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**Minutes of PCC Meeting**

 **Monday 7 July 2025 at 7pm**

**at St John’s Church**

**Present:**

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| Rev. Graeme Dixon (Chairman) | Ann Laird | Linda Purkess |
| Sarah Beak | Randell McKay | Angela Wright |
| Ewan Brown (from 8.15) | Christine Owen |  |
| Simon Harris  | John Pennells |  |
| Angela Jones  | Sarah Phelps |  |
| **Absent:** |  |  |
| Peter Myerscough-Jackopson |  |  |

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|  |  | **Action** |
| **1.** | **Opening Prayer**Graeme Dixon opened the meeting by reading Luke 15:1-10; the Parables of the Lost Sheep and the Lost Coin. Graeme asked us to consider ‘the things of heaven coming to earth’. Graeme led a time of open prayer. |  |
|  **2.** | **Apologies for Absence**Lynn Black, Glennis Gould, Sue Muldowney, John Sofrin, Katrina Stout, Crawford White. |  |
| **3.** | **Declarations of interest**Ann Laird’s daughter is Assistant Diocesan Secretary and Ann is Chair of SCRATCH. |  |
| **4.** | **Health and Safety**1. Simon Harris had commenced work to secure the carpet edges in the aisle at St John’s Church.
2. It was agreed that Graeme would speak to Abbie regarding the Church Office phone, as currently this is a static landline and Abbie’s role sometimes takes her out of the Office into the Church.
 | Graeme |
| **5.** | **Finance**The Finance Report was circulated prior to the Meeting. * Linda Purkess highlighted that the collection of foreign currency was a good source of income and had raised £296 since January. We had also received £35 for the latest batch of recycled ink cartridges; making a total of £600 received since we started doing this in 2017.
* Linda confirmed that in 2024 we made a donation of £228 to A Rocha, a Christian Conservation Company, to offset our carbon usage of gas.
* Linda confirmed that the cost of £88 for Fairtrade coffee was for a bulk buy and should provide consumption for a year.
* The sum of £479 for Tuck for the youth groups was queried. It was stated that the numbers attending the youth groups had increased and the amount of tuck previously purchased would run out before the end of term. The tuck is sold for a marginal profit. Linda stated that she would take a stock take of surplus tuck left at the end of the school year.
* Linda confirmed the annual TVBC subscription of £42, for garden waste, only applied to St John’s church.
* It was suggested that due to the increased cost of running youth and family events, we should ask for donations towards these.
* **Bank Mandate**It was confirmed by the PCC that the following people are designaed Bank Signatories, and any two are required to authorise each banking transaction:Lynn Black; Ann Laird; Randell McKay; Peter Myerscough-Jackopson; Christine Owen; Linda Purkess,

Proposed bySimon Harris and seconded by Sarah Beak | Graeme |
| **6.** | **Policies**It was emphasised that our Church Policies need to be reviewed regularly, and this is especially important if we need to apply for grants. Ann Laird suggested that we look at all our policies over the next two years, to ensure they are ‘fit for purpose’ and ‘says what we do’. Three of the policies which we must have in place, were circulated prior to the Meeting:1. **Reserves and Investment Policy**Linda confirmed that this Policy needs to be up to date as it forms part of the Annual Accounts.Amendments to the Policy:- **Reserves** ‘The balance at 31 December 2018 met this target’ to be removed, so the policy wording is not outdated before review. (It was confirmed we met our target at 31 December 2024).- **Deposit Account facilities**‘1. The Winchester Diocesan Board of Finance Loan Funds’ to be removed as this scheme is no longer running.

The Policy was approved:Proposed by Sarah Beak and seconded by Linda PurkessSubsequent to the meeting Ann confirmed the review date of July 2026.1. **Legacy Policy**Amendments to the Policy:The headers and footers to be removed.Wording to state, ‘potential donors to contact the Church Office; where they will be directed to the relevant person.’ This would ensure that donations are allocated to the right church funds. Linda stated that she usually had sight of actual Wills as these were more reliable than some instructions from solicitors. Graeme confirmed that bereaved families often talk to him about their donations for either St John’s or St Boniface church.The Policy was approved:Proposed by Sarah Beak and seconded by Ann LairdSubsequent to the meeting Ann confirmed the review date of July 2028.
2. **Conflict of Interest Policy**It was confirmed that page one explained what a conflict of interest is, and the Policy is shown on page two.Amendments to the Policy:Wording to clarify that ‘paragraph 6’ is ‘point 6’.Ann agreed to add the title of ‘Context’ to page one.The Policy was approved:Proposed by Randell and seconded by Linda PurkessSubsequent to the meeting Ann confirmed the review date of July 2026.

