

**Minutes for the PCC held on**

**Monday 21 September 2020, 19.30**

	<p><b>Present</b></p> <p><i>PCC Members:</i> 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, Ian Taylor, John Taylor, Margaret Vaughan, &amp; David Warren.</p> <p><i>Plus:</i> Anne Rolfe</p>
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1	<p><b>Opening Prayers</b></p> <p>Martin shared the <a href="#">footprints poem</a>.</p> <p>He thought that this was apt at the moment, he shared how people have found the last six months or so really difficult both in their own lives but also as a church.</p> <p>He asked for a few moments of quiet for people to think about those who are lonely, then prayed, for those who are finding it difficult.</p>
2	<p><b>Apologies for absence, and Declarations of Interest</b></p> <p>a. Apologies received from: Kevin Storer, Richard Spratt, &amp; Nicola Wrightson.</p> <p>b. Declaration of interests: None.</p>
3	<p><b>Approval of Minutes of the meeting of July's and August's COVID meeting.</b></p> <p>a. July - minutes following minor corrections were approved, with four abstentions.</p> <p>b. August - minutes following minor corrections were approved, with four abstentions.</p>
4	<p><b>Correspondence</b></p> <p>a. Martin mentioned an email from Mary Hart, she was asking who gave us permission to sell off the pews. Martin said he explained to her that we had gone through the faculty process and part of the faculty was the removal and disposal of the pews.</p>
5	<p><b>Matters arising (not covered elsewhere on agenda)</b></p> <p>a. Karen mentioned we will be discussing Live-streaming under section 13.</p>
6	<p><b>Financial update</b></p> <p>a. Margaret shared Richard's following Finance Report (<i>copy of Richard's notes follows</i>).</p>



We are still running at a surplus this year, for which we can only praise the Lord. However, I don't think that this situation will continue as:

- 1) We have lost a couple of significant donors.
- 2) We have yet to see the envelopes rise to their pre COVID levels.
- 3) None of the envelope donors have made up for their "missing" lockdown donations.
- 4) We have lost one hall user and have reduced our hire rates to retain existing users and encourage new users.
- 5) Our cleaning costs will rise as we are now paying to clean the church/narthex due to COVID so we should expect to see us starting to dip into our reserves in September.

We have received a Guided Pledge for our 2021 pledge to the diocese. This year the diocese have decided, after an 18-month consultation, to issue Guided Pledges rather than asking each parish to increase its pledge by a certain percentage. If all parishes give their Guided Pledge in 2021, then the diocese will be able to break even. There is a complex calculation for each parish which takes into consideration:

Number of full-time clergy
Usual Sunday Attendance
Electoral roll
Parish Population
Income
Reserves
Index of multiple deprivation (IMD)

If a parish has been giving above its guided pledge then they will be asked to increase by 2.5%. I have more details of the calculation if anyone wants to see it.

Our Guided Pledge for 2021 is £104,011.88. Which is an increase of 2.5%. There are 4 other parishes in the Stockton Deanery with this minimum increase. At the other end of the spectrum, one parish has been asked to double its pledge! I don't intend to ask the PCC to approve this pledge now, but we will need to do so next month. Something to consider is that in April 25 people will be moving to St Paul's. This will affect All Saints' attendance, electoral roll and income.

- b. Karen asked if the Guided Pledge for 2021 are based on our future expectations, Margaret confirmed that this was based on our previous 12 months accounts.
- c. John added that we need to accept the Finance Report; all were in favour.
- d. Karen mentioned rent situation from one of the tenants.

**Safeguarding**

7

- a. Nicola mentioned, via Karen, that there have not been any issues – Karen thanked God for this!

**Vacancy**

8

Scott shared the following (*copy of Scott's notes follows*).

- a. Following our PCC meeting of 20 July, Paul Arnold prepared the follow-up Survey Monkey, and Shiromi Davison sent this out by hard copy to those without internet access. Results and responses were discussed last month by the parish profile subcommittee, and have informed the current draft parish profile which was circulated to PCC last week. We are extremely grateful to Matt Falcus for his absolutely excellent formatting of this draft.
- b. Two sections of the draft parish profile remain pending ('letter of introduction', and 'our leadership team'), whilst the children and youth sections have not yet been assimilated. There are some additional photographs of the vicarage to be included, and we now will make reference to our intention to Live-stream services. Links to the online videos need to be added into the children and youth sections. I have noted one typo in the final sentence of the 'Mission Partners' section.
- c. Martin has offered St Mary's the option of their parish profile being formatted by Matt in the same way as ours.
- d. To date, Archdeacon Rick Simpson has not reported to Martin that Bishop Paul is re-opening his diary for clergy interviews. We, thus, continue to wait, prepare, and pray.
- e. Next meeting of our parish profile subcommittee is one week today – Monday 28 September 2020. Before then would PCC email any comments about the draft profile to the five members thereof (Paul Arnold, Lucy Falcus, Martin Howard, Pam Rushton, and Scott Linnett).

