

**Minutes for the PCC 19 October, 7:30 pm**

| Present  |  |
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| <ul style="list-style-type: none"> <li>1. <b>Paul Arnold</b> (Curate)</li> <li>2. <b>Diane Backhouse</b> (Safeguarding)</li> <li>3. <b>Jonathan Backhouse</b> (Secretary)</li> <li>4. <b>Debbie Bunford</b></li> <li>5. <b>Lucy Falcus</b> (Deanery Synod)</li> <li>6. <b>Rob Govier</b></li> <li>7. <b>Simon Honeywell</b></li> <li>8. <b>Martin Howard</b> (Warden)</li> </ul> | <ul style="list-style-type: none"> <li>9. <b>Karen Killick</b> (Chair)</li> <li>10. <b>Scott Linnett</b></li> <li>11. <b>John Littlehailes</b></li> <li>12. <b>Anne Rolfe</b> (Warden)</li> <li>13. <b>Pamela Rushton</b></li> <li>14. <b>Margaret Vaughan</b> (Deanery Synod)</li> <li>15. <b>Paul Wheeldon</b></li> <li>16. <b>Tim Wye-Williams</b></li> </ul>   |
| #  | Agenda Item  |
| 1.   | <p><b>Opening Prayers</b></p> <ul style="list-style-type: none"> <li>a. Karen initially welcomed the five new members to the PCC, i.e., Anne, Tim, Rob and Diane and Paul.</li> <li>b. She started her opening prayers by saying if you ask anyone how they are feeling from neighbours to church family a very familiar word is tired, behind that fed up with COVID, and that many people are struggling. She linked this with Psalm 4:6 "There are many who say, Who will show us some good?" and, then, encouraged us to be hope-bearers.</li> <li>c. Karen, also, encouraged us to be available to spend time with God and others by being hope-bearers, to them, by linking this to Psalm 1.</li> <li>d. After a short quiet time where members were encouraged to pray for others, Karen prayed for the PCC, concluding with asking God to help us get through this long agenda.</li> </ul> |
| 2.   | <p><b>Apologies for absence, and Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>a. There were no Apologies for absence.</li> <li>b. Declaration of interests: <ul style="list-style-type: none"> <li>i) Section 10: Margaret is she is vice-chair of the board of finance of the diocese.</li> <li>ii) Section 10: Paul A as he is paid out of the Parish Share.</li> </ul> </li> </ul>   |
| 3.   | <p><b>Approval of Minutes of the meeting of 21 September 2020</b></p> <p><b>Approval of Minutes of the meeting of 10 October 2020 PCC</b></p> <ul style="list-style-type: none"> <li>a. It was proposed, by Karen that the above minutes are approved (after minor typo correction in the October 2020 minutes – PCC not PPC).</li> <li>b. <b>September:</b> All in favour, none against, five abstentions (new members).</li> <li>c. <b>October:</b> All in favour, none against, no abstentions.</li> </ul> <p><b>Addendum:</b> a copy of <i>Minutes of the meeting of 10 October 2020 APCM</i> was also forwarded, to the PCC, these will be approved at the next APCM (date TBC circa April 2021).</p>   |

