

**Minutes for PCC Meeting**

**on Monday 16<sup>th</sup> November 2020 7:30 pm**

**by Zoom Video conference**

<b>Present</b>	
<ol style="list-style-type: none"> <li>1. <b>Diane Backhouse</b> (Safeguarding)</li> <li>2. <b>Jonathan Backhouse</b> (Secretary)</li> <li>3. <b>Debbie Bunford</b></li> <li>4. <b>Lucy Falcus</b> (Deanery Synod)</li> <li>5. <b>Rob Govier</b></li> <li>6. <b>Simon Honeywell</b></li> <li>7. <b>Martin Howard</b> (Warden)</li> </ol>	<ol style="list-style-type: none"> <li>8. <b>Karen Killick</b> (Chair)</li> <li>9. <b>Scott Linnett</b></li> <li>10. <b>John Littlehailes</b></li> <li>11. <b>Anne Rolfe</b> (Warden)</li> <li>12. <b>Pamela Rushton</b></li> <li>13. <b>Margaret Vaughan</b> (Deanery Synod)</li> <li>14. <b>Paul Wheeldon</b></li> <li>15. <b>Tim Wye-Williams</b> - arrived late.</li> </ol>
#	Agenda Item
1.	<p><b>Opening Prayers</b></p> <p>Lucy selected the theme for tonight's reflection as joy. Acknowledging that we probably will not look back on 2020 as a joyful year. Lucy reminded the PCC that joy is an emotion, which we should find in all circumstances [referencing Nehemiah 8:10b; Isaiah 12: 6; Psalm 5: 11, 16:11, 32:11; James 1:2; Philippians 4: 4 and Romans 12:12].</p> <p>Lucy encouraged us to practise being joyful through gratitude (thinking of things we can be thankful for every day). Adding that if we are not feeling joyful then we need to spend more time with God and God's word and get to know Him more.</p> <p>Lucy then played a Rend Collective song "The joy of the Lord is my strength" and closed with asking us to consider as we come to Advent that we can only spread 'comfort and joy' if we have joy ourselves. What can we be doing to cultivate this in our lives?</p>
2.	<p><b>Apologies for absence, and Declarations of Interest</b></p> <p>a) Apologies received from: Tim Wye-Williams &amp; John Belmont (Treasurer)</p> <p>b) Others not attending: Paul Arnold (Curate)</p> <p>c) Declaration of interests: None.</p>
3.	<p><b>Approval of Minutes of the meeting of 19 October 2020</b></p> <p>a) Minutes were approved: 13 in favour, none against, one abstained (Diane).</p> <p>b) Diane referred to the numerous typo and grammatical errors - and has offered to become the first proof-reader; to aid Jonathan as he is dyslexic.</p>

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4.	<p><b>Actions and matters arising, not covered elsewhere on the agenda</b></p> <p>a) Anne provided details from the MDT meeting.</p> <ol style="list-style-type: none"> <li>i. She shared that the MDT discussed the present efforts to support All Saints members and those on the fringe as they emphasise that they do not know who was falling through the available net of care and support.</li> <li>ii. The pastoral team are dealing with increasing requests for help and are so far coping with the demand.</li> <li>iii. An action for the MDT which would be helpful - to revisit the contact list produced by John Lambert in March. <b>ACTION Peter Gray</b></li> </ol> <p>b) John suggested All Saint's should hold a special service for Paul and the team who are leaving to go to St Paul's. This was agreed in principle and that the details will be made near the time. Karen suggested that the Wardens set a date. <b>Action Wardens</b></p> <p>c) John corrected the error by the secretary - this section should read <b>Actions and matters arising, not covered on the agenda.</b></p> <p>d) Debbie asked if staff appraisals could be actioned at next months meeting <b>Action Wardens</b></p> <p>e) Martin proposed, (after indicating that Simon had consented) that Simon joins the Standing Committee; Paul Wheeldon seconded; all in favour, none against, one abstention (Simon) - carried.</p>
5.	<p><b>Co-opting of John Belmont as Treasurer</b> [Text updated post PCC meeting.]</p> <p>a) It was proposed by Margaret, that John Belmont be co-opted onto PCC. John had indicated his willingness to hold the office of treasurer until another treasurer was identified. In light of the fact that John is married to PCC employee, Margaret noted that there were a number of measures in place to manage the conflict of interest, including that she as gift aid secretary saw all bank statements, John would absent himself from discussions regarding staff remuneration and Margaret would stand in for him on those occasions. She felt that these satisfied the Charity Commission requirements that due regard had been given to the potential conflict of interest. The meeting noted that both John and Margaret had held the office of treasurer previously and were experienced in the role.</p> <p>b) Margaret proposed that John be co-opted on PCC and takes up the role of treasurer; Jonathan seconded; all in favour, none against, no abstentions - carried unanimously. <b>ACTION Margaret</b></p>
6.	<p><b>Correspondence</b></p> <p>a) Jonathan referred to the correspondence already forwarded from the Charity Commission and confirmed that Margaret and he would be updating PCC members details, shortly. <b>ACTION Margaret &amp; Jonathan</b></p> <p>b) Jonathan summarised the key points from the Diocesan Synod Presidential Address, which will be shared after the meeting. It addressed Covid, Waymark Process, Equality, Diversity and Inclusion, Safeguarding, and Parish Share. <b>ACTION Jonathan</b></p>

