

PCC Minutes on 19 July 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 (Diocesan Synod and Deanery Synod Member) 18. Paul Wheeldon 19. Timothy Wye-Williams <p>* = <i>Standing Committee</i></p>
#	Agenda Item
1.	<p>Opening Prayers and Reflections</p> <p>Geoff shared his thoughts of how the last 16 months has, to say the least, been interesting and challenging, with many aspects of life changing, including church. He added that, 'there is an expectation that in the end 20-30% of people will not return to church meetings.'</p> <p>He shared from two books he had read how 'The disciples obeyed Jesus and waited for the Holy Spirit to fall and after that they impacted nations without buildings, professional clergy, even religious freedom.' In contrast with how 'Today people are falling away because they cannot attend a church meeting.' Adding, 'The question all churches need to face, is have we created-church goers instead of disciples?' He asked, rhetorically, members of the PCC 'Who are you discipling?' He noted that 'We have amazing potential because:</p> <ul style="list-style-type: none"> • We are called and chosen and set apart by God. • Our salvation is assured because we matter to God. • We are joint heirs with Christ. • We are precious stones being built together. • We can receive and be filled with the same Holy Spirit that empowered the disciples. • God has invested his authority in us. • With faith like a mustard seed we can move mountains.' <p>After reading from Acts 4:13-14 in The Message he closed in prayer.</p> <p>'Father we just thank you that you are the same yesterday today and forever. Speak to us as individuals, PCC and as a Church. As we go through the agenda direct us, and draw us together, in Jesus' name, Amen.</p> <p>After which Matt offered time for the PCC to speak out anything that God was saying them.</p> <p>Both Anne and John Belmont shared what they had felt God gave them.</p>

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2.	<p>Apologies for absence, and declarations of interest – Matt</p> <p>Jonathan noted that:</p> <ul style="list-style-type: none"> a) Apologies from Simon b) There remains a potential declaration of interest, i.e., John Belmont as treasurer and his wife as youth pastor.
3.	<p>Approval of minutes of the meeting – 21 June 2021</p> <p>A copy of the minutes had been forwarded for review before the meeting [18 July 2021].</p> <ul style="list-style-type: none"> a) Jonathan started by apologising for these arriving only yesterday. b) Pam proposed that the minutes were a true reflection of the meeting, this was seconded by Martin, all in favour apart from Paul Wheeldon, who abstained. ACTION – Jonathan (to forward minutes to Shiromi).
4.	<p>Actions and matters arising, not covered elsewhere on the agenda</p> <p>None.</p>
5.	<p>Update on o/s actions from last minutes</p> <p>Matt noted:</p> <ul style="list-style-type: none"> a) 5-a, Health and safety to update – Jonathan confirmed he had not actioned this. ACTION Jonathan b) 5-c, G-Drive, Matt said that he had spoken to John Belmont about sorting this. ACTION John Belmont c) 9-h, DBS – Diane said she would discuss this as part of her report later in the meeting. d) 10-g, Cleaning contract – Matt confirmed that it had been agreed with Peter to start a temporary 6-month contract, from Sept 1st 2021. e) 12-d Matt was waiting on Liverpool Diocese for paperwork enabling Sarah to start her role as Reader, at All Saints'. ACTION Matt f) 12-f, Jan had been able to organise the Life Exhibition for March 2022. A discussion followed regarding the funding. Tim confirmed he was happy to help with funding applications. ACTIONS John to speak to Jan; Jan to contact Tim <p>Diane noted:</p> <ul style="list-style-type: none"> g) 9-n, DBS Update (online) service, Diane had been able to access members who had given her details.