Ann stated that she will amend and standardise the format of the policies; send copies to Christine Owen (PCC Secretary) and save them on Sharepoint. | AnnAnnAnnAnnAnn |
| **7.** | **St Boniface**1. **Men’s Shed Agreement**Linda confirmed that the Buildings Department at the DAC, had sent her a copy of the Diocesan approved Hire Agreement for Church Halls. It was agreed that we should use this and add our own conditions. A clause regarding non-exclusive use is included. Ann agreed to finesse the words of the Agreement and present this to the Men’s Shed. Linda was thanked for all the hard work she had done preparing this Agreement. Linda stated we need to update the Hire Agreement for Rownhams Church Hall.
2. **World War II Plaque**It was stated that the Men’s Shed had offered to make small (A4 size) commemorative plaques for our churches. Angela Wright confirmed that the names of the Nursling men from both World Wars are already in St Boniface Church. However, there is only a commemorative plaque in St John’s Church covering World War I. It was confirmed that anything permanent fixed to a wall would need a faculty, and anything in the shape of a heart is not allowed inside the church building. It was suggested that we take up the offer of a plaque for St John’s, but this should be small and portable and could be sat on a shelf/window sill, or just be used for Remembrance Sunday. Ann agreed to talk to Mike Bunce to gain more information.
3. **Remembrance Day Soldiers**Kevan Abernethy had suggested we ask the Men’s Shed to make some ‘Tommy’ metal silhouettes for outside of St Boniface on Remembrance Sunday. It was agreed that Kevan would request two ‘Tommy’s’ for St Boniface; one to stand either side of the door, and one for St John’s; to stand outside on the grass opposite the church porch.Proposed by Simon Harris and seconded by Ann Laird
 | AnnAnnAnnKevan |
| **8.** | **Parish Jobs in rough order of priority**Ann circulated to the PCC, a list put together by the Barnabas Group, showing what is happening in both churches. Ann stated that this list changes weekly as jobs are completed or added. **St Boniface**Ann commented that John McGinty is leading on a number of items.1. A quotation of around £12,000 had been received from Peter Drew, Electrician, for the urgent electrical works needed to make the premises safe, but this did not include a total re-wire, which may be needed. Barker Mills would be approached for help with the funding. They have their own electricians.
2. A survey of the cedar tree in the churchyard has confirmed it is dangerous. A cost of £20,000 was estimated to remove all limbs. TVBC would be approached for their specialist advice and approval.
3. The Diocese had supplied a letter giving SSEN permission to carry out the safety work in the churchyard, regarding cables in the trees.
4. Planning permission would be needed to extend the carpark. There would be room for a possible further 8 cars, at an estimated cost of £20,000. The surface of the existing carpark still needs finishing. There are restricted funds of £5,806 available. It was agreed not to extend the car park, but to investigate an intermediate solution of laying plastic grids to enable extra parking on the grass when needed.
5. Kevan stated it should be noted; when completing the path to the church, that grave diggers use this path with their equipment.

Proposed by Kevn Abernethy and seconded by Angela Wright**St John’s Church Hall**1. Phil Bundy is keen to retain the ‘village aesthetic’ of the existing hall.
2. The faulty external light had been switched off and a quote received from Peter Drew.