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	<p>c) Anne summarised the key points of the Bishops' Letter, which will be shared after the meeting. Anne said it was a humble letter where they were acknowledging that in the first lockdown they hadn't got things right and then it was all about the month of prayer to take place to November. <b>ACTION Anne</b> (to send to Jonathan) &amp; <b>Jonathan</b> (to send to PCC)</p>																								
7.	<p>Martin shared the dates for the next meetings.</p> <table border="0"> <thead> <tr> <th><b>Dates for 2021 SC meetings</b></th> <th><b>Dates for 2021 PCC meetings</b></th> </tr> </thead> <tbody> <tr> <td><i>Monday 4<sup>th</sup> January</i></td> <td><i>Monday 18<sup>th</sup> January</i></td> </tr> <tr> <td><i>Monday 1<sup>st</sup> February</i></td> <td><i>Monday 15<sup>th</sup> February</i></td> </tr> <tr> <td><i>Monday 1<sup>st</sup> March</i></td> <td><i>Monday 15<sup>th</sup> March</i></td> </tr> <tr> <td><i>Monday 5<sup>th</sup> April</i></td> <td><i>Monday 19<sup>th</sup> April</i></td> </tr> <tr> <td><i>Monday 3<sup>rd</sup> May</i></td> <td><i>Monday 17<sup>th</sup> May</i></td> </tr> <tr> <td><i>Monday 7<sup>th</sup> June</i></td> <td><i>Monday 21<sup>st</sup> June</i></td> </tr> <tr> <td><i>Monday 5<sup>th</sup> July</i></td> <td><i>Monday 19<sup>th</sup> July</i></td> </tr> <tr> <td><i>Monday 6<sup>th</sup> September</i></td> <td><i>Monday 20<sup>th</sup> September</i></td> </tr> <tr> <td><i>Monday 4<sup>th</sup> October</i></td> <td><i>Monday 18<sup>th</sup> October</i></td> </tr> <tr> <td><i>Monday 1<sup>st</sup> November</i></td> <td><i>Monday 15<sup>th</sup> November</i></td> </tr> <tr> <td><i>Monday 29<sup>th</sup> November</i></td> <td><i>Monday 13<sup>th</sup> December</i></td> </tr> </tbody> </table> <p>Martin added that the April meeting will likely to be held alongside the APCM.</p>	<b>Dates for 2021 SC meetings</b>	<b>Dates for 2021 PCC meetings</b>	<i>Monday 4<sup>th</sup> January</i>	<i>Monday 18<sup>th</sup> January</i>	<i>Monday 1<sup>st</sup> February</i>	<i>Monday 15<sup>th</sup> February</i>	<i>Monday 1<sup>st</sup> March</i>	<i>Monday 15<sup>th</sup> March</i>	<i>Monday 5<sup>th</sup> April</i>	<i>Monday 19<sup>th</sup> April</i>	<i>Monday 3<sup>rd</sup> May</i>	<i>Monday 17<sup>th</sup> May</i>	<i>Monday 7<sup>th</sup> June</i>	<i>Monday 21<sup>st</sup> June</i>	<i>Monday 5<sup>th</sup> July</i>	<i>Monday 19<sup>th</sup> July</i>	<i>Monday 6<sup>th</sup> September</i>	<i>Monday 20<sup>th</sup> September</i>	<i>Monday 4<sup>th</sup> October</i>	<i>Monday 18<sup>th</sup> October</i>	<i>Monday 1<sup>st</sup> November</i>	<i>Monday 15<sup>th</sup> November</i>	<i>Monday 29<sup>th</sup> November</i>	<i>Monday 13<sup>th</sup> December</i>
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8.	<p><b>Financial Report for October</b></p> <p>a) Margaret explained how her and John had spent time updating the accounts, reconciling back to opening balances, verifying data, then reformatted the report.</p> <p>b) Margaret confirmed that October was a similar story to previous months, i.e., giving is slightly behind budget, rental income is woefully behind budget, so our income is down but correspondingly activity spend on certain activities is also down so those two effects are broadly balancing each other out. This left a surplus of circa £1,000.</p> <p>c) A discussion followed about the Living Wage Rates rise to £9.50 [20p increase]. Margaret then proposed that this should come into effect for [REDACTED] with immediate effect, Anne seconded; all in favour, none against, no abstentions - carried unanimously</p> <p>d) Margaret explained the new balance sheet explaining there is circa £49,000 unrestricted funds.</p> <p>e) Rob asked about voluntary income; Margaret said that envelopes are down but standing orders are up.</p>																								
9.	<p><b>REACH Update</b> (including REACH o/s debts)</p> <p>a) Margaret explained the update to the REACH summary; she informed the PCC that the figures were re-checked by John and her - identifying the loans and gifts. In summary, there is slightly more money in the REACH fund than was originally thought.</p> <p>b) Margaret added that this allays any anxiety and allows the PCC to be able to repay loans in the event that any are asked to be repaid early.</p> <p>c) It has been forecast at the moment by December 2021 the REACH fund will be circa. deficit £10,000 this was subject to forecast amounts for future donations and estimate of final expenditure.</p> <p>d) A discussion followed about when the loans would be repaid.</p>																								

