

Minutes of the 1st Meeting of the AVC PCC Tuesday 27th July 2021, 7:00pm via Zoom
Serving the Parish of Fordingbridge and Hyde and Breamore and Hale with Woodgreen

This PCC exists to work together joyfully in step with God's Spirit to fulfil his mission in this place, at this time.

Present:

Canon Gary Philbrick (Chair)	Heather Clark (CW)	Mary Melbourne (CW)
Mark Ward	Martin Ings (CW)	Andy Finch (CW)
Revd Tom Burden	Julian Sims (Deanery)	Kimberley Swift (Deanery)
Guest: Bethan Davies		Lynette Stanford (Lay)
	Ian Newman (CW)	
	Nigel Spratt (CW)	Catherine Haworth (CW)
	John Dowsett (Deanery)	Jane Cant (Deanery)
	Judith Dowsett (Lay)	
Apologies for Absence:	Carrie Darke (Lay)	Lynda Warne (CW)

		Action
2021-07-01	Opening Prayers including the Parish Prayer led by Canon Gary Welcome: new PCC members John Dowsett, Tom Burden and our guest speaker Bethan Davies (Parish Eco-Champion)	
2021-07-02	Apologies for Absence (see above)	
2021-07-03	<p>Election of PCC Officers: the following were Officers of Shadow PCC and all willing to stand for the AVC PCC. There were no other volunteers or nominations, therefore all 3 were elected.</p> <p>Chair: Canon Gary Vice Chair: Mark Ward</p> <p>Secretary: Judith Dowsett Treasurer: Vacancy</p> <p>Safeguarding Officer: Melvyn Beynon and Electoral Roll Officer: Jackie Rowe were both appointed at the recent SPCM.</p> <p>Election/Constitution of Standing Committee: an explanation of the purpose of the SC was given. The SC transacts the PCC's business between meetings when an urgent response is required. As email is so readily available to get PCC members' votes, it is used less often. It is a statutory Sub-Committee of the PCC. Any decisions made by the SC will be taken to the next PCC meeting for information and ratification.</p> <p>See Page 93/94 of Church Representation Rules. M31 (1) and (2) for membership of SC and M31(6) for purpose in particular.</p> <p>The following members of the Standing Committee were agreed: Canon Gary, Mark Ward, Judith Dowsett (Sec, FB lay), Heather Clark (CW, Hyde), Andy Finch (CW, Br), Jane Cant (H/WG, Deanery). Therefore, each LCA is equally represented.</p> <p>Action: Consider the Committee structure required for the PCC and the Terms of Reference for each. Finance Sub-Committee would be an obvious choice. This will be an agenda item for September.</p>	All PCC Members

	<p>Action: to become familiar with the PCC Handbook, available in Dropbox. Any agreed amendments will be shared there.</p> <p>Action: Hale with Woodgreen LCC need to nominate a lay representative as soon as possible. H/WG have not nominated a Lay Member to the PCC ie. there is a 'casual vacancy'. This person will be a voting member. If no person is nominated by the LCC, then the PCC may nominate and elect a suitable person. Co-option does not apply in this circumstance. See Church Rep Rules page 86, M18.</p>	<p>All PCC Members</p> <p>H/WG PCC Members to LCC</p>
2021-07-04	<p>Minutes of previous meeting: Tuesday 17th May 2021</p> <p>The Minutes were approved unanimously as an accurate record and action points covered as below.</p> <p>Matters arising not covered elsewhere:</p> <ul style="list-style-type: none"> • LCC minutes format has been sent to all secretaries • The Celebration of Lay Ministry was successful on 30 May • Notice Boards, no further progress. Working Group was to be: Ian for FB, possibly Beverley for H/WG. Br and Hyde to decide. Lynda offered services of Jamie to carry out design work. Action: to get group started and revisit in September. <p>Action: Judith to send Draft SPCM Minutes to all PCC Members for feedback. NB. Done.</p>	<p>Canon Gary</p> <p>All PCC Members</p>
	Mission	
2021-07-05 i	<p>Mission Topic: Creation Care and becoming an Eco Church – Bethan Davies, Eco Champion for Hale with Woodgreen</p> <p>Bethan has completed the BCM in Creation Care with Kimberly. Overall the remit is to take up environmental responsibilities both personally and as a church; to carry this out at both worship level and through teaching.</p> <p>Action at each Hale/WG church has been different:</p> <ul style="list-style-type: none"> • Hale: ancient building, with churchyard, took part in Churches Count in Nature – lot of species identified • WG: small, modern building, virtually no grounds, hosts recycling centre, central, easy to access and well used by community and managed by Dot Wagg. <p>Hyde had also taken part in the God's Acre project, 150 visitors.</p> <p>Background to the Eco Church: A survey from Eco Church/ A Rocha UK was shared before the meeting, completion and submission of which would allow a church to be considered for a Bronze, Silver or Gold award. St Boniface, WG has a Bronze award. The survey can be used as a basis for action to improve. All Christians see themselves as stewards of God's creation and in recent times this was formalised in the 5th Mark of Mission: The 5th Mark of Mission represented the coming together of the theological debates about humankind's role on Earth with the ecological concerns recognized by some scientists 50 years earlier. World Conservation Groups and other secular international bodies took up the matter culminating in the Brundland Report of 1987 and the Earth Summit of 1992.</p> <p>What can the Parish do?</p> <p>A huge range of actions can be taken using the survey to inform. Many actions do not require a lot of money (See Tear Fund Roots Guides – these</p>	7.25pm

