

Minutes for PCC Meeting

15th March 2021 7:30 pm

by Zoom Video conference

To	
1. Diane Backhouse (Safeguarding) 2. Jonathan Backhouse (Secretary) 3. John Belmont (Treasurer) 4. Debbie Bunford (Staff Management Team) 5. Lucy Falcus (Deanery Synod) 6. Rob Govier 7. Simon Honeywell 8. Martin Howard (Warden)	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
	Reflection and opening prayers – Anne a) Anne shared a reflection on a word that Rob brought (4 th March 2018), which he believed was from God, in which Rob referred to Pilgrim People. b) Anne was reminded of this when she read a recent pastoral letter sent by Bishop Paul in which he said that right now we need God's renewing strength to just help us keep on our pilgrimage. c) She reminded the PCC that we ought to be thankful that God has been by our side throughout and helped us to tackle the challenges we have had to face, as a church. d) Anne, concluded her reflection and prayed.
2.	Apologies for absence, and declarations of interest – Karen a) All in attendance with John Littlehailes and Margaret arriving during the meeting 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.	Approval of minutes of the meeting – Karen a) A copy of the minutes (15 th February) had been forwarded for review, prior to the meeting. b) After some minor (typographical) amendments the Minutes were approved, as an accurate record of meeting; all in favour.
4.	Actions and matters arising, not covered elsewhere on the agenda – Karen a) Jonathan noted that he has a new email address for the PCC Secretary - and asked if this could be used for all future correspondence: pccsecretary.allsaintschurch@gmail.com
5.	Correspondence a) Diane informed the PCC of a new Safeguarding Policy, which was available on the Church website

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	<p>b) Debbie asked how this has been communicated to staff. Diane said she would inform them. ACTION Diane</p>
6.	<p>Financial Update</p> <p>The PCC received copies of the finance documents from John Belmont, prior to the PCC meeting; he reported that:</p> <p>a) We had a couple of one off significant donations which we were very blessed to receive. b) Our [normal] income is slightly lower, but so is the expenditure c) The £6,000 deficit in the Reach Fund had not been changed on the finance documents – this was an [typographical] error. d) The Auditors are happy with the accounts, and <ul style="list-style-type: none"> i. Proposed: by John that “As a PPC we approve the Accounts.” ii. Seconded by Paul W; all in favour, none against, with no abstentions. ACTION John Belmont e) Rob asked about the gift, if it was a restricted gift. John confirmed this was not. f) Lucy asked about the Grant, shown in the accounts; John confirmed this was regards to Furlough of staff g) Karen confirmed we are still responsible for Paul Arnold’s expenses.</p>
7.	<p>Expenses Policy</p> <p>a) Martin made his apologies for not forwarding the Expenses policy – it was discussed at the Standing Committee to make it an all-encompassing policy. b) A long discussion followed about what should/should not be included, regarding travel and subsistence. It was agreed that Martin would develop this and forward a draft prior to the next PCC meeting. ACTION Martin c) Martin shared with the PCC regarding the need to update the mobile phone policy for staff; i.e. that they should not use a personal phone. d) A further long discussion followed, which included issues relating to current expenses for use of personal mobile phones, whether or not this was a GDPR/safeguarding issue when using personal phones for Youth and Children’s work, the need to have phone available for others if staff are on leave, if the new contracts would be taken out in individual names or in the name of the church (which may cost more). It was left that Martin would look at the options and report back to the PCC next month. ACTION Martin</p>
8.	<p>Staff Management –</p> <p>a) Debbie reported that there was nothing to add, with regards to staff management.</p>
9.	<p>Safeguarding – Diane</p> <p>The PCC had received Safeguard Training Requirements proposal, from Diane, prior to the meeting. Diane informed the PCC that:</p>