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| 4. | <p><b>Actions and Matters arising</b></p> <p>a. Martin referenced 10b (from September meetings) that the commercial tenant in the upstairs flat in the car park hasn't formally given notice yet but has indicated that they are looking for premises elsewhere.</p> <p>b. A discussion followed about keeping the flat as a commercial tenancy or changing to residential. It was viewed by the PCC that it would remain a commercial tenancy and that the Wardens would not ask for the kitchen to be refitted once the current tenant leaves.</p>   |
| 5. | <p><b>Correspondence</b></p> <p>a. Jonathan confirmed that there was no correspondence for the PCC.</p>  |
| 6. | <p><b>PCC Members' Registration Forms, etc.</b></p> <p>a. Jonathan commented he had received only three sets of registration forms back. And encouraged everyone to action this by end of this week i.e. 23<sup>rd</sup>. He added that they can simply be filled in in Word and emailed back over. <b>ACTION All members yet to forward documents</b></p> <p>b. It was then noted that forms had been sent to the office; Martin said he would get Shiromi to forward the forms from the office. <b>ACTION Martin &amp; Shiromi</b></p>   |
| 7. | <p><b>Standing Committee update – Chair</b></p> <p>a. After a brief discussion for the new Standing Committee, no additional members volunteered. As it stands it consists of the following:</p> <ol style="list-style-type: none"> <li>1. <b>Jonathan Backhouse</b> (Secretary)</li> <li>2. <b>Karen Killick</b> (Chair)</li> <li>3. <b>Martin Howard</b> (Warden)</li> <li>4. <b>Anne Rolfe</b> (Warden)</li> </ol> <p>b. In addition it would normally include the vicar.</p>   |
| 8. | <p><b>Financial update –updated by Margaret.</b></p> <p>a. As Richard was not in attendance Margaret presented the financial update.</p> <p>b. Discussing Church Accounts 2020 end of year prediction Margaret suggested that closing balance will be closer to +/- £2,000, that which been suggested.</p> <p>c. Paul W asked about envelope giving. Martin updated the PCC on this by stating that there had been three envelopes from one person and a cheque from someone who normally gives by envelopes.</p> <p>d. Tim asked about the Parish Giving Scheme; Martin confirmed that an email had been sent via Church suite, via Shiromi.</p> <p>e. Debbie asked about Paul A's training. Paul explained that this was a one-off for church planting training and that it does not come from the diocesan funds.</p> <p>f. Pam mentioned that Connect would be tapping into their budget for Andrew's books.</p> |

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|    | <p><b>REACH Finance</b></p> <ul style="list-style-type: none"> <li>g. Margaret, discussing the <i>REACH3 forward cash flow rev2 Sept2020</i> confirmed we had paid to the contractor and some of the loans.</li> <li>h. She commented that there was a negative balance of £26,487 and that as a PCC we need to consider how we will address this shortfall. <b>ACTION – next PCC Meeting</b></li> <li>i. In 2020 there are £10,000 of loans to be repaid, and by the end of 2021, there is a further £50,000 to repay. At present there is a £26,500 shortfall in funds to make the loan repayments at end 2021.</li> <li>j. It was added by Martin we also have an additional reserve of £12,850 from last year.</li> <li>k. Paul W asked if this was just for the current phase. It was confirmed that this was and that there will be a need to reset the vision of the church, post-COVID and after All Saints' has a new vicar.</li> </ul> <p><b>Finance Team update</b></p> <ul style="list-style-type: none"> <li>l. Margaret confirmed that that structure of the new Finance Team was still a work in progress. She added that John Belmont had a handover from Richard Spratt. She added that John would also be taking over the reading of the meters from Craig.</li> <li>m. It was confirmed that John Belmont did not have time to attend the PCC and Standing Committee but will be able to undertake all the bookkeeping, etc.</li> <li>n. Jonathan, referencing the Church Representation Rules 2020, suggested that Margaret take the official role of Treasure and then delegate the day to day to John. <b>ACTION Jonathan and Margaret</b></li> </ul> |
| 9. | <p><b>COVID Plan</b></p> <ul style="list-style-type: none"> <li>a. Martin provided an overview of where the church was with their current COVID Plan; he discussed that there are likely to be restrictions for the next six months. He added that since we do not have a current vicar we are not supposed to make any significant changes to how we will operate.</li> <li>b. A discussion followed about the current roles and hours of the staff (Shiromi, Sandra, Peter, Jan and Kathryn).</li> <li>c. Margaret advocated that we should consider what God is calling us to do at this time and how we want to express this.</li> <li>d. Paul suggested what the church will look like in the future will be very different to what it was; he suggested that the idea of 'big church' is dead, and asked how we can do lots of 'small church'.</li> <li>e. Debbie added how ministry is very different now.</li> <li>f. Lucy suggested that we hand this over the Ministry Development Team (MDT).</li> <li>g. Karen proposed that the MDT discuss what in their view the future needs of the ministry are at All Saints'. <b>ACTION MDT</b></li> <li>h. It was also added that the MDT consider ways to support those who have been badly impacted by COVID and for those who we are not reaching and to report back to the PCC. <b>ACTION MDT</b></li> <li>i. It was also suggested by Rob revisit and review whether there is anybody who has slipped through the net over the last six months; who isn't now being phoned up. <b>ACTION Pastoral Committee</b></li> </ul>   |

