



Howard Wright 22/09/2026

Minutes of the PCC Meeting

Tuesday 21st July 2026, 8pm
At COGS Church Hall

Present: Howard Wright (Chair), Jeremy Griggs, Timothy James, John Lofthouse, Claire MacPherson, Frank Maloney, Pam Maloney, Bob Meekums, Andrew Walters, David Williams, (Secretary).

In attendance: Chris Nunn (Treasurer), Matt Senior (GDPR Officer, for item 4.b.i)

1. Welcome and Apologies Howard welcomed everyone to the fourth meeting of 2026. A special welcome to Claire MacPherson who has been nominated and accepted to fill one of the vacancies on PCC (see also item 4.b.ii) Apologies were received from: David Duffin, Jackie Jurd, Ian Trotter	
2. Worship and Prayer Howard led the meeting in the worship song 'What gift of Grace' and in prayer.	
3. Declarations of (Financial) Interest None	
4. PCC – Meeting of 19th May 2026 a. Approval of Minutes (distributed 28th May) Doc: <i>PCC Minutes 26-05-19.pdf</i> was approved and signed off by Howard. b. Matters arising i. GDPR Training Matt gave a comprehensive overview of the current legal and practical requirements (see Appendix 1). He drew attention to the scale of the problem of providing a proper response to a Subject Access Request (SAR). He emphasised the importance of: • understanding the scope of what is included in Personal Data • 7 Data protection principles and the nature of consent in this context • special aspects of GDPR relating to churches • notifying the GDPR officer as soon as an SAR is received • keeping PCC matters (e.g. emails) separate from personal information, ideally in a separate account, at least in separate folders • deleting messages that are no longer required • deleting all messages at the end of membership of PCC • in any case deleting messages that have been held for more than five years ('retention policy'). ii. Filling the 3 vacancies – one each for 2027, 2028, and 2029 Claire has filled the PCC vacancy with the longest term– until 2029. There remain two other vacancies. iii. Discernment group (Item 11a.) We are trying to put together a group of people who could help us discern and	

identify gifts, abilities and skills within the congregations. The Group is not yet formed, though discernment is exercised informally, for example in finding someone who is gifted to take on some pastoral responsibilities. iv. Foundation Governor vacancy at Four Marks School (Item 11b). There is still a vacancy. Howard is (unusually) a governor of both Four Marks and Medstead school.	
5. APCM – 2027. a. Future Format – thoughts in advance please b. Assistance – Offers of help. Howard is in conversation with someone who is able to assist with the format, the wording and the process of assembling the Annual Report c. Timings – (also see the dates document to be circulated re. item 9.) Discussions are ongoing about the timing of the 2027 January and March meetings to allow an orderly preparation for the APCM	
6. Finance a. Financial Statement to end of June 2026 Doc: <i>PM&FM Finance to Month End - June 2026.xlsx</i> Chris apologised for the late delivery of the statement b. Review of Budget and forecast for 2026 Doc: <i>July 2026 PCC (June Data).pptx</i> – see Appendix 2 Jeremy expressed concern about where our finances stand with respect to the Reserve trigger, the present run rate and the current forecast deficit for the year. As reviewed at the previous meeting, two levers for managing the situation are CMF contributions and staff costs. Claire suggested that we also conduct a review of the reserves policy that might show us how to free up some of the resources currently locked away. Matt and Chris are asked to produce a brochure for all congregations to have by the first Sunday in September, so that Howard will present to each on that day. At the September meeting we will try to gauge the response. c. Financial matters arising from APCM i. Delays to the APCM over difficulties in getting financial reports in time. Partly due to issues with accounting software used for our accounts. It was proposed that we explore and possibly trial use of Xero which Tori already uses for most of her clients and which is available on an introductory offer. It is likely to speed up the management of our financial data and reduce the previous delays. Claire supported the suggestion from her own experience. She formally proposed that we take up the trial of Xero. Howard seconded, and the proposal was agreed unanimously. It was also agreed that Standing Team can sign off if all goes well. ii. Seeking a new Independent Examiner – delicate discussions continuing. d. Raising additional income i. Further advice and guidance from the Diocese? e. Activity through old and new bank accounts i. Additional signatories to old accounts to facilitate transition still needed (?) f. Parish Giving Scheme registration Discussion deferred until the next meeting.	** ** *

