



• ST GEORGE'S •

**St. George's Church, Wilton  
Parochial Church Council (PCC)**

**19<sup>th</sup> November 2024 7.30pm, Dunning Room**

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

- 1. Opening prayer:** Nick Griffin read Psalm 67 and led a time of prayer.
- 2. Apologies:** Peter Joyce (Churchwarden), Pete Underwood.
- 3. Minutes from last PCC meeting:** The minutes of the last PCC meeting were passed as a true record.

**Actions from last meeting:**

The following actions have been completed:

- Nick Griffin sent a list of approved members of the church who can distribute communion to the bishop.
- Nick Griffin met with Bob Dunning and updated history of church building.
- Lucy Norris updated the risk register based on PCC member comments – item to be discussed in this meeting.

The following actions are ongoing:

- Nick Griffin and Peter Joyce are working on guidelines to be an addendum to the churchyard policy.
- Bethan Baigent and Matt Norman to look at projector options which might include borrowing equipment and trying local solutions.
- Paul Cole has been chasing Mark (Buildings Advisor) about next steps with building plans.
- Bethan Baigent is drafting a leaflet with Nick Griffin on baptism and confirmation.
- Nick Griffin is reviewing the Baptism Policy.
- Peter Joyce and Paul Cole have reviewed Stay and Play car park risk and will propose a plan.
- Nick Griffin to speak in church about costs and giving – Nick will be doing a video about this.
- Bethan Baigent will ensure welcome pack includes clear information on giving.

The following actions are on hold/pending:

- Nick Griffin to investigate remembrance plaques.
- Nick Griffin to consider doing a talk on baptism in a service.

The following action did not take place: Nick Griffin to ask for expression of interest on the church weekend away (see 3.1).



### 3.1 Church camp 2025

Nick Griffin acknowledged that at the last PCC meeting, PCC members had been concerned about the level of financial risk associated with the church camp in 2025. PCC members requested that levels of interest were sought before committing to the event. However, after review by St. George's staff team, the financial risk was much lower than understood previously (£700-£1,500 instead of £10,000). This is due to factors such as deposits not being required until four weeks before the camp and the number of people required to make the event viable was revised to 80 adults.

After difficulty working out how to launch an event without committing to it and the time pressure in the lead up to Christmas and booking holidays, it was decided to go ahead and launch the event more widely via video. An email was sent to PCC members before the video was published. It was acknowledged that in hindsight the video launch could have waited until the next PCC meeting.

Nick spoke individually to PCC members who raised concerns about how this was handled before the PCC meeting. It has highlighted the need to review roles and responsibilities of the PCC, Standing Committee and staff team. It was proposed that a PCC away day could be beneficial to look at governance and vision. It was also flagged that members of the congregation might not be aware of the function of the PCC and that it would be good to include direct links to where the PCC minutes are stored on the website in Newsboard.

Since the church camp launch video, approximately 11 people have indicated interest. Viability of the church camp will be reviewed at each PCC meeting and risk mitigation will be put in place.

#### Action:

- Nick Griffin to plan for a PCC away day in 2025.
- Bethan Baigent to provide a direct link to PCC minutes in Newsboard.

## 4. Items to receive

### 4.1 Vicars update

- **Worship:** three special services took place in the last few months including B1, two harvest services and remembrance.
- **Congregation:** new people are attending St. Georges. There has also been a lot of interest in house groups, particularly for mid-afternoon groups. However, volunteer hosts are required.
- **Course:** Geoff Treasure's course was well received.
- **2025 draft plan** has been started.
- **Stargazing event:** those who attended seemed to enjoy the event. There was a small ticket price this year which contributed to the venue cost.
- **Mental health day** was successful.



- **50<sup>th</sup> anniversary of Bishops Henderson School:** Nick attended a celebration and shared what you can do with vision and prayer.
- **Taunton Deanery:** New financial figures for the Deanery have been published including changes with the abolishment of the Parish Share and the implementation of a Benefice Share. St. George's share is largely unchanged, although a slight reduction had been expected. St. George's acknowledge that the changes could impact the viability of other churches in the Deanery as there will be a significant increase in the Benefice Share for other churches.
- **Grants:** Nick has applied for three grants (approx. £10,000 total) for Men's Shed, kitchen renovation and decoration in the hall.

