

Minutes for PCC Meeting

15th February 2021 7:30 pm

by Zoom Video conference

Present	
<ul style="list-style-type: none"> 1. Diane Backhouse (Safeguarding) 2. Jonathan Backhouse (Secretary) 3. John Belmont (Treasurer) 4. Debbie Bunford (Staff Development Team) 5. Lucy Falcus (Deanery Synod) 6. Rob Govier 7. Simon Honeywell 8. Martin Howard (Warden) 	<ul style="list-style-type: none"> 9. Karen Killick (Chair) 10. Scott Linnett 11. John Littlehailes 12. Anne Rolfe (Warden) 13. Pamela Rushton 14. Margaret Vaughan (Deanery Synod) 15. Paul Wheeldon 16. Tim Wye-Williams
#	Agenda Item
1.	<p>Reflection and opening prayers – John Belmont</p> <p>John, after opening in prayer, John read Colossians 1:3-4, and then encouraged members to put in Chat things we are thankful to God for. He closed by praying through the Chat prayer points that PCC members included.</p>
2.	<p>Apologies for absence, and declarations of interest – Karen</p> <ul 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 staff member (item 7).
3.	<p>Approval of Minutes of the meeting</p> <ul style="list-style-type: none"> a) Received: Minutes of the last meeting held on 18th January 2021. b) Considered and after some minor (typographical) amendments the Minutes were approved, as an accurate record of meeting.
4.	<p>Actions and matters arising, not covered elsewhere on the agenda – Karen</p> <ul style="list-style-type: none"> a) Regarding the appointment of the new Priest in Charge, Jonathan suggested an open invitation to Rev Matt Levinsohn. This was not thought by the PCC to be a good idea. b) Rob mentioned that Virgin have put the broadband cable in and attached it to the boundary fence. He was concerned that the neighbour may not approve. It was clarified that the fence is the property of All Saints. c) Anne's action points - (12 j) newsletter has now been sent. d) Jonathan commented that he was working through the online GDPR course and would be undertaking an audit and drafting a new policy [to be forwarded initially to the Wardens before sending to PCC]. ACTION Jonathan

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5.	<p>Correspondence – Martin</p> <p>a) Martin confirmed that we have confirmation for Dispensation granted to 8th March.</p> <p>b) Anne mentioned she had correspondence -</p> <ol style="list-style-type: none"> i. Stockton on Tees B.C. wants to use our building for the elections on 6th May 2021. ii. Durham Archdeacons letter raised concerns about numbers attending funerals in the diocese. Anne has forward the letter to Peter Gray, Funeral Minister and was advised by Karen to send it to Kate Pickover as well because she is the Verger at All Saints. ACTION Anne iii. Correspondence has been received regarding Rev Matt Levinsohn's Appointment. Anne queried where this document should be filed and Margaret advised putting it in the Church safe. iv. There had been a letter regarding the APCM. <p>c) Martin proposed that APCM - weekend 22nd - 23rd May with details to be confirmed at the next PCC meeting. Lucy seconded: all in favour, none against, none abstained.</p>
6.	<p>Financial Update – John Belmont</p> <p>a) John confirmed he had not forwarded anything in advance to the PCC.</p> <p>b) He added that he needs to go to the bank to update records. ACTION John Belmont</p> <p>c) Accounts have been finalised, with one amendment (cosmetic change) - from Auditors.</p> <p>d) Karren thanked John for his work.</p>
7.	<p>Pay Scales – Margaret</p> <p>a) Margaret discussed the documents that had been forwarded regarding the proposed pay scale changes.</p> <p>b) A discussion followed - REDACTED.</p> <p>c) Margaret proposed that "The pay rate goes up by 1% for the year 2021." Seconded by John Littlehailes; 15 in favour, none against, with one abstention ACTION John Belmont</p>
8.	<p>Hong Kong Ready Churches – Karen</p> <p>a) Karen shared background to the 'Welcome Churches' who are taking part in an initiative to help welcome those people from Hong Kong who are planning to move to the UK in 2021¹</p> <p>b) Karen said how she wanted All Saint's become a Welcome Church.</p> <p>c) The PCC supported this proposal.</p> <p>d) It was agreed that this would be included in the March Newsletter. ACTION Karen</p>

¹ Further details can be found at <https://welcomechurches.org/updates/hong-kong-ready-churches/>.

