

Minutes for PCC Meeting

on Monday 14 December 2020 7:30 pm

by Zoom Video conference

Present	
<ol style="list-style-type: none"> 1. Paul Arnold (Curate) 2. Diane Backhouse (Safeguarding) 3. Jonathan Backhouse (PCC Secretary, SC) 4. John Belmont (Treasurer) 5. Debbie Bunford (MDT) 6. Lucy Falcus (Deanery Synod) 7. Rob Govier 8. Simon Honeywell (Standing Committee) 	<ol style="list-style-type: none"> 9. Martin Howard (Warden) 10. Karen Killick (Chair) 11. Scott Linnett 12. John Littlehailes 13. Anne Rolfe (Warden) 14. Pamela Rushton 15. Paul Wheeldon
#	Agenda Item
	<p>Opening Prayers – John Littlehailes shared his thoughts</p> <p>a) <i>We are here at a curious time of flux: in our parish we are in the midst of change, but more importantly, the world is still caught in the throes of the Covid crisis, with thousands dying daily, adding to the one and a half million deaths already acknowledged, and this is probably a significant underestimate of its true scale. But, we hope that we can already see the beginnings of the end ahead, with the vaccines appearing, and vaccinations starting here. At the same time we in this country are on another cusp, as it seems that we may well be leaving the EU with no trade agreement, after so many years within its systems. It is all very much as though we are going through a monster roller-coaster ride.</i></p> <p>b) <i>There will be momentous change during the coming months - it is predictable, even if we cannot, right now see more than a set of probabilities, and a series of scenarios about which there is no agreement. I think we need to hold tight. These are indeed momentous times.</i></p> <p>1. c) <i>But in reality all of this is as nothing compared to the events of, in round numbers, two thousand years ago. Then, existed prophecies, dating back hundreds of years, of a coming Messiah, but only a hint (as seen in retrospect) that he would be God incarnate through a young girl in a remote village in Israel. We say easily God incarnate, God made flesh, but in fact, this ran counter to all that people then thought about God, the mighty creator, the Lord of all that exists, and still is, expressing himself through thunder and lightning, through convulsions of the earth, and going to send a militant Messiah to come to Israel's rescue at an indeterminate, but longed for time. He also spoke through whispers to a chosen few. He was far beyond human understanding: unapproachable even in his temple except by the priests.</i></p> <p>d) <i>And then in Bethlehem, the incredible happened. I'm a pedant, and well known for it, and I'm using that word deliberately. (Not in its corrupt form as it is now) It was amazing, wonderful and astonishing, so astonishing as to be incredible. The Wise Men are said to have understood that an earthly King had been born, with the unhappy result that Herod feared for his throne, and who, acting in character (a singularly unpleasant one, at that) flailed about, killing children, but probably only Mary fully understood that something even more truly astonishing had happened:</i></p>

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	<p><i>that the veil between the supernatural and the natural worlds had been torn, that God had entered his world as a human baby, the creator of universes, the architect of life itself helpless except for the loving care of his earthly mother and father.</i></p> <p>e) <i>It is this crisis point, God's physical presence arriving in the physical world, this tipping of the world's spiritual axis that we'll be celebrating soon. Celebrating that birth, yes, with an outpouring of joy, but even more the prospect of another outpouring, the outpouring into the earth of forgiveness and of grace brought about by the cruel death of that child after a scant 30 years or so, a death undertaken in obedience so that those he loved might be saved. It is this death and the subsequent resurrection that makes the incredible credible, as St. Paul recognised. I like the Message Bible translation of 1 Corinthians 15 "if there's no resurrection for Christ, everything we've told you is smoke and mirrors. Not only that, but we would be guilty of telling a string of barefaced lies about God."</i></p> <p>f) <i>Behind the rituals of trees and tinsel, of presents and feasting, there is this staggering, mind blowing, almost incomprehensible truth: God here, God incarnate for our salvation, God's love for us, God's forgiveness.</i></p> <p>g) <i>So we celebrate Christmas as the birth of our Saviour, his manifestation here on earth, but also as the promise of hope and light for us, and for the whole world.</i></p> <p>h) John then closed with the Grace from 2 Corinthians 13:14.</p>
2.	<p>Apologies for absence, and declarations of interest – Karen</p> <p>a) Apologies received from: Tim Wye-Williams and Margaret Vaughan (Deanery Synod)</p> <p>b) Declaration of interests: John Belmont noted that there is/will always be a potential declaration of interest, i.e., with him as treasurer and his wife, Kathryn as a member of staff.</p>
3.	<p>Approval of Minutes of the meeting of 16 November 2020</p> <p>a) The following amendments were made to the minutes</p> <ol style="list-style-type: none"> a. Typo of communion assistance to communion assistants b. Removal of John Belmont's name as being present <p>b) Minutes were approved: all in favour, none against, one abstained (Paul Arnold, as he was not at the meeting).</p>
4.	<p>Actions and matters arising, not covered elsewhere on the agenda – Karen</p> <p>The date for saying goodbye to Paul Arnold</p> <p>a) Anne confirmed the date as last Sunday January 31st. Details to be confirmed later.</p> <p>Charity Commission update</p> <p>b) Jonathan noted that, with the help of Margaret, he had updated PCC members details on the Charity Commission website, all new members should have received an email confirming this.</p>