	<p>link to projects overseas). Look out to and involve the community is best route. Now hoping that other churches in parish will be involved.</p> <p>Bethan was thanked very much for her talk.</p> <p>Discussion: Kimberley had found it difficult to introduce the subject at Breamore, the reflection had been about bees, offered 'bee bombs' to congregation. Mix of worship and teaching leading to a practical response but felt it wasn't well received/understood. Keep trying!</p> <p>It was felt this was a good way to engage with the wider community and use existing initiatives such as Fordingbridge Greener Living. At FB the recycling shed is in the Hall car park and is well used and help had been given for the biodigester in the allotments. Committed to replacing the heating (irreparable) with a 'green' system, unsure if this will be electric only or with solar panels. Hyde had received grants for heat pumps and lighting when the Centre was built and want to 'green' the graveyard.</p> <p>Bethan advised that members look at the survey questions and was sure that we would already be eligible for a Bronze Award.</p> <p>Action: It was proposed that the PCC ask all Churches to reach at least Bronze level.</p> <p>Proposed: Kimberley Swift Seconded: Nigel Spratt, Agreed Unanimously.</p> <p>Agenda item for next LCC meetings (Secretaries). Feedback at next PCC meeting in September. Agenda for September.</p> <p>Bethan will write a piece for September Partners, prior to Climate Sunday on 19th September 2021. Bethan left the meeting at 7.45pm</p>	<p>All PCC to LCC secretaries Bethan Davies</p>
2021-07-05 ii	<p>Approve BCM/BPP applications: Children, Youth & Families: Michèle Gosling, Irene Canton; Prayer Champions: Sheilah Collis, Marrianne Tomkies; BPP (Bishop's Permission to Preach): Kimberley Swift.</p> <p>All 5 applications were accepted unanimously. BCM courses are £40pp and BPP is thought to be £60pp. Total approx. £220.</p>	
2021-07-05 iii	<p>LCC Notes – review action points.</p> <p>Hyde: The query over the Legacy Policy will be covered under Item 6i. There were no other queries.</p>	
2021-07-05 iv	<p>Plan Outreach Initiatives at Parish Level – points raised:</p> <ul style="list-style-type: none"> • Look out to the Community and invite in now more settled with Covid procedures. • Noted that need more young bell ringers to ensure the skill continues. • Hazel Ricketts (Joint Director of Music at FB) has a brief to engage with schools. • Outreach Radio have requested one hour broadcast per month. Next one will be in September – Agreed unanimously. • It was felt that there are weaknesses in knowing who are sick or in need of support in the wider community. Systems are in place for congregations but not the next level of neighbours. • Parish Prayer Circle: need more to be part of that group. • Visitors Prayer WhatsApp group: prayers from the wider community/visitors taken from each church and shared. Need more members to join group. Contact: Canon Gary. • Public Prayer has GDPR implications, especially if they are streamed. Prayer groups avoid this. 	

