

St George's Church, Wilton

Minutes of the Meeting of the **Parochial Church Council** held on Tuesday 27th April 2021 at 7.00pm Church Hall

Present	Nick Griffin (Chairman); Peter Joyce; Michael Yardley (Vice Chair); Jenny Norman; Matt Norman; Hilary McKegney; Pete McKegney; Carole Smith; Rosa Parsloe; Rachel Neal; John Page and Bethan Baigent.
Apologies	Chris Michell; Clare Steel

Ref	Item and Action	Action	By When
1.	Opening Prayers Nick opened the meeting praying for the PCC, and PCC members followed this with open prayer for Nick.		
2.	Apologies Chris M sent his apologies.		
3.	Approval of the Minutes The minutes of the meetings held on 9 th March 2021 were approved and signed off.		
4.	<p>Actions from previous minutes</p> <ul style="list-style-type: none"> <p>Defibrillator</p> <p>It has been agreed to place this in the entrance of the hall on the left. There is a YouTube video to show you how to use the Defibrillator which Hilary McK will send to Bethan to send to all Hall users when booking the Hall</p> <p>Action:</p> <ul style="list-style-type: none"> • Link to the defibrillator operating video be sent to office • Update the Hall's booking information to incorporate information on the Defibrillator <p>Treasurer Stepping Down</p> <p>An article was placed into News Board in the 25th April edition informing the congregation about John stepping down and the need to recruit a new Treasurer.</p> <p>Roles and Structure</p> <p>Work still being carried out on the new roles and structure and will be circulated as and when ready</p> <p>Easter Services</p> <p>It was felt that the Easter Services went as well and the outside singing for the last hymn was really appreciated. The Easter sunrise service was well attended too and feedback was that this should happen again next year.</p> <p>Health and Safety</p> <p>H&S assessments not yet carried out. Peter J has spent time with Scout Leader about Fire Risk Assessments so a H&S audit will follow in time.</p> 	<p>H McK</p> <p>BB</p>	<p>By 30.06.21</p> <p>By 30.06.21</p>

	<p>Clare S has not yet done the Disability Audit but will have this on the next PCC Agenda</p> <p>Action:</p> <ul style="list-style-type: none"> • H&S audit to be completed • Disability Audit to be on the following PCC Agenda <p>• Pastoral visiting Rachel has been chatting with Liz Flower Safeguarding Officer. about who is required to have their DBS updated. Still need to review some policies surrounding pastoral visits.</p> <p>Action:</p> <ul style="list-style-type: none"> • Nick to contact Liz F about identifying volunteers requiring DBS and to review current Safeguarding processes going forward • Continue to put together a Pastoral Visiting Team policy <p>• Live Streaming Matt N offered to do a first draft on a Live Streaming policy as it has implications with safeguarding. Bethan B offered to contact St James Church to see if they have a policy that could be adapted and followed at St George's. It was identified that live streaming may also have GDPR implications so this will need to be looked into.</p> <p>Action:</p> <ul style="list-style-type: none"> • Contact St James to ask re Live Streaming/Safeguarding policy • Draft a Live Streaming Policy incorporating any GDPR issues. 	<p>PJ CS</p> <p>NG</p> <p>NG/RN</p> <p>BB</p> <p>MN</p>	<p>By 17.07.21 By 17.07.21</p> <p>By 17.07.21</p> <p>By 17.07.21</p> <p>Aug 21</p> <p>Aug 21</p>
<p>5.</p>	<p>Wifi Appeal and Associate Equipment</p> <p>The WiFi bridge from the office to church has been installed, providing internet access in the church building. Nick G, Matt N and Peter J had met to look at the sound desk, it's positioning and locations for other necessary items of IT equipment required.</p> <p>Additional power points will be required and when Matt has completed the specification, a carpenter will be required to remove half a pew to allow for a new sound desk for which a faculty may not be required.</p> <p>A separate lighting review is required to see what is needed in addition to any lighting required for recording purposes. It was suggested to get some companies in for advice on improving the general lighting throughout the church. Many offer free assessment first then quotations.</p> <p>The congregation will be informed that we have more than achieved the original target. As there is no deadline on the Appeal and costs for installing a good quality AV system and lighting will be rather large it was felt that it would be good to remind the congregation of how vastly these works will improve our services both in person and</p>		

