

Minutes, for the
PCC Meeting on Monday 15th June 2020,
19.30 by Zoom Video

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| | <p>Present</p> <p>Paul Arnold, Jonathan Backhouse, Debbie Bunford, Lucy Falcus, Lawrence Gnanaraj, Simon Honeywell, Martin Howard, Karen Killick (<i>Chair</i>), Stuart Levin, Scott Linnett, John Littlehailes, Pamela Rushton, Richard Spratt, Ian Taylor, John Taylor, Margaret Vaughan & David Warren. Plus: Anne Rolfe & Kevin Storer</p> |
| # | |
| 1 | <p>Opening Reflections and Prayers</p> <p>Scott spoke on 1 Samuel 16; 2 Samuel 2:3f & 5:1-3; speaking about the waiting from David's anointing to his appointment as king.</p> <p>Scott spoke about finding the right person [<i>to be our vicar</i>] at the right time. He shared that "Just as the Lord provided for himself a king from among Jesse's sons, so our Heavenly Father will provide for Himself a church leader."</p> <p>Scott spoke how we are in the point between anointing and appointing, he added that we will not appoint the finished article, but we will seek the one who God has anointed. He referred to John listing 30 things he had learnt during his twelve-year tenure as our vicar in May's monthly programme."</p> <p>Scott then, after a time of quiet prayer for the PCC, prayed, concluding with asking for help us seek God's will be done.</p> |
| 2 | <p>Apologies for absence, and Declarations of Interest</p> <p>a) Apologies had been received from Lawrence Gnanaraj & Nicola Wrightson b) Declaration of interests: i) Margaret Vaughan declared an interest as Vice-Chair of the Durham Diocesan Board of Finance. ii) Stuart Levin, with regards to gift for Katie.</p> |
| 3 | <p>Approval of Minutes of the meeting of 18th May 2020</p> <p>These minutes were agreed, with one minor correction (spelling of a name); also, it was noted by Paul that where his name was against the action was not always clear.</p> <p>Minutes were approved, with one abstention.</p> |
| 4 | <p>Correspondence</p> <p>There was no correspondence for the PCC.</p> |
| 5 | <p>Matters arising (not covered elsewhere on the agenda)</p> <p>a) It was stated, that from the weekly update from the Bishops churches can be opened from 15th June, but not church halls.</p> |

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| | <p>b) It was strongly recommended, by Geoff Jowett, to Karen/Martin, that the building stays closed until after the REACH project; this was overall agreed.</p> <p>c) Margaret suggested that we share this information. Action by Karen</p> <p>d) Paul suggested that a conversation should be had with at St Mary's as they have opened for prayer. Paul commented that he had completed their risk assessment.</p> |
| <p>6</p> | <p>Financial Update</p> <p>a) Richard confirmed our deficit was slightly better than April.</p> <p>i) Gift aid is slightly down.</p> <p>ii) The loss of income from envelopes is the result of the gift aid deficit</p> <p>iii) This month's report is odd due to the last day of the month falling on a Sunday (31st May), therefore, some standing orders came through in June.</p> <p>b) Margaret commented that all Standing Orders are as normal.</p> <p>c) Paul added envelope giving is down, but Standing Orders are up.</p> <p>d) Karen asked if there had been details with regards to the Parish Giving Scheme. Richard commented that he needs signatures from the Wardens. Action by Karen, Martin, and Richard.</p> <p>e) Paul asked about rent with regards to 558A (commercial tenant) and 558B (private tenant); it was also confirmed that there was no increase for 55B, but a slight one for 558A.</p> <p>f) Richard summarised the expenditure:</p> <p>i) Savings are been made on the utilities, even though it looks as though more money was spent on utilities; The £800 saving was based on the same period last year.</p> <p>ii) He added that the saving was not as much as was planned.</p> <p>g) Lucy – asked about the reduction in salaries, with regards to the furlough; Richard said that the money from the Government scheme was recorded as sundry income.</p> <p>h) Richard was unsure why pensions appear to have jumped. Action by Richard.</p> <p>i) Richard mentioned the giving page on the website – and mentioned an option to given though Church Suite that would link through the webpage. He asked what the PCC thought.</p> <p>j) After a brief discussion, the PCC was voted to introduce the scheme. Proposed by Richard. Seconded Stuart; 16 in favour, one abstention. Action by Richard.</p> <p>k) Lucy asked if we are to continue the Parish share at the present sum – it was agreed that this would continue and kept under review.</p> <p>l) Karen lead a short prayer for our tenants and gave thanks for the finance we have from the church community.</p> |
| <p>7</p> | <p>Safeguarding Update</p> <p>Nicola Wrightson stated that no issues are known (message via text to Karen).</p> |
| <p>8</p> | <p>Staffing Update</p> <p>a) Martin raised the issue of furlough that it would continue for Sandra, as the centre is still closed.</p> <p>b) Martin then discussed that Peter is required to help with cleaning, ground maintenance, and other ongoing jobs.</p> <p>c) Pam asked who would supervise Peter's work (as it was previously John Lambert). Martin said he would take on this role.</p> <p>d) After the brief discussion, the PCC was voted to have Peter come back on Monday. Martin proposed; seconded by Jonathan; all in favour. Action by Martin.</p> <p>e) Debbie asked that since there is a part-time furlough option for Sandra in August; would the PCC want her back then. Karen commented that Sandra's role will be required when the hall is reopened, but it is not known when this will happen [no vote was held for Sandra's role/return].</p> |