A range of questions/comments was made after Scott shared.

1. Margret commented that we do not mention about the wider social issues – however, the Profile is correct. She added that we don't reach those at grassroots.
2. Lucy said that since we have asked the congregation for information; we need to feedback to them. Scott said that he was putting something in the next newsletter. **ACTION SCOTT**
3. Ian asked if the congregation should be made aware of the findings that come from the survey. This was agreed.
4. Ian, also, suggested adding something at the end of the Profile so it does not end on the Financial Details. Scott agreed. **ACTION SCOTT**
5. It was discussed that the issues raised by the congregation will be addressed in the next PCC meeting. **ACTION KAREN**  
Later, it was added, that since we are currently in vacancy that for some actions we will have to wait for whoever the new incumbent is.
6. It was discussed about what people do, in the church, and needs to be sensibly elaborated in the Profile (e.g. Mary Thompson Fund, Open Doors, Compassion UK's Stockton town pastors, etc.) **ACTION SCOTT**
7. Debbie commented that it is an amazing document but a correction needs to be made regarding Resource Church funding. **ACTION PAUL**
8. Pam commented that the pastoral part mentioned was not visible enough.
9. A discussion was held about the need to address the coffee served after church; it was suggested that this was not a Pastoral issue but a Welcome Team issue, and it is to be addressed. **ACTION Gillian Davison**
- f. Scott added about some of the specific themes that came out of Survey Monkey; there is a need for the new incumbent to



	<ul style="list-style-type: none"> <li>• hold an orthodox view on marriage;</li> <li>• be all welcoming – regardless of gender;</li> <li>• be supportive of women in leadership; and</li> <li>• <b>not</b> be a member of a secret society (e.g. <i>Freemasonry</i>).</li> </ul> <p>g. Scott added that the Parish profile will be completed next month.</p> <p>h. Martin commented that he had not got in touch with the Archdeacon and will, when the Parish Profile was completed.</p> <p>i. He will make sure the document is sent to the PCC before it is sent.</p> <p>j. Simon asked about where Long Newton were with regards to their Profile. Martin mentioned that he has theirs.</p> <p>k. Margaret reminded the PCC they still need to put a job specification and also an advert is needed. She also added that the Archdeacon will give feedback on both St Mary's and All Saints' Profile. Scott mentioned he was aware of this.</p> <p>l. Lawrence asked if there was going to be some questions about belief in the interview, Paul added that as a church it is a specifically religiously exempted position and therefore there are expectations around beliefs which can be asked at the interview stage.</p> <p>m. Karen led in a brief time of prayer.</p>
<p>9</p>	<p><b>Staff Management</b></p> <p>a. Debbie confirmed that Elaine will be linking with Shiromi and David with Sandra.</p> <p>b. She added that Shiromi's six-month review is due in October to make her role permanent. She asked if we are happy with her. All agreed.</p> <p>c. Martin commented on how well she is doing.</p> <p>d. Debbie asked if we are happy to sign it off and make it official. All agreed.</p> <p>e. Debbie asked about the staff appraisals – how do we do these? This will be discussed in next PCC meeting. <b>ACTION KAREN</b></p> <p>f. Martin discussed Sandra's furlough – adding it would be reviewed at each PCC meeting. He added it was discussed at the last Warden's meeting her coming back on a part-time basis on Tuesdays, Wednesdays, and Thursdays.</p> <p>g. He commented that it will have a financial impact as she is currently been paid by the Government Furlough Scheme until the end of October and added that she has received full pay; as the PCC agreed to top up the scheme.</p> <p>h. Pam asked if there was enough work for three ½ days. It was thought there was.</p> <p>i. Debbie asked who would tell Sandra that she was to return. Martin said he had already mentioned to her that he was raising it at PCC.</p> <p>j. Ian asked how many hours she worked, per day [answer 3 hours per day].</p> <p>k. Formal vote was held</p> <ul style="list-style-type: none"> <li>- Martin raised that: Sandra returns Tuesday, Wednesday, and Thursday remaining furlough for on Monday and Friday.</li> <li>- All in favour, no abstentions, non against.</li> </ul> <p>l. Margaret mentioned that the PCC had to give one-week notice, by law.</p> <p>m. Simon asked if there would be a return to work process. Karen said this would be addressed.</p> <p>n. Martin said he would send an email for her to start a week tomorrow. <b>ACTION MARTIN</b></p>
<p>10</p>	<p><b>Warden up-date</b></p>