	<ul style="list-style-type: none"> Churches have local systems for maintaining contact, or for community to contact the church if help is needed, but how to know the needs of the wider community is a dilemma, more difficult in town compared to village setting. This was discussed at Pastoral Care lunch – thoughts of a leaflet drop. <p>Action: PCC to consult with LCC to ascertain what is effective in their area. Feedback in September.</p> <p>Action: generate ideas to access the information needed for prayer and/or practical support. Feedback in September.</p> <ul style="list-style-type: none"> Avon Valley Community Matters, (AVCM) previously AVPYCT, is 'our' charitable arm and the Trustees are looking for more Trustees from across the LCAs. It was noted that funding had been extended until next June/July 2022 but it was vital to get grants or it would not be able to employ anyone/function. Clear deadline for funding. There are 2 employees at the moment. Hyde have a Parish Picnic on 8 August. Event is a Community & Church event held at Village Hall. Picnic 1:00 – 4:00pm with local steel band 4:00pm – 5:00pm. Action: have service leaflets available. Songs of Praise in Village Hall on 15th August. Action: have service leaflets available. Breamore have tabletop sale at Breamore House on 8th August. Action: have service leaflets available. 	<p>PCC & LCC PCC & LCC</p> <p>Hyde LCC Br LCC</p>
2021-07-05 v	<p>Parish Services:</p> <ul style="list-style-type: none"> Pilgrimage on 29th August organised by Martin Ings. A service has been prepared in two parts. Part 1 takes place at Br, FB, WG and Hyde at 10am. Then each congregation walks to Fordingbridge, except FB who walk towards Bicton to meet Hyde. Then return to FB together. Part 2 of service takes place ideally outside, followed by picnic. Those who cannot walk etc take cars to FB and those who have walked will be assisted to get back (FB LCC to organise). Alison Steven is coordinating at Hyde, Beverley Judd at H/WG. Need someone for FB please. Action: find volunteer for FB and they contact Martin Ings. 31st October: visit from Dean of Winchester, probably at FB as require large space. 	FB LCC
2021-07-05 vi	<p>Staff Team News</p> <p>Jo Heath has been accepted for Full-Time, non-residential ordination training. Jo will stay in the Parish, as yet not clear on her post with AVCM.</p>	
2021-07-05 vii	<p>Other Mission Business</p> <ul style="list-style-type: none"> Avon Valley Sheds (AVS) – relevant in part to PCC and LCC (2 notes circulated previously, one from Jo and other from Nigel Spratt (NS)). <p>Overview: Jo Heath and Irene Canton have made contact with AVS, who require a venue with storage, St Mary's Church Hall being suggested. AVS want to replace the old portacabin to provide Parish Office and storage space for tools/equipment and are willing to be the maintenance team for the whole Parish.</p> <p>Concerns were expressed by NS at the way the suggested project had been handled by Jo & Irene. However AVS group understood the circumstances of the Hall, and FB LCC is likely to be more successful in obtained grants if more community groups are using the Hall. However, the priority for the space beside the Hall for FB is to relocate the Parish Office and provide better kitchen facilities. Therefore, at best, it would be a temporary building and it was confirmed that AVS would pay hire charge for use of Hall etc. It was</p>	

