

## Minutes for the PCC Meeting

19 April 2021 7:30 pm

Meeting ID: 817 9693 3458 & Passcode: 050538

Present	
<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>John Belmont</b> (Treasurer)</li> <li>4. <b>Debbie Bunford</b> (Staff Development Team)</li> <li>5. <b>Lucy Falcus</b> (Deanery Synod)</li> <li>6. <b>Rob Govier</b></li> <li>7. <b>Simon Honeywell</b></li> <li>8. <b>Martin Howard</b> (Warden)</li> </ol>	<ol style="list-style-type: none"> <li>9. <b>Karen Killick</b> (Chair)</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></li> <li>16. <b>Rev Matt Levinsohn</b></li> </ol>
#	Agenda Item
1.	<p><b>Opening Prayers &amp; Reflection</b> <i>[wording by Rob]</i></p> <p>Rob opened by sharing that, although he did not seem to be an ideal candidate for the PCC, he was motivated and inspired by three key aspects of how God deals with His People:</p> <ol style="list-style-type: none"> <li>a) God "does detail", - Detail appears to be a key kingdom value;</li> <li>b) God assigns workers with specific skills to do the work. Skills and focus differ, and should not deter us from using our unique skill set.</li> <li>c) God places great importance on the management of "things" - it is not a secondary role of the poorly-equipped.</li> </ol> <p>He quoted from Acts 6 2-3 "So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers and sisters, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them."</p> <p>Rob prayed for the PCC.</p> <p style="padding-left: 40px;">God of the detail, your creation speaks of your infinite wisdom and fascinating design. Help us as a team to see attention to detail, not as an end in itself, but as a means of honouring you, and creating a free-flowing channel for your holy spirit, the building of your kingdom.</p> <p style="padding-left: 40px;">God give grace to your people here so that each will feel liberated to serve according to our gifting and calling without unhelpful comparison, and that together we may build your church according to your will, with gladness of united heart, and a mind to work.</p>
2.	<p><b>Apologies for absence and declarations of interest</b></p> <ol style="list-style-type: none"> <li>a) <b>All in attendance</b></li> <li>b) <b>Declaration of interests:</b> <ol style="list-style-type: none"> <li>i) 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 9).</li> <li>ii) Margaret (who is the Vice Chair of DDBF who are custodian trustee of flat)</li> <li>iii) Tim (potential tenant of flat) and John Belmont (item 10)</li> </ol> </li> </ol>

#	Agenda Item
3.	<p><b>Approval of Minutes of the meeting of 15th March</b></p> <p>a) A copy of the minutes (15<sup>th</sup> March) had been forwarded for review, before the meeting.  b) After some minor (typographical) amendments, the Minutes were approved, as an accurate record of the meeting, all in favour (one abstention – Matt).</p>
4.	<p><b>Actions and matters arising, not covered elsewhere on the agenda</b></p> <p>a) No actions and matters arising.</p>
5.	<p><b>Correspondence</b></p> <p>a) From <b>Durham Diocesan Board</b> - changes to marriage law, including the complete replacement of the current marriage registration system (effective from 4th May).  b) From <b>Durham Diocesan Board</b> - regarding the electoral roll  c) From <b>Bishop of Durham</b> - Statement by Bishop of Durham on the Death of HRH The Duke of Edinburgh  d) An email was sent by Scott, which Jonathan read out, stating he is standing down from PCC, as he is now at St Paul's Church PCC. He stated, <i>“Though confident of my calling to go to St Paul's, I am extremely sad to leave All Saints'. I cannot adequately express how precious the people of All Saints' and our shared mission to the parish of Preston-on-Tees are to me. Nor will I even try - this email would become far too long!”</i>  e) Anne confirmed that Kate, our verger is aware of changes to marriage law.  f) Pam added that we are grateful for Scott, especially for his role with the Vacancy process, which had brought Matt to us.</p>
6.	<p><b>Financial Update</b></p> <p>The PCC had received the finance newsletter, budget comparison prior to the meeting.</p> <p>John summarised his update by:</p> <p>a) Making reference to the finance newsletter, which will come out every three months.  b) Explaining he is in the process of setting up an Amazon business account to save staff having to pay for items personally and get reimbursed  c) Making reference to the budget comparison, explaining  i. as expected income down from envelopes and centre hire as expected.  ii. the final bill was paid for Reach and that there should be a small surplus at the end of the year.  d) John Littlehailes asked about the extra cleaning: John Belmont provided a short summary and then emailed the PCC with the following:  “[T]he budget amount for the full year is £400 but included in the current (and previous) year for that category expense is £560 to Stockton Council for the Red Bin collection. I suspect that when the budget for 2021 was prepared, this was overlooked and perhaps thought to come from the Maintenance budget. I have therefore taken the liberty of moving £600 out of the budget of Maintenance to Cleaning and Waste Disposal to make the budget comparison more reasonable.”</p>

