**St. George’s Church, Wilton**

**Parochial Church Council (PCC)**

 **10th September 2024 7.30pm, St. George’s Church**

**Present:** Rev.Nick Griffin (Chair), Rev. Rob Cromwell, Bethan Baigent, Lisa Westlake (Churchwarden), Peter Joyce (Churchwarden), Ian Pinder (Treasurer) Paul Cole, Pete Underwood, Mary Carson, Katie Lanchbury, Hilary McKegney, Lucy Norris (PCC Secretary).

1. **Opening prayer:** Nick Griffin read Psalm 27 and led a time of prayer. Rob Cromwell led a time of worship.
2. **Apologies:** Laura Willetts, Matt Norman, Rev. Richard Kelly.
3. **Minutes from last PCC meeting:** The minutes of the last PCC meeting were passed as a true record.

**Actions completed from last meeting:**

* Nick Griffin shared a list of other members of the church proposed to distribute communion. Lucy Norris to be added to list. List approved by PCC.
* Nick Griffin contacted Diocesan Registry about allotments. Information shared with PCC via email.
* Nick Griffin, Paul Cole, Peter Joyce and Matt Norman met with Diocesan Advisory Committee (DAC) Buildings Advisor. Further information to be provided.
* Nick Griffin and Lucy Norris further developed the St. George’s risk register. This was shared in advance of the meeting with PCC members for discussion and decision.
* Nick Griffin and Rob Cromwell agreed potential church camp dates 24th to 27th July 2025. To be discussed further.

**Actions pending from last meeting:**

* Nick Griffin to send list of approved members of the church who can distribute communion to Bishop.
* Nick Griffin to investigate remembrance plaques.
* Nick Griffin and Peter Joyce to work on guidelines, which would be an addendum to the churchyard policy.
* Bethan Baigent and Matt Norman to look at what other churches have done with projectors/screens and propose options
1. **Any other business:** None submitted.
2. **Items for decision**

**5.1 Faculty application**

Nick Griffin, Paul Cole and Peter Joyce initially met with Charles Doble and then with Mark, the Buildings Advisor for the Diocese. Mark was interested in extension plans put forward and will support the development of a strategic document to present to the Diocese.

Mark proposed using St. George’s plans to trial a new faculty application process aimed at reducing waiting times. Mark had no initial concerns about pew removal and the possibility of an extension with toilets and a servery. However, it would be a more difficult ask than originally anticipated as it would impact on the fabric of the building. The possibility of renovating spaces (e.g. prayer room) was also discussed. It was suggested there may be a crypt under the church. Nick is now waiting to meet with the DAC chairperson.

**Action:**

* Nick Griffin to meet with Bob Dunning to update history of church building.
* Paul Cole to get in touch with Mark about next steps with building plans.

**5.2 Baptism policy**

A draft baptism policy was shared with PCC members in advance of the meeting.Nick Griffin explained that this is for internal use to outline what St. George’s plans to do in relation to baptism preparation and developing relationships with candidates.

Currently there is no policy, and usually a baptism date gets booked in with little to no contact – this can feel transactional and does not build relationship.

The Church of England states that baptism can take place in the church if the person lives in the parish or has a connection with the parish. However, each church can decide on principles and preparation needed, which is outlined in the new policy. The new policy aims to build a relationship before baptism by including meetings with Nick and the candidates/family and attending church beforehand.

Nick would also like to implement follow up phone calls after the baptism. This could be supported by volunteers. Some members of the PCC were interested in providing support.

In principle, PCC members agreed with the policy with a few concerns raised:

* Do not want to put people off - we want people to feel welcome and part of the church community.
* The policy does not distinguish between adult and infant baptism nor explain options available e.g. dedication, thanksgiving, immersion baptism (for adults only).
* Where possible, baptisms should be part of the 11:00 service, however, this style of worship may not suit all. It was raised that the 9:30 may not be suitable due to time limitations. There is also an issue of church building capacity.

Points 1 and 2 were discussed and actions proposed (see below). Point 3 will be reviewed as and when required.

**Actions:**

* Bethan Baigent to create a leaflet with Nick Griffin on baptism and confirmation – this will be provided with a welcome pack to candidates.
* Nick Griffin to review baptism policy based on feedback from PCC.
* Nick Griffin to consider doing a talk on baptism in a service.

**5.3 Risk register**

The risk register was shared with PCC members in advance of the meeting. Updates to the register were discussed including:

* Changes on accident and illness risk by rewording to medical events, providing clarity on the proposed process to follow and who should receive First Aid training (noting it may not be possible to have a First Aider at all events).
* Only including one owner for each risk. This could be allocated according to skillset e.g. Treasurer could be responsible for risk related to finances.

**Action:** Lucy Norris to update risk register based on PCC member feedback and share via email with PCC members for approval.

**5.4 PCC dates**

Bethan Baigent circulated 2025 PCC meeting dates with PCC members.

**Action:** PCC members to let Lucy Norris know if they are unable to make 2025 PCC meeting dates.

**5.5 Weekend away**

* Rob Cromwell provided a proposal for the church weekend away.
* There would be no charge for the field, but other costs have been budgeted e.g. toilets, showers, marquee with a 10% contingency.
* The aim is for 120 adults, 10 youth and 20 children to attend – this would cover costs incurred.

