

Minutes, for the
COVID-19 PCC Meeting on Monday 31 August 2020
19.30 by Zoom Video conference

-	<p>Present</p> <p><i>PCC Members:</i> Paul Arnold, Jonathan Backhouse, Debbie Bunford, Lucy Falcus, Martin Howard, Karen Killick (<i>Chair</i>), Scott Linnett, John Littlehailes, Pamela Rushton, Richard Spratt, John Taylor, Margaret Vaughan & David Warren</p> <p><i>Plus:</i> Geoff Jowett, Anne Rolfe & Kevin Storer</p>
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1	<p>Opening Prayers</p> <p>Karen briefly opened in prayer</p> <p>“Almighty God you've given your Holy Spirit to the church to lead us into all truthfulness. Through your Grace present the members of this PCC steadfast in faith and united in love that we may manifest your glory and prepare the way of your Kingdom through Jesus Christ your son our Lord Amen”</p>
2	<p>Apologies for absence, and Declarations of Interest</p> <p>a. Apologies received from: Lawrence Gnanaraj & Ian Taylor</p> <p>b. Others not attending: Simon Honeywell, Stuart Levin & Nicola Wrightson</p> <p>c. Declaration of interests: None.</p>
3	<p>Finances</p> <p>Richard commented that while we are still running at about break-even just slight surplus that the outlook isn't quite so good as the Church has lost one or two standing orders and we have lost one of the rents from the hall – Music Melodies, won't be restarting (after 29 years) due to COVID.</p>
4	<p>Reopening – church</p> <p>Services</p> <p>a. Martin discussed information that had been shared with the church, with regards to the coming meetings. He added that this had to be sent before this PCC meeting as it would not have been practicable to send it afterwards. It was sent by post, email and on Facebook.</p>



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- b. He added that how a lot of time had been spent, by Karen, Jonathan more recently Geoff on the risk assessments. And that they are being updated with new information from the Government and the Church of England. The risk assessments are alive documents.
- c. It was decided, by the Wardens that a 9 o'clock format would be the most practical.
- d. Karen added that what people wanted to do was to prayer and take communion.
- e. Karen commented on how the church had its first service, on Saturday – the wedding of Sarah Peters and Dani Haggerton. She added that it was a lovely service for her and I think a place where God is honoured and there was a lot of joy so and the things that we'd worked out in the overall risk assessment also another risk assessment specific to the wedding
- f. Pam thanked Karen, Martin and Jonathan for the time they had put into drafting the risk assessments.
- g. Jonathan commented that he had originally undertaken the initial work, but due to personal circumstances, he has passed this onto Geoff Jowett (who is also a Chartered Safety and Health Professional).
- h. Richard asked what did we learn from the risk assessment for the wedding. Karen mentioned that the service was different from what would be happening so there was no learning opportunities.
- i. Margaret echoed the thanks to those involved. She added that there is a need for those in charge will need to be firm. She commented based on her experience somewhere else is it's those on Welcome and in charge we have to be firm with people who can be quite difficult.
- j. Geoff discussed the starting point for all the risk assessments is the possibility of someone walking through the door with COVID on a Sunday morning.
- k. He stated that all the risk assessments ware compliant Government guidance and the Church of England guidance. He agreed with Margert's comment that if someone is awkward we need to deal with this.
- l. He added that there are two reasons for doing the risk assessment
 - 1) one is the health risk to someone; and
 - 2) potential reputational risk to the church if it is a source of spreading COVID.
- m. Geoff discussed how the risk assessment had been updated since the earlier draft and includes details about – in line with new guidance – there should be no communication between people in the church, an update of singing
- n. He stressed the importance of maintaining two meters with the reason that if there is a case of COVID and Track and Trace contact someone they will ask "Have you been within two meters?" if the answer is no they don't have to self isolate.

- o. Paul thanked Geoff for his fantastic explanation of the rules and why we have them and added that he thinks none of us would disagree with the risk assessment. He continued by suggesting the need to add about the personal risk involved if somebody kicks off. **ACTION GEOFF.**
- p. Margaret mentioned this has been an issue elsewhere.
- q. Karen mentioned that she is writing to the Welcome Team and will include a video she is doing with Andrew.
- r. Pam mentioned that even though we can't sing we can hum under our masks.
- s. She also asked about the sound/visuals, saying her volunteers were asking to see the risk assessment.
- t. Martin confirmed there would only be one person on the visuals and the sound can be done via iPad.
- u. Paul said nothing mentioned about those on visuals. This has not been covered. **ACTION GEOFF.**
- v. Debbie suggested it would be helpful to have details of who will say you are not on the list. **ACTION MARTIN**
- w. John suggested it might be helpful to say that there is a need to fill up from the front.
- x. Martin said this will be added to the newsletter. **ACTION MARTIN**
- y. Geoff added that people need to understand there is no such thing as a zero risk. There is still a risk. People said that there is still a risk to vulnerable, therefore they may not want to attend.
- z. Lucy asked about booking in.
- aa. Martin mentioned about booking in – they will deal with issues that revise. This will be dealt with on an individual basis.
- bb. Debbie asked if this was going to be on the website - because we may have people who haven't been to church before who now know that churches open have perhaps moved into the area and then come to our church. Karen said it would. **ACTION KAREN**
- cc. Jonathan asked about how will this work for people who can't phone. Martin said that if people can't phone then they can email.
- dd. Scott asked about those who are helping/leading. Martin commented that Shiromi is sending out an email to people who were on those on that Sunday saying a seat been allocated for them.
- ee. Paul added that there needs to be grace around this we aren't going to see all the problems that going to come. He added that while September will be a Eucharistic service every Sunday this will not be possible in the coming months.



