

PCC Minutes on 21 June 2021 7:30 pm

Present	
<ol style="list-style-type: none"> 1. Diane Backhouse (Parish Safeguarding Officer) * 2. Jonathan Backhouse (PCC Secretary & Deanery Synod Member) * 3. John Belmont (Treasurer) * 4. Mark Boyes 5. Debbie Bunford 6. Lucy Falcus (Deanery Synod Member) 7. Rob Govier 8. Simon Honeywell * 9. Martin Howard (Warden) * 10. Geoff Jowett 	<ol style="list-style-type: none"> 11. Karen Killick (Vice-Chair & Deanery Synod Member) 12. Matt Levinsohn (Chair) * 13. John Littlehailes 14. Anne Rolfe (Warden) * 15. Pamela Rushton 16. Kevin Storer 17. Margaret Vaughan (Deanery Synod Member) 18. Paul Wheeldon 19. Timothy Wye-Williams (<i>Deanery Synod Member – co-opted in his role with YFC</i>) <p>* = Standing Committee Members.</p>
#	Agenda Item
1.	<p>Opening Prayers & Reflection</p> <ol style="list-style-type: none"> a) Lucy shared her thoughts, which were based on John Comer's book <i>The Ruthless Elimination of Hurry</i>. She explained that being busy is not the problem but becomes a problem when you have too much to do – having an unrealistic to do list. b) She added that it is important to slow down and spend time with God enjoying Him rather than working for God. c) She emphasised the need to listen to God before doing. d) In closing she asked the PCC to have a moment of silence to reflect individually – to have a moment of slowing down, and asked Matt to close in prayer.
2.	<p>Apologies for absence, and declarations of interest</p> <p>Jonathan noted that:</p> <ol style="list-style-type: none"> a) All present, [no apologies in advance of the meeting]. b) There remains a potential declaration of interest, i.e., John Belmont as treasurer and his wife, Kathryn, as youth pastor.
3.	<p>Approval of minutes of the meetings of APCM & PCC 23rd May</p> <ol style="list-style-type: none"> a) A copy of both sets of minutes had been forwarded for review before the meeting [30 May 2021]. b) Pam proposed that the APCM minutes were a true reflection of the meeting; this was seconded by Paul, all in favour, with one abstaining (John Littlehailes). c) Debbie proposed that the PCC minutes were a true reflection of the meeting; this was seconded by Diane, all in favour, with one abstaining (John Littlehailes).



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4.	Actions and matters arising, not covered elsewhere on the agenda a) Pam raised from the APCM asking what funding was available (10, c). Matt confirmed that that there would be some for future projects such as 'we did before for St Paul's and Wynyard'.
5.	Update on o/s actions a) Jonathan reported that the Health and Safety Policy that had been passed at the April 2021 PCC meeting has been updated with the PCC members details and there will be a minor update once the risk assessments have been completed. ACTION Jonathan b) Jonathan confirmed he has taken over the role of GDPR from Martin. c) Jonathan noted that the GDPR Policy, that had been passed at April PCC 2021, still requires a minor update – summary page (to be updated for the next Standing Committee Meeting), and details of storage of files, i.e. on the GDrive. ACTION Matt & Diane d) Collection was raised for St Paul's totalling £1,600.
6.	Correspondence Jonathan noted that there has been no relevant correspondence for the PCC.
7.	Chairs update 1st Groups a) Matt share his thoughts about the role of the PCC; using the following slide <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"><p style="text-align: center;">Parochial Church Councils (Powers) Measure 1956</p><p>[F12 General functions of council.</p><p>(1) It shall be the duty of the [F2minister] and the parochial church council to consult together on matters of general concern and importance to the parish.</p><p>(2) The functions of parochial church councils shall include—</p><p style="padding-left: 20px;">(a) co-operation with the [F2minister] in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;</p><p>From — (b) the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;</p><p>To & From — (c) making known and putting into effect any provision made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter;</p><p>(d) giving advice to the diocesan synod and the deanery synod on any matter referred to the council;</p><p>(e) raising such matters as the council consider appropriate with the diocesan synod or deanery synod [F3;</p><p>(f) appointing sidesmen (who are also known as assistants to the churchwardens).]</p><p style="text-align: left;"></p></div>