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	<p>a) There were no incidents to report.</p> <p>b) She was now undertaking an interim supervisory role with [REDACTED].</p> <p>c) She was continuing to gather evidence of safeguard training from church members – still ongoing.</p> <p>d) She had had feedback from two members of the PCC regarding Safeguard Training Requirements.</p> <p>e) She had agreed to step in as interim Parish Safeguarding Officer for St Paul's, Newtown - hand over date no later than 28th August 2021; confirming she had already had two Zoom meetings with Paul Arnold to discuss their requirements and Parish Safeguard checklist.</p> <p>f) She has passed information to the church administrator to update All Saints' website and church noticeboard as per safeguard requirements: poster and newly updated Diocesan Safeguarding policy link.</p> <p>g) She described her invitation and meeting with the Pastoral Team to discuss Safeguarding and consider their thoughts, awareness, processes and recording.</p> <p>h) She has developed and delivered a safeguard basic awareness programme with a number of church members with a view to use it for those who cannot access online training. The intention is to deliver in church, informally, once we are allowed to meet together in groups again after agreement with Diocesan Safeguarding Adviser.</p> <p>A discussion followed about the Safeguard Training Requirements document:</p> <p>i) Diane confirmed that a number of members do not have the correct level of training.</p> <p>j) She asked for the PCCs approval/confirmation of the proposed training levels for specific roles outlined in her Safeguard Training Requirements document. A discussion followed, but details were not confirmed/approved.</p> <p>k) Except for</p> <ul style="list-style-type: none"> i. Future gap worker(s) will need C2 ii. Children and Youth workers will need C2 iii. Staff management team will need C1 <p>l) Additional roles were considered without agreement of the level of training [drivers, assistant wardens, Connect workers, some of the musicians].</p> <p>m) Diane will re-forward an amended sheet for the PCC to review before the next PCC meeting. ACTION Diane. ACTION PCC.</p> <p>n) Tim asked about Youth for Christ workers having Leadership training. Diane confirmed that if this was the Diocesan safeguard training this would not need to be repeated.</p> <p>o) Jonathan suggested that assistant wardens undertake Foundation (formerly C1) training. This was not a view held as essential by the Wardens.</p>
10.	<p>Flat</p> <p>a) Martin explained that the flat tenant would soon be leaving and that a decision about changing use (to domestic from commercial was needed). A discussion followed.</p> <p>b) Martin confirmed that while it would be possible to get planning permission, the requirements and costs under building control and required work would be expensive (circa £5,000 - £6,000).</p> <p>c) Martin added that since the rent would be circa £360 p/m it did not appear to be a viable option.</p> <p>d) Margaret and John Littlehailes confirmed that this had been discussed many years previously.</p> <p>e) With regards to trying to rent it as a commercial property</p> <ul style="list-style-type: none"> i. Proposed: by Rob that "The PCC try and rent for three months, then look again (i.e., use social media, e.g., Facebook." ii. Seconded by Martin; all in favour, none against, with no abstentions. ACTION Martin

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	f) Pam asked if we can sell the kitchen (that is in current tenant's storage), this was agreed. It was suggested, by Rob, that we advertise the kitchen on Facebook. ACTION Martin
11.	Pews a) Martin confirmed that he had managed to sell two pews and that was continuing to try and sell the others. ACTION Martin
12.	Easter Services Anne reported that: a) Good Friday – the church would be open for an hour to meditate at the cross; if people want to attend they will need to book in. She added that this will not be livestreamed. b) Karen mentioned that this service did not normally have a warden but should be considered. c) Easter Sunday – will have two services (9am and 11am); if people want to attend they will need to book in. She added that this will be livestreamed. d) Palm crosses will be made available.
13.	Wardens' Update – Martin Martin reported that: a) He had set up an induction programme for Matt, which he had sent to St Mary's for their consideration. b) Staff returned to normal hours – [REDACTED], and [REDACTED] (back in building), [REDACTED] - 3 out of 5 days. c) A number of minor jobs have been completed. d) In May the church will be used as a Polling Station – to be held in the Nave rather than the meeting room - to allow for social distancing. Jonathan asked why the Hall could not be used, Martin said the Hall might be in use already. e) Maintenance has now been undertaken on the Defibrillator, including new batteries and new pads. f) The windows & frames in the vestry area need to be repaired / replaced; this will be discussed at next PCC meeting. g) The caretaker is completing weekly checks h) Anne reported that a meals, cakes, and welcome pack have been organised for the new vicar and his family. i) Rob asked when the APCM will be - Martin confirmed that it will be the 22 nd /23 rd May, which will be five weeks after Matt has been in post. It was added that this was in the weekly newsletter.
14.	Any Other Business a) Pam asked if there was anyone putting themselves forward for Warden. Martin confirmed currently no one had.

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	b) John Belmont said he was willing to stand for the next year as the acting Treasurer. This news was warmly appreciated, with several members of the PCC thanking him for his work. c) A brief discussion followed about when people can stand for PCC roles. d) Rob agreed to open the next meeting with a reflection and opening prayer
-	The meeting finished with the Grace.
-	Date of next meeting – 19 April 2021