#	Agenda Item
7.	<p><b>Church Fees</b></p> <p>The PCC had received a table of fees prior to the meeting.</p> <p>a) With regards to the table of fees, the following vote took place:</p> <ul style="list-style-type: none"> <li>i. Proposed by John B by that "we accept the current fees as distributed."</li> <li>ii. Seconded by John Littlehailes all in favour, none against, with no abstentions.</li> </ul> <p>b) Karen paused the meeting to give thanks to God for the provision and Grace that the finances are in surplus. "Father we thank you for your provision for us. We don't take it for granted; we are amazed at your Grace. We thank you that the finances are healthier than we planned and we thank you Lord that all our plans and purposes are in your hands we ask your blessing on us and your guidance as we spend to spend in the furtherance of your Kingdom and for your Glory, amen."</p>
8.	<p><b>Safeguarding</b></p> <p>The PCC had received the revised Safeguard Training Matrix, prior to the meeting.</p> <p>Diane updated the PCC that she had</p> <ul style="list-style-type: none"> <li>a) Received a safeguarding concern and it was being monitored and supported.</li> <li>b) Undertaken supervisory meetings with Jan Peters 19/03/2021 and 08/04/2021 including safeguarding and DBS checking for team.</li> <li>c) Was undertaking ACAT Trustees training on 17<sup>th</sup> and 24<sup>th</sup> April 2021.</li> </ul> <p>Diane confirmed she had:</p> <ul style="list-style-type: none"> <li>d) Investigated DBS needs for All Saints and answered queries from Standing Committee.</li> <li>e) Constructed Safeguard and DBS check database for whole of All Saints (270 names) and then subsets for children's work and life group leaders so far.</li> <li>f) Reconfigured and emailed Safeguard Training requirements document to Standing Committee then PCC for final comments prior to PCC meeting on April 19<sup>th</sup> 2021 for agreement.</li> <li>g) Had a further meeting with Paul Arnold (10/04/2021) prior to PCC meeting.</li> <li>h) Attended St Paul's PCC meeting in PSO role 13<sup>th</sup> April 2021 and Safeguard Matrix was agreed. Also answered DBS queries.</li> <li>i) Answered a number of emails/queries concerning safeguarding and DBS checks from PCC members, staff and volunteers.</li> <li>j) Diane answered John Belmont's email regarding Safeguard training, DBS checks and Safer Recruitment Requirements and it was agreed that groups should only operate if a leader has at least Basic Awareness training (is working towards Leadership) and DBS checks are in place. He suggested a statement be placed on All Saints' website once the majority of volunteers are Safeguard trained and DSB checked to raise awareness of need for training and DBS checks.</li> <li>k) During the PCC meeting a final discussion was held regarding the specific roles and the levels of safeguarding training that was required.</li> </ul> <p>Cont/...</p>

