

**Haslemere PCC**

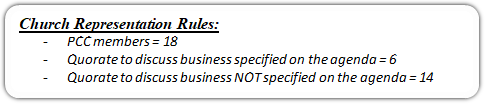
**Minutes of the meeting held at the Link**

**on Monday 18 September 2023 at 7:30pm**

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| **Present** |  |
| Chris Bessant | Rector (Chair) |
| Andrew Culshaw  Simon Ingram | Treasurer |
| Geraldine Lambrechts |  |
| Cathy Moore | Safeguarding |
| Justin Manley-Cooper  Geoff Martin  Katie Morgan  Alistair Morgan  David Sewell  Andrew Silk  David Simmons  Stephen Vaughan | Curate  Churchwarden  PCC Secretary  Deputy Churchwarden |
| Richard Parker |  |
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The meeting was opened with a prayer led by Rev’d Chris.

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|  | **Agenda item** | **Action** |
| 1. | **Apologies for Absence:** Debbie Peet, John Harvey, Gareth David, Hamish Donaldson and Bridget Leary. |  |
| 2. | **Minutes of meetings and Matters Arising from July 2023.**  Archdeacon report received by Chris today. He will carry forward for next meeting and report back anything significant at the next meeting.  Update on Foundations in Ministry (point 3.d). Advised that Andrew Gregory has now advised he no longer wishes to participate as wants to focus on Eco side of church. Sophie Bessant has signed up. JMC indicated that AG was also interested in church maintenance so was planning to put him in touch with RR.  No other matters arising. |  |
| 3. | **Rector’s Report and Updates**   1. Revd David Wilbraham: David is now licenced as a minister with permission to officiate at services across the Guildford Diocese. Having recently retired and having a heavy involvement in Crossways Counselling, David will begin taking Sunday morning services each second month. 2. First Communions and Confirmations: Justin and Chris are commencing a 6 week confirmation course on 26th September, culminating in a service at St John’s, Farncombe, on 5th November. Chris also anticipates running the First Communion course in November for 7-9 year olds. 3. Harvest Festival: First Sunday in October. There will be a Bring and Share lunch with support for the Haslemere Food Bank. 4. School Governance / Chair of Governors: Bryony has stood down as Chair of Governor and will be staying on as governor until April. Chris has someone who wants to take up position of foundation governor. 5. New Parish Website: A new parish website has been launched, based upon Hubb Church technology.  This new site has considerably more flexibility for communicating and advertising the increasing ministry of our churches.  Further additions, improvements and corrections will continue to be made. 6. Organ Scholar: Delighted to announce that Scarlett Martin (14 years) has joined us as our organ scholar.  Scarlett is a student from St Catherine’s, Bramley, where she plays piano and organ to a high standard in the school chapel.   Scarlett will be playing at selected services, accompanying the Junior Choir, and taking regular organ and ecclesiastical music lessons with Clive Osgood.   **Legacy Finance – will go in for next meeting. D Sewell dealing and will report back next mtg** | **Legacy Finance carry over to November PCC** |
| 4. | **Safeguarding**   1. DBS Coverage:   All PCC members are DBS checked. Diocese guidance is that all PCC should be checked. As a charity we deal with a lot of vulnerable people therefore we would class ourselves as having vulnerable people within our structure. From a legal standpoint, checking peoples DBS comes down to eligibility and if a person performs a role with specific contact with children/vulnerable adults. However, as PCC members we are eligible to be checked although it could be argued that within our individual roles not all of the PCC all into a category deemed to be eligible for checking. Aside from this fact, there is an argument that by being checked we are setting a good example.  Suggested that we make it a requirement of being elected to the PCC that each member needs to be undergo a DBS check and that we should make this clear to all those willing to stand, prior to putting themselves forward for election.  **Resolution: Does Haslemere PCC wish to adopt the policy that all PCC members and ex-offico members be subject to a DBS check in order to be a member. Passed unanimously.**   1. Issues in Training – 3 courses for all to do.   CM reminded the PCC that all members are required to complete three areas of training. She recognises that the online courses can be hard hard for members to complete, and quite time consuming. Just drawing to everyone’s attention that she would be following up on any outstanding courses and asking members to complete them. | **To be complete by APCM** |