## 4.2 Financial update

Ian Pinder shared a financial report with PCC members before the PCC meeting. Summary given by Ian Pinder:

- Cashflow is reasonably good; however, there is a potential deficit of £11,000. This could be due to difficulty forecasting Christian Giving.
- As of 31 October 2024, St. George's had £48,947 in the bank, having paid the Parish Share up to the end of October 2024. Since then, Q3 Gift Aid tax repayment has been received of £7,408.
- Currently renewing electricity and gas contracts.
- From 2025, the "Parish Share" is being replaced by a "Benefice Share". For St. George's the Benefice Share for 2025 has been assessed as £94,107 which is slightly more than the 2024 figure of £93,986.
- As a result of the Budget, the Diocese will have to pay significantly more Employer's National Insurance from April 2025, it is expected that this will be reflected in the Benefice Share for 2026. Also, there is speculation that the VAT on Listed Places of Worship Scheme may be withdrawn as from April 2025 and, if so, this could impact on St. George's.
- Outline 2025 budget indicates St. Georges would break even next year if there were a modest increase in Christian Giving. It has been agreed to encourage people to take part in the Christian Giving Scheme.

PCC members approved paying the Benefice Share.

### Action:

- Ian Pinder to establish criteria for new designated fund.
- Nick Griffin to do a video on church costs as part of encouraging Christian Giving.



### 4.3 Safeguarding update

Nick Griffin provided a verbal update:

- Safer recruited additional people in the last few months with support from Hilary Mckegney.
- Nick Griffin is still the Safeguarding Lead as St. George's cannot currently appoint a new Safeguarding Officer. It will be considered whether to split the role in the future. For example, one person focussed on policy and the other on safer recruitment and reporting issues.
- Lisa thanked Nick for what he said on Sunday about recent developments in the Church of England on safeguarding.
- Nick reiterated that we want the church to be a safe and happy place. St. George's are currently adhering to recommended guidelines.

### 4.4 Standing Committee update

Peter Joyce shared Standing Committee minutes with PCC members before the PCC meeting. The following items were considered by the PCC (i.e. items above £2,000):

**Worship equipment upgrade:** estimated cost £4,303:

- St. George's does not currently own most of the sound system equipment. Matt Norman and Chris Sampson have sourced different online quotes for equipment. New equipment is preferable as this will have longer warranty. Also, we want to remove the trip hazard of stand speakers.
- Speakers would need to be drilled into columns. Nick has contacted the Archdeacon about installing to check if provision for sound systems would allow St. George's to go ahead without a faculty. Nick will follow up to confirm.
- It is worth noting some church maintenance and other costs might get grant funding (e.g. roof or boiler) but it is unlikely that musical equipment would be funded by grants. Currently reserves could cover costs.
- PCC members approved costs for upgrading worship equipment.

**Hall kitchen refurbishment:** estimated cost £2,650:

- Refurbishments have been ongoing; however, this is one of the most used areas on the site and we need to meet Environmental Health expectations.
- PCC members approved costs for hall kitchen refurbishment.

**Action:** Nick Griffin to confirm about sound system installation provision with Archdeacon.

### 4.5 Church Fayre update

Hilary Mckegney shared a Church Fayre progress update with PCC members before the PCC meeting:



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I hope everyone has the date in their diaries (Saturday 7th December 2 - 5pm)

Plans are progressing well with core team of Bethan, Bryony, Carmen and me working hard to facilitate an enjoyable and safe community event that attracts as much footfall as possible. We have had really good interest from external stall holders, and many are returning again which is a very positive sign that we are an attractive fayre to attend. We are trying to raise as much money as possible, but it is hard to think up new ideas especially those that generate income. We have a good model to work from so the fayre will host many of the same stalls as well as some new initiatives this year. New ideas are always very welcome!