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| | <p>f) Karen mentioned that we have no cleaner; there is a vacancy for the cleaner (the only applicant is Peter). She added that Grant's contract had now ended. Paul asked if there would be a need for other cleaners. Martin agreed that it is likely that more cleaning will be required depending upon the risk assessment(s).</p> <p>g) Karen discussed that it is the end time for our Youth Interns Caroline Davis and Katie Levin. She suggested that a gift should be given to both – based on their time of service with All Saints i.e. £100 per year. The PCC voted to give a gift of £200 to Caroline Davies and £100 to Katie Levin to say thank you for their service.</p> <p>h) Debbie suggested a card should be given with any gift.</p> <p>i) Proposed by Karen. Seconded Simon; all in favour. Action by Karen.</p> |
| 9 | <p>Wardens' Update</p> <p>a) Martin explained that Dave Brittan had installed a socket for the wifi and that Rob Govier had installed commercial grade wifi and new phone line to the foyer. The phone line has the capacity for a telephone system to be installed later. Martin will look at the cost to install a system. Action by Martin.</p> <p>b) Peter had noticed that there was aware of broken tile on the roof; Karen spoke to a roofer to get it repaired.</p> <p>c) Karen commented that there had been a small infestation of drain flies and that she would be putting a cleaning solution down the drain. Action by Karen.</p> <p>d) Richard asked that when Peter returns that he regularly flushes out all systems. It was commented that this has been done as the workers are in the building, but it will be added to Peter's role. Action by Martin.</p> |
| 10 | <p>Staff Management Team Update</p> <p>a) Debbie mentioned that Elaine Webster is going to join the SMT (<i>the team will now consist of Debbie Bunford, David Emerton, Derek Evans, Anne Rolfe, and Elaine Webster</i>).</p> <p>b) Debbie confirmed the following</p> <ul style="list-style-type: none"> i) Kathryn will be mentored by Amy Burns and will be managed by Debbie. Kathryn's objectives have now been being updated (with regards to COVID-19). ii) Jan is currently being mentored by Anne Rolfe and it was suggested that Elaine Webster may be able to take on this role as Anne shadows Karen in the warden's role. Jan will continue to be managed by Paul. Jan's objectives set are currently being updated (with regards to COVID-19). iii) Sandra will be mentored by Rob Govier and will be managed by David Emerton. iv) Shiromi will be mentored by Rob Govier and will be managed by David Emerton. v) Peter will be managed, by the wardens; there is no mentor role. <p>c) Debbie said Sandra was on furlough, she (Sandra) was still being contacted by Rob for her wellbeing. David is in regular contact with Sandra during the furlough period.</p> <p>d) A discussion was held with regards to the location for the Staff files (as John had passed them to Debbie); it was agreed that Karen would purchase a lockable filing cabinet that would be located in the Church Office. Action – Karen.</p> |
| 11 | <p>REACH Update</p> <p>a) Martin confirmed there is an updated schedule of work and that everything is moving ahead but slower, due to COVID risk assessments</p> <p>b) The date for completion by the contractor is w/c 29 June</p> <p>c) After a week to 10 days, Wigwam will come in to do wiring – for the sound.</p> |

