



All Saints' Church

Preston on Tees

Minutes of the PCC Meeting on Monday 15 July 2019,
19.30 at 22 Dunottar Avenue, Eaglescliffe, TS16 0AB

	Present	Action
	Paul Arnold, Debbie Bunford, Lucy Falcus, Lawrence Gnanaraj, Simon Honeywell, Martin Howard, Karen Killick, Kathie Lambert, Scott Linnett, Pamela Rushton, Richard Spratt, Ian Taylor, John Taylor, Margaret Vaughan, David Warren. <u>Chair:</u> John Lambert.	
1	Opening Reflections and Prayers Pamela Rushton led the reflection opening with 2 Corinthians 6.1 - "as God's fellow workers" or "as workers together with him" and then commented on John 21 as the story of disciples fishing unfolds. She drew out that we are workers together, to be part of everything, but we have to be obedient. Pamela then led the meeting in a time of prayer.	
2	Apologies for Absence, and Declaration of Conflicts of Interest Apologies had been received from John Littlehailes and Nicola Wrightson. No declarations of conflicts of interest were noted.	
3	Approval of Minutes of meeting 17 June 2019 It was noted that Richard Spratt had not been present at the meeting of 17 June. With this amendment the minutes of the meeting were approved (14 for and 1 abstention).	
4	Matter Arising Item 5: An article has been written about the principles of a Resource Church. Item 11: Children's ministry volunteers to be covered under MDT report.	
5	Correspondence No correspondence had been received.	
6	Financial Update - Kathie noted that congregation members were steadily signing up for the Parish Giving Scheme (PGS). An item in the notice sheet is giving details about the change in bank charges. - The position at end of June 2019 was an operating surplus of £11,568 compared to a budget surplus of £1,497. This was mostly due to backdated solar panel income having been received in 2019, congregational giving being slightly higher than budget and some expenditure streams running behind budget in particular Children's work, and other mission events. - Kathie noted that it was hard to forecast the full year costs for utilities. - Photocopying and stationery costs stream was noted to be above budget and other streams e.g. centre general under budget. - Children's work is currently showing no net expenditure as there has been income received but a low level of costs.	
7	Safeguarding John Lambert read a report from Nicola Wrightson.	

	<p>- We thank God there are no new safeguarding incidents this month.</p> <p>- Safeguarding Audit:</p> <ul style="list-style-type: none"> • Nicola felt that the audit reflects that All Saints is doing well. We are actively addressing all targets set out in the C of E National Safeguarding Team Parish Checklist. • Amongst some of the actions for Nicola are to work with volunteers in September to make sure all have accessed the online training. Supporting those who may not feel confident. • Actions for the safeguarding/policy working party - a couple of policies to check and ensure safeguarding is covered. <p>- The Diocese has sent out C of E guidance regarding making a Safeguarding Serious Incident Report to the Charity Commission. It outlines procedures, what is a serious incident and how to record it. We do all this through the Diocese with support from the Safeguarding Adviser. Nicola noted that she didn't believe that the PCC needs to adopt this as policy, but that she had sent an email asking for guidance.</p> <p>- Following the oral report, the points below were made.</p> <ul style="list-style-type: none"> • Timetable for work going through the policies – Martin Howard indicated that they were aiming to complete the review by September PCC. • John Taylor raised a question regarding transport of Connect participants and the recommendation that ideally two people in addition to the driver should be in the vehicle. John Lambert noted that the PCC had considered this matter before and it was advised that the individual driver should be comfortable with being on their own with a passenger however if a driver felt this was not appropriate then the driver should alert the Connect organizer. Action: The Connect organiser was to be contacted to remind them to ensure that drivers were aware of this point. • Debbie Bunford noted some points within the Safer Recruitment section of the Audit Report that had been pre-circulated – point 5 “offered” should read “required” and point 8 – should have added that records are kept on ChurchSuite. 	<p>MV→ Connect</p> <p>MV→ N Wrightson</p>
<p>8</p>	<p>Wardens' Update</p> <p>- Karen Killick noted that the lightening conductor triennial inspection had been successfully carried out at the end of May. The tree surgeons have had feedback from Stockton BC that the leaning yew can be felled. It was noted that this tree was increasingly leaning more. Work to be done imminently on both this tree and some other pruning of trees on the site. The cost will be c£750.</p> <p>- Karen noted that the maintenance budget would be overspent this year by between £2,500-£3,000 including the flats' maintenance.</p> <p>- The main hall is to be repainted during the summer. In addition, the blinds are being replaced whilst the tower scaffold is in situation. The painting will cost c£1,800 and the blinds c£500. The kitchen is going to be deep cleaned by Grants Cleaners.</p>	