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9.	<p>Mileage Expenses Policy – Martin</p> <p>a) Martin explained that he has not had the chance to update the Mileage Expenses Policy and will raise it at the next PCC. ACTION Martin</p>
10.	<p>Staff Management – Debbie</p> <p>a) Debbie said she had no update for the PCC this month.</p>
11.	<p>Vacancy Process – Scott (Ref. VACANCY PROCESS.pdf)</p> <p>a) Scott, discussing the document forwarded to the PCC said that this Vacancy Process document had been developed and suggested that it be archived in the church files. ACTION Jonathan</p> <p>b) John Littlehailes added that this was an excellent idea.</p> <p>c) Lucy commented on how fortunate we are in getting a new vicar so soon.</p>
12.	<p>Safeguarding – Diane</p> <p>a) Diane was pleased to report no incidents have been reported.</p> <p>b) She added that she had now completed her leadership training.</p> <p>c) Regarding the forwarded document, Parish Checklist - and thank you for those who provided her feedback and acknowledged there is a lot to do.</p> <p>d) She said she would update the PCC next month on her progress. ACTION Diane</p> <p>e) She added that she was in the process of developing a database of who needs and who already has safeguarding training.</p> <p>f) Diane said that a discussion would be needed at the next PCC meeting regarding who will need the training.</p> <p>g) Diane confirmed that Shiromi is working through the DBS checks, and she [Diane] was only looking at the safeguarding training.</p> <p>h) Karen thanked her for her hard work.</p>
13.	<p>Wardens' Update – Anne</p> <p>a) Anne confirmed that Matt would move into the Vicarage on 29th March. She added that we will need to clean the Vicarage after the work has been carried out by the Diocese.</p> <p>b) She also stressed the importance of allowing Matt and his family to settle in without being disturbed by members of the Church Family.</p> <p>c) Ann confirmed that from the week commencing 19th April there would be a range of meetings/inductions organised, and where possible, these would be linked with St Mary's</p> <p>d) Jonathan suggested that there is such a different focus between the churches that it may be better to have them separate. Martin agreed that, that might be the case for some meetings.</p> <p>e) Pam added that we (PCC and All Saints) need to protect Matt and his family as they settle in.</p> <p>f) It was confirmed that notice had been given on flat 558A. The lease will end on 4th May. The Tenant had forwarded the response from a building control surveyor confirming what would be required to turn the property back into a flat.</p>

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	<p>g) A decision will be needed regarding whether the kitchen should be re-instated. Martin is going to contact the local planning office to see what is required. ACTION Martin</p> <p>h) After a brief discussion, in which Lucy suggested that we could consider selling the kitchen if not required, it was decided to raise this at the next meeting. ACTION Martin</p> <p>i) Martin confirmed that a few pews had been sold to some Church members. Initially it was thought that they were worth more than it appears.</p> <p>j) Martin discussed the need for the PCC to agree on what the remaining can be sold for at the next PCC meeting. ACTION Martin</p> <p>k) Paul asked about the pulpit's dedication [i.e., writing on it] and if there were any restrictions. Martin said that this was no requirement to keep the pulpit in the Faculty, therefore All Saints' did not have to keep it.</p> <p>l) Anne discussed the Easter services: An Ash Wednesday service was usually held at Saint Mary's but this was not taking place this year. Confirmation of this had been sent in the weekly newsletter. Good Friday - possibly re-opening the Chapel for private prayer but checking with David and Jill Munby first. Action Martin</p> <p>m) She added that there would be two services on Easter Sunday, therefore respecting the church family's differences with how we do those services, but these are likely to be Live-streamed. It was confirmed that the Wardens would decide nearer the time, depending upon what COVID restrictions are in place.</p> <p>n) It was also confirmed by the Bishop of Durham that the Easter services at Durham Cathedral would be Live-streamed.</p>
14.	<p>Any Other Business</p> <p>a) Martin wondered if we do a Zoom Quiz - this was agreed. ACTION Martin</p> <p>b) Anne will do opening prayers at the next meeting.</p>
-	Date of next meeting – 15th March 2021
-	The meeting to finish with the Grace.