| 5. | **Parish Vision**  Review and Research Teams – Diversity Toolkit and Welcoming Church  Chris mentioned that as previously stated, we feel that this area is covered with the Link project  Diocese Diversity Toolkit – 16 page kit which allowed people to consider their diversity and evaluate against it. Chris was wondering who could give this some consideration – his view was Bridget. Opened up to the table for any suggestions.  **Welcoming Church:**  Looking at every angle and dimension to consider if we are a welcoming church, our approachability, availability etc (website, church welcome etc).  Asked if there was a group within this group who can look at this and approach it – who might look to join this session? Steve – target younger members (young mums / dads etc), Families@4, recent joiners, Andrew mentioned funerals bring people in! Richard happy to participate but wouldn’t want to lead it. Chris mentioned he felt the following could provide some insightful and valuable contributions to the group - Kari, Elaine and Vera, Linda F, Laura and Gareth Wallace, Sarah Ingram, Lucy & Jamie Hart, Geraldine. | **Chris to follow up with Bridget to see if she will review the toolkit.**  **Chris to get a date in the diary for group to meet and get started on this area.** |
| 6. | **Parish Fundraising for Outward Giving**  AC wanted us to bring it back to this PCC meeting to revisit. Looking to raise an amount each year to fund charities. Regular fundraising activity is the quiz night. Do we need additional events to draw in funds. Den / Summit do some fundraising activities. Committee there to support.  Three options available to us:  Option 1 – just raise what we can and distribute that amount to our chosen charities.  Option 2 – add in an annual gift day (same time each year) to make a momentary gift towards our chosen charities.  Option 3 – agree a pre-determined amount each year and any shortfall is topped up by PCC funds.  Do we do option 1, plus 2, plus 3…? We’ve covered this year as we are moderately in surplus but if we’re in deficit then would we still give the full amount or just what we’ve raised?  AM – what is our Fundraising policy? Should this not be our starting point.  AC – do we want to confuse everyone with fundraising requests for local charities when we’ll be seeking fundraising for the Link?  CM – we used to have designated charities come and talk (give sermon) so helpful to wrap them into our services. Profile to make them more aware.  CB – why don’t we give each charity a gift day and give them the opportunity to address the congregation (notices time). Could do one every other month.  Agreed that holding just one Gift day a year with a board representing all charities could be a good addition to our fundraising efforts. Simply ask the congregation to gift on that day – looking to raise x amount for these combined charities. Keep it low key and positioned correctly.  **Resolution: As part of our Outward Giving programme we would run events, and also hold a charity gift day in order to fund our charitable giving. We would not use PCC funds to top up any giving. Agreed unanimously** | **KM to Send List of charities with minutes**  **SV happy to prepare a Charity Board and present in Church on a designated Sunday once a year.** |
| 7. | **Gardening Calendar - Policy Reviews and Planned Items**   1. Financial Exposure Authorities: AC   Not changed in past few years. Propose that we accept the current FEA as it stands for the next year.  **Approved : unanimously**   1. Loan Worker Policy (Action - to assign reviewer for November) Agreed CB and JMC probably most relevant to review as most likely to be lone workers. | **CB/JMC to review and present back to PCC at next meeting.** |
| 8. | **Regular Reports**  *Reports to be issued prior to meeting. If you have any questions, please contact the person named.*  ***Reports will be discussed only if there are decisions to be taken.*** |  |
|  | 1. The Link Reimagined: AC/DP/CM   AC confirmed that they were hoping to hear back on Planning Permission, but it was subject to a minute bat survey, and were hoping to hear back by November. Once confirmed, they would progress with the YFS application. Debbie had been a wonderful resource on this. Lottery application for £500k is relatively straightforward once we’ve got Planning Permission. Once Planning Permission through we’ll approach congregation.  In creating the 15 docs for YFS to reassure various different caveats etc. A lot of them are on project risk/asset management in terms of looking after the building etc. E.g. how is it paid to be cleaned. But CM wanted to talk to the PCC about some of these subliminal issues.  