Sign-up sheets are now up so please do sign up and help to make this a successful community event. We particularly need all hands-on deck to take down/clear up after the event.

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Thanks to Hilary and the team for organising.

#### **4.6 Deanery Synod update**

Hilary Mckegney shared a Deanery Synod update with PCC members before the PCC meeting:

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Meeting held at St. Michael's Galmington on 15th October 2024

As well as the usual business, the main focus of the meeting was a presentation given by Andy Levett from the Diocesan Go Team for the Taunton Archdeaconry. The theme was "Growing Faith with Children, Young People and Families". He emphasised the importance of putting children, young people and families at the heart and that change is required in the Church of England to achieve this. It's not about shiny new resources but rather changing the way we think. After introducing the theme, the meeting split into groups looking at the relationships between School, Church and Home.

Alison Vercoe, Chaplain at Pyrland School then explained her role there and how churches could develop closer links with their local schools. She encourages prayer, the taking in of small gifts and building up relationships with the headteachers and staff and children. She also announced that 25th June 2025 would be a special anniversary for the school.

Revd Justine Richards then spoke about the "Launchpad Scheme" which works with children aged 11 and over. She gave details of the work being done at St Michaels and the joy of seeing children with no family church connections coming to the services and becoming part of the congregation.

I came home with a pack of cards which I have given to Nick. The cards are designed to prompt conversations. PCCs are encouraged to put "growing faith conversations" on their agenda over the next year to spend time considering what



change is needed in the following areas in order to place children, young people and families at the heart of all we do.

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It was noted St. George's is well-placed for aligning with the vision for children and youth work with increasing numbers at children and young people's groups.

## 5. Items for decision

### 5.1 Charity giving proposal

Rob Cromwell shared a Charity giving proposal with PCC members before the PCC meeting:

- St. George's has a long-standing custom to select charities throughout the year.
- To date in 2024, £9,949.03 has been given.
- Criteria for charity selection for 2025 included:
  - Support different charities each year where possible (some are more fixed than others, for example in November we tend to support the Royal British Legion's Poppy Appeal.)
  - Mix of local and international.
  - Mix of groups e.g. ages (youth/older people/lonely people etc.)
  - Christian or sympathetic to Christian values.
- 16 charities selected (some charities share a month).

The following charities were discussed by PCC members:

- **St. George's Bursary:** Currently £1,000 in the account. With the church camp in 2025 it was agreed to keep this in the proposal, but to review each year.
- **Royal British Legion:** A PCC member queried whether this should be for the whole of November. Rob explained that this allows space for another charity (e.g. in response to a disaster) to be included during this month.
- **Children's Society:** Some PCC members queried whether this should be for the whole of December and whether it should be only for Christingle services. Some commented that people outside of the church often want to give directly to the church. However, we do not want to be seen to exploit the Christmas period for funds for St. George's. It was agreed that in December there would be the option for people to give to the Children's Society and/or St. George's projects. The Children's Society envelopes will be out at all events for those who would like to donate to this charity. In addition, two payment screens can be placed giving a choice of who to give to.
- **Pulse Ministries:** Nick flagged that there is a conflict of interest as Carmen (Rob's wife) runs the charity as a volunteer, noting the associated costs are related to storage for activities and for running camps. It was agreed to include Pulse Ministries as a charity, but it was suggested to move this charity to the month they host the holiday club.



PCC members approved the charity giving proposal with the following amendments:

- December: Give the option to donate to the Children's Society and/or St. George's projects.
- Move Pulse Ministries to the month when it runs clubs.

Thanks to Rob for creating this proposal.

**Action:**

- Rob Cromwell to update the charity giving proposal based on PCC comments.
- Nick Griffin and Ian Pinder to discuss continuation of St. George's Bursary Fund.

## 5.2 Risk register actions/next steps

Lucy Norris shared the updated risk register with PCC members before the PCC meeting. In the meeting, it was noted the risk register is a live document and an overarching framework which will be reviewed annually or sooner if required. The following amendments were proposed by PCC members:

- Include third parties e.g. hall hirers, cleaners.
- Include churchwardens as owners/responsible for fabric of building.
- Move vision to point one as this is one of the most important. Include measurables such as objectives for vision and change the owner to PCC.

