

Minutes of the 4th Meeting of the AVC PCC Tuesday 11th January 2022, 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 from 7.20pm	Heather Clark (CW)	Mary Melbourne (CW)
Mark Ward	Martin Ings (CW) from 8.10pm	Andy Finch (CW)
Revd Kate Wilson (speaker)	Julian Sims (Deanery)	Lynette Stanford (Deanery)
Revd Tom Burden	Carrie Darke (Lay)	Alison Steven (Lay)
Guest: Melvyn Beynon (Parish SO)	Ian Newman (CW)	Lynda Warne (CW)
(MGB left at 7.25pm)	Nigel Spratt (CW)	Vacancy
	John Dowsett (Deanery)	
	Judith Dowsett (Lay)	Beverly Judd (Lay)
Apologies for Absence:	Jane Cant (Deanery)	

	The order of the meeting was changed so Melvyn could speak and then leave the meeting. These minutes are recorded in the Agenda order.	Action
2022-01-01	Opening Reading & Prayers led by Mark Ward. MW told the meeting about the inspiring work of Mary Slessor, born into poverty, a Scottish missionary to Nigeria in the late 1800s. In particular work to save twins born to native women who left them to die and her work for women to have a place in life. RIP 13 January 1915.	
2022-01-02	Apologies for Absence (see above): CGP and Martin Ings will be late.	
2022-01-03	Minutes of previous meeting: Wednesday 17 November 2021 The Minutes were approved unanimously as an accurate record. No matters arising not covered elsewhere. Minutes of previous meeting: Confidential Minutes of Wednesday 17 November 2021 The Minutes were approved unanimously as an accurate record. No matters arising not covered elsewhere.	
	Mission	
2022-01-04 i	Focal Ministry: CGP To have a recognised person in each place for congregation and community to refer to. Supported by lay members of congregation to fill in any gaps relating to community. <ul style="list-style-type: none"> • HYDE: Revd Kate Wilson, Canon Michael Anderson, + lay team • BM: Canon Nigel Coates, Mary Melbourne + lay team • H/WG Ruth Crosland, named persons (Lynda/Beverly) + lay team • FB thought is Revd John Towler, possibly Mark Ward + lay team (Ideally someone from FB as Mark knows SH better) 	

	Advertise to fill gaps. Role Description based on that used at Breamore can be used to encourage participation from community.	
2022-01-04 ii	LCC Notes – review action points. None received. Has been a busy time with other things. No specific items forthcoming. Ensure Minutes are sent in before next meeting.	LCC Secs
2022-01-04 iii	AVCM Report and Children’s Worker Update: CGP <ul style="list-style-type: none"> • There is a meeting within next 2 weeks, no report yet. • The Children’s Worker post advertised, interviews took place, not appointed. Re-advertised, interviews next month. Noted that St James’ Alderholt took 3 attempts, finally they appointed within Parish. • FB LCC raised a query. AVCM has the funds, Salary for Laura Cowdery currently runs though FB A/C, using Fawcetts Payroll, AVCM are invoiced. When there is another staff member and there is a central A/C is PCC happy to continue to run AVCM staff through Payroll. JS felt this was a bookkeeping exercise, not an issue. MW did not feel this required a vote as it was clear that all agreed. There were no queries on this decision. 	JAD to inform MC (FB LCC)
2022-01-04 iv	Staff Team News: <ul style="list-style-type: none"> • Nigel Coates awaiting result of occupational health exam (70+) before post at BM confirmed. 	
2022-01-4 v	Parish Services/Events: <ul style="list-style-type: none"> • 30 January: Parish Vision Morning now at St Mary’s FB to allow breakout groups. Kate, Ruth and Mary are organising. Andy Finch asked to cancel HH booking. • 29 May: Queen’s Jubilee Picnic Praise : need to know what each community has planned. Andy – BM; Heather: Hyde; Lynda – Hale; Jane - W/G; CGP – FB Town Council. Other Outreach initiatives: <ul style="list-style-type: none"> • TB - Praise service in place of Omega on 3rd Sundays. Feel of café church. A place to explore faith, meet people. Starting at St Mary’s FB on 20th February but may move to other churches. 1st Sunday - Omega discussion group; 3rd - Sunday Praise Service. • TB - Alpha Course. 20th April, 10 weeks. Led by TB + 2 helpers. Open to all inside/outside of church, forum to explore faith. • Passion Play on Good Friday 15th April. As written by Jeremy H-B. CtFD together and outreach. In St Mary’s FB churchyard. Involve the whole community, invitations to take part to distribute. Sign up at Burgate service. Need: backstage crew, helpers, general actors plus named parts. • Federation School’s Exhibition: Belief through Art 18-24 January at St Mary’s FB. Launch on 18th Jan at 5pm. Pop in. Laura to publicise. • Frogham Fair, 25th June. Hyde Tent service on 26th June. • Music & Arts Festival, St M FB. 25th -27th June. Opportunity for visitors to go from one event to the other (Hyde & FB). • Floral Carpet at St M FB for Queen’s Jubilee, on patronal festival. 9th – 11th September. 	AF AF, HC, LW, JC, CGP
	Governance	
2022-01-05 i	Parish Office Review, Advert for Replacement Administrator Papers circulated and taken as read. Various queries:	