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| | <p>d) The date for completion is 18th July. e) Martin has been impressed with the work to date. e) Richard asked if there are any additional costs due to delays – nothing significant, but Martin was aware of an increased cost from Wigwam, but unsure why. Action by Martin/Richard f) Richard asked about the communion table. Martin confirmed that this did not appear to be a Mouse Man and that it needed some minor restoration Action by Martin. f) Jonathan asked if the church could be updated on the ongoing works. Martin said that there is an article written by Geoff – for next month's magazine. Action by Martin. g) Lucy asked about those not online, Martin mentioned that Shiromi was printing a word document for the non-computer members. h) It was also commented that there were letters sent regularly for those who do not have a computer.</p> |
| 12 | <p>Policy Updates</p> <p>Martin discussed two (Complaints, IT) of the four policy (Complaints, IT, Conflict and Legacy) updates that are under review. Action by Martin.</p> <p>Summary of comments are:</p> <p>Complaints</p> <ul style="list-style-type: none"> • Time scales have been increased. • It was suggested that the PCC would set up a complaints committee if/when needed. • Simon – under safeguarding ask if there was a need to include the local designated officer • Anne – said there was a need to link to staff handbook. <p>IT</p> <ul style="list-style-type: none"> • Pam – noted on #4 “typo” requirements. • Simon – does it cover when people working from home. Shiromi has the office computer at home. This is for equipment owned by the church. • Simon – need to consider own computer. • Debbie – need to include what is acceptable to email from the shared drive. • Anne – the staff handbook (#20). • Agrees to need to add a comment about 'own' equipment. • John – you will need to change the definition of the policy if including own. • Paul – is there a gap around social media. He asked if we have a comms policy. Jonathan agrees that a separate policy Action by Martin. <p>Karen asked if there were any additional comments that they are forwarded to Martin. Action by all.</p> |
| 13 | <p>Vacancy Update</p> <p>a) Lucy discussed that she will be asking, through social media, those beyond our church family (but who live locally) if they have anything to suggest. b) Kathryn and Jan who will remotely engage our youth and children in this. c) Pam is going to connect with Connect. d) Lifegroups are going to be asked for their thoughts.</p> <p>Martin has linked with Long Newton – he has spoken but has not heard anything yet. Action by Martin.</p> <p>e) No details of interview date with Rick depending upon the Bishop's diary. Action by Martin.</p> |
| 14 | <p>AOB</p> |



All Saints' Church

Preston on Tees

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| | <p>a) Ian Taylor asked if it could be recorded in the minutes that the vote for continuing furlough for Sandra was not made; and that his vote was solely in respect of Peter to return to work. He added that he believes that Sandra should also return.</p> <p>b) Pam asked if it could be recorded our thanks for Adam Burns for his work on the preparation for the 10:30, all agreed. Karen added to record thanks for Matt Falcus for his work for the 9 o'clock.</p> <p>c) Jonathan also asked that a special thanks should be made to the work of John Littlehailes for his role as the past PCC Secretary.</p> |
| 15 | Lucy volunteered for Opening Reflections and Prayers at the next meeting Monday 20 July. |
| - | The meeting finished with the Grace. |

Drafted by Jonathan Backhouse, 16 June 2020.

Reviewed by Martin, 18 June 2020.

Reviewed by Karen 3 July 2020.

Approved by PPC 20 July 2020

Signed _____

Dated _____