



MEETING MINUTES

Parochial Church Council

Meeting Reference: 20250130-PCC

Location: Sacristy, St. James' Church, Pokesdown

Date: 30th January 2025

Attendees: (Chair) Revd Rachel Noël (RN) Val Lakey (VL)
Richard Preston (RiPr) Mara Till (MT)
Rachel Preston (RaPr)
Roz Willis (RW)
Sue Quinn (SQ)

Apologies: Sheila Munnery (SM) Ceri Shephard (CS)
Suze Burgas (SB) Ed Doherty (ED)
Val Powis (VP) Jenny Bowyer (JB)
Chris Horn (CH)

Declarations of Interest: None

Minutes of Previous Meeting(s):		Proposer	Seconder	For	Against	Abstain	Verdict
PCC Meeting	Mon 24 th November 2024	VL	MT	All	0	0	Approved

1 Outstanding Actions

Reference	Description / Update	Owner	Status	Completion
20240624- PCC-01	PCC Secretary to review PCC Secretary Role Description, and decide if they are happy to continue with the role	RN/SQ	Ongoing	
20240624- PCC-03	A letter of Thanks to be written from the PCC to the Talbot Village Trust. This has not been completed as we are still to complete the drawn down of funds.	RaPr	Ongoing	



St. James' Church Meeting Minutes

20240624- PCC-07	The Safeguarding meeting to be rescheduled and discuss safer recruitment with Standing Committee RW and RN met and then it was discussed at the last standing committee and has been placed as an ongoing agenda item on the PCC	RN, RW	Completed	30/01/2025
20240624- PCC-08	Finance Team to organise a stewardship campaign including preaching, letters to congregation etc for the month of October	Finance Team	Ongoing	
20240624- PCC-09	Operations Manager to communicate to all hall lettings with the hall agreement for 2024/2025 27/11/24 - All contracts have been issued. However, 4 remain to be signed. They are Memory Lane, East Cliff Pre- school, Rainbows and Brownies. 30/01/25 – The 4 remaining contracts are still to be signed. This is now a regular agenda item on the PCC.	RaPr	Ongoing	
20240627- PCC-01	Safeguarding Policy to be signed and displayed on the Safeguarding Notice boards in Church and the Foyer	RN/RW/RaPr	Completed	30/01/2025
20240627-PCC-02	RW to request full access to Parish Safeguarding Dashboard for RaPr	RW	Completed	30/01/2025
20240627-PCC-03	RN and RW to organise safer recruitment of VL to position of Team Lead for Pastoral	RN/RW	Ongoing	
20240627- PCC-04	Formal resignation in writing from Lesley Dixon as per the Church Representational Rules	SQ/RN	Ongoing	
20240627-PCC-05	VL to contact Carol Turnbull and request the original records of booking agreements, invoices, payments, and bank deposit books to identify cash and cheque transactions VL updated the meeting to say that Carol Turnbull had no paper records or bank deposit books	VL	Completed	30/01/2025
20240627- PCC-06	RiPr to speak to Lesley Dixon requesting any records of room booking agreement transactions Lesley Dixon emailed RiPr to say that she didn't have any records of specific booking room payments and suggested that RiPr speak to Carol Turnbull. Also to reclaim the paying-in books.	RiPr	Completed	30/01/2025



20240627- PCC-07	RiPr to get a quote to have the bell removed.	RiPr	Completed	30/01/2025
20240627- PCC-08	RiPr to get a quote to replace the sound system	RiPr	Completed	30/01/2025

2 Safer Recruitment & Safeguarding

The PCC reviewed the non-church activities on the Safeguarding Dashboard. For each activity there are 2 questions to answer before the activity turns green on our Safeguarding Dashboard.

The questions are –

- PCC Authorisation -The following activities were approved as non-church activities that could take place in our hall
- Hire Agreement – This activity has a hire agreement with a signed safeguarding addendum

The Safeguarding Dashboard has 3 levels of mandatory requirements –

Green – Good

Amber – requires attention and needs to be completed soon

Red - Overdue

Non-church activities have 4 outstanding actions which need to be completed soon

All non-church activities were approved to be held on the church premises, but 4 of the non-church activities have not signed the hire agreement which includes our safeguarding addendum.