	<p>noted that the information shared by Jo did not fully cover all detail available.</p> <p>Action: It was agreed that this issue be brought to FB LCC for consideration, not AVC PCC. Hire rates need to be agreed.</p> <p>It was agreed that each LCC runs its own Hall/Centre. There is an open meeting on Tuesday 3rd August, 7pm at St Mary's Church Hall to discuss this proposed project with AVS. All welcome.</p> <ul style="list-style-type: none"> • pMAP available in the shared Dropbox folder for reading and then review in September. Consider if anything has changed. Agenda for September. 	<p>FB LCC</p> <p>AVC PCC</p> <p>All PCC members</p>
	Governance	
2021-07-06 i	<p>Review Policies: draft policies and handbook in Dropbox folder</p> <ol style="list-style-type: none"> Agree PCC/LCC Handbook – agreed unanimously, updates will be made as necessary and available in Dropbox. Agree Policies: draft policies taken as read. The following Policies were approved and will now be transferred from Draft to PCC Approved Policies Folder. <ol style="list-style-type: none"> Anti- Harassment Disciplinary Equal Opportunities Grievance Health & Safety Pay Protected Disclosures (Whistleblowing renamed) Next Policies for Review in September: <ol style="list-style-type: none"> Safeguarding – formally adopt for AVC PCC Data Protection Complaints Fire & First Aid On-line/Social Media and Data Protection Legacy – need for individual LCA policies but with common format and legal section, with specific points for individual LCA. Taken to LCCs. <p>Action: Canon Gary to take to each LCC to clarify specific local points.</p> <p>Action: Mark Ward to make necessary changes from the updated existing policies.</p> <p>Thanks to Mark, Heather and Michèle for their work on policies.</p> 	<p>Mark & WGroup</p> <p>Canon Gary Mark Ward</p>
2021-07-06 ii	Safeguarding: No action from LCCs.	
2021-07-06 iii	<p>Buildings Issues: Hyde have money in the account from fundraising and wish to:</p> <ul style="list-style-type: none"> • Refresh inside of Church Centre: no issue as faculty not required. • Repaint back wall of the Church: advised to speak to Richard Streatfield (DAC) before progressing, Faculty may be required and correct materials essential. Action: Heather Clark <p>There were no other building issues, but this did raise the need to clarify financial protocols and permissions needed for LCC spending. (see Item 6.5bi)</p>	Heather Clark



















2021-07-06 iv	Faculty Business: FB: <ul style="list-style-type: none"> • Schedule B required for WiFi at St Mary's • Waiting for Heating/Energy Survey Report, then DAC will be involved to discuss system and chose a contractor. Faculty will be applied for in name of AVC PCC. 	
2021-07-06 v	Finance Update (including Office) Papers circulated previously including a report from Assistant Treasurer's Meeting. <ol style="list-style-type: none"> Parish Treasurer: no volunteer yet. Canon Gary has had protracted discussions, suggested there may be nobody in post until the year end. The meeting agreed that decisions must be made in the absence of a Parish Treasurer and Church Rep Rules (page 87 M20, 3a) states that the Churchwardens must assume that role or appoint someone. Moving towards one Financial System: Both Martin Calver (T for FB) and Anne Edwards (T for Hyde) had expressed concerns about the delay in finding a Parish Treasurer, the lack of one system for on-line accounting and the implications for recording and reporting. Whether the accounts for January 2021 – 30 June 2021 needed auditing was a specific query. Ian Newman reported that Fawcetts have agreed to act as AVC PCC auditor/examiner of accounts. They will make the required legal charge for this service but donate it back to the PCC. <ol style="list-style-type: none"> Financial Protocols for PCC and LCCs, and approval of payments. Fordingbridge and Hyde have various protocols and the Charity Commission has advice on Financial Procedures. These will be sent to the extended Finance Group of the 4 LCC Treasurers, Julian Sims, Canon Gary and Ian Newman, who is also on the Diocesan Board of Finance, for them to create a series of common draft protocols for both PCC and LCCs. Action: Judith and Heather. Agreed draft protocols will be ready for consideration at September meeting. Audit of half year accounts and MyFundAccounting Fordingbridge, Hyde and Breamore have finalised the accounts up to 30 June 2021. Not got information from H/WG. Until there is closure on these accounts, no posting of financial activity is being carried out. MyFundAccounting is the on-line version of system all LCCs are using. Much work has gone on already to create common nominal accounts. Proposal 1: for Fawcetts to oversee the closure of the old PCC/LCC accounts and audit the half year accounts for all 4 LCCs. Proposal 2: for Fawcetts to oversee the setting up of MyFundAccounting and provide ongoing technical support if required. Proposed: Ian Newman, Seconded: Nigel Spratt. Agreed unanimously. This is required urgently so that new accounts can be populated. Action: Ian Newman to arrange with Trevor Austreng, Fawcetts Accounting and Fawcetts IT. 	<p>Judith Dowsett, Heather Clark Finance Group</p> <p>Ian Newman</p>