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	<p>Communion assistants</p> <p>c) Martin discussed the list for communion assistants that had been forwarded earlier.</p> <p>d) Paul Arnold said he should not be on the list.</p> <p>e) Simon offered himself and Michelle to be added.</p> <p>f) It was proposed by Martin that the list, with the two amendments, be forwarded for approval for the next three years.</p> <p>g) This was seconded by Pam. All in favour, none against, no abstentions - carried unanimously. ACTION Martin.</p> <p>Support</p> <p>h) Pam asked if the MDT had anything to report about the support for those on the fringe, i.e., who might have dropped through the net. It was confirmed that this was being addressed.</p>
5.	<p>Correspondence</p> <p>a) A letter from the diocese was forwarded, via Anne, regarding Communion. After a brief discussion, it was proposed by John Littlehailes that, for the foreseeable future, communion will be given in 'one kind'.</p> <p>b) This was seconded by Martin. All in favour, none against, no abstentions - carried unanimously.</p> <p>c) Jonathan has received the 2020 Statistics for Mission form to be completed by year-end. He will be completing this with help from John Littlehailes, but will be requesting additional information from others. ACTION Jonathan & John Littlehailes.</p> <p>d) Anne informed that she had received a pastoral letter from the Bishops, and shared the key points. It was noted that the letter would not be shared with the PCC.</p>
6.	<p>Financial Report for November</p> <p>Update</p> <p>a) John Belmont referred to the PCC December 2020 Finance Update document that was forwarded to the PCC. It is noted that no questions followed.</p> <p>Signatures</p> <p>b) John discussed the need to change the signatures on the bank account.</p> <p>c) John then proposed for both Barclays accounts that Mr John Belmont, Mr Martin Howard and Mrs Anne Rolfe become authorised signatories on behalf of All Saints Preston on Tees and in addition any other names not listed above but currently authorised should be removed from the list.</p> <p>d) This was seconded by Paul Arnold. All in favour, none against, no abstentions - carried unanimously.</p> <p>e) John confirmed he would email Karen the form that required three signatures from the PCC to enable this be undertaken. Karen agreed she would get three physical signatures and return the form to him. ACTION John Belmont & Karen.</p>

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	<p>Assistant Treasurer Role</p> <p>f) It was noted that John Belmont will continue in the role until the new Vicar has been appointed.</p> <p>g) A discussion followed about the appointment of an Assistant Treasurer, who would not only aid John now but in time take over his role.</p> <p>h) Paul Arnold said it may be right not to keep the role in-house. He suggested that there <i>might be somebody who has got a gift and that this could be the thing that that brings them in and flourishes them in the ministry in the church so I'd see it as an opportunity.</i></p> <p>i) This was challenged and discussed by Lucy, Diane, Pam and Jonathan - they felt this role should be undertaken by someone who is known well within church and trustworthy as they would have access to members personal/financial details.</p> <p>j) Martin said he will put something out in the weekly newsletter in the new year. ACTION Martin.</p> <p>k) Diane asked if they would need to be co-opted onto the PCC, it was confirmed that they would.</p> <p>l) Scott asked if it was known who John Lambert had in mind before offering the role to Kevin Storer. Diane said she had originally been asked but had decided to take the role of Safeguarding Officer instead.</p> <p>m) Jonathan asked if anyone, here, on the PCC would consider taking the role of Assistant Treasurer.</p>
7.	<p>REACH Finance – John/Margaret</p> <p>a) John updated the PCC, stating that he had been able to start paying back some of the loans, before the church year-end, with the aim to clear the debt by end of 2021.</p> <p>b) John then proposed that the PCC transfer £10,000 from the General Fund to the REACH finance fund, to repay outstanding loans in 2021.</p> <p>c) This was seconded by Anne. All in favour, none against, no abstentions - carried unanimously. ACTION John</p>
8.	<p>Staff Management – Debbie</p> <p>a) Debbie updated the PCC on staff appraisals that are to be carried out in January</p> <ul style="list-style-type: none"> i) Shiromi by Anne Rolfe and Elaine Webster ii) Sandra by Anne Rolfe and David Emerton iii) Jan by Paul Arnold and Derek Evans iv) Kathryn by Debbie Bunford and Martin Howard v) Peter by Martin Howard and David Emerton <p>b) Paul Arnold asked who would take on Jan's management once he left. A brief discussion was held and it was agreed that Martin and Anne to take on the role</p> <p>c) Paul Wheeldon asked if the staff appraisals should be more frequent. It was noted that the objectives are constantly being reviewed and updated [due to COVID-19, etc.</p> <p>d) Debbie confirmed that in John's absence the staff management team support the church staff; and their objectives are reviewed monthly which is good practise.</p> <p>e) Debbie added that there was an agreement that, where possible, Shiromi and Sandra would cross cover for absences, however this had not been the case. She asked that the Wardens could address ACTION Martin and Anne.</p>