Groups

- ff. Karen said she had asked Shiromi to contact all those groups who hire the hall.
- 1) Music Melodies is closing after 29 years.
 - 2) Brownies and guides - waiting from national guidance before returning
 - 3) Ballet class has shown an interest (this may be something in the future).
 - 4) Slimming World (Angie) is wanting to come back.
 - 5) Seated exercise have been asked, waiting on details
- gg. A risk assessment will be required for each returning group
- hh. Margaret mentioned that she is seeing a huge amount of community buildings coming back into use, even though there are reduced numbers of groups. They are all battling with the need to rate cuts and issues with cleaning so as a church we are on the same journey.
- ii. Geoff motioned that he checked Slimming World – at another venue – and it appears she was doing a good job. He added that he needs to see her new risk assessment believes she should return. **ACTION KAREN**
- jj. A discussion was held about a reduction of rates
- it was proposed by Karen that the Wardens have the discretion to offer up to 25% reduction in rates up to the end of December 2020. It was noted that this would not extend to Uniformed services as they already have a lower rate pre-agreed.
 - Seconded by Pam.
 - All in favour carried unanimously.

Youth/Children

- kk. Karen provided an update on the youth and children's work
- 1) New Wine leaders will meet once per month (TBC).
 - 2) Youth and children still online in September, giving time to discuss future plans.
 - 3) Doulos are wanting to meet once per month and there is a planned meeting with Kathryn Belmont is to discuss with Geoff
 - 4) Doulos will be holding a graduation ceremony on the early evening Sunday, September the 13th.
- ll. Margaret commented that there are some details produced for youth work, and will forward to Karen. **ACTION MARGARET**
- mm. Geoff discussed that the graduation ceremony can run as a service but there will be a need to arrange for the cleaning of chairs. He commented that Karen had sent some information about a fogging machine he would be looking in to. **ACTION GEOFF.**
- nn. He added that the original risk assessment discussed leaving the chairs for 72 hours.
- oo. Lucy mentioned about going for a coffee and that they had material based chairs backs of chairs were cleaned.

	<p>pp. Geoff commented that this problem is not the material but the metal frames. He added that we have to go very cautiously and clean thoroughly we can't do anything other than be as safe as we possibly can within reasonable practical limits; we a need to be safe for the Glory of God.</p>
5	<p>John and Kathie farewell</p> <p>a. Anne confirmed that a letter had been sent out to everyone who does not have a PC or is not on social media. Volunteers have been asked to confirm which session they can cover.</p> <p>b. Refreshments will not be provided. Anne had tried to book a mobile coffee van but they were booked up and Station Five was too costly.</p> <p>c. There will be a need for two volunteers per session</p> <ul style="list-style-type: none"> • one volunteer at the entrance their job is to tick people's names off the list of people who are invited for that two-hour session and prevent the public doesn't walk through; and • one volunteer on toilet duties i.e. to make sure that only one person goes in at a time; that those using them use the hand sanitizer as they go in and then they are asked to wipe down the surfaces that they touch, there will be lined bins and cleaning materials provided. Volunteers will need to check the bins on a regular basis. <p>d. Geoff commented that the risk of being outdoors is pretty small. He stated that there is a need for a venue manager.</p> <p>e. Anne confirmed she was going to be the venue manager for all the farewell events.</p> <p>f. Anne also commented that she had forwarded the risk assessment to Geoff who was happy with it.</p>
6	<p>APCM</p> <p>a. Karen advised that date for the APCM to be Saturday 3rd October 2020.</p> <p>b. She added that since there are others who are wanting to join the PCC, to let her know if anyone wanted to step down. If not, there will be a need for a vote. ACTION PCC MEMBERS WANTING TO STEP DOWN.</p> <p>c. Pam asked about the details. Karen mentioned that these were not developed fully. ACTION KAREN</p> <p>d. Margaret mentioned that some churches are doing this hybrid, but that Zoom has the facility to do it all.</p>
7	<p>Furloughed staff</p> <p>It was agreed that since Sandra is on holiday for the next couple of weeks and there is a PCC meeting on the 21st September discussion of furloughed staff would be addressed then.</p>
8	<p>AOB</p>



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	<p>a. Risk Assessment endorsement</p> <ul style="list-style-type: none">• it was proposed by Margaret that the PCC approves the risk assessment as prepared for the meeting of 31 August 2020• Seconded by Paul.• All in favour carried unanimously <p>b. Geoff asked about the morning prayer meetings. Karen said that currently, the Chapel is not able to be used at the moment as it has got stuff in it. She acknowledged that there will be a need for a separate risk assessment.</p>
-	The meeting finished with the Grace.