**St. George’s Church, Wilton**

**Minutes of the Parochial Church Council (PCC)**

**5th March 2024 19:30**

**Present:** Nick Griffin (Chair), Bethan Baigent, Di Vickery, Hilary Hayes, Katie Lanchburyand, Laura Willetts, Lucy Norris (PCC Secretary), Matt Norman, Peter Joyce, Richard Kelly, Rob Cromwell.

**Apologies:** Hilary McKegney, Ian Pinder (Treasurer), Mary Carson, Paul Cole, Peter Underwood.

1. **Opening prayer:** Nick opened with a reading from the book of Jude and a time of open prayer.

## Minutes from last meeting

* The minutes of the last meeting were passed as a true record.
* Thanks to Helen for the minutes.
1. **Actions from last meeting**
* Di will collect items from Hilary for the defibrillator.
1. **Items for decision**
* Nick welcomed Lucy Norris as PCC secretary.
* Nick proposed co-option of Lucy to St. George’s PCC, seconded by Matt. PCC members present unanimously agreed.
1. **Items for discussion**

**5.1 Reflection on trial move to church building for @11 service**

Overall, PCC members reported positive feedback, with small refinements required. Aspects discussed:

**Coffee time:**

* Some people have fed back that it is working much better and that there is a potential increase in people staying on for coffee.
* However, there may be fewer people from the @11 going to coffee and a few families have reported they are missing the social aspect.
* Suggestion to provide food (e.g. bacon roll) to encourage people to join.

**Social spaces:**

* There is a desire for there to be social spaces for people to meet.
* Need to decide whether to prioritise bringing the two services together or if it is about providing spaces to socialise.
* Highlighted that there was a noticeable difference on Sunday with more people staying on to chat @11.

**Children:**

* Highlighted that there has been difficulty a) knowing when children’s groups should return to the service b) how to let the groups know.
* Suggestions include:
	+ **Option 1:** Bring children in when the service is finished.
	+ **Option 2:** Send someone to alert groups when to return. This requires clarity on when in the service to communicate this.
	+ **Option 3:** Indicate on the live stream when groups should return or have a bell on the lectern.
* Agreed it is sensible to plan for one-hour sessions, however further discussion is needed on which option will work best.

**Set up:**

* Band set up is tight and does not give the technical team much time.
* Pushing back start time by 15 minutes would be beneficial, but there would be difficulties with this.

**Encouragements:**

* The cameras for the live stream can zoom in which has made the service more dynamic. The cameras are good quality, and, as a result, a donation was made towards camera costs.
* Nick attended Mossy Church with parents who had been married at St. George’s.
* Bethan shared that overall service attendance is increasing and provided an attendance comparison sheet.
1. **Items to receive**

**6.1 Financial update**

Papers were circulated showing a 25% increase in Christian Giving. This is a positive sign and should facilitate some of the work we want to do. There is potential that the parish share may increase, but proposed changes to the parish share might be positive for St. George’s.

**Action:** Ian Pinder to circulate annual accounts. PCC members to approve accounts.

**6.2 Charities collection update**

Shifted from supporting 42+ charities per year to 17. To date:

* **January:** Open Door (£1000)
* **February:** Bursary (£847)
* **March:** Mothers Union (£237 to date)

Card readers have taken £60 including church donations. Thanks to Bethan for designing the card reader screen.

**Action:** Rob to produce a booklet on fund allocation.

Bursary terms were circulated and agreed. Laura agreed to support as PCC member with decisions on bursary allocation, Rob seconded.

**6.3 Looking ahead calendar**

* A calendar of events at St George’s was circulated. This is to help with planning and advertising.
* Some events will be taken out and a handout produced for the church family.

**Action:** Bethan to update calendar with APCM date from 7th April to 7th May and remove events and produce a leaflet.

The following events were shared:

* **Mental health and faith day:** Planning to host different speakers and awaiting a response from a key speaker to confirm date. Ideally host in May during mental health awareness month.
* **Pentecost hog roast:** Intention to have a joint service and meal hosted in the church grounds/car park. This would be for approx. 150 adults and 30-50 children. There is a small financial risk as the cost of the hog roast is high (£1000), but includes set up, sides etc. Suggested donation would be £5 per adult (total £750) – this could mean the event runs at a loss. However, the driver is to get people together and PCC members agreed to go ahead.

**Action:** Rob to find out about invoicing for the hog roast event and establish ticketing.

Advertising for events was discussed:

* Potential for flyers/cards in the local area to raise awareness around events alongside Facebook and Instagram.
* Bethan is designing flags for the exterior of the church and the Tuk Tuk could be positioned outside of the church.

**6.4 Lee Abbey update**

* 38 attending (33 adults and 5 children).
* Not expecting any further attendees although there is the option for people to come on the Saturday.
* Thanks to Hilary.

**6.5 Health and safety**

* Risk assessments are required for all events/activities.
* Suggested that we have template risk assessments which can be accessed via MS Teams or the website. The template could have a list of questions to facilitate adaptation.
* All risk assessments to be uploaded by Bethan.

**Action:** Di,Paul, and Peter to meet re: health and safety.

* Quinquennial is due on 18th April – the last one was in 2014.

**6.6 Safeguarding**

* Nick is working with Hilary and Jenny has taken a step back. There is a lot of work involved.
* Nick has completed his checks and understands the system.
* As part of safer recruitment Nick has been completing interviews, DBS checks and references (four applications completed to date). Interviews can be completed by one person, although the ideal is two. Hilary Hayes can also interview.
* Policy work is on pause.

**6.7 Deanery Synod**

Not in attendance.

**6.8 Standing Committee notes**

Peter distributed notes from the standing committee, the following items were discussed:

* Item 1: Circulated draft CCTV policy for approval. Thanks to Matt.
* Item 5: Turned one of the pews as it was unstable. Behind are six pews which could be moved for:
	+ Storage system for tech
	+ Wheelchair accessible spaces
	+ Children’s space with soft toys.

Nick has requested temporary permission from the Archdeacon for pews to be moved as pews are not listed at St. George’s. A faculty from the Diocesan Advisory Committee (DAC) is needed longer term.

Nick will meet with Paul to talk about next steps considering what is currently missing in church e.g. toilets, servery, and breakout rooms.

**Next PCC meeting date:** 21st May 2024.

**Future PCC meeting dates:** 9th July, 10th September, 19th November 2024.

**Summary of actions**

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| No. | Action | Who |
| 1 | Circulate annual accounts.  | Ian Pinder |
| 2 | Approve accounts electronically | All PCC members |
| 3 | Produce a booklet on fund allocation | Rob Cromwell |
| 4 | Update calendar with APCM date from 7th April to 7th May and remove events, produce leaflet | Bethan Baigent |
| 5 | Find out about invoicing for the hog roast event and establish ticketing | Rob Cromwell |
| 6 | Meet re: health and safety | Di Vickery, Paul Cole, Peter Joyce |