

Minutes for the PCC 18 October 7:30 pm

Meeting at All Saints' Church

To / Present	
<ul 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 	<ul 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 <p>* = Standing Committee</p>
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1.	<p>Opening Prayers and Reflections</p> <p style="text-align: center;">10,000 Reasons</p> <ul style="list-style-type: none"> a) Diane shared about being thankful; finding 10,000 reasons to praise God. Taken from Matt Redman's book: "10,000 reasons" which recorded many stories of people that face such adversity yet still managed to sing God's praises and be thankful in their circumstances. It is also found in his song "Bless the Lord oh my soul" and "Great is Thy Faithfulness". She then shared her entry on Thankfulness Thursday Facebook post where she shared answered prayer concerning her Dad being cancer free and seeing all the individual things to be thankful for within one event. b) She reminded the PCC that being thankful is a commandment: Col 2:6-7, Col 3:15-16 and sometimes it costs to be thankful, which is echoed in Matt Redman's song "Blessed Be Your Name". God again commands us to be thankful in all circumstances in 1 Thes 5:18. c) Can we find 10,000 things to be thankful for and praise God for? If we begin to be thankful for all the little things that happen in our lives from the moment we wake we can. Example of Lego Beach in Cornwall. d) Diane also shared about showing thankfulness to, and appreciation for, those around us. How it can encourage and sometimes can come at just the right time for that person. e) Diane then challenged everyone to make a list of things to be thankful for – could they find 10,000 reasons? And to think of someone they could encourage by showing thankfulness or appreciation to during the week.

2.	<p>Apologies for absence, and declarations of interest Jonathan noted that:</p> <ul style="list-style-type: none"> a) Apologies from Tim Wye-Williams (due to work). b) There remains a potential declaration of interest, i.e., John Belmont as treasurer and his wife as youth pastor. c) There remains a potential declaration of interest, i.e., Matt Levinsohn as incumbent and his wife as Receptionist.
3.	<p>Approval of minutes of the meeting – 20 September 2021</p> <p>A copy of the minutes had been forwarded for review, a week, before the meeting [11 October 2021].</p> <ul style="list-style-type: none"> a) Minor amendments were made to draft. b) Paul W proposed that the minutes were a true reflection of the meeting, this was seconded by John B. All in favour apart from Tim & Geoff, who abstained. ACTION – Jonathan (to forward minutes to Shiromi).
4.	<p>Update on outstanding actions</p> <p>Matt noted that:</p> <ul style="list-style-type: none"> a) Pam mentioned about holes in the rota – Matt informed the PCC that a Notice Board was presently being constructed by Shiromi to be housed in Church Hall and would advertise available roles – it would also keep us inline with Safer Recruitment guideline. (ACTION Matt & Shiromi) b) Parish share has been communicated to the Diocese. c) Matt had not developed the evangelism/discipleship course. d) Jonathan thanked Matt for setting up the Shared Drive for PCC where all documentation will be kept for PCC meetings rather than being sent by email. Jonathan will send an email when documents are saved. Both Karen and Margaret commented that they could not access the drive. Matt offered to assist after the meeting. (ACTION Matt)
5.	<p>Actions and matters arising, not covered elsewhere on the agenda</p> <ul style="list-style-type: none"> a) None.
6.	<p>Correspondence</p> <ul style="list-style-type: none"> a) Jonathan reminded the PCC that he had forwarded a (semi) relevant correspondence regarding an event for Liberation Theology. b) Jonathan, also, referenced communication regarding the new Safer Recruitment guide for PCC.



