

Minutes for PCC Meeting

on Monday 18 January 2021 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 (Secretary) 4. John Belmont (Treasurer) 5. Debbie Bunford 6. Lucy Falcus (Deanery Synod) 7. Rob Govier 8. Simon Honeywell 9. Martin Howard (Warden) 	<ol style="list-style-type: none"> 10. Karen Killick (Chair) 11. Scott Linnett 12. John Littlehailes 13. Anne Rolfe (Warden) 14. Pamela Rushton 15. Margaret Vaughan (Deanery Synod) 16. Paul Wheeldon 17. Tim Wye-Williams
#	Agenda Item
1.	<p>Opening Prayers – Scott</p> <p>Scott, reflecting upon losses of various kinds (not least precious people) that we as a church family experienced during 2020, referred to Frederick Forsythe's short story about a stricken lone jet pilot. Flying with finite fuel and only two operational instruments in dense fog, the aviator relied utterly on another plane drawing near and guiding him down to an airfield. Noting that as government policies kept changing last year, and continue so to do, we sometimes feel a bit fogbound. However, our church wardens (current and previous), our employees (whether or not furloughed), our curate, our ministry leaders and teams have been absolutely amazing. Together they responded and adapted, as online became a lifeline in serving our church family.</p> <p>In all of this we have been wholly reliant upon God who has graciously sustained us individually and as a church. Aviators refer to the pilot of a plane that guides a stricken pilot to safety as <i>The Shepherd</i> (which gives Forsythe's little book its title), and we utterly need the Good Shepherd – Jesus himself – to continue showing us how to live his way this year. Scott read from John's Prologue, particularly referencing 'The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the one and only Son, who came from the Father, full of grace and truth'. He then prayed that PCC, walking by faith not sight, would accomplish God's will for his glory in this part of his vineyard, our parish. He further prayed for the interviewing of John's successor on 28 January, that the panel will correctly identify who God has already chosen to be our next vicar.</p>
2.	<p>Apologies for absence, and declarations of interest – Karen</p> <ol style="list-style-type: none"> a) All present. 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. c) Paul Arnold regarding the discussing of expenses.

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3.	<p>Approval of minutes of the meeting of 14 December 2020 – Karen</p> <p>a) The following amendments were made to the minutes</p> <ol style="list-style-type: none"> a. Correction on 8b: Martin and Anne to take on the role of Jan's management. b. Correction on 11c: Paul Arnold made an guess regarding of GDPR/EU. <p>b) Minutes were approved: 15 in favour, none against, two abstained (Tim and Margaret, as they were not at the meeting).</p>
4.	<p>Actions and matters arising, not covered elsewhere on the agenda – Karen</p> <p>a) Pam raised the question about GDPR and what was required. Jonathan confirmed it was his intention to take over from Martin, after he completed some training. It was noted that there is still a requirement to have a current Data Protection Policy, in line the UK legislation.</p> <p>b) Paul Arnold referenced the service on January 31st, he said that the circumstances have changed [regarding COVID] there will be a minimal service and Rev David Tomlinson, will take part of the service. Paul added that this means we will do a separate thing later with the whole team.</p>
5.	<p>Correspondence – Jonathan</p> <p>a) None.</p>
6.	<p>Financial Report for December – John Belmont</p> <p>a) John discussed the documents he forwarded to the PCC, stating we had a small surplus.</p> <p>b) John noted that the setting up a PayPal account is awaiting approval with the charities Commission.</p> <p>c) He added that he was still sorting out the signature. ACTION John B</p> <p>d) Margaret said how efficient John was to get the accounts to the accountant by 18th January.</p> <p>e) Paul Wheeldon asked about giving in envelopes, he asked if they could pay into the bank. John mentioned said that some like to give physically.</p> <p>f) Karen said we need to have this option for some members of the congregation.</p> <p>g) Scott asked, in relation to giving, if we could upload the old sermons of giving 'throw back' Thursday. This was viewed as a good idea. ACTION Martin and Anne</p> <p>h) Karen reflected that we have ended the year on a surplus - and she prayed thanks to God for his provision; for John taking on the role of Treasurer.</p>
7.	<p>Mileage Expenses Policy – Martin</p> <p>a) Martin discussed the draft policy that he forwarded.</p> <p>b) A lengthy discussion followed regarding the draft.</p> <p>c) Debbie suggested that this needs to be updated and with the claim form to ensure it is legally complaint.</p> <p>d) Karen asked Martin to bring a revised draft for the next meeting. ACTION Martin.</p>