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	<p>b) He then set out his vision for developing working parties to address the following six areas</p> <div data-bbox="304 488 1393 1093" style="border: 1px solid black; padding: 10px;"><ol style="list-style-type: none">1) Connecting Family- Social2) Connecting Family- Discipleship / Who are we on the road with?3) Youth (4 Connections)4) Children's & Families. (4 Connections)5) Connecting with our communities (local partner organisations)6) Building- Signage internal / external / comms</div> <p>c) Matt explained how the PCC would split into six groups for one year. He [later] added that the specifics have not been fully worked out and that is the role of the PCC.</p> <p>d) John Littlehailes added that work in smaller groups would be more productive, which was agreed by Debbie.</p> <p>e) Several questions were raised by PCC members regarding practicalities (Debbie, Lucy) and the future role within these groups for the MDT.</p> <p>f) Matt added that he had spoken to various people in the church about MDT - they have said they feel the MDT is "a little bit kind of closed".</p> <p>g) Tim added "I love the concept of it".</p> <p>h) When discussing the co-opting of non-PCC members to the six groups John Littlehailes added "in the church [there is] a significant number of people with talent."</p> <p>i) Further discussions followed regarding how other groups would fit (Karen); the importance of getting the right people into the right groups (Lucy & Debbie); that the groups would bring their ideas to PCC (Paul); that there is a collective wisdom as a whole PCC (Simon); decisions that need to be made are by those who are 'on the ground', i.e., representing the youth (Tim).</p> <p>j) John Belmont added that "the PCC are here to support you Matt in your vision for the church".</p> <p>k) Martin added that some people who have been on PCC never contribute – this will allow people to contribute.</p> <p>l) Geoff added that he likes working in small groups; he added that there needs to be a set of guidelines for these groups; which Matt acknowledged.</p> <p>m) Matt asked for volunteers for a team to help develop the plan – that would meet before the next PCC. The new team was agreed as Pam, Geoff and Tim. ACTION Matt, Pam, Geoff and Tim.</p>

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	<p>2nd Polices</p> <p>n) Matt shared about discussions he had had with Jonathan and that the aim is to develop and update the churches policies and procedures (circa nine in total).</p> <p>o) Matt confirmed that the aim was to have all completed by January 2022.</p> <p>p) Margaret added that January would be quite a tough timeline. ACTION Matt & Jonathan.</p>
8.	<p>Financial Update</p> <p>a) John had forwarded a finance update (2021-05 May Update.pdf) before the meeting [30 May 2021].</p> <p>b) John reported</p> <ol style="list-style-type: none"> i. Income is pretty much in line with budget – is encouraging – [apart from the one-off donations] and we have started to see some income from the hire of the Centre - particularly from Slimming World. ii. Rental income has reduced against budget due to the delay in [REDACTED] moving into the property as the lease agreement was sent from the Diocese with errors on. iii. General upkeep is still lower than budgeted, although maintenance costs are likely to rise as we start using the building more frequently. iv. Mission / Outreach costs are below budget but will increase throughout the year. v. We are looking towards breaking even, by the end of the year. <p>c) No questions were raised.</p> <p>d) It is noted that both John Littlehailes and Pam commented on the brilliant job John is doing.</p>
9.	<p>Safeguarding</p> <p>Diane reported to the PCC:</p> <ol style="list-style-type: none"> a) There were no safeguarding concerns raised since the last meeting. b) The new PCC members (3) have completed Basic Awareness training and have DBS in place/process. c) All volunteers received an email regarding Safeguard Training in May (6/7th). d) She added “We are now in a much better position with training being completed to the required level by many volunteers. There remain a few volunteers to complete training – this responsibility has been passed to ministry leads and has resulted in a mixed response.” e) Some members had now gone on to do leadership training. f) A number of volunteers are unable to complete training online – a list is being compiled for face-to-face training when available/allowed. g) Matt has created a video on FaceBook regarding what is required by volunteers. h) July will be DBS month; both Matt and Diane prior to 18th July will collect relevant data. ACTION Matt & Diane