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| 10. | <p><b>Parish Share (Guided Pledge)</b></p> <ul style="list-style-type: none"> <li>a. Margaret explained the principle behind the Parish Share (Guided Pledge) by explaining that each parish pays into the Diocese a 'calculated' pledge which is then used to pay for their clergy.</li> <li>b. She explained that the current figure was circa £104,000 and a recalculation had been made in light of the move by some to St Paul's later in the year to a new amount circa £100,000.</li> <li>c. A discussion followed about how much the PCC should pledge. It was confirmed that this figure was able to be adjusted in the coming year if required.</li> <li>d. Diane commented that what impressed her about the decision the PCC made to honour the workers when the contractor went bankrupt and that John Lambert ensured the contractors were paid. She added that we just need to be honouring and just give what we have said as the pledge. Diane then reminded the PCC what Karen shared at the start of the meeting "that we need to be hope-bearers", therefore we need to trust God and honour the Diocese pledge.</li> <li>e. Jonathan, then proposed that the PCC pay the full £104,000 Guided Pledge. Paul W seconded; all in favour, no against, no abstentions.</li> </ul> |
| 11. | <p><b>2021 Budget</b></p> <ul style="list-style-type: none"> <li>a. Margaret, commenting on the budget noted that there were some errors and that John Belmont will be updating this. <b>ACTION John Belmont</b></li> <li>b. She added that with a forecast turnover of £235,000 All Saints' would likely break even this year.</li> <li>c. Tim mentioned that we will not be having a Gap Year programme until at least September, and therefore the budget needs to reflect this. <b>ACTION John Belmont</b></li> </ul>   |
| 12. | <p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>a. Debbie confirmed to the PCC that Shiromi has now been made permanent.</li> <li>b. She also added that Anne has stepped down from the Staff Management Team (SMT), and thanked her for the incredible job she has done; carried out with huge wisdom and grace.</li> <li>c. Debbie asked about appraisals. Paul suggested that this is discussed at the Wardens' meeting, and they report back. <b>ACTION Anne and Martin</b></li> </ul>  |
| 13. | <p><b>Church Plant Update</b></p> <ul style="list-style-type: none"> <li>a. Paul started by saying how encouraged he was with the earlier discussion – how beautiful the conversation was about Parish Share.</li> <li>b. He then outlined three points, for the Church Plant Update. <ul style="list-style-type: none"> <li>1. Team update: Paul was concerned that no other young children and young families would be coming from All Saints as yet, and this is a worry given the need for the church there to grow younger. This is despite the amazing team that have gathered around the mission so far.</li> <li>2. Leaving: How he was unsure about how the church going to do to say goodbye.</li> <li>3. Building project: An update was given.</li> </ul> </li> </ul>   |

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|     | <p>c. Paul added that he was aware he needs to diminish his roles at All Saints so he can increase at St Paul's. He will be at St Paul's 100% from February. And that he is going on retreat in November and then extricating himself from All Saints.</p> <p>d. Lucy asked what will be our ongoing relationship be between both All Saints' and St Paul's. Paul wanted this to be a parental link, saying he hoped to come back to share how they are getting on.</p> <p>e. The update ended with Pam, Scott and Karen praying for Paul, his family and the Church Plant.</p>   |
| 14. | <p><b>Safeguarding</b></p> <p>a. Karen thanked Diane for taking on the role of Parish Safeguarding Officer.</p> <p>b. Diane started, by confirming that there have been no safeguarding issues raised to her.</p> <p>c. She then explained that she had communicated with Nicola Wrightson via email during this past week and was in the process of handing over electronic and paper documentation regarding safeguarding and handing over keys for safeguarding filing cabinet in church. She added that much of this will be carried out via email and phone calls however some documentation will need to be exchanged physically and this will be done following social distance rules.</p> <p>d. Diane explained that she had spent a couple of hours perusing Durham Diocese website for safeguarding materials and resources and has downloaded all relevant materials to read and filed for future use.</p> <p>e. She added that she had emailed Sheila Bamber at Durham Diocese to arrange her training for C1 in October and that she is also booked on C2 training in November and December.</p> <p>f. And she had emailed Shiromi to request DBS check for herself and would have this completed this week.</p> <p>g. Diane added that in addition to attending the C of E training she will be undertaking annual safeguarding training for school and is going to be reading the information she has downloaded and some books she has just bought.</p> <p>h. Finally, Diane confirmed that she will be checking to see if everyone else is up to date with Safeguarding training, etc., and will provide an update at the next meeting.</p> <p><b>ACTION Diane</b></p> |
| 15. | <p><b>Vacancy</b></p> <p>a. Lucy explained that the Parish Profile Team consists of herself, Martin, Scot, Pamela and Paul.</p> <p>b. She added that there are some minor changes to be made to the updated profile once completed she will share via Jonathan a Dropbox link for the PCC to have a look and provide additional feedback to get PCC approval. <b>ACTION Lucy and Jonathan</b></p> <p>c. She confirmed that All Saints' has an interview date set for the new vicar at the end of January. The advert needs to go out by the beginning of November so we don't have long.</p> <p>d. Lucy explained that St Mary's has an issue with the last of All Saints' theological standpoints, which has caused an upset at Long Newton.</p> <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>e. Lucy added that further discussions will be had with St Mary's but it could mean that there are two profiles rather than one.</p>  |