	<ul style="list-style-type: none"> • INN explained that it was hoped to build a new Office at the Church Hall; in meantime need to decorate the current office. • NS suggested money would be saved on rent when build, but it was noted that this would not be in the short term. Currently £2200 pa. • Confirmed Martin Calver doing Diocesan monthly returns for now. • Role does not include Deanery work, but open to negotiation. • Considerable discussion & concerns over the salary being suggested. Failures to recruit in area. Examples of lower and higher salaries were put forward. Unease at giving a range, give a minimum with conditions. The proposal below was revisited to ensure all still agreed. • What is needed? CGP confirmed it is a complex role • Recruitment methods discussed, Salisbury Journal & variety of social media sites. Desirable to have one 'paper' advert. Contact Mark Newman for ideas. <p>Proposal to advertise as in draft advert with salary stated as £12-£15 dependent upon experience.</p> <p>Proposed: Julian Sims Seconded: Nigel Spratt Agreed Unanimously.</p> <p>The advertising, interviews to be managed by the Review Group plus CGP. NS will assist if required.</p>	<p>JAD</p> <p>CGP, HC, JAD, MM, LW</p>
	<p>8.10pm Martin Ings arrived at the end of above item. MW gave him a brief recap of the Safeguarding item given by MGB.</p>	
<p>2022-01-05 ii</p>	<p>Review Policies: Postponed until March meeting</p>	<p>MW/Grp Agenda</p>
<p>2022-01-05 iii</p>	<p>Safeguarding: Melvyn Beynon, Parish Safeguarding Officer. 7.10pm - 7.25pm.</p> <ul style="list-style-type: none"> • Administration of the DBS forms is straightforward. MBG to continue. • Less secure in knowing congregations. • House of Bishops allows for local SO when there is a large Parish. • All agreed good idea to have a local LCCSO. • Congregations would be more comfortable in passing concerns to someone they know. • Training required for LCCSO to be investigated by MGB • SO is not a detective, all are responsible. • Need overarching Parish SO as this is a statutory post – MGB to stay in that role until a replacement is found to work alongside him initially. <p>Proposal to appoint 4 local SOs and a Parish SO was agreed unanimously. No concerns expressed.</p> <p>Next Steps: Agreed this is a task for LCCs to find LCCSO and Parish SO. MGB will provide a role description to circulate.</p> <p>MGB was thanked for his input and left the meeting at 7.25pm</p> <p>Post – meeting note. MGB sent a short Safeguarding report after the meeting which was circulated to all: (included here for completeness and will be out of date by next PCC meeting)</p> <p>Safeguarding Report to AVC PCC, 12 January 2022, Melvyn Beynon, Safeguarding Officer</p> <ul style="list-style-type: none"> • <i>We only have one outstanding DBS check in the pipeline through Diocese, but I expect this to be reported any day now.</i> 	