	<p>a. Martin provided a warden up-date. Some tiles had come off the roof; and a contractor is to carry out the work.</p> <p>b. He brought to the attention of the PPC that 558A's tenant intends to move out – he is looking for another property. Martin said that this brings up two questions; which will be discussed in Octobers' PCC. <b>ACTION MARTIN</b></p> <p style="padding-left: 40px;">i) Do we want to get another commercial tenant? As residential is easier to fill. He added that to change to the residential tenant PCC would need to go through planning permission – costs would be circa. £300 and there would need to have some modifications done, to the flat.</p> <p style="padding-left: 40px;">ii) It had been agreed that the tenant could remove the kitchen and he is storing it; it needs to be discussed, do we want him to restore the kitchen?</p> <p>c. Paul said he had an enquiry about a commercial tenant – and would pass on the details to Martin. <b>ACTION PAUL</b></p>
11	<p><b>REACH</b></p> <p>a. Martin said that a final meeting with the architect had taken place. There were still some ongoing snagging issues. He referred to the organ stool, the need to touch up some plaster.</p> <p>b. He added that they are still having problems with power to the organ. This had previously been wired correctly but does not meet the current standard – it keeps tripping when it is switched on.</p> <p>c. Martin added that there was no power available for Sunday's service, but this had been sorted.</p> <p>d. He added that the lids for the baptistery are made from fibreglass panels and therefore squeak. The contractor is to make aluminium lids. There was a small additional cost, but the final cost is circa £3,000 under quote.</p> <p>e. Martin was unsure if the heating in the chapel is working, or if the lectern microphone was working. <b>ACTION MARTIN</b></p> <p>f. Karen said we need to give a big thank you to Geoff; for the work, he has done on Reach. This was agreed on by everyone.</p> <p>g. Margaret asked about a financial update regarding REACH. And David asked about when the church would be repaying the loans? The original plan was to pay all off by end of 2021. This will be discussed in next PCC meeting. <b>ACTION KAREN</b></p>
12	<p><b>Staffing update</b></p> <p>a. Addressed earlier – see section 9.</p>
13	<p><b>Reopening of the church – review</b></p> <p>a. Karen gave an overview of what had happened regarding services so far.</p> <p style="padding-left: 40px;">i) Church have had one wedding, and</p> <p style="padding-left: 40px;">ii) three services (two 9 O'clock style, one 10:30).</p> <p>b. She said we have a small team who have been doing all online work; which was too much work to do.</p> <p>c. Martin – added that 10:30 took place, an issue with sound; there was still space for others to attend (three rows).</p> <p>d. It was mentioned that the preacher is asked to preach in person and online.</p> <p>e. Lucy said there is a need to get to the point to be able to Live-stream.</p>

	<p>f. Ian mentioned that some churches have set up a ministry to lead the live stream and we should do this.</p> <p>g. Margaret, following on from, Lucy added that it is interesting to see how many are watching the recordings live and that we need to Live-stream. She also commented that at 9 o'clock there had been several carers turning up.</p> <p>h. Scott said he was strongly in favour of Live-streaming.</p> <p>i. Margaret suggested taking a break in October.</p> <p>j. Lucy then asked if we can't have a simple service per month? This was not followed up.</p> <p>k. Ian repeated his earlier comment about needing a ministry for this work.</p> <p>l. Paul said that Adam had mentioned he is keen on teaching a team.</p> <p>m. Debbie asked for clarification – was the plan to get away from the pre-recording from the Live-streaming? It was confirmed that this was the case as pre-recording this takes too much time.</p> <p>n. Karen said the cost of £5,000 was needed for Live-streaming – from Adam's company and that three people have gifted aided £3,600. Therefore, the cost would be £1,400.</p> <p>o. Ian raised about the specification of equipment; Paul said the quote was comparable similar costing.</p> <p>p. The PCC authorised the spend of the live streaming equipment. All in favour, no abstentions, none against.</p>
14	<p><b>APCM (10th October)</b></p> <p>a. Karen said we will hold an APCM at 2 pm on 10<sup>th</sup> October. And that we intend to do it in person and by Zoom. She added we cannot do it entirely by Zoom, as some do not have Zoom.</p> <p>b. Karen added that she was now aware of four people not standing for the next PCC:</p> <ul style="list-style-type: none"> <li>i) Lawrence Gnanaraj,</li> <li>ii) Ian Taylor,</li> <li>iii) John Taylor and,</li> <li>iv) Nicola Wrightson, who is also stepping down from Safeguarding.</li> </ul> <p>c. Karen said everyone needs to fill in the forms sent out by Shiromi if they are wanting to stand.</p> <p><b>ACTION ALL</b></p> <p>d. Karen added that there will another APCM in April next year.</p>
15	<p><b>AOB</b></p> <p>a. Lucy suggested that we have a 24/7 prayer; to formally open the new chapel, and that she is happy to organise it. All agreed.</p> <p>b. Scott said he loved the PCC – he added that this was a significant meeting.</p> <p>c. Karen said she would give the opening reflections/prayer at the next PCC meeting.</p> <p>d. Martin said that Kevin Storer had re-considered taking on the role of treasurer and would not be taking up this. Therefore, a new treasurer was needed for the APCM.</p> <p>e. Martin agreed he will carry on, as Warden, for the next term but would step down next April 2021.</p>
-	<p>The meeting finished with the Grace.</p>