	<p>online, so the more we raise, the better quality and longer lasting the equipment we can purchase will be.</p> <p>It was agreed that Matt N had authority to make purchases on behalf of the PCC but that the PCC must be consulted for any significant changes to the aesthetic of the building.</p> <p>When a new system can be brought in, the online service will be the first to benefit from better audio and once the AV cabinet has been purchased then it may only take a couple of months before we can start benefitting from any changes made.</p> <p>Action:</p> <ul style="list-style-type: none"> • Technical Specification to be completed • Invite Lighting Companies to come and give advice and quote on new lighting throughout the church • Note into News Board about the Appeal 	<p>MN MN/PJ</p> <p>BB</p>	<p>Asap Asap</p> <p>09.05.21</p>
<p>6.</p>	<p>Vicar's Update</p> <p>Possibility of a curate</p> <p>Nick was delighted to inform the PCC that St George's are in the pool for a curate in 2022. The Diocese are considering applications for curates. If it comes to pass, June 2022 could be very exciting and mean that we will have a Curate with us. It shows the Diocese are recognising how well St George's are doing.</p> <p>Dioceses bear the cost of a training curate and parishes are required to pay working expenses (mileage, supplies etc)</p> <p>THIS TO BE REDACTED WHEN ON THE WEBSITE</p> <p>Ministry Experience Scheme</p> <p>This is a National Scheme by CofE to encourage young people 18-30 to see if they would be suited to ministry. It is 18 hours a week, costs are next to nothing for the church but it is a scheme which Nick thinks could be really beneficial for us as a church but also a way to help those exploring this vocation. Nick asked the PCC to think of anyone they may know who would be interested and to let Nick know as there then could be a possibility to have someone with us for September. Martin Kirkbride has expressed an interest to mentor and foster whoever we may get. They go through the DDO process with no expectation. Nick recommended the PCC to look into this on the Diocese website.</p> <p>Small Groups</p> <p>There has been a meetings with Nick, Clare, Geoff Treasure and Bethan to look at how St George's can encourage small groups. 16 people have already come forward to say they would like to be part of one. Geoff will run the bible study style discipleship groups, resourcing material and being a support to the small group leaders and Clare will take on the activity discipleship small groups. Ideas have come forward for walking groups, craft groups, baking groups. But all require leaders and interested members. Next step is to approach potential small group leaders but it has been an encouraging start.</p>	<p>Nick to approach potential leaders</p>	

	<p>Service Patterns</p> <p>Recorded services online will continue going forward for the foreseeable future as they are engaging with lots of people, many that are new and are showing interest in becoming part of the St George's community. the 10am Covid Restricted Holy Communion Service will continue, following all guidelines and should the numbers of Communicants start to reach the limit of numbers to be Covid compliant then a booking system will be introduced as it was at Easter. At the moment approximately 45 people have been coming. We are still masked and there is still no singing. All services in church will be a Communion. The in church services will be reviewed once the guidelines change.</p> <p>It was suggested that if the numbers do look as though they are increasing in church then the PCC could do some research to see if those who used to attend out Sun 8am would prefer to have a Tues 10am BCP service instead.</p>		
<p>7.</p>	<p>Approval of the Annual Accounts 2020 Annual Accounts</p> <p>The Treasurer drew the attention of the PCC to the statement he made in the Financial Review section which described the performance of the key elements of the accounts during 2020. He then went on in detail to explain the rationale involved with the retention of three months' Unrestricted Reserves, which resulted in having to withhold £30,952 of payment from the Diocese equating to around four and a half months' of the total Parish Share for 2020.</p> <p>The PCC then voted unanimously to approve the 2020 Annual Accounts.</p> <p>Q1 2021 Finance Update</p> <p>The Unrestricted Reserves at the end of the First Quarter stood at £23,251. The total Income was £25,151 but the total Expenditure was £30796 thereby resulting in the deficit of £5,645 since the beginning of the year. Compared to Q1 2020, Christian Giving was down £1904 ; Hall Revenue was down £920 ; but thankfully Maintenance costs were down £699. We managed to pay the Q1 Parish Share in full, which should indicate to the Diocese our intention to pay the 2021 Parish Share of £83,768 in full, even though the prospect at this stage looks unlikely with the continued loss of Hall Revenue due to the COVID-19 restrictions. Finally, the Hall Refurbishment Fund stood at £1,021 with the WiFi Appeal Fund, including Gift Aid, standing at £11,295.</p>		
<p>8.</p>	<p>Correspondence to Vicar Churchwarden and PCC</p> <p>Nick informed the PCC of anonymous correspondence that had been received by himself, the Churchwardens and Bethan and as one had been addressed to the PCC, Nick shared the letter with them all. The PCC all agreed that Nick should consider addressing this in an in church service to re-iterate the point that corresponding in this way</p>		