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	<p>e) A discussion followed about transferring £10,000 to the REACH fund from the unrestricted funds of circa £50,000 - it was decided that this would be an agenda item for Decembers' PCC meeting. <b>ACTION Wardens</b></p> <p>[During this section of the PCC Tim joined the Zoom meeting.]</p>
10.	<p><b>Financial Budget 2021</b></p> <p>a) Margaret explained about the updated Financial Budget 2021 to include the Parish Share of £104,000. This will leave a deficit of around £10,000</p> <p>b) A discussion followed about gap year budget.</p> <p>c) Margaret outlined the content of the Parish Share Letter, from the Bishops - Paul and Sarah, which will be shared after the meeting. <b>ACTION Margaret</b></p> <p>d) Karen paused the meeting to pray for our Bishops and the local churches.</p> <p>e) Karen (as Chair) proposed that the PCC accept draft budget presented; all in favour, none against, no abstentions - carried unanimously.</p> <p>f) Anne ended by thanking John and Margaret for their hard work.</p>
11.	<p><b>Staff Management</b></p> <p>a) Debbie raised the point that she needed the wardens to confirm who would be involved in Staff Appraisals. Adding that these will be in January. <b>ACTION Wardens</b></p> <p>b) Anne identified that the Pastoral Room or the Chapel would be suitable rooms for Appraisals to take place.</p> <p>c) It was also confirmed that the Treasurer would inform relevant staff about the Living Wage rates raise. <b>ACTION John Belmont</b></p>
12.	<p><b>Safeguarding</b></p> <p>Diane updated the PCC:</p> <p>a) There was only one minor safeguarding concern raised which was discussed and dealt with straight away.</p> <p>b) Diane has spoken with Nicola Wrightson and all documentation, keys, access to specific safeguarding email have been handed over to her.</p> <p>c) She may need to seek advice from Diocese Safeguarding Adviser, Beth Miller, as necessary.</p> <p>d) Her DBS check is in process.</p> <p>e) Diane has completed C0, C1 and C2 training online, and now needs to complete an evaluation over next 4-6 weeks to receive her C2 certificate. This will involve undertaking a Parish Safeguarding Checklist resulting in setting an Action Plan, and will therefore she may need to ask several people for help to locate some items, including Nicola, and will need to visit the church building. <b>ACTION Diane</b></p> <p>f) She has been given access to Church Suite to construct an up-to-date list of those who need to update Safeguarding Training and also DBS checks. Diane has agreed with Shiromi that she (Shiromi) will handle the day-to-day work for DBS checks and will update her as they come through. Diane will contact those that need to undertake training, which will form part of the Action Plan.</p>