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6.	<p>Correspondence</p> <p>Jonathan confirmed:</p> <p>a) that Matt had forwarded an email for all members to read, and watch his YouTube, https://youtu.be/aEruIHEVIkU regarding the Six areas for working parties [at the time of the PCC meeting it had been viewed by, at most, 12 members].</p> <div data-bbox="245 645 826 922" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"><p>Working Parties</p><p>🔒 Unlisted</p><p>12 views • Jul 8, 2021</p></div> <p>b) Two emails from Diocese of Durham, first saying an email would follow re COVID and then the one that followed! It included a link to the new guidance. It contains advice on singing, risk assessments, refreshments, worship and life events. https://www.churchofengland.org/resources/coronavirus-covid-19-guidance</p> <p>Matt noted that:</p> <p>c) Pledge letter had been forwarded, but no action was needed.</p>
7.	<p>Chair's / staff management update</p> <p>a) Matt confirmed that Shiromi will be become the line manager for the Church and Centre Employees.</p> <p>b) John Belmont asked if there is anyone that had expressed an interest in the reception role; Matt confirmed that there had been one person.</p> <p>c) A brief discussion was held about advertising; it was agreed this would be done on the church newsletters and on the church website. ACTION Matt</p> <p>d) A brief discussion was held about the new Receptionist role and the need for the Staff Management Team (SMT) to advise.</p> <p>e) Martin proposed that the SMT should advertise this as soon as possible; seconded by Paul, all in favour. Carried. ACTION Debbie</p> <p>f) A brief discussion was held relating to salaries [REDACTED]</p> <p>g) Matt confirmed that he and Geoff had written the new COVID-19 Risk Assessment, which had been forwarded to PCC members, by Jonathan before the meeting.</p>

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8.	<p>Safeguarding update</p> <p>Diane read out her report to the PCC, confirming a full copy would be sent to Matt, as Chair, and Jonathan as PCC Secretary only as details were extremely personal.</p> <p>Her report outlined the findings of her audit of Safeguard training and DBS checks to date:</p> <p>Safeguarding:</p> <ul style="list-style-type: none"> A. Some volunteers have still not completed requested Safeguard training at requested level; initial deadline May 31st. Team leaders have also been involved but some volunteers still remain untrained. B. Some team leaders have not communicated with PSO with further information as requested. C. Some team leaders, staff and volunteers have challenged why they have had to complete such training even when explained it was a PCC and Diocese decision. D. Volunteers have been offered support to complete training by PSO and this has happened in our own home (Diane). E. There have been some extremely positive responses (some volunteers stepping up further than we have initially requested) and encouraging comments from other volunteers. <p>DBS:</p> <ul style="list-style-type: none"> F. How some checks were not thorough (checking categories were missing). G. How some DBS do not include either children or adult activities, yet they can potentially volunteer in both areas. H. That volunteers (including PCC members) have not presented them to her or Matt for checking. I. That some volunteers have not responded to any PSO requests. J. It makes sense for Shiromi to retain administration of DBS checks however Diane, as PSO, retains oversight, as there have been historic errors on Church Suite, etc. prior to Shiromi starting. Shiromi and Diane meeting Tues 20th to discuss DBS and share information. ACTION Diane <p>Discussion followed.</p> <ul style="list-style-type: none"> a) Debbie said she was '<i>surprised</i>' that DBS checks did not include all aspects. b) Margaret suggested that Matt should speak to Beth Miller; Diane added she had at every occurrence of an issue. c) Kevin stated that in Scouting if people do not have the right DBS and training they can't volunteer, and are not even allowed in the Hall. He added that we should take this seriously, that it is not something we can take lightly. d) Matt said that COVID is a factor, and said he was not sure if we have a Culture issue. Jonathan added he believed it was. e) Martin said that we have some information – i.e., some checks have been made. f) Pam said people just don't know why they should have DBS/Safeguard training. g) Karen commented Safeguarding is part of loving each other and we need to be proactive. h) Kevin added that each member of PCC should have everything. i) Tim offered to become Diane's deputy. ACTION Diane <p>Diane offered to step down as PSO. This was not accepted.</p> <p>Matt suggested he take responsibility for contacting those that had not completed Safeguard training/DBS checks. Diane was to supply him with a list of these church members. ACTION Matt and Diane</p>