	<ul style="list-style-type: none"> - Double glazing for the ground floor flat and the window identified as needing glazing in the church will be installed in the coming weeks. - The wardens are considering options for modern electric heating within the downstairs flat. - The wardens were thanked for all their hard work. 	
9	<p>MDT Report</p> <p>The meeting noted the pre-circulated report.</p> <p>The three main topics covered in recent months have been:</p> <ul style="list-style-type: none"> • Life Groups • Newtown Church Plant / Resource Church • Children’s work volunteers <ul style="list-style-type: none"> - The meeting noted the comments that being a Resource Church would be demanding. John Lambert explained that this was because there would be a need to resource the project, there would be change. The initial plant was known to be St Paul’s but there would be other plants following on that had not yet been identified. - John Lambert said that the autumn teaching season was likely to be about Elisha, focusing on raising up new ministries. Our church is already aligned to be mission focussed; the SDF project gives this a “boost”. - Children’s work volunteers. John advised that MDT had reflected on this and noted that one element of the Children and Family Outreach Worker’s role description is to proactively recruit, develop and support volunteers. The trajectory that the church is on to become a SDF funded Resource Church also needed to be considered when reflecting on recruitment and development of volunteers for all ministries. - It was noted that as the requirements of the Resource Church emerged and there was a consequent need to modify any existing role descriptions, it is good practice to consult staff with a three-month lead time. This would require close working between the staff management team and those leading the Resource Church developments. 	
10	<p>Pastoral Ministry Course</p> <p>The Authorised Pastoral Assistants (APA) are being retitled Pastoral Ministers.</p> <p>There is a new course now being offered by the Diocese that is of 1-year duration to train Pastoral Ministers. Two members of the congregation have expressed an interest in undertaking the course; Evelyn Leadbetter and Nicola Dursley (both are members of the pastoral team).</p> <p>The Chair asked the meeting to approve both applications. The meeting unanimously agreed.</p>	
11	<p>REACH</p> <ul style="list-style-type: none"> - Richard handed round a sample piece of coloured glass. Some members of the meeting felt that the colours appeared dull and not as brilliant as the image and that light didn’t stream through. - Mouseman furniture: <ul style="list-style-type: none"> • Font, lectern and small portable items to be retained 	

	<ul style="list-style-type: none"> • Communion rail to be retained and redesigned to become a portable fixture that can be used but also stored beside the organ when not in use • Fabricate a new portable communion table from panels of the existing pulpit (retaining inscriptions). A mock up of this was shown on the screen. • The front of the communion table will be reworked as a wall fixture against the east end wall that is deep enough to hold candles etc i.e. set into existing reredos. • Choir and priest's stalls to be sold although the fronts might be reworked for other uses. • Bishop's chair (not Mouseman) is planned to be sold. <p>- Finances: £62,000 in hand c£6,000 in addition 1 off pledges not received yet c£4,000 monthly donations over next few months c£2,250 gift aid <u>c£74,250</u></p> <p>In addition, the PCC could approve £10,690 from designated fund that was earmarked for major maintenance works e.g. replacing boilers etc. In addition, the PCC could release c£25k from general fund reserves. This would leave £30k as the "operating reserves". This would result in available funds for this phase of REACH c £110k.</p> <p>A donor has been approached regarding the baptistry, with an application made to the Goshen Trust (c£15k).</p> <p>Earlier in the year £130,000 - £140,000 was quoted by the architect as being the indicative cost of the current phase. Tenders are expected to be received from architect late August/early Sept</p> <p>- The REACH Committee requested that an additional PCC meeting be called at short notice around the period that tenders were received (likely to be the first week in September). The PCC agreed to this request. This meeting would need to receive sufficient information prior to the meeting to be able to make a well-considered decision about proceeding. It was noted that quorum for a PCC was 1/3rd this was felt to be too low for this meeting. The meeting agreed that for the decision to proceed with this phase a quorum of 50% must be present, in addition members who cannot attend would be able to submit written comments although these would not feed into the vote count.</p>	
<p>12</p>	<p>Staff Management Team Debbie Bunford noted that Derek Evans will be joining the staff management team. The team have been doing work during the last few months on staff supervision.</p>	
<p>13</p>	<p>AOB Pam Rushton asked for feedback on why a decision had been taken to hold separate Sunday morning services in August. John Lambert replied that he</p>	

	<p>and others had felt that numbers were falling off during August year on year, so this year retaining both services would be tried.</p> <p>The next Meeting of the PCC will be on Monday 16 September 2019.</p> <p>Lawrence Gnanaraj offered to lead reflections at September meeting. The meeting closed with the Grace.</p>	
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