As PCC we are the applicants all together. When we go out to tender to builders we are all liable – e.g. increased building costs, covid type event, builder going bust etc. The Team will complete comprehensive risk assessment with mitigation in place but wanted to state and document these risks. In addition to this, once the building is complete we need to ensure it is funded to be able to operate. If Crossways and CAB adhere to their promise, then this will cover the running costs which will then allow us to be flexible to offer funding options to those organisations that might need our support. But risk is that if those core organisations don’t rent then we won’t be in that position. Parish administrator will run the bookings but a sub committee of management team to run/evaluate profitability etc. Caretaker costs will be an added cost.  SV asked what happens if there is a surplus on the operating costs. AC advised it will be ring fenced within the PCC accounts but will be a designated fund. Allocation of costs will be taken out of the Link accounts e.g. partial cost of administrator etc.  RP raised the issue of what we do if we over run on costs? Have contingencies in place (additional fundraising, assets we can borrow against etc) but there are risks and just wanted to flag and ensure that everyone on PCC is aware of this. |  |
|  | b. St Christopher’s Team: CM  Nothing additional to report. |  |
|  | c. Families and children’s Groups : GL  Children’s choir included in report. Highlighting direction of the groups.  Helpers numbers have stayed at a stable level – CB stated how wonderful this is.  Victoria asked for permission to spend funds on a nice storage solution for St Barts near the Flemish glass.  Lara Butler is a member of the Den team – Verity has asked if she can come along and work alongside her for a few hours on a paid basis. Finance out of REF 3 hours a week. |  |
|  | d Safeguarding: CM.  Nothing further to mention. |  |
|  | e. Finance: AC  Two items for approval:   1. Photocopier – approval sought to replace. **Agreed**. 2. Resolution – Debit Cards   **to the PCC.**  • That the Treasurer and one other officer is authorised to request the Bank to issue Business Debit Cards to certain authorised users and are authorised to sign the application form and any other relevant documentation on behalf of the organisation  • That the Bank is authorised to debit the PCC account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards  together with any interest thereon and with any fees for the issue and renewal of such debit cards and that the PCC will be responsible for any overdraft so created with interest  • The PCC acknowledges that the authorised users will be able to access information about the PCC accounts when using a Business Debit Card at an ATM and consents to this disclosure  • These resolutions will be governed by and construed in accordance with the law of the United Kingdom  • We certify that the foregoing resolutions have been duly entered in the minute book and are in accordance with the rules of the PCC  **Agreed unanimously with the correct limits.** |  |
|  | f. Parish Fundraising:  Nothing further to report. |  |
|  | g. Fabric Committee: AC  **Resolution: Does the PCC agree that repairs to St Bart’s Roof be carried out at a cost of approximately £3,000 – approved unanimously.** |  |
|  | 1. School Update:. CB   Nothing further to report. |  |
| 9. | **AOB** |  |
|  | * 1. Choral Worship/Music: CB   Members of the choir have been indicating that it can’t continue in its current form much longer. Therefore, need to look at options available to us, and consider approaches other churches have undertaken to combat similar issues. A common approach is to run choirs via a choral foundation to pay for vital key musicians to help provide the backbone of the choir so we have structure there to make it sound better. These individuals would form intentional, predictable, regular attendance. Some benefactors have indicated a desire to help fund it. Suggested that a starting point for this new plan would be at St Christophers on the fourth Sunday of each month. This would give Clive the opportunity to run it how he sees fit, maybe incorporating the junior choir. The idea has received a positive outcome from meeting with the existing choirs.   * 1. Attendance Figures: CB   Gave a brief overview of where we were with our attendance figures for this year.   * 1. Photos for The Link Magazine: KM   A request had come from the Link Magazine asking members to participate in the Christmas quiz by providing a picture of themselves as a baby for the Guess the Baby competition. |  |
| 10. | **Dates of 2023 meetings**  PCC: 17th July, 18th September, 20th November  SC: 18th April, 26th June, |  |
| 11. | **-Closing prayer, Meeting closed at 9.45pm** |  |