#	Agenda Item
	<p>l) During the meeting the following vote took place:</p> <ul style="list-style-type: none"> <li>i. Proposed: by Karen (as Chair) to pass the Safeguard Training Matrix with the following amendment: that “volunteer” be changed to “any other role the PCC deems requiring safeguard training not mentioned above” and only 10:30am Welcome Team highlighted.</li> <li>ii. All in favour, none against, with no abstentions. <b>ACTION Diane + Matt</b></li> </ul> <p>m) Karen thanked Diane for all her time and effort to complete this and other Safeguard tasks.</p>
9.	<p><b>Expenses Policy</b></p> <p>The PCC had received the revised expenses policy prior to the meeting.</p> <ul style="list-style-type: none"> <li>a) Martin asked if there were any significant issues. Margaret suggests we updated the wording about paying gifts to Mission Partners.</li> <li>b) Martin raised the point about the mobile phones; he stated that the Church of England Safeguarding Handbook recommends that all staff who work with children or young people are provided with a work mobile phone.</li> <li>c) Martin said that the policy stays as is, but the implementation of the mobile will be through their line manager, Matt.</li> <li>d) Tim raised the point that the phone would need to be a substantial phone to run social media.</li> <li>e) Martin said that it was possible social media £10 - £12 p/m</li> <li>f) With regards to the new Expenses Policy, the following vote took place: <ul style="list-style-type: none"> <li>I. Proposed by Martin that “we adopt Expenses Policy – with the minor changes discussed.</li> <li>II. Seconded by Simon, all in favour, none against, with John Belmont abstaining. <b>ACTION Matt &amp; Martin</b></li> </ul> </li> </ul>
10.	<p><b>Flat</b></p> <ul style="list-style-type: none"> <li>a) Martin confirmed that he had not advertised the Flat, as a potential tenant [REDACTED] had shown interest.</li> <li>b) Discussion followed regarding what rent should be set and if the Flat could be sub-let.</li> <li>c) Martin agreed to discuss the details with the potential tenant and report back to the PCC. <b>ACTION Martin</b></li> </ul>
11.	<p><b>Health and Safety</b></p> <p>The PCC had received the draft Health and Safety Policy and template risk assessment prior to the meeting.</p> <p>Jonathan confirmed that:</p> <ul style="list-style-type: none"> <li>a) Geoff has stepped down from the role of general health and safety advisor but will remain the COVID-19 advisor.</li> <li>b) He [Jonathan] will take on the role of health and safety officer, as he is a PCC Trustee.</li> </ul>

#	Agenda Item
	<p>c) The planned external health and safety audit was not completed and would not be.</p> <p>d) He attended that ACAT Church Risk and Health and Safety Management training course.</p> <p>e) Jonathan asked for feedback on the new <b>Health and Safety Policy</b> and template risk assessments; he acknowledged his thanks to Dr Hayes (ex HSE inspector), Warden of St Thomas Church, Stanhope for her input. A minor typo was noted and corrected.</p> <p>f) Jonathan said he would be working with those requiring risk assessments to co-develop these over the next two months – positive feedback from John, Jan and Kathryn so far. <b>ACTION Jonathan</b></p> <p>g) Jonathan also confirmed he had drafted <b>All Saints' Risk Register</b>, and forward this to the Standing Committee'. This will be discussed at the June/July PCC meeting. <b>ACTION Jonathan</b></p> <p>b) During the meeting, the following vote took place:</p> <ul style="list-style-type: none"> <li>i. Proposed: by Jonathan that "<b>Health and Safety Policy</b> and template risk assessment are approved by the PCC "</li> <li>ii. Seconded by Lucy all in favour, none against, with no abstentions. <b>ACTION Jonathan</b></li> </ul> <hr/> <p>Addendum to the meeting – the final <b>Health and Safety Policy</b> will be approved once the new PCC members names are added after next month's APCM.</p>
12.	<p><b>GDPR</b></p> <p>The PCC had received the draft <b>GDPR Policy</b> and Privacy Notice prior to the meeting.</p> <p>Jonathan confirmed that he had</p> <ul style="list-style-type: none"> <li>a) Attended the 20-hour online CPD course with Derby University.</li> <li>b) Drafted the GDPR Policy and Privacy Notice.</li> <li>c) A brief discussion followed regarding questions raised by Matt's email prior to the meeting.</li> <li>d) Jonathan confirmed he will now take over the role of GDPR Officer, from Martin, at the APCM.</li> </ul> <p>e) During the meeting, the following vote took place:</p> <ul style="list-style-type: none"> <li>iii. Proposed: by Jonathan that "<b>GDPR Policy</b> and Privacy Notice are approved by the PCC "</li> <li>iv. Seconded by Martin all in favour, none against, with no abstentions. <b>ACTION Jonathan</b></li> </ul>
13.	<p><b>The gift to St Paul's</b></p> <ul style="list-style-type: none"> <li>a) Anne &amp; Martin suggested that a gift would come from the church family; i.e., a collection would be made for St Paul's. <b>ACTION Martin</b></li> <li>b) Martin added that a gift from All Saints' had been created. He had asked Kevin to create some tables from the old communion table.</li> </ul>