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9.	<p>Wardens' update</p> <p>Martin noted that</p> <ol style="list-style-type: none">The work to the windows in the meeting room will commence next Wednesday.The replacement of the windows opposite the carpark will possibly require a Faculty, and she had spoken about this with the Archdeacon, Rick Simpson. Adding this will be discussed at the next Wardens Meeting. ACTION WardensTrees - overhanging branches are cutting out the light from our neighbour on Yarm Road - at the side of the Centre. We will be checking with the local authority to find out if the tree has a preservation order on it. A brief discussion was held about the preservation order and using a tree surgeon. ACTION WardensGeoff had received an offer for £100 per pew (x6) and £200 for the pulpit. Geoff added he was waiting on another interested party about a second offer. ACTION Geoff
10.	<p>Financial update</p> <p>John Belmont forwarded, on 3rd July</p> <ul style="list-style-type: none">Monthly PCC Budget Update (to present at PCC this month)Quarterly Church Newsletter (as sent by Shiromi last week) <p>John read from his report [copied below].</p> <p>1) Quarterly Newsletter This was also sent via email and posted on Facebook, and hopefully has been a good way to keep church members updated on finances but also to raise the profile of some of the people who serve on the finance team (such as it is) and encourage each other with stories of giving. The latest issue had brief articles from Katy Levin who has recently left the youth ministry and Eleanor Wye-Williams from the children's ministry.</p> <p>2) Budget Update To give a brief summary, which is probably the same as I say every month, regular income is pretty much as expected and the majority of our expenditure is also as expected. The one-off donations will effectively pay off the budgeted deficit that was approved last year. Any savings from the current year expenditure essentially will create a surplus.</p> <p>It is looking like we will definitely save on utility bills, however although we appear to be saving money on AV and PA expenses, Maintenance and Extraordinary items, it is probable that this money will be spent later in the year.</p> <p>It is worth noting that when we budget for 2022, we will only be able to maintain the current level of expenditure by increasing regular giving or relying on one-off donations again.</p> <p>Afterwards he asked for questions, none were raised. Jonathan thanked him for his report.</p>
11.	<p>Approval of Policies</p> <p>Matt forwarded, on 8th July</p> <ul style="list-style-type: none">Electronic Communication & Social Media PolicyVolunteer Guidelines Policy <ol style="list-style-type: none">Matt put the policies on the projector to enable minor corrections to be made.Jonathan offered to correct the formatting post PCC Meeting, which was agreed by Matt. ACTION Jonathan

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	<p>c) It was proposed by John Littlehailes to accept the Electronic Communication & Social Media Policy; seconded by Margaret, all in favour. Carried.</p> <p>d) It was proposed by Lucy to accept the Volunteer Guidelines Policy; seconded by Mark, all in favour. Carried.</p>
12.	<p>Working Party update</p> <p>a) Matt shared his vision of how the SIX working parties will operate. He explained they will operate for at least two years, providing enough time to have a positive impact. A brief discussion followed regarding how</p> <ul style="list-style-type: none"> i. permission will be granted (Margaret) ii. budgets will be set (Karen) iii. often they will meet (Lucy) iv. they will communicated to the wider congregation (Debbie) v. feedback will be brought (John Belmont) <p>b) Matt responded with</p> <ul style="list-style-type: none"> i. They will feedback every two months to the PCC in written form. 3 groups will write something for one month, then the other three in the next unless there is a good reason for a group to bring something to the meeting. ii. If a group wants to make a decision that would commit us financially, or they consider significant, they should bring that information to the PCC prior to making any commitment. iii. Groups will feedback in Oct as to what they want to achieve in the year ahead and any other pertinent information. <p>c) Matt then asked members of the PCC which working parties they wanted to be a member of.</p> <ul style="list-style-type: none"> 1) Discipleship 2) Social 3) Communities 4) Buildings 5) Communications 6) Environment <p>d) Diane added she would like to spend time with each, as her role is Safeguarding.</p> <p>e) Jonathan later explained since he was helping with Policies would it be okay if he opted out of being part of a group which was agreed.</p> <p>f) Each member of the PCC then split off into their groups to discuss how they thought theirs would work. Feedback will be at the PCC in October meeting. ACTION AII.</p>



All Saints' Church

Preston on Tees

#	Agenda Item
13.	Any Other Business There was no other business
-	Date of next PCC meeting – 20 September 2021

Document Control

Sent out for review by email to PCC, 27 July 2021. Minor amendments made.
Reviewed at Standing Committee, 6 September. Minor amendment made.
Approved at PCC Meeting 20 September 2021.