The following concerns were raised by PCC members:

* Risk of not getting the numbers and the cost to the church.
* There is a lot of work and pressure involved in organising.
* 3 nights may not be feasible for some families e.g. parents may need to take annual leave. This may limit attendance, or mean families miss out on some of the activities.

Potential solutions were discussed on how to mitigate risk:

* Costs could be reduced e.g. smaller marquee, fewer toilets if numbers not reached.
* Places could be opened to other churches.
* Get expressions of interest from the congregation to gauge numbers.

**Action:** Nick/Rob to ask for expression of interest on the church weekend away and then review and feedback to the PCC via email.

1. **Items to receive**

**6.1 Vicars update**

* Highlights over the summer included Holiday Bible Club and the mental health day.
* The plan is to invite Bryony to the next PCC meeting to discuss children and youth work.
* It is still difficult to recruit new volunteers for children and youth work and with a plan to split the kids group more volunteers are required.
* Progress has been made with the DAC.
* There is now clarity that St. George’s own the allotments. Nick met with Richard Marlow (who manages the allotments). As managing trustees, the PCC have responsibility for the allotments.
* There has been an increase in vulnerable people accessing the church over the summer period. A threatening incident occurred at the office. This means the office door will remain locked, and the video bell used.

**6.2 Safeguarding update**

* No incidents or concerns raised.
* Progressing with safer recruitment.
* DBS checks have been changed for pastoral visits which now need to be more specific.
* CAP leaders do not require DBS checks as the groups are not designated vulnerable people. St. George’s follows current rules.

**6.3 Health and safety update**

Peter Joyce was alerted to a Stay and Play risk. Cars have been ignoring the one-way system and coming round the corner quite fast. Another group using the hall also must drop off in larger vehicles. This could be a risk for children in the car park. It was proposed that a better system/signage is required.

One PCC member stated Stay and Play parents would most likely be willing to park in the main car park.

**Action**: Peter Joyce to review Stay and Play car park risk and propose a plan.

**6.4 Financial update**

Ian Pinder, Treasurer, shared the following update:

* There is £50,000 in the account which will cover bills.
* We are running at a small deficit – mainly due to no new legacies and there are a lot of variations month to month.
* The Parish share has been paid to the end of August.
* Gift Aid has been claimed to the end of July.
* It would be good to build more reserves – we have spent little on maintenance over the last few years.
* Giving has increased but needs to increase further. 10 households account for more than 40% of our income. There is a broad range of monthly giving from £10 to £500 per month.

**Actions:**

* Nick Griffin to speak in church about costs and giving.
* Bethan Baigent to ensure welcome pack includes clear information on giving.
* Bethan Baigent to look at where best to display Giving forms.

**6.5 Standing Committee update**

Peter Joyce provided an update on the Standing Committee meeting held on 9th September 2024:

* PCC previously approved a memorial plaque – a minor modification has been made based on DAC feedback.
* There is a need to mark spots where burial of ashes is before stone is placed.
* Budgeted £2,500/3,000 for a new cooker.
* Agreed to buy another television for the hall.
* Basement of hall is messy – it was agreed that there would be a clear out and to limit the number of people who have access.

**Dates:**

* **Next PCC meeting date:** 19th November 2024.
* **Future PCC meeting dates:** 21st January 2025, 18th March, 1st July, 9th September, (TBC) November 2025.
* **APCM:** 20th May 2025.

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|  | Action summary | Who |
| 1 | Send list of approved members of the church who can distribute communion to Bishop. | Nick Griffin |
| 2 | Investigate remembrance plaques. | Nick Griffin |
| 3 | Work on guidelines, which would be an addendum to the churchyard policy. | Nick Griffin,Peter Joyce |
| 4 | Look at what other churches have done with projectors/screens and propose options. | Bethan Baigent, Matt Norman |
| 5 | Meet with Bob Dunning to update history of church building. | Nick Griffin |
| 6 | Get in touch with Mark about next steps with building plans. | Paul Cole |
| 7 | Create a leaflet with Nick Griffin on baptism and confirmation – this will be provided with a welcome pack to candidates. | Bethan Baigent |
| 8 | Review baptism policy based on feedback from PCC.  | Nick Griffin |
| 9 | Consider doing a talk on baptism in a service. | Nick Griffin |
| 10 | Update risk register based on PCC member comments and share via email with PCC members for approval. | Lucy Norris |
| 11 | Let Lucy Norris know if they are unable to make 2025 PCC meeting dates. | PCC members |
| 12 | Ask for expression of interest on the church weekend away and then review and feedback to the PCC via email.  | Nick GriffinRob Cromwell |
| 13 | Review Stay and Play car park risk and propose a plan. | Peter Joyce |
| 14 | Speak in church about costs and giving. | Nick Griffin |
| 15 | Ensure welcome pack includes clear information on giving. | Bethan Baigent |
| 16 | Look at where best to display Giving forms more clearly. | Bethan Baigent |