7.	<p>Chair's / staff management update</p> <p>Matt noted that:</p> <ul style="list-style-type: none">a) The Church attended a planting day (Weds 13/10) – TEAM (Jan, Kathryn, Sandra, Taz) how do we prepare as a church to plant in the future.b) Rachel is now with us and has started as Receptionist and is also involved with children's work.c) Sharing Faith, session 1 now on line due to Matt having COVID.d) Thanks to Grant for running a sound desk day.e) Contact has been received from Ian Ramsey, The Links and Junction Farm Primary School for Kathryn and Jan to become involved with assemblies, lessons, etc.
8.	<p>Safeguarding update</p> <p>A copy of the Safeguarding report (see end of the minutes) had been forwarded for review, a week, before the meeting.</p> <ul style="list-style-type: none">a) Diane stated there was nothing to add to the Report sent earlier.b) Margaret asked what Diane's thoughts are about the new Safer Recruitment and People Management guidance. She explained she had completed the online training and there were a number of documents to read prior to implementation. Matt and Diane to meet to discuss guidance and put together an action plan. (ACTION Matt & Diane)
9.	<p>Wardens' update</p> <p>Anne updated the PCC:</p> <ul style="list-style-type: none">a) Thanked Grant for training on sound systemb) Matt Falcus and Martin have updated the streaming desk to show the output from the visuals computer in the bottom corner of the live screen. They created a button PIP visuals on the stream desk that allows it to be done with one button. The reason they've done this because it eliminates the need to prepare the word separately and also allows notices and any sermon slides to be shared on the live stream.c) Lightning conductor work has been completed – sited either side of the front step.d) Kathy Hutton has sent a letter to step down from flower arranging – we have sent a bouquet and card of thanks on behalf of the PCC.e) Anne will put a notice out about putting flower arranging on the new noticeboard. In the interim she will cover it. (ACTION Anne)f) John L asked to minute our appreciation and that Kathy had done a good job.g) The organising of the Remembrance service is ongoing – attach laminated notices to Albert Road Memorial with details for local community. (ACTION Matt & Wardens)h) There is a need to update the 2021 Mission Statistics. Martin offered to help Jonathan with this. (ACTION Jonathan & Martin)



10. **Financial update**

A copy of the Finance Update up to end of Sept. and Budget had been forwarded for review, a two weeks and a week, prior the meeting.

- a) John explained the summary that he sent. There are no significant matters and asked if there were any questions. No questions were raised. Paul W – asked about the sundry expenses: what was budgeted and what was spent, difference of 400% – John said he would come back with why this is 400% higher – could be the different places he put items or extraordinary items. Martin reiterated this – extraordinary items were underspent.
- b) John clarified that the sundry expenses, the total of £945 included about £500 of DBS fees (£5 admin fee per application and £40 for 'staff' applications), in addition some of this is money was spent on St Paul's behalf, and they will be asked for a contribution). It also included a few gifts and £200 on flag banners to be used at events.
- c) REACH will be finished by end of December, we have one loan of £5,000 to pay back and have £3000 in the account. Monies coming in to cover by end of December.

BUDGET

- d) Income is about what would be expected, John has tried to be realistic but cautious. The income is stable; people may increase giving in line with inflation, but does not want to assume any further increase. Cannot assume any more income.
- e) Expenditure could be trimmed by £4,000 and take deficit down to £17,000. Doesn't feel it is right to take out of ministry budgets. Trying to pull from maintenance, PA, AV, etc. But nowhere near to balance the budget. We ultimately need to be thinking about how we can increase the income or it will eat into the reserves.
- f) Predicting reserves of £50,000 this year – don't want them to be lower than £40,000.
- g) John stopped for questions. Martin said he felt uncomfortable about setting up a budget using up 40% of our reserves in one year. We could be at zero if we carry on in this way. Martin said he would be happier to estimate income being slightly higher. Set voluntary income at £170,00 rather than £160,000 and trust God for next year. One off donations came in before. Martin would be happy if we had a large one-off cost, for example mission at £10,000, but not when just on-going everyday costs.
- h) Kevin asked about how our fuel costs will be increased – John said that we are on a fixed rate contracts for 4/5 years so can predict won't inflate.
- i) The loan to St Pauls is a balance sheet matter, and we have recently had this back. Doesn't show in our budget.
- j) Last year we were happy for reserves of £40,000 and a deficit budget of £10,000.
- k) John L – money is better used to promote God's work on earth than sitting in a bank account and reserves of £30,000 were agreed last year and shouldn't drop below this.
- l) Karen – happy to approve a deficit budget but not to extent show. Said that we would give the parish share sacrificially and thought we would with setting a budget also. To go as low as proposed is putting us in a dangerous position. Setting a budget is balancing prudence and walking by faith. We can't balance the budget by hoping we can have more money next year. Had been done in the past and a very painful experience.