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	<p>g) She will also be updating/creating a list of church volunteers and their roles and subsequent checks and training that may be required. <b>ACTION Diane</b></p> <p>h) Diane added that she has just completed her piece for December's programme.</p> <p>i) Karen thanked Diane for all her hard work and time commitment in taking on this role saying we're in safe hands.</p>
13.	<p><b>Vacancy</b></p> <p>Lucy explained the following to the PCC:</p> <p>a) Scott, Martin and Lucy [we] met on zoom with the reps from Long Newton, who raised the concern; i.e., All Saints' profile indicates they would not want their next incumbent to be a member of a secretive society such as the Freemasons.</p> <p>b) They expressed they did not agree with this statement and asked us to remove it.</p> <p>c) We expressed that this is All Saints' PCC view and are happy to leave the statement in the profile.</p> <p>d) It was agreed at the meeting to seek our Archdeacon, Rick Simpson's, advice on the matter and both parishes' reps were content to go with his advice.</p> <p>e) Rick has considered this, and come back suggesting that:</p> <ul style="list-style-type: none"> <li>• the statement may be seen as discriminatory, which could cause concern and be distracting from the rest of our profile.</li> <li>• apparently in recent years the Freemasons have taken steps to become more open as an organisation (apparently you can apply to be a member now) and be less 'secret', and so our statement may be factually incorrect in calling them secretive.</li> <li>• this statement creates a source of tension between the two churches, and unity is important.</li> </ul> <p>f) Rick also said to Lucy, on the phone, that from the impression our profile gives out we will attract applicants who are evangelical in nature, and from his knowledge of people he knows who are masons, he feels it unlikely that a Freemason would also fit this description, so thinks it isn't likely to be a massive issue for us.</p> <p>g) After considering the above points Martin, Scott and Lucy, reluctantly, agreed to remove the statement about Freemasons from our profile.</p> <p>h) During the discussion, Jonathan added that regarding Freemasonry it was suggested, to him, that rather than secretive society this could have been reworded to satanic society; however, he assumed this would not have been an option, so did not raise it. It was noted; by Lucy this would not have been an option.</p> <p>i) It was commented that the incumbent was likely to read the minutes so would understand the PCC's concern.</p> <p>j) A brief discussion was held about the planning of the interviews.</p> <p>k) Thanks were expressed to Matt for putting the profile together.</p>
14.	<p><b>Wardens' Update – Martin</b></p> <p>a) Martin updated about the live streaming of the services; only those who are directly required or involved in the recording or broadcasting of the service are at church.</p> <p>b) He added from Sunday there are going to be two services.</p>

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	<p>c) Jonathan added that it was quiet on Facebook, on Monday, and Pam said she had to increase the volume on YouTube. Martin said he would feed this back. <b>ACTION Martin</b></p> <p>d) Debbie asked if we could have updates from children's work, etc. <b>ACTION Martin</b></p> <p>e) Martin updated the PCC on the problems with damp in the flats.</p> <p>f) Martin explained to the PCC that as a Church we need to <b>authorise</b> who our communion assistants are and that this needs to be done by end of the year. Martin said he would forward a list and that all those on this list would be authorised for the next three years. <b>ACTION Martin</b></p>
15.	<p><b>Christmas Services – Anne</b></p> <p>Anne explained that a meeting took place last Thursday to discuss services for Christmas, it was agreed:</p> <p>a) Given the possible C of E and Government restrictions in December and to remove the pressure on Adam Burns to cover all the live streaming (it has not been possible to train a team to help with this), it was decided that the services would be pre-recorded apart from the Christmas Eve Midnight Communion.</p> <p>b) Zoom Christingle for families to be organised by Jan Peters.</p> <p>c) Sunday 20th December - Pre-recorded Carol Service Different groups of people singing different carols plus Bible readings. Kathryn Belmont will co-ordinate and edit the contributions.</p> <p>d) Outreach to the local community was considered to be important. Cards listing the services and YouTube links to other providers, plus a copy of the HOPE Christmas magazine will be delivered to the surrounding households two weeks before Christmas.</p> <p>e) Christmas Eve Pre-recorded Nativity Story - restrictions permitting. This will be recorded at David Warren's farm by Jan Peters.</p> <p>f) Midnight Communion - David Munby has offered to officiate.</p> <p>g) Christmas Day Pre-recorded and edited by Matt Falcus. Co-ordinated by Lucy Falcus In between Bible readings a variety of people of different ages answering various questions A 5 min talk Prayers A carol at the beginning and the end of the service</p> <p>h) Sunday 27th December - no service</p>
16.	<p><b>Any Other Business</b></p> <p>a) Tim asked about giving a gift for the staff team. <b>ACTION Wardens</b></p> <p>b) Diane asked about giving gifts for children [This referred to children in the community in need who we have normally supported through local organisations and not children within church]. <b>ACTION Margaret</b></p>
-	<p><b>Date of next meeting – 14 December 2020</b></p> <p><b>John Littlehailes</b> offered to do the opening prayer at the next meeting.</p>
-	<p>The meeting finished with the Grace.</p>