Activity	PCC Authorisation	Hire Agreement	Dashboard Rating
10 th Bournemouth Scout Group	Approved	Hire Agreement was signed in November 2024	Green
1 st Boscombe St, James' Rainbows	Approved	Hire Agreement was issued in September 2024, but NOT yet signed	Amber
23 rd Bournemouth South St. James' Brownies	Approved	Hire Agreement was issued in September 2024, but NOT yet signed	Amber
7 th Bournemouth Girl Guides	Approved	Hire Agreement was signed in October 2024	Green
Alcoholics Anonymous Meeting	Approved	Hire Agreement was signed in October 2024	Green
East Cliff Pre-schools Ltd	Approved	Hire Agreement was issued in October 2024, but NOT yet signed	Amber
Bournemouth Wine Tasting Group	Approved	Hire Agreement was signed in October 2024	Green
Leila's Performers	Approved	Hire Agreement was signed in October 2024	Green
Prima – Memory Lane Café	Approved	Hire Agreement was issued in October 2024, but NOT yet signed	Amber
Step by Step Dance Academy	Approved	Hire Agreement was signed in October 2024	Green



RaPr made The PCC aware of a new group, Narcotics Anonymous, wishing to make a possible booking on a Friday night. RaPr has shown them around the building and was awaiting feedback. RaPr expressed that there were a few issues that would likely make it unviable hire for both parties.

Promoting a Healthy and Safe Culture – postponed for next meeting as it requires a full attendance.

3 Finance & Parish Operations

Lesley Dixon apologised for the lack of reports , but she still had an expense submission to complete and end of year queries to resolve. However, the reports should be ready for the next PCC Meeting.

Room Booking Agreements

RaPr reported that there were still 4 contracts unsigned for 2024 to 2025 and that 2 (Pre-School and Prama) were still making regular payments, but that Rainbows and Brownies had still **NOT** made any contribution to their room hire. The Agreements were issued in October 2024 and an annual invoice was issued in December 2024 for both uniformed groups, with options for payment, but no response had been forthcoming.

Evidence of any payments by Rainbows or Brownies over previous years has **yet** to be discovered. The PCC asked that RaPr email again on their behalf.

Energy Contract – It was decided to look at the energy quotes at the next meeting in February.

Liberty Software – A discussion took place around investigating a new software package called Liberty Accounts. This software is geared for charities and more specifically churches. The cost after a month's free trial would be £12.95 plus £1 per person we employ, should we decide to employ staff in the future. If after the month's free trial we went with the software there could be an overlap with QuickBooks as that currently is used for the Parish Operations Manager's payroll.

Decision	Proposer	Seconder	For	Against	Abstain	Verdict
To trial Liberty Accounts software for 1 month and dual run alongside QuickBooks	Roz Willis	Val Lakey	All	0	0	Approved

4 Fabric

Remembrance Garden - the Faculty application has been resubmitted and we are waiting to hear from the DAC following their meeting on 29th January. Once approval is given then the expenditure will be considered and approved

- Church Bell – various options were explained. The options were –
 - Restore the bell for swing chiming at a cost of £6084
 - Rehang bell for stationery, electronically operated chiming at a cost of £7234
 - Dismantle bell, lower it to the ground and leave it for storage at the church at a cost of £1120

It was decided to apply for a faculty to remove the bell as the quotes were very expensive to repair considering how many times, we would actually use the bell. As it had been noted that some did miss the bell being rung



St. James' Church Meeting Minutes

during communion, it was suggested we trial the altar bells.

Decision	Proposer	Seconder	For	Against	Abstain	Verdict
To raise a faculty to remove the bell	Roz Willis	Mara Till	All	0	0	Approved

Sound – This was discussed using the quote obtained from Newtech Southern Audio Visual. The quote assumed the existing microphones, amplifier, speakers, loop amplifier and cabling were all in good condition and would be retained. The quote to upgrade the analog mixer to Allen & Heath QU16 digital mixer with WiFi network coverage came in at £2995.56. Optional extras such as microphones, speakers and induction loop amplifiers were included.