- m) Karen asked why we are increasing the youth and children's budgets – supports both ministries, but questioned why increasing each by £1,000 when income isn't increasing.
- n) John explained this was a first draft, and said it is a PCC decision what we increase not just his. Karen stated we need to be very careful what we increase except parish share.
- o) John – budgets were trimmed due to COVID. Increase of budget due to both ministries doing more than 2 years ago. We need to increase the budget so we can invest in the ministry.
- p) John said that we can increase income – we have approx. 87 giving units (givers, including families) and about 80% comes from 40% of the givers. Approx. ½ give over £100 per month, ¼ over £200. If we can get half of givers to give an extra £20 and new families e.g. 4 new families to give £200 per month we could increase income by £17,000 with gift aid. Its all our responsibilities to encourage people to give.
- q) Matt said we needed to look at all the things we spend money on. To find 10,000 of savings would be difficult. Agreed could cut youth/children's budget but reiterated we have some of best ministry across the area and would be difficult to maintain if budgets were cut. He has already discussed with staff to think of ways of saving expenditure. Matt would love to share on Sunday about the budget and church finances where we stand, staff ideas for ministry, alongside talking about giving and the working parties. Giving follows vision so need to share that with the church. See what response comes from church regards giving before cutting anything from the budget and ministries. Matt doesn't think we want to set this budget at the moment as this is a significant deficit compared to our reserves.
- r) Karen added our commitment it not just what we give to the youth/children's budgets but also the salaries, and the gap worker, etc. We need to trim our income deficit to £11,000 not £21,000.
- s) Pam thanked John B for the update finance, nicely presented letter then asked why there is a separate gap year budget of £2,000 and why is it separate to youth budget. We pay £1,500 fee to Tees Valley Youth for Christ, an extra £500 is included but this could be removed. We cannot remove the £2,000 if we don't want to lose the worker. Yet Jan has been asked to raise money for the Life Exhibition.
- t) John clarified that: Serve Team worker personally raise funding of around £12,000 in total to be here for the year, which includes their fees to GEM (Greater European Mission), UK/USA Ministries, flights, training and living costs. Tees Valley Youth for Christ then charge a placement fee of £1,500 to individual churches. This money does not go to the Serve Team worker.
- u) Margaret (as previous Treasurer) also answered that we always separated the Gap year worker as they are a person, it's a material number and a substantial commitment for a year rather than a one-off event such as the Life Event.
- v) Matt: we need to look at the budget again, how people give and predict their income for the next year. Jan has potentially already raised £750 of £1500 for the exhibition – will hear back before next PCC.
- w) Margaret: we've always tried not to equate ministries with money. E.g. Connect has a modest financial commitment from our framework but doesn't lessen its importance in life of the organisation. In previous years we have reflected on the nature of youth and children's ministries, ease of access to volunteers and different activities and age groups. It's a complex thing and we have always acknowledged there's not been balance. Gone round the loop a number of times.



	<ul style="list-style-type: none">x) Debbie questioned why we pay for gap year worker if they pay to come themselves. Is it a standard charge for all parishes? John explained they pay £1200 towards some of their living costs, training and GEM. Some go into churches with no youth worker so those churches get a bargain. Tees Valley Youth for Christ gains some funding from these payments for its ministry.y) John L: salaries of the youth worker and children worker are separated out anyway – it is reasonable that a separate line is given for gap year worker.z) Geoff: looking at the figures – expenditure of £240,00. Out of that £106,000 parish share and what's left £64,000 staff salaries, £6,000 NI, £2,000 missions. To save £10,000) - its coming out of £45,000 because the rest are fixed – can't alter them. If you want to save £10,000 got to go through every area, can't just take it out of youth and children's work. If want to save £20,000 got to cut all other expenditure by half as everything is fixed. Salaries have increased by 25% since 2018 – that's where the big difference is. The amount of flexible expenditure is about £45,000 so if want to save £20,000 got to save £20,000 out of the £45,000 so cut everything by 50% and that's the reality.aa) John B: some churches have nothing extra after parish share so we are fortunate to have the amount of money we have. But reality is we are here.bb) Matt some things we can do to cut and move around. In 2019 & 2018 income higher than today. St Paul's left and cut £9,000, another £10,000 has not come back since covid. Worth praying about – have we not seen people coming back?cc) Margaret - this is an astute point. We need to thank John for preparing this in October and have time to revisit. We need to consider those who are not coming back to church, build relationships and grow with God then finance will follow.dd) Matt closed in prayer.
11.	<p>Deanery Synod</p> <ul style="list-style-type: none">a) Lucy updated the PCC on Deanery Synod meeting.b) Previous meeting was in July for a service, we had our first face-to-face meeting last month (Sept). Dates to be circulated.c) It was an overview for new members: reconnection meeting. Then in groups discussed what want to do to make Deanery Synod meetings useful, worthwhile and valuable. Tiered system sitting between PCC and Deanery Synodd) Margaret highlighted all the rules of the Deanery Synod and discussed the dissemination of information flow between Deanery and diocese/parishes: relying on reps on PCC. e) Opening talk about an Eco agenda.f) Matt felt it had been a positive meeting with many wanting to be involved in mission and working together to grow churches



