed that a limited number of photos of church personnel should appear on the website, ie Main leaders up front; front facing Groups (eg Tots Group) and Safeguarding. Graeme to confirm leaders with Ewan. In line with GDPR, prior permission will be need to be obtained from relevant personnel. It was suggested information regarding each homegroup could be listed, without including any names. It was confirmed that Dorothy Stratford already has this information. It was agreed the names of all PCC Trustees should be included; our Charity number and all PCC Minutes. | Graeme/Ewan |
| **13.** | **Vision**  Deferred, |  |
| **14.** | **Minutes of PCC meeting on 28 January 2025**   1. **Approve the Minutes for accuracy** The Minutes were approved: Proposed by Ann Laird and Seconded by Sarah Beak 2. **Matters Arising 5. Health and Safety ii. Floor Boxes** Clive confirmed that the floor boxes on the dais at St John’s will now be included in the overall refurbishment of the sound system. **iii. Mousetraps** Ann will oversee the mousetraps at St John’s Church and Church Hall. **6. Finance iii Giftbox at St John’s** Linda commented that it was not practical to take the giftbox offline for any length of time, and stressed that when the giftbox is removed from St John’s, eg to use at Tots Group, it should be returned immediately afterwards so that any payments can be processed without delay. **Retiring Collections** Linda confirmed that for this year only, our retiring collection for Tear Fund will move to May, to align with a visiting speaker from Tear Fund at St John’s. Southampton City Mission will, therefore, be the retiring collection in April. **8. St John’s ii. Church Wardens** Ann is investigating the repair of the Church Wardens’ Staff. **vi.** Ann commented that she had started to sort out our Policies and collate them on Sharepoint in the folder ‘Policies’. Some are out of date or non-existent. Ann suggested we have a rolling review of our Policies in future PCC meetings after the APCM. | Linda  Christine/Ann |
| **15.** | **Future Dates**  **APCM** – Wednesday 30 April 2025  Standing Committee: Tuesday 10 June 2025 – 7pm St John’s Church  Deanery Synod: Tuesday 17 June 2025  Deanery Synod: Wednesday 15 October 2025  It was agreed that the dates of all meetings for the remainder of 2025 would be issued at the APCM.  Meetings will be in person at either St John’s church or St John’s church hall. | Graeme/  Christine |
| **16.** | **Any Other Urgent Business**  Linda stated that the minimum living wage increases in April, to £12.21 per hour. The salaries for Steph Dixon (Cleaner) and Abbie Seymour (Administrator) are due for review in April, and Ewan Brown (Youth and Children’s Worker) due for review in September. | Linda |
| **17.** | **Closing Prayer**  John Pennells closed the meeting in prayer. |  |

The meeting ended at 9:40pm

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|  | **From** | **Ongoing Actions** | **By Whom** | **Deadline** | **Done** |
| **1.** | **PCC 28.1.2025.** | Safeguarding Worksheets (5) | PCC | After APCM |  |
| **2.** | **PCC 28.1.2025.** | Safeguarding training | Peter/John S | ASAP |  |
|  | **PCC 28.1.2025.** | Ann and Peter to be added as signatories to the bank account | Linda | ASAP |  |
| **4.** | **SC 4.11.2024.** | The offertory bag reinstated at St Boniface. | John S | ASAP |  |
| **5.** | **PCC 28.1.2025.** | Repair of Church Warden’s Staff | Ann | ASAP |  |
| **6.** | **PCC 28.1.2025.** | Authorised Chalice Bearers to become Sacristans + training. | Graeme | ASAP |  |
| **7.** | **PCC 28.1.2025.** | Determine structure of a healing service for St Boniface. | Graeme/John S | ASAP |  |
| **8.** | **PCC 28.1.2025.** | Review Policies | PCC | After APCM. |  |
| **9.** | **PCC 28.1.2025.** | First Aid Training | Ewan | ASAP |  |
| **10.** | **PCC 28.1.2025.** | Prayer Ministry training with Diocese | Graeme | After Easter |  |

**CO/20250319 PCC Minutesv2 public**