#	Agenda Item
	<p>c) Lucy suggested that there should be a walk from All Saints' to St Paul's (circa 3.5 miles) for their first service on Pentecost Sunday (23<sup>rd</sup> May). She added that this is post next lockdown restrictions being lifted. While details are needed to be sorted, this was believed to be a good idea by the PCC.</p>
	<p><b>APCM</b></p> <p>14. a) Martin confirmed he would be in discussion with Matt regarding the details of the APCM, which will take place on the afternoon of 23<sup>rd</sup> May. <b>ACTION Matt &amp; Martin</b></p> <p>b) It was added that All Saints' may need to cancel the second service that morning.</p> <p>c) Karen encouraged the PCC to submit their nominations for the next PCC. She added that we could have about 16 members based on the electoral roll.</p>
	<p><b>Staff Management</b></p> <p>15. a) Debbie confirmed she had worked with Martin on the expenses.</p> <p>b) She added that she is looking forward to working with Matt.</p>
	<p><b>Wardens' Update</b></p> <p>Anne informed the PCC that:</p> <p>16. a) Licensing Service - was uplifting and went well. The retiring collection for the Diocesan Ordination Candidates' Fund amounted to just over £79. Shiromi sent an email to the Diocesan finance officer to confirm whether this should be sent to them by bank transfer after it is paid into our Church bank account.</p> <p>b) Our thanks to Matt Falcus for his input in preparing the Service Booklet.</p> <p>c) Slimming World are back in the Centre - Thursday and Saturday</p> <p>d) Next Saturday (24th) she is meeting the presiding officer for the elections, Pat Emerson. She wants to have a look at the Nave to assess layout, entrance and exit and other Covid 19 considerations.</p>
	<p><b>Pew update</b></p> <p>17. a) Martin confirmed that</p> <ol style="list-style-type: none"> <li>i. All small pews sold</li> <li>ii. Still have four large pews</li> <li>iii. Pulpit not sold.</li> </ol> <p>b) Lucy has details for someone who may want two pews.</p>

#	Agenda Item
18.	<p><b>Any Other Business</b></p> <p>a) Jonathan informed the PCC he had been asked to compile and edit the <b>Annual Report</b> on the 25<sup>th</sup> March, and would forward it to the Standing committee on the 3<sup>rd</sup> May.</p> <p>b) Margaret thanked our churchwardens for doing lots of stuff during interregnum (which included Reach and handling a pandemic).</p>
-	<p><b>Date of APCM meeting</b> – 23<sup>rd</sup> May 2021, 5 pm. Next PCC meeting will be immediately after the APCM.</p>
-	<p>The meeting finished with the Grace.</p>