**St John’s Church**1. Graeme confirmed that the Chancellor had approved our faculty to replace the pews with the Durham wood laminate chairs in Beech colour, but reasonable steps be taken to use some of the timber from the pews in the church.It was stated that the total estimated cost of chairs and accessories, eg dollies, is £30,000, and the congregation should be made aware of this.It was stated that cushions may also be needed, particularly due to the cold nature of the laminate seating. There is a lead time of two months on orders and the company who make the chairs close down for August.There is a company who have offered to pay up to £100 per pew, but we would need to move them out of the church. It was agreed the Barnabas Group would be asked to oversee the logistics. It was suggested three pews would be stored in the Vicarage garage to be used as timber. Pews could be offered for sale to the Parish. Graeme confirmed the planned phases are:Phase 1 – pews to chairs

Phase 2 – church floor and heatingPhase 3 – kitchen areaRandell McKay was thanked for all his work on the faculty.1. We had received a considerable amount of audio system equipment from a church in Eastleigh, which is of very good quality and would provide us with a digital system, although some re-wiring may be needed. A person from the church will be coming at 7.30pm on Thursday 10 July, to advise us.Our grateful thanks for this donation was noted.
 | Ann |
| **9.** | **Vision**Deferred, |  |
| **10.** | **Minutes of PCC meeting on 19 March 2025**1. **Approve the Minutes for accuracy**The Minutes were approved:Proposed by Ann Laird and Seconded by Simon Harris
2. **Matters Arising**a) John Sofrin and Peter Myerscough-Jackopson still need to complete safeguarding training.b) Ann Laird and Peter M-J are now signatories for the CAF Bank.c) The offeratory bag still needs to be reinstated at St Boniface. Graeme will speak to John Sofrin.d) The Men’s Shed had successfully repaired the Church Warden’s Staff.e) Training is needed for those authorised Chalice Bearers who wish to become Sacristans.(Lynn Black, Jenny Cleaver, Arnold Rust, Katrina Stout)

f) Determine a structure for healing services at St Boniface.g) First Aid Training – there were insufficient numbers for each session. Ewan will re-organise in September.h) We are still awaiting information from the Diocese regarding Prayer Ministry training.i) Graeme is awaiting a reply from the Bishop regarding his application for Steve Beak’s Permission to Officiate.j) Graeme is awaiting a reply from the Bishop to his invitation to attend St John’s in October for our 750th anniversary. | John/PeterGraemeGraemeGraeme/JohnEwanGraemeGraemeGraeme |
|  | **Minutes of PCC meeting on 30 April 2025**1. **Approve the Minutes for accuracy**The Minutes were approved:Proposed by Sarah Phelps and Seconded by Sarah Beak

**Matters Arising**None. |  |
|  | **Minutes of Standing Committee meeting on 17 June 2025**1. **Matters Arising**Amendments:**5. Safeguarding**Sue left the meeting at 7.50pm, and not 8.50pm.**11. i. Weekly Church Email**Jen Lowe and Abbie Seymour areupdating thecirculation list**.**
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| **11.** | **Future Dates****Standing Committee: Monday 1 September 2025** **7pm St John’s Church****PCC Meeting: Tuesday 9 September 2025** **7pm St John’s Church****Standing Committee: Monday 3 November 2025** **7pm St John’s Church****PCC Meeting: Tuesday 18 November 2025 7pm St John’s Church****Standing Committee: Monday 5 January 2026 7pm St John’s Church****PCC Meeting: Tuesday 20 January 2026 7pm St John’s Church****Standing Committee: Monday 2 March 2026 7pm St John’s Church****PCC Meeting: Tuesday 17 March 2026 7pm St John’s Church (Approve Annual Report and Accounts)****APCM: Wednesday 29 April 2026 7pm St John’s Church**. |  |
| **12.** | **Any Other Urgent Business**1. **Deanery Synod**Papers from the Deanery Synod Meeting on Tuesday 17 June, 2025, were circulated prior to the Meeting. There were no comments from the PCC.
2. **Holiday Club**It was agreed to run a Children’s Holiday Club at St John’s 4-6 August 2025. We need volunteers for it to run!Proposed by Ewan Brown and seconded by Simon Harris
3. **Volunteers**

Ewan stated that we are desperately in need of volunteers to help with the children’s and youth groups. Without more volunteers the groups are in danger of not running.  |   |
| **14.** | **Closing Prayer**Angela Jones closed the meeting in prayer. |  |

The meeting ended at 9.55pm.

**CO/20250707 PCC Minutes**