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8.	<p>Staff Management – Debbie</p> <p>a) Debbie commented that it was her understanding that staff are getting their incremental pay before they had their appraisal. She added that she did not anticipate any problems but I think sort of moving forward that would be something that we need to tighten up on. ACTION John and Debbie</p> <p>b) Karen noted that this will be addressed at the next PCC meeting.</p>
9.	<p>Safeguarding – Diane</p> <p>a) Diane confirmed that there was no safeguarding issues to report.</p> <p>b) See informed the PCC that she is going to be undertaking a Parish Safeguarding Audit and will bring this up at the next PCC meeting. ACTION Diane</p> <p>c) Anne added that she has undertaken her C0 and C1, she also confirmed she will be doing her C2 after Easter.</p>
10.	<p>Health and Safety – Jonathan</p> <p>a) Jonathan thanked Geoff, on behalf of the PCC, for his work with COVID-19, REACH, etc. and especially taking over from himself as the health and safety consultant during 2020.</p> <p>b) Jonathan informed the PCC that as of the end of March 2021 Geoff will be retiring from all health and safety activities.</p> <p>c) Jonathan added that Geoff had agreed that in March he will complete an internal health and safety audit, with action plan for the new health and safety person.</p> <p>d) A brief discussion was held about Jonathan's roles.</p> <p>e) Karen proposed (As Chair) that Jonathan to take on role health and safety consultant, as of 1st April 2020. 16 in favour, none against, on abstention (Jonathan). ACTION Jonathan</p> <p>Margaret proposed that Jonathan find someone to work alongside, to ensure resilience. ACTION Jonathan</p>
11.	<p>Vacancy Update – Scott</p> <p>a) Advertising for a Priest-in-charge at All Saints' and St Mary's concluded on 22 December 2020 after which our Archdeacon, Rick Simpson, shared paperwork from all applicants with the two parish representatives from each church.</p> <p>b) The four parish representatives held a Zoom meeting and unanimously agreed which applicants we wish to interview. Rick Simpson was informed of our view, and subsequently confirmed that he, our Area Dean, and Bishop Paul agreed with us. Which was good!</p>

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	<p>c) Though the Bishop has given instruction that the number of applicants and the number to be interviewed cannot be shared, on paper we do (happily!) appear to have quality applicants. That said, we are seeking the right person – not just the best of the interviewees – so there remains a possibility that the Bishop might not appoint anyone at this time. But hopefully he will.</p> <p>d) Interviews will be held during the afternoon of Thursday 28 January 2021.</p> <p>e) During that morning, Rick Simpson would like each church to provide up to four of its members for a Zoom meeting with each candidate in turn. He has confirmed they should be people who know the church well, and could represent particular expertise such as finance, leadership, worship / ministry. Rick has made plain (writing partly in block capitals!) – These groups DO NOT INTERVIEW the candidates, and there is no feedback from them; they are there for the candidates to ask questions about the churches/parishes.</p> <p>f) Lucy and Scott propose that: John Belmont Sandra Griffiths Vicky Howard Karen Killick represent All Saints.</p> <p>g) Scott explained that Lucy and Matt are preparing a video of the church and vicarage for interviewees to see, as are St Mary's.</p> <p>h) He added that Lucy's article in the January programme stated there is often a lag between someone being offered and accepting the post, and this news being shared with the parishes. Please be assured that as soon as the announcement embargo is lifted, news of our new vicar will be shared!</p> <p>i) Paul Arnold prayed for the vacancy.</p> <p>j) Simon asked if the date had been shared. Anne said she would put an update in this week's newsletter. ACTION Anne</p>
12.	<p>Wardens' Update – Martin</p> <p>a) Martin confirmed that we have given dispensation from the Bishop for not having live services.</p> <p>b) Martin added that this will need to be reviewed at the next PCC meeting.</p> <p>c) Martin referred to an email he sent about the proposed furlough. Which was agreed.</p> <p>d) Martin discussed the new guidance from the diocese about risk assessments.</p> <p>e) Martin explained that Peter is doing some minor work, of the building. Working on the disabled and ladies' toilet. All the little jobs will be done by the time we can bring everyone back in. Peter is proactive. He is alone in the building.</p>

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	<p>f) He added that since the last PCC meeting we have had lights in the toilets in the disabled and ladies'. In addition there had been a few minor jobs in the flats; including damp, radiator, tiles, leak. There is a leak in the ladies toilets</p> <p>g) Martin confirmed that there has been no formal notice of tenants are moving.</p> <p>h) Livestreaming training has now been completed for Matt and Martin.</p> <p>i) He noted that the PCC have been waiting since October for Virgin to install the cable for WIFI, but they keep cancelling/postponing. Problem with the buffering of the livestreaming is known - it was trying to put out a higher definition than is required. Karen added her frustration with Virgin.</p> <p>j) Pam asked if we can add the update the position re the internet livestreaming. ACTION Anne</p> <p>k) Debbie thanked Anne and Martin or the Newsletter. Martin acknowledged it was Shiromi excellent idea.</p>
13.	<p>Any Other Business</p> <p>a) Paul said goodbye and said he had been pleased to be part of the PCC.</p> <p>b) Pamela to thank Lucy and Kathryn for the Christmas services.</p> <p>c) Anne agreed to do the next Prayers.</p>
-	Date of next meetings – 15 February 2021
-	The meeting to finish with the Grace.
Document Control	
<p>Drafted, 30 January 2021 (v1.0) Reviewed by SC on 1 February Sent to PCC, 4 February. (v1.1) Approved at PCC, 15 March.</p>	