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9.	<p>Safeguarding – Diane</p> <ul style="list-style-type: none"> a) Diane confirmed that had been no safeguarding issues this month. b) She updated the PCC that her DBS check has come back and that it been filed and checked off with Martin. c) She has finished her C2 training and will complete the evaluation by the 7th of January. ACTION Diane. d) Diane added that she had spoken to Jayne Davies with regards to her role on the pastoral team. e) She said that her article regarding safeguarding had been published in the December programme. f) She explained that tomorrow [17th December] she was attending a Zoom meeting with the Diocese about new regulations for safeguard training. She added that they have looked at who needs what level of training and they decided that not as many people will need to complete the C2 training. g) Diane said she will be looking at the training needs of church members and will update the PCC next month. ACTION Diane. h) Karen thanked Diane for getting on with her new role.
10.	<p>Wardens' Update – Anne</p> <ul style="list-style-type: none"> a) Anne confirmed that Rick Simpson has officially sworn in her and Martin as churchwardens, at the Zoom Visitation Service on Monday 7th December 2020 b) She thanked Matt for designing and printing the Christmas cards and Jan Peters for suggesting they be delivered along with a copy of the Hope magazine. She confirmed that these had been given out. Total of 1,000 given out. c) She explained that at Paul's last service at All Saints' on 31st January 2020, the Rev Cannon David Paul Tomlinson, who is the Programme Director for Strategic Growth, will be giving a talk. d) Martin clarified that Sandra had returned on a part time basis and was still only working three days. e) She explained that the Chapel is now open for private prayer Tuesday – Thursday 9:30 - 11:30 am, adding that there is a need to book a time by phone/email. Access will be for one person or one family group, at a time. f) A discussion was held concerning the unsold pews and bookcases and that the church needs to sell these as soon as possible. g) Paul added that he sold St Paul's via Facebook Market Place. ACTION Martin – selling of pews. h) Martin suggested that the church have a paid Zoom account which will be managed by Shiromi, where she can set it up for Church business, e.g., PCC meetings. Remove Life Groups because they have to continue using free zoom accounts as outlined in i)

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	<p>i) It was agreed that Life Groups would continue to use free Zoom accounts for their meetings. Martin said he would discuss this with Stuart and Ruth and for them to raise with Life Group leaders. ACTION Martin.</p> <p>j) Martin then proposed that the church have a paid Zoom account which will be managed by Shiromi. This was seconded by John Littlehailes. All in favour, none against, no abstentions - carried unanimously.</p> <p>k) Martin explained that on Sunday one of the Radio microphones [transmitter pack] failed.</p> <p>l) He added that Grant has been looking at various options, the cost of replacement would be about £400.</p> <p>m) Martin also discussed that the church should also consider using a licenced frequency for the microphones to avoid the interference that is sometimes picked up. The cost of this would be £155 every 2-years.</p> <p>n) Paul Wheeldon asked if the licence covers multiple microphones; Martin confirmed it did.</p> <p>o) Martin then proposed that the church authorise Grant to purchase a replacement transmitter pack and the licence.</p> <p>p) This was seconded by Scott. All in favour, none against, no abstentions - carried unanimously.</p>
11.	<p>Any Other Business</p> <p>General Data Protection Regulation (GDPR) Policy</p> <p>a) Martin explained that he originally created the GDPR Policy, [and became the church's Data Protection Officer] several years ago. He added that the Policy needs updating.</p> <p>b) He and Anne had suggested to Jonathan that this fitted with his role as the PCC Secretary.</p> <p>c) Paul Arnold guessed that his understanding of the regulation, being European, was that as of the 1st of January we may not even need to think about GDPR on leaving the EU.</p> <p>d) Jonathan agreed that this may be the case as we will have left Europe, but there still will be a need for some type of Data Protection Policy and the need for a Data Protection Officer [under the Data Protection Act 2018].</p> <p>q) Jonathan added that he intends to take on the role once he has completed an online training course in the new year with the intention to take over from Martin at the next PCC meeting. ACTION Jonathan.</p> <p>Sound - in service is quiet</p> <p>e) Pam commented that the live-streaming service was quiet. Jonathan added that it was also quiet on Facebook, as a recorded service.</p> <p>Sound - permission to do carol singing</p> <p>f) It was noted that there were no plans to organise an outdoor carol singing service.</p> <p>Applications for Vicar post</p> <p>g) Karen asked if there was any news with regards to the new post. Lucy said no details had been forwarded, as the deadline had not passed.</p>
-	<p>Date of next meetings – 18 January 2021 (Scott to lead opening prayers)</p>



All Saints' Church

Preston on Tees

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-	The meeting finished with the Grace