

St George's Church, Wilton

Minutes of the Meeting of the **Parochial Church Council** held on
Tuesday 9th March 2021 at 7.00pm via Zoom

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

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 Apologies were received from John Page.		
3.	Approval of the Minutes The minutes of the meetings held on 8 th October 2020 and 12 th December 2020 were approved and signed off.		
4.	Matters Arising <u>Defibrillator</u> The Defibrillator has arrived and is being kept safely in the office until it can be installed Action: <ul style="list-style-type: none"> All agreed for Churchwardens to decide the location in the Church Hall for the defibrillator to be installed. 	H McK/ PJ	May 2021
5.	Financial Update 5.1 Update on Church Finances The Treasurer was not in a position at present to update the PCC about the accounts as work was underway for the End of Year Accounts. However, the loss of income from hiring the Hall and fundraising during the pandemic will have had a huge effect on the 2020 Accounts. As agreed by the PCC at the last meeting, three months' worth of unrestricted reserves (c.£28,500) should be held in order to cover expenditure. It is hoped that, although there had been a reduction in the number of church members who contributed to the Christian Giving Scheme compared with 2020, the 2021 review may encourage them to increase their giving, and also that more church members who have not joined the Scheme would do so. It was announced that our Treasurer, John Page, had decided to step down from the role at the end of this financial year after 14 years' service in that role. Nick emphasised that it was a remarkable length of service and that John must be given much thanks and praise for the dedication, time, effort and good humour that he has brought to the role. Nick felt very strongly that all who volunteer		

	<p>should be celebrated. The PCC expressed its grateful thanks to John for his service.</p> <p>It was agreed that plans would be put in place to advertise the role after Easter to give people time to pray about it and for a successor to have a length of time to work alongside John to enable a smooth handover.</p> <p>Action:</p> <ul style="list-style-type: none"> To inform the congregation about the Treasurer stepping down and to encourage prayer to seek a successor 	<p>NG/BB</p>	<p>May 2021</p>
<p>6.</p>	<p>WiFi Update</p> <p>It was estimated that donations so far in the WiFi and IT Equipment Appeal fund amounted to approximately £8500, with Gift Aid to be added for those donations that qualified.</p> <p>The 'WiFi bridge' from the Office to the Church is now in place with thanks given to Matthew and QSS IT Solutions for the installation.</p> <p>Matthew gave the PCC a brief overview of the type of equipment that was going to be required to enable live streaming. This needed to be equipment with high enough specifications to be robust and last for the next few years.</p> <p>A CCTV camera system has been recommended, along with new lighting, projectors, laptops and sound desk. The CCTV cameras would be portable, which would avoid the need for a faculty, and it was noted that an operational policy would be needed for safeguarding purposes when live streaming.</p> <p>The quality of the sound system would be greatly enhanced with the addition of two 'pillar speakers' at the front of church, and the hearing aid loop could also be upgraded.</p> <p>It was recommended that a lighting plan for the whole church should be considered, not just the specialist lighting needed for filming purposes.</p> <p>There will be ongoing maintenance costs through QSS and Matthew will be overseeing <u>works carried out on the PCC's behalf. A vote was taken to authorise Matthew Norman to make technical</u> decisions for the installation of any required equipment. This was proposed by Carole Smith and seconded by Rachel Neal.</p> <p>Thanks were given to Matthew for all this hard work. Nick reminded the PCC that the overall purpose of this project was to support the mission of the church.</p> <p>Action:</p> <ul style="list-style-type: none"> To continue researching and purchasing the required equipment for audio/visual/ recording needs. 	<p>MN</p>	<p>Ongoing</p>