g. Deposit accounts i. Enquiries about <i>Flagstone</i> scheme. On investigation it was found that the scheme was only open to investments of much larger sums than we have ii. Bob has produced a shortlist of more suitable alternative savings schemes. Howard proposed and Frank seconded that we give Chris and Bob authority to explore these three options: • Hampshire Trust Bank Charity Savings Accounts • United Trust Bank Charity Savings Accounts • Saffron Building Society Business Savings Accounts PCC authorises them to use their discretion to choose the most appropriate one and to go forward with an application to set an account up. The proposal was agreed <i>nem con</i>. iii. Further to the above, Howard proposed and Frank seconded that the signatories to the new account be: • The Vicar – Howard Wright • The Church Wardens – Andrew Walters and David Duffin • The Treasurer – Chris Nunn • The Bookkeeper – Tori Hewitt The proposal was agreed unanimously.	** *
7. CMF Review of the video (details emailed to PCC, 3rd July) and further thoughts from item 6.h on the minutes of last meeting. It was generally agreed that the video and website added little to what we already understand about CMF. We need to take specific questions to Colin Harbidge. We should make the point raised by Ian at the previous meeting (and Jill before that) that to meet our CMF request we might have to reduce the very missional activities in the Parish that CMF is supposed to support. Members are asked to formulate and forward to the PCC Secretary specific questions beyond the general information on the video and website. These should be collated here for agreement ASAP and sent to the Diocesan Team in the hope of receiving replies before the September meeting.	***
8. Local Church Group – meeting notes a. St Andrew's i. Minutes of LCG meeting: no new report ii. Reordering – further proposals: nothing to add b. COGS i. Kitchen: nothing to report. Reserved funds stand at £18k but the minimum improvements suggested would cost £38k (see also PCC minute 6.b, 18th November 2025) ii. Archdeacon's Visitation: Churchwardens and Matt had met with Area Dean David Chattell (<i>vice</i> an archdeacon) to confirm all COGS assets and documentation are present and correct. (A separate Visitation for St Andrew's is to be arranged at some future date.)	

9. Proposed dates for PCC meetings in 2027 Doc: <i>Draft - PCC meetings 2027.docx</i> The dates to be reviewed with the Office, particularly in the light of the hoped-for improvements in presenting timely financial information to PCC.	
10. Safeguarding a. Matt informed PCC that the Diocese has identified a new provider for online DBS checks to replace the former paper-based system. PCC is formally to minute its intention to sign up to the scheme: The PCC of the Parish of Medstead and Four Marks agrees to use Verifile as an online provider of DBS checks. Howard proposed the motion; Frank seconded. There was no objection or abstention, so the motion was agreed unanimously. b. Nothing else to report	***
11. Health and Safety a. Frank presented his report – doc: <i>Health & Safety Report 26.07.21.docx</i> Noted the need for support for enough DBS-certified volunteers. To be discussed at the September meeting. b. An intermittent fault with the COGS Fire Alarm zone 5 recurred the previous day. It has now been successfully diagnosed and rectified.	*
12. GDPR See item 4.b. No other matters to report.	
13. Any Other Business (to be notified before the meeting) a. On October 25th, the Diocese of Karamoja, Northern Uganda, celebrates its 250th anniversary. To show Alton Deanery's support Howard plans to represent us. At the celebrations. Through the Compassion Project there, members of our Parish already support 18 children in Latome, adjacent to the Diocesan Training College. Those wishing to support the visit should make designated donations to the Parish, if possible attracting extra funds through Gift Aid. b. ABCD – a national initiative to equip people in local communities to find ways of meeting and solving problems. East Hampshire District Council is piloting schemes in Horndean and in Medstead and Four Marks. CAMEO (Come And Meet Each Other) is an example activity, running once a month in Medstead Village Hall. Claire proposed and Timothy seconded that Frank be given authority to speak at steering group meetings on behalf of the Parish. The proposal was agreed nem con. c. Howard asked PCC to pray for the Leavers' services for Four Marks Primary School (whole school at COGS) and for Medstead Primary School (Year 6s at St Andrew's). It is a key occasion to share the Good News of Jesus with children and their families at an important stage in their lives.	*
14. Dates of remaining Meetings in 2026 PCC: Tuesday 22nd September at St Andrew's Tuesday 24th November at Church of the Good Shepherd	

Howard closed the meeting with prayer at 9.47pm