	<ul style="list-style-type: none"> • We have potentially 3 more helpers from Hyde Messy Church to contact me, but it is questionable whether checks are required. • I am still checking the candidates on PCC/LCCs but it looks as though we are compliant thus far. • Diocese have changed the rules from 5 years to 3 years, on training at least, but I propose to chip into the resultant retraining requirements over time, as agreed with Winchester. • No instances of breach or concern have come to my attention since the last APCM. 	
2022-01-05 iv	<p>Buildings Issues:</p> <p>Notice Boards: will be dealt with at local level ie. LCC. Proposed wording but size/ width/ posts will differ from church to church. TB managing. Will bring back to PCC.</p>	
2022-01-05 v	<p>Faculty Business:</p> <p>Hyde: Permission to paint but no quotes yet.</p> <p>H/WG: Lych Gate required (INN) and water ingress in choir stalls at Hale. Both need church information boards and notice boards. TB to follow up.</p> <p>BM: QQ has been circulated to LCC, report as expected. Bat survey and report on painting. Leaking pipe in heating system. Received £1200 BotF funds for automatic locking system.</p> <p>FB: Discussed 3 Faculties as matter of priority and to go back to architect to stress urgency. i. Roof/Gutters ii. Heating – new electrical supply, DAC to agree cable position iii. Disabled access through south door. Query whether a ramp could be provided at north door temporarily, noted this is not possible under H&S/Insurance requirements. Temporarily using Choir Vestry door. (Post meeting note: signage being provided to direct people to Choir Vestry door and Vergers/Sidespeople informed to assist)</p> <p>Applying for planning permission for Office and kitchen at Church Hall.</p>	
2022-01-05 vi	<p>Finance Update: Julian Sims papers circulated previously. JS gave a brief summary of progress. The meeting with Fawcetts was good.</p> <p>Independent Examiner: JS reported that the procedures for ensuring integrity/independence were as expected if Fawcetts appointed for examining December 2021 figures. Hannah and Martyn would do the bookkeeping, and A N Other would do the examining.</p> <p>a. One System: All previous Parish accounts are completed for period to 30th June 2021. LCCs to recommend approval to AVC PCC</p> <ul style="list-style-type: none"> • FB have had draft Report • Hyde saw before accounts sent to Fawcetts • BM did theirs independently • H/WG meeting soon to approve their report • MyFundAccounting set up. Anne Edwards is tidying up Nominal codes and liaising with Fawcetts. Propose to circulate Nominal Codes out of meetings if PCC members are content for Treasurers and Fawcetts to agree them. Agreed Unanimously. • Financial Protocols: will be worked on by HC and JAD as originally planned. 	<p>Finance Committee</p> <p>Heather/ Judith</p>

2022-01-05 vii	<p>Updates from Deanery, Diocese and General Synod.</p> <p>Deanery: 9th February, Jason Roach, Black and Ethnic Ministry Advisor to Bishop of London. What does racial justice mean to us? All welcome. Zoom.</p> <p>Diocese: Prayers for Archbishop Justin visiting Cathedral on 16th January, to commission the episcopal team of Bishops Debbie, David and Richard. Bishop Tim's last service is 29th January.</p> <p>Diocese: Andy Brooks on behalf of Diocese is conducting a review of governance and interviewing many people, especially prior to a replacement for Andrew Robinson, resigned Chief Executive. Seeking priorities.</p>	
2022-01-05 viii	<p>Other Governance Business:</p> <p>a. Who's Who: drop in to Rectory 16th January, 4-6pm, Julie Francis to take photos, tea/cake available. Prior to Omega group at Rectory.</p> <p>b. Foundation Governor for Federation BM, Hale, Hyde schools. Irene Canton has resigned, Lynda Warne to be governor but still need one more. Let CGP know of anyone suitable.</p>	
2022-01-06	<p>AOB:</p> <ul style="list-style-type: none"> SSGG/BM: Mary Melbourne has been given permission from FB LCC to take the keyboard/organ from St Giles to BM. 12th January is MW's 60th birthday. Congratulations. 	
2022-01-07	<p>DONM: Thursday 10th March 2022 at 7pm via Zoom.</p> <p>Closing Prayers from Fordingbridge please.</p>	
2022-01-08	<p>Closing Prayer led by Mary Melbourne</p> <p>The Meeting closed at 9:20pm</p>	

Signed by Date:

Papers Circulated prior to the meeting:

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| Fees-AVC-2022.pdf | Fees and pay rates
2022 proposal.pdf | DRAFT 2021-11-17
AVC PCC Minutes | DRAFT 3
NoCONFIDENTIAL | DRAFT 2 2022-01-11
Agenda-AVC PCC.pdf | AVC
Treasurers-Notes-Dec |
|  |  |  |  |  |  |
| 2021 - 29 Oct - SSGG
notes.pdf | Final Report
regarding Copier to A | Advert for Part time
Administrator 2022.pc | 2022 Draft Advert
Salisbury Journal.pdf | Report to AVC PCC
Administrator Review | AVC PCC Job
Application Form Jan |