	<p>c. Role Change of Jackie Rowe; Payroll outsourced. Judith reported that for personal reasons Jackie Rowe had requested an Administration including Invoicing only role. This was agreed by FB LCC and took effect from 1st July 2021. This had implications for Payroll, a task no member of FB LCC felt confident of carrying out. Following discussions with Fawcetts it was agreed they take over the Payroll (7 employees) at a cost of £48 incl VAT per month. Jackie Rowe and Gail Newell now work different hours as Parish Administrator: Jackie 10 hours per week (instead of 8 Finance + 7 Admin for AVC) and Gail 13 hours per week (instead of 16 hours for AVC). Gail continues to work 3 hours for the Deanery and 2 hours for AVCM per week. The hours of work are being monitored alongside workload. Martin Calver is currently carrying out financial tasks that Jackie had been doing, in particular the Diocesan Fees calculations and monthly return, and posting of accounts.</p> <p>d. Office Request for IT equipment and Furniture: Judith reported that the Office laptops have 2 monitors each to enable more efficient working, however they require a docking station at cost of approx. £60 + VAT each to connect them up. Noted that Fawcetts IT provide on-going technical support to the Parish Office. Proposal to purchase 2 docking stations for the Parish Office. Proposed: Ian Newman, Seconded: Judith Dowsett. Agreed unanimously. Action: Ian Newman to arrange with Fawcetts IT. The office is very cramped, the furniture and storage is not suited. Jackie Rowe and Gail Newell have requested an upgrade using second hand office equipment, and will come back to the PCC with approximate costs. It was noted that the photocopier will be an agenda item in September. Proposal for Administrators to provide a costed plan to improve storage and working space. Proposed: Ian Newman, Seconded: Kimberley Swift. Agreed unanimously. Action: Judith to inform JR/GN. Mark Ward suggests Kings Office Furniture as quality at reasonable prices. Agenda Item for September for update.</p>	<p>Ian Newman</p> <p>Judith Dowsett</p>
2021-07-06 vi	Updates from Deanery, Diocese and General Synod Deanery: No specific updates.	
2021-07-06 vii	<p>Other Governance Business:</p> <ul style="list-style-type: none"> Who's Who? A3 poster of AVC PCC members showing photos, names and role descriptions (similar to that used at FB) suggested. This is to help everyone in our congregations and visitors to identify people they are not familiar with. Agreed unanimously. Action: Heather and Martin to ask Julie Francis to take photos. Latest Covid instructions – approved last week, circulated prior to meeting. Keep under review. 	Heather Clark and Martin Ings
2021-07-07	AOB	

	<ul style="list-style-type: none"> • How to Stream Tutorial: Better carried out 1:1. More people needed please. • Keys for Tom Burden: needs St Mary's Church Hall (Ian to supply), Hyde, Hale and W/G keys. Churchwardens to supply. 	
2021-07-08	DONM: Thursday 23rd September at 7pm via Zoom or 7.30pm in person. TBC Venue for in person meetings not decided yet. Closing Prayers for 23rd September: Hale with Woodgreen please.	
2021-07-09	Closing Prayer led by Nigel Spratt The Meeting closed at 9:00pm	

Signed by Date:

Papers Circulated prior to the meeting:

					
2021-07-27 Agenda-AVC PCC.pdf	2021-07 AVC PCC Contacts.docx	2021-05-17 Shadow PCC Minutes May 202 from AVC Treasurers	2021-06-07 Note AVC Draft Treasurers Role Description & Gi Handbook-Ed GP-Jy2'		AVC PCC
					
AVC-pMAP-Ju19-Final -Approved-Reviewed-	Policy Report to Shadow PCC July 2021	Eco-Church-Survey Questions.pdf	EnergyFootprintToolIP aperCopy2020.pdf	DRAFT 3 2021-06-21 FB LCC-PCC Minutes	Hyde .FinalminutesLCC13July
					
Hyde BalancesheetSummary	Hyde Incexpanalysis to June 2021.pdf	FB Inc & exp analysis.pdf	FB Balance sheet (Summary).pdf	Meeting with AVS mens group 26th July27Jy 2021 Jo Heath.pc	Note on AVS group

Plus Draft Policies in Dropbox folder.