	<ul style="list-style-type: none"> • A live-streaming and recording operational policy to be written, also including Safeguarding requirements. <p><u>A new phone system</u></p> <p>The PCC were updated on the new phone system which QSS is also providing to the Church Office. This will enable Nick and Bethan to access church phone calls on their mobile phones remotely and to re-direct to others when required. It also has many more functions that will be useful in the future.</p>	PCC	TBC
7.	<p>Proposed Decision-making Structure</p> <p>Nick explained the proposed new structure as set out in Encl.2. The general aim is to have a more focused sense of direction as a church, with three tiers of decision making – PCC, Staff Team and Ministry Team. The Staff and Ministry teams would meet at regular intervals and report to the PCC.</p> <p>John Page had asked that the proposal should be amended to show that the PCC is responsible for the Governance of Accounts.</p> <p>It was agreed that the new proposal looked as though it would be efficient and effective, but more detail needs to be agreed as to how and when the teams would report to the PCC.</p> <p>Action:</p> <ul style="list-style-type: none"> • More detail required on the reporting process to the PCC • Add Governance of Accounts under the responsibility of the PCC. <p><u>New Pastoral Care Coordinator Role</u></p> <p>It was announced that Rachel Neal would be taking on the role of the Pastoral Care Coordinator. Rachel has been provided with a Role Description and the aim in future is for all the other proposed Coordinators to have a similar Role Description.</p> <p>It was suggested that the frequency of meetings between the Vicar and the Pastoral Care Coordinator should be included in the Role Description.</p> <p>Nick thanked Rachel for accepting this new role.</p> <p>Action:</p> <ul style="list-style-type: none"> • Add the frequency of meetings into the Role Descriptions 	NG/CW BB	31st May Asap
8.	<p>Roadmap to Easter</p> <p>Nick gave a brief outline of the suggested Easter Services for 2021. This included:</p> <p><i>Online Services and In Church</i></p> <ul style="list-style-type: none"> - Good Friday 2.30pm - Easter Sunday 9.45am online and 10am in church <p><i>Easter Sunrise Service in Churchyard 6.45am</i></p> <p><i>Mossy Church Easter Trail on Easter Saturday</i></p>		

	<p>The In church services would have to be ticketed and limited to 40 people maximum. The Church would then remain open for Sunday Services at 10am and the online services continue until such a time that we are in a position to live stream properly. A suggestion was made to have songs outside in the Churchyard after the 10am Easter Sunday Service.</p> <p>Action:</p> <ul style="list-style-type: none"> • Check Diocese and Covid Guidelines with regards to singing in the Churchyard on Easter Sunday • To set up a bookings lists for Good Friday and Easter Sunday. • Advertise all Easter Services across all social media platforms and in our News Board and Website 	<p>NG</p> <p>BB BB</p>	<p>Asap</p> <p>10th March 20th March</p>
9.	<p>Health and Safety The formal H&S audit, and Disability Access audit is still needed to be carried out – Clare Steel has said that she would be happy to do the Disability Access audit for the PCC.</p> <p>Action:</p> <ul style="list-style-type: none"> • Carry out H&S Audit including Fire Systems • Complete a Disability Access Audit <p>The Church and the Church Hall remain as Covid compliant as we can be at this stage. However, we will continue to review and adapt to any new guidelines or regulations required by the C of E and the Government.</p>	<p>PJ CSt</p>	<p>Asap Asap</p>
10.	<p>Safeguarding Concerns were raised about people visiting church members on a pastoral basis. In her new role Rachel will be looking at setting up teams and will liaise with Liz Flower, Safeguarding Officer, to ensure that people within these teams have DBS. She will also look to ensure that new visiting arrangements will be safe for both those visited and the visitor.</p> <p>Action:</p> <ul style="list-style-type: none"> • Set up a Pastoral Visiting System that is compliant with our Safeguarding Policy. 	<p>NG/CW's/ RN /LF</p>	<p>June 2021</p>
12.	<p>Review of the Meeting All agreed that it was the quickest Meeting which worked well on Zoom and covered all the important issues required to be discussed.</p>		
13.	<p>Key Messages The key messages from the meeting for NewsBoard:</p> <ul style="list-style-type: none"> • Easter Services • Update on the Wifi and Associated Equipment Appeal. • Rachel Neal as Pastoral Care Coordinator. 		

14.	PCC Meeting Dates The next meeting will be for the Presentation of the Annual Accounts on Tuesday 27 th April and the APCM on Sunday 16 th May.		
16.	End 8.05pm		

Signed : Chairman.

Date :

BB