<p>Working Party Members</p> <p>Discipleship</p> <ul style="list-style-type: none">• Geoff Jowett• Pamela Rushton• Kevin Storer <p>Social</p> <ul style="list-style-type: none">• Lucy Falcus• Timothy Wye-Williams• Simon Honeywell	<p>Communities</p> <ul style="list-style-type: none">• Debbie Bunford• Anne Rolfe• John Littlehailes <p>Buildings</p> <ul style="list-style-type: none">• Mark Boyes• Martin Howard• Rob Govier	<p>Communication</p> <ul style="list-style-type: none">• John Belmont• Matt Levinsohn <p>Environment</p> <ul style="list-style-type: none">• Karen Killick• Paul Wheeldon• Margaret Vaughan <p>Across all groups</p> <ul style="list-style-type: none">• Diane Backhouse
<p>12.</p>	<p>Working Parties</p> <p>Reports had been forwarded, prior to the meeting by the following working parties a.</p> <ul style="list-style-type: none">a. Socialb. Discipleshipc. Environment (x2)d. Communitiese. Buildingsf. Communication <p>Each group provided a short summary of their work to date. Matt thanked everyone for their work.</p> <p>a) SOCIAL TEAM – Simon, Lucy & Tim.</p> <ul style="list-style-type: none">i. Simon: we are at an early stage. Pulling everything together: what is already happening and realise many have been missed over Covid. Involve more people within church and work with Communication team. Be facilitators, not running and setting up all events but more of a coordinating role.ii. Martin – asked if any specific events had been discussed? Different cohorts/demographics?iii. Simon said we need to do this, we have been spent time finding out what is already happening.iv. Anna Levin, and others are helping.v. Lucy –not going to organise all the events, but we want people to come with ideas. Don't want to drive all events. We are looking at age groups, those on the fringes as well as those already integrated in church. Some events need to be planned by others who have vision for such events for them to work. <p>b) DISCIPLESHIP – Pam, Kevin, Geoff</p> <ul style="list-style-type: none">vi. Pam - had a conversation with Kathryn about how she works with youth and discipleship. Relationships are key.	



- vii. Kevin - it is not about the courses we attend, it is the relationship that is formed in the course/event – those who walk alongside. It is not something that can be manufactured – cannot just put people together. viii. Geoff –3 streams: new Christians, people who have come into the church, and others already going along the way. Real discipleship is about bringing out gifts and helping people find their calling. Can include training and also about 1 to 1. Wanting to see individuals developing. Look at SHAPE model, to see how people have moved on. ix. Anne – benefit of life groups for nurturing relationships, also prayer triplets.
- x. Matt – 30% of members are in Life groups. No others have approached Life Group Coordinators. xi. Kevin – investing time – are people willing to invest their time and willing to buy into.
- xii. Matt – we need to challenge each other, rub edges off and sharpen each other
- xiii. Lucy – like money follows vision. People won't put effort in if they don't see the point – we need to be hearing WHY it is important? xiv. Geoff asked if the group could meet with Matt to explore vision. Discipleship is about being a follower and is hard work. xv. Karen – working alongside each other. One of the best teams is the Connect Team – begins with practical service then develops relationships and discipleship as work together and become a team.