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|     | <p>f. Lucy added that regardless of whether it is two separate documents and even if this is an irreconcilable difference the reality is that this is going to be part of the All Saints' Profile!</p>  |
| 16. | <p><b>Wardens' Update</b></p> <p>a. Anne asked Rob to leave the meeting as the PCC is going to be discussing the two quotes he had provided for updating the telephone system and the WiFi.</p> <p>b. There was a brief discussion of the need to update both systems. It was agreed that the WiFi upgrade could wait.</p> <p>c. Anne proposed, that Rob upgraded the telephone system for £645; Pam seconded. All in favour, none against, no abstentions.</p> <p>d. Margaret added that we will need to record this in the accounts, as he is now on the PCC.</p> <p>e. Rob then returned to the meeting.</p> <p>f. Anne discussed that Sandra's role will also now include being the first point of contact with tenants; she will also be setting the heating controls; and updating the Facebook daily prayers.</p> <p>g. Karen raised the issue that Sandra is only in three days, it was decided that if there were any issues the tenants could leave a message on the answerphone.</p> <p>h. It was also added that Rob is wanting to step down as Prayer Co-ordinator, and the Munbys are taking over.</p> <p>i. Lucy asked if Sandra could help with bookings for the prayer weekend. Anne said this will be discussed with David and Jill.</p> <p>j. Anne added that some repair work has been carried out at 558b.</p> |
| 17. | <p><b>REACH Update</b></p> <p>a. Martin provided a brief update on the REACH project. He explained that the carpet was now sorted around the organ and that the baptistery lids have or are about to be fitted.</p> <p>b. He also explained that they were not happy about the lids on the sound desk and were looking for an alternative solution.</p> <p>c. Martin confirmed that the organ wiring had been sorted.</p> <p>d. He concluded by saying that there was a need to get Nigel Stoves back in this week to sort the heating out in the Chapel.</p>   |
| 18. | <p><b>Any Other Business</b></p> <p>a. Margaret explained she had spoken with Sue Levin and she said the mission giving team would recommend that we give to our five mission partners: CMS. Hugh and Debbie Skeil; Carolyn Kemp; APF Dave Stedman; Mark and Gillian Newham each £1,200. Plus to Stuart and Nicola Main and Sarah Hatagan (Peters) £300.</p> <p>b. After a brief explanation, Margaret proposed the above Scott seconded. All in favour, none against, no abstentions.</p> <p>c. Jonathan re-raised the point about confidentiality, raised by Debbie earlier, of minutes; M28(7) of the Church Representation Rules 2020 i.e. the "Other persons may have access to the minutes of the meetings of the PCC only in accordance with specific authorisation from the PCC."</p> <p>d. After a brief discussion, it was confirmed that it was normal (custom and practice), allowing for transparency, once the minutes are approved, the following month, by the PCC then they will be posted to the church website.</p>  |

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|   | e. Lucy agreed to bring the opening prayers at the next meeting.   |
| -   | The meeting finished with the Grace.                               |
| -   | <b>Date of next meetings</b> – 16 November 2020 & 14 December 2020 |
| <b>Document Control – Final version.</b>  |  |
| <p>Drafted by Jonathan Backhouse, 21/10/20.</p> <p>Reviewed Pamela Rushton, 22/10/20.</p> <p>Sent to Standing Committee for review, 22/10/20.</p> <p>Corrections made, from Karen and Margaret feedback, 29/10/20.</p> <p>Draft sent to SC for their perusal, 29/10/20</p> <p>Corrections, from Paul A, and John L, Anne R, 29/10/20; &amp; Martin 8/11/20</p> <p>Approved at PCC meeting. 16 November 2020</p> |  |