It was decided to get a new quote to replace the sound system completely. This would include sound desk, microphones, cables, loop system and speakers.

Decision	Proposer	Seconder	For	Against	Abstain	Verdict
To replace the entire sound system including mixer, speakers, microphones and loop amplifier	Rachel Preston	Roz Willis	All	0	0	Approved

Piano Update and Faculty – A church has approached us and offered us their piano for free. They are closing and will be taken over by City Gate and the piano is not required. The piano is on an A frame, which means that it will be sturdier and will be a lot easier to move. Phil Gibbs has someone interested in our piano and they have agreed to cover the cost of removing it from the church.

However, as both pianos are pre 1960's a faculty is required as they are considered to be of historical interest. RiPr has raised and submitted the faculty. The Faculty was due to be discussed on 29th January, by the DAC. We are awaiting the outcome.

5 Team Reports (Not Covered Elsewhere)

Events and Hospitality –

2024

November 30th – We had our Winter Fayre.

December 15th – Fun Carols, with mince pies and mulled wine served before and during the service.

December 18th – Preschool in Church for the Christmas Story – Tea, Coffee and biscuits served on arrival for parents.

December 22nd – Carols by Candlelight with mince pies and mulled wine served after the service.

2025

January 5th – Our Christingle Service, Church was set up in a café style with everything required to make the Christingle on the tables for everyone.

January 22nd – First Hospitality Meeting of the New Year where we looked at dates for the coming year.

Further updates in relation to the coming year will be in my next report.

As always, Teresa would like to thank everyone for their continued support and assistance.

Deanery Synod –



St. James' Church Meeting Minutes

Val Powis updated to say that no Deanery Synod Meeting had taken place since the last PCC Meeting and therefore there was nothing to report.

Eco Church –

No report or update received

Pastoral –

Val Lakey reported that the Pastoral Team met on 13th January 2025.

At the meeting they reviewed current church members who are in care homes identifying who received pastoral visits and how often. Sadly, many of our older members have died in the past year reducing the number in care homes. We also looked at those unable to attend church through long term illness but still living at home assessing what pastoral contact they received. A few from both groups are still able to attend Memory Lane accompanied by a friend/relative.

It was agreed that church visitors should always go in pairs for safeguarding purposes.

Should anyone express a wish to receive home communion the Pastoral Team will be happy to make arrangements.

Then they looked at the congregation and between the team we covered all regular church members but needing to focus on newcomers and young families.

Future dates:

1. Week of Prayer for Christian Unity – St. James to host Churches Together service on Monday 20th January and pastoral to arrange a light lunch of soup, cheese and roll.
2. Lent Lunch (date to be confirmed) inviting children on the School Council. Pastoral to arrange a light lunch.

6 Matters Arising Not Covered Elsewhere

None

7 Any Other Business

None

8 Date Of Next Meeting

Wednesday 26th February 2025 at 7.30pm, Sacristy



9 Actions Arising

Reference	Description	Owner
20240130- PCC-01	SQ to send out Safeguarding Worksheet 1A for people to read before the next meeting	SQ
20240130- PCC-02	RaPr to re-issue unsigned contracts to hall hirers asking for them to be signed at the earliest opportunity and to explain that at the moment they are not compliant with the Church of England Safeguarding process.	RaPr
20240130- PCC-03	RaPr to contact, on PCC's behalf to chase outstanding regular room hire payments.	RaPr
20240130- PCC-014	RaPr to investigate energy quotes from Phosters via the Parish Buying Website.	RaPr
20240130- PCC-05	RiPr to raise faculty to remove bell	RiPr
20240130- PCC-06	RiPr to investigate what is required in terms of faculty for the upgrade in sound system	RiPr
20240130- PCC-07	RaPr to arrange for Newtech Southern Audio Visual to attend site to complete a new quote	RaPr
20240130- PCC-07	RN to communicate the plan to remove the bell, with the congregation and to implement trial of altar bells	RN