c) ENVIRONMENTAL TEAM – Paul, Karen & Margaret

- xvi. Paul – Eco Church Tool - apply standards to see where we are now and then look at low hanging fruit to work on e.g. recycled toilet paper, light bulbs, environment around church, etc. then how encourage congregation to take more sustainable approaches. It's also about teaching involving all ages, how you engage the community. We can't do it alone, we need others in church to help. Chatted to some already e.g. Jan – building bughouses with children, etc.
- xvii. Margaret – why re-invent the wheel. Need to register and continue to assess church using Eco Tool.
- xviii. Matt – Who else can you involve? From the community who doesn't already come to church? xix. Lucy – may need bigger investment financially?
- xx. Margaret – didn't feel this was necessarily correct but need to take into account environmentally friendly decisions when looking at future church works e.g. windows.

d) COMMUNITIES ENGAGEMENT– John L, Anne & Debbie

- xxi. John L – have made contact with local organisation run by SBC bringing together local parishes. Been to some of the meetings, we have talked with our MP. xxii. We are where we are.
- xxiii. Debbie, we are doing an awful lot already when we look at the parish profile, but maybe an area to think about for the future is loneliness, fuel poverty and dementia within our parish.
- xxiv. Diane asked Debbie why is Stuart Main the main contact for Safe Families – Nicola Wells is the local contact. **(ACTION Diane)**



	<p>e) BUILDING – Martin, Mark & Rob</p> <p>xxv. Martin –walked through the building – listed jobs that need to be carried out. Actions are straightforward – look at what is achievable next year within budget figures. Look to other sources of income e.g. fund raising. Also added who can do some of the roles, by caretaker or contractors.</p> <p>xxvi. Our next priority is to liaise with the environmental group – to see how it will go towards ticking some boxes.</p> <p>xxvii. Also with Communities group. We also talked about working days of activities for people/families to be able to join in.</p> <p>xxviii. Anne asked about putting up an AV screen above the door. Martin – to give information for those coming into church for events other than Sundays.</p> <p>xxix. Matt – it is a helpful list moving forward.</p> <p>f) COMMUNICATIONS – John B & Matt</p> <p>xxx. Matt – TV for lobby has been sourced. Working with Shiromi. Trying to be more proactive and structured as to what gets advertised and where. External Facebook page almost silent so trying to sort. Thinking about inside and outside church – what communicate and where? New noticeboards, slides at beginning of service change regularly, boards on Yarm Road need looking at.</p>
13.	<p>Any Other Business</p> <p>a) Pam – Rachel's hours: 8 hrs p/w Monday – Thursday (9:30 – 11:30), but is off presently with Covid.</p> <p>b) Pam – concerned about people who have not come back to church, Matt is currently seeing in an informal way. Email any other names to Matt.</p>
-	<p>Close - The meeting finished with the Grace.</p>
-	<p>Date of next PCC meeting – 15 November 2021</p>

PCC Report Safeguarding

Issue for PCC

New Safer Recruitment and People Management (SRPM) practice guidance has been received and needs to be implemented by Jan 4th 2022. DBS situation ongoing.

Situation Report

1. Outline the current situation: A

positive picture is emerging:

- Safeguard Training remains the same as last month. Face to face Basic Awareness training has been arranged for 27th October for those who struggle to access online training.
- DBS situation is on-going. Shiromi is updating those that ChurchSuite flags up.

2. Actions taken since last PCC:

- Matt is continuing to work through DBS database to identify need for rechecks.
- Diane has completed Train the Trainer with the Diocese and has received both Basic Awareness and Foundation level Safeguard Training materials to run face-to-face courses from the Diocese.
- Diane has met with Kathryn Belmont for the first of bi-yearly meetings.
- Diane has supplied both Jan and Kathryn with Team member lists with fully completed Safeguard Training.

3. Future Actions needed:

- Face-to-face training in church 27th Oct to complete volunteer training.
- To reapply for Enhanced Plus DBS for children's/youth workers where necessary.
- Diane is attending ACAT 2021 Conference - Strengthening Faith Institutions: The Independent Inquiry into Child Sexual Abuse: Lessons for Religious Organisations on 13th October.
- New Safer Recruitment and People Management materials to be read, discussed and begun to be implemented by relevant personnel.
- Safer Recruitment and People Management training (online) to be completed by identified personnel by end of November.
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4. Safeguard concerns:

- None reported this month.

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