	<p>is not Christian, can be extremely damaging and is not a fair way to be correspond as there is no way to feedback or have a discussion about any issues raised.</p> <p>The PCC gave Nick reassurance and encouragement that they were all in support of him, how he was adapting to the role under extremely difficult circumstances (a pandemic!) and that they were delighted at the growing numbers and all the new initiatives being brought in.</p> <p>All felt it a real shame that the writer did not have the courage to come and talk face to face or even on the phone as it gave no-one an opportunity to explain any decisions or changes that were happening. It was also suggested not to read any other ones that arrived.</p>		
9.	<p>Christian Concerns</p> <p>Christian Aid has been the chosen and agreed charity for the month of May. All were in agreement that having a monthly charity seemed to be working really well and as a result these charities were receiving a larger donation.</p> <p>For those who are worshipping online the charity donation information has been put into the weekly News Board but as cash is tricky with the Covid pandemic and now with the introduction of wifi into the church, Nick and Peter asked if we could look into how we can have contactless payments and what implications that could have on our finance systems should it be introduced. Matt N offered to do some research on contactless payments.</p> <p>Action:</p> <ul style="list-style-type: none"> • Look into Contactless payments eg SumUp 	MN	
10.	<p>Administrator Hours</p> <p><i>Bethan B was asked to leave the room.</i></p> <p>Nick Griffin reported that he and the Churchwardens had discussed the increasingly demanding role of the Parish Administrator, and the fact that Bethan was working well in excess of her contracted hours (24hrs/wk). She was also working very flexibly to meet the expanding demands of the job, which now included amongst other things, the creative tasks associated with compiling and editing the recorded services, maintaining the Church's website and producing an attractive News Board each week. Whilst it had been expected that she would develop the role over time, none of these new and demanding tasks had been envisaged when she commenced in the role in 2016. Their importance had been emphasised during the lockdowns and restrictions of the present Covid-19 pandemic. The Church congregation had repeatedly shown how much they appreciated Bethan's work and the way in which she related to them, and Nick emphasised how effective she was as his PA. It was felt that in future some 'boundaries' would need to be put in place to ensure that Bethan's approachability and willingness to help was not exploited, particularly when the present pandemic restrictions were lifted.</p> <p>In these circumstances, it was recommended that Bethan's contracted hours should be increased to full time (notionally 37.5hrs/wk) to reflect the present reality of the job, but without expecting any further increase in the hours she actually works. It was proposed that her salary should be increased accordingly to the full time rate on which she was presently paid pro-rata, with effect</p>	John Page to instruct A C Mole to increase Bethan's salary.	

	<p>from 1st April 2021. The full time salary of the post has been based on an equivalent public sector (NHS) salary scale for Administrative & Clerical staff with a broadly similar level of responsibility. The full year effect of the increase in gross salary cost would be approximately £8,551 pa, plus a relatively small increase in National Insurance and employer's pension contribution (details to be confirmed). A new job description and contract would need to be agreed with Bethan to reflect this change.</p> <p>Although the Church's financial situation meant that this increase in cost would be challenging, it was agreed that it was morally right and, as Nick pointed out, Biblically appropriate to do this, as "the labourer is worthy of his hire". It was felt that ways would be found to meet this cost.</p> <p>The PCC unanimously agreed with these recommendations, and to backdate the increase in Bethan's salary to 1st April 2021.</p> <p><i>Bethan B came back to the meeting</i></p>		
11.	<p>Re-Opening of the Church Hall</p> <p>The learning disabled group, Harmony, was now back and using the Church Hall again and the Fitness Class will be coming back for one afternoon after the 17th May.</p> <p>It was agreed that those organised groups/organisations that have secure Covid guidelines and can prove that they have restricted their numbers to comply with our St George's T&C's can return to the Hall if should they fall within the Government guidelines of groups that are allowed to be indoors.</p> <p>All other hall hirers will need to wait until all restrictions have been lifted with a suggested date of June 21st before returning to use the Church Hall.</p>		
12.	<p>Possible Outdoor Initiatives</p> <p>Nick asked the PCC to consider the possibility of a café to support the future mission of the church. At the next PCC meeting, we will discuss the possibility and make a decision to pursue the matter, or postpone a decision until the following PCC meeting. Nick will forward an article outlining how this has supported the ministry of churches elsewhere for the PCC's consideration</p> <ul style="list-style-type: none"> • 	<p>Nick to forward article to the PCC</p> <p>PCC to discuss the potential café at the next meeting.</p> <p>NG</p>	<p>Before next PCC</p>
13.	<p>Review of the Meeting</p> <p>A valuable meeting. Although longer than Chair hoped it would be there were good discussions and actions.</p>		

14.	Key Messages The key messages from the meeting for NewsBoard: <ul style="list-style-type: none"> • Thanking people for Wifi Appeal • Annual Accounts Signed Off • Services Planning • Bethan's Hours 		
14.	PCC Meeting Dates The dates next meeting will be circulated in due course		
16.	End		

Signed : Chairman.

Date :

BB