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**Future Vision and Development in Main Areas of Church Life**

*Updated July 2023*

Significant Achievements for 2023

Launch of a new Older Children’s Group (13+)

Launch of Sunday Families (morning Sunday School)

Employment of a new Parish Administrator

Establishment of a new Parish Vision

Completion of curacy for Justin

Significant Achievements for 2022

Launch of a new Older Children’s Group (8-12)

Launch of a new Junior Choir

Establishment of First Communions

Mid-week ministry to the elderly – pop-in café

Re-establishment of nursing home ministry.

Launch of Hearing Champions Ministry.

Worship and Occasional Office

All-age services \ morning worship accessibility for young children. Completed.

Establishment of an acolytes team. Completed.

Establishment of First Communions. Completed

Children and Families

Families@4 to move to twice monthly. Completed.

Establish a regular meeting Families@4 team. Completed.

Establish better branding, communications and cross-over with other areas of church life. Completed.

Greater integration of First Steps into the wider Children and Families ministry. Completed.

Launching of a new older children’s mid-week group. Completed.

Launching of a new Parish Junior Choir. Completed.

Launching of a new 13+ youth group. Completed

Pastoral

Re-establishment of the pastoral team to operate under Covid-19 restrictions. Completed.

Create a strong link with The Hunters Centre. Completed.

Mid-week ministry to the elderly – drop in café possibility? Completed.

Re-establishment of nursing home ministry. Completed.

Re-establishment of Haslemere Hospital ministry.

Schools

Integration of new Children and Families Worker into St Bart’s School. Completed.

Education and Spirituality

Increasing spiritual breadth with the arrival in Grayswood of Revd Elaine Collins. Completed.

Aims towards quiet days, healing, rules of life and spiritual direction ministry.

Establishment of Lent and autumn courses. Completed.

Increasing network of home group support and learning.

Finance, Fabric and Administration

2022 Stewardship campaign to increase regular giving in spring/early summer. Completed.

Completion of Flemish Glass. Completed.

Completion of St Christopher’s Organ repair. Completed.

Review of Churchwarden’s role.

Long term consideration for use of The Link, with planning for possible major redevelopment. Current.

Establishment of a fundraising hospitality group. Completed.

Redecoration of the StC upstairs room. Completed.

Provision of a lightweight altar for St Christophers.

Upgrade of audio/visual infrastructure at St Christophers.

Review of donations and legacies strategy.

Communities Engagement

Building upon our relationship with the High Street and Wey Hill shops. Establishment of Revd Justin as High Street Chaplain. Completed.

Research into the establishment of a permanent presence on the High Street.

Vocations and Training

Continue to explore vocations with individuals.

**Attachment: Annual Calendar for PCC Review**

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| **Month** | **Required** | **Administration** | **Briefings** |
| May | Charity Commission  Safeguarding Policy (CM, DS, R, GR) | Health, Safety & Risk Policy - next review 2023 (AC, KM) |  |
| July |  |  |  |
| September | Safeguarding Self Audit | Financial Exposure Authorities |  |
| November | Budget  Constitution of Standing Committee | Data Disclosure – next review 2022  Lone Working – next review 2022 |  |
| January | Annual Return | Building Hire Agreements – next review 2023 |  |
| March | Annual Accounts | Outward Giving Policy – next review 2025 |  |