PCC members volunteered to support with the development of additional controls (e.g. policies and procedures (see actions)).

**Action:**

- Lucy Norris to update risk register with proposed changes.
- Richard Kelly to develop Accident Procedure.
- Matt Norman to develop Medical Events Procedure.
- Lisa Westlake to develop Lone working Policy/process and Volunteer Code of Conduct.
- Bethan Baigent to develop Social Media Policy.
- Ian Pinder to develop Cash/money Handling Process.
- Lucy Norris to develop Risk Assessments for specific activities.

## 5.3 Health and safety

Paul Cole circulated meeting notes to PCC members before PCC meeting.

- Paul produced a Church activity diagram/framework on what is trying to be achieved. The PCC approved the draft framework.
- There will be an action plan created based on the checklist.
- Lone working has been flagged as a key consideration. It was noted that there is a clear delineation between pastoral visits in an official capacity versus visiting



individuals of their own accord. Official pastoral visits will be carried out by those with photo identification cards.

**Action:** Lucy Norris to review meeting notes against Risk Register.

#### 5.4 Church maintenance

- **Roof:** currently seeking quotations. Lead needs replacing to avoid water ingress. However, this will require scaffolding which will also require the pinnacle to be repaired. There may be scope to apply for a Benefact Trust grant. However, a quotation has not yet been received. Nick is meeting Jonathan Philpott regarding funding.
- **Boiler** is in the wrong location (where it is damp). This needs to be moved to the Vestry where it is relatively dry. Currently advised to keep heating on a constant temperature. The boiler is approximately six years old and does not need replacing. Awaiting a quotation.

**Action:**

- Nick Griffin to meet with Jonathan Philpott about funding.
- Lucy Norris to add maintenance as part of a rolling agenda.

**6. Any other business:** None submitted.

#### 7. Closing prayer

**Dates:**

- **Next PCC meeting date:** 21<sup>st</sup> January 2025.
- **Future PCC meeting dates:** 18<sup>th</sup> March, 1<sup>st</sup> July, 9<sup>th</sup> September, 18<sup>th</sup> November 2025.
- **APCM:** 20<sup>th</sup> May 2025.





	<b>Action summary</b>	<b>Who</b>
1	Complete guidelines to be an addendum to the churchyard policy	Nick Griffin, Peter Joyce
2	Look at projector options	Bethan Baigent, Matt Norman
3	Continue to chase Mark (Buildings Advisor) about next steps with building plans.	Paul Cole
4	Finalise a leaflet on baptism and confirmation	Bethan Baigent
5	Finalise baptism policy	Nick Griffin
6	Propose plan for Stay and Play car park	Peter Joyce, Paul Cole
7	Record a video about costs of running a church	Nick Griffin
8	Update welcome pack includes on Christian Giving	Bethan Baigent
9	Plan for a PCC away day in 2025	Nick Griffin
10	Provide a direct link to PCC minutes in Newsboard	Bethan Baigent
11	Establish criteria for new designated fund	Ian Pinder
12	Confirm about sound system installation provision with Archdeacon	Nick Griffin
13	Update Charity Giving proposal based on PCC comment	Rob Cromwell
14	Discuss continuation of St. George's Bursary Fund	Nick Griffin, Ian Pinder
15	Update risk register with proposed changes.	Lucy Norris
16	Develop Accident Procedure	Richard Kelly
17	Develop Medical Events Procedure	Matt Norman
18	Develop Lone working Policy/process and Volunteer Code of Conduct	Lisa Westlake
19	Develop Social Media Policy	Bethan Baigent
20	Develop Cash/money Handling Process	Ian Pinder
21	Develop Risk Assessments for specific activities	Lucy Norris
22	Review H&S meeting notes against Risk Register.	Lucy Norris
23	Add maintenance as part of a rolling agenda	Lucy Norris
24	Meet with Jonathan Philpott about funding	Nick Griffin