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	<ul style="list-style-type: none">i) Diane and Shiromi will be having a meeting on 20th July to collate relevant DBS data on ChurchSuite.j) Diane was then asked by Paul if DBSs are still required to be seen even if they had been seen earlier in the year. Diane confirmed that it was still a requirement.k) Diane added that some details on ChurchSuite are incorrect regarding Safeguarding Training and DBS details – therefore it is required that all are checked again. She acknowledged this was a hassle.l) Diane explained that she is attending the 9 am service and will arrive early and stay between services for people to show her their certificate.m) Pam asked for clarification that we can show it to Matt or Diane. Diane confirmed this was the case. She added that it is a requirement that the original must be seen, i.e., an email copy is not acceptable.n) John Belmont asked about the DBS Update (online) service. Matt said he and Diane would check. ACTION Matt & Diane.o) Matt thanked Diane for doing this, adding that this was a thankless task.
10.	<p>Staff Management Team update</p> <ul style="list-style-type: none">a) Discussion was held regarding the role of appointment of a cleaner. [REDACTED]b) Anne added that as we are [going to be] taking bookings we need to have a cleaner in place.c) Geoff added that there is a need for the cleaners as we cannot assume Covid is going to disappear. Adding “we need to have cleaning to a standard that is suitable for whatever happens post-lockdown.”d) Discussion was held regarding the role of appointment [REDACTED]e) Discussion was held regarding the management of staff. [REDACTED]f) Matt said he and John Belmont would come back to the PCC with figures regarding the proposed changes. ACTION Matt & Johng) Anne proposed we offer the cleaners contract for six months to [REDACTED]; seconded by Margaret, all in favour. Carried. ACTION Matt & John <p><i>(Redacted information, due to confidential reasons, i.e., named individuals, rates of pay, future hours, changes in roles, etc. was discussed.)</i></p>

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11.	<p>Wardens' update</p> <p>Martin reported to the PCC:</p> <ul style="list-style-type: none"> a) Quotes for the new windows are coming in. b) He was still looking for a home for the pews & pulpit. c) There is a need to recruit more members for the rotas; for example, as assistant warden. d) During August there will only be one service, at 10 am. In September it will return to normal. <p>Anne added:</p> <ul style="list-style-type: none"> e) The windows in the meeting room needed work; which she has organised at the cost of £139.
12.	<p>Any Other Business</p> <ul style="list-style-type: none"> a) Geoff asked what does the church insurance policy cover? A brief discussion followed, with Martin saying it covered church activities on church premises. Karen said the full policy is available in the church office. Martin said he would clarify this to Geoff. ACTION Martin b) Tim asked that now we have moved the position of the musicians could we purchase a full drum kit rather than the electric drum kit. Matt said we will look at in the future. c) Matt explained that Sarah Hope was a Reader in Liverpool diocese – if she is to become a Reader here PCC had to vote. d) Jonathan proposed Sarah Hope become a Reader, Pam seconded, all in favour. Carried. ACTION Matt & Sarah e) Matt said that Jan wants to do a Life Exhibition next year in March. Discussion was held about accessing Funding. The cost is £1,500. Margaret and Tim said she could apply for grants. f) Rob proposed that the PCC agree for Jan to run the Life Exhibition on the understanding Jan tries to find external funding, or some money comes for the Toddler and Play and Praise budgets and All Saints' Church will fund the rest. Seconded by Simon, all in favour. Carried. ACTION Matt & Jan. g) Tim offered to help Jan with the funding. ACTION Tim & Jan. h) Matt said he will forward copies of a volunteer policy and electronic policy for review. ACTION PCC. i) Jonathan asked what is happening about the GDrive? Diane explained she had all the details from Paul Arnold on how to set up GDrive which she would forward to Matt. Matt said he would speak to Paul and sort it. ACTION Diane & Matt.



All Saints' Church

Preston on Tees

#	Agenda Item
-	Date of next PCC meeting – 19th July Future dates 20 th September 2021, 7:30 pm 18 th October 2021, 7:30 pm 15 th November 2021, 7:30 pm 13 th December 2021, 7:30 pm
-	The meeting finished with the Grace.