

**Minutes for PCC 17 January 2022, 7:30 pm**

**Meeting at All Saints' Church**

<b>Present</b>	
<ol style="list-style-type: none"> <li>1. Diane Backhouse (Parish Safeguarding Officer)*</li> <li>2. Jonathan Backhouse (PCC Secretary &amp; Deanery Synod Member) *</li> <li>3. John Belmont (Treasurer) *</li> <li>4. Mark Boyes</li> <li>5. Debbie Bunford</li> <li>6. Lucy Falcus (Deanery Synod Member)</li> <li>7. Rob Govier</li> <li>8. Simon Honeywell *</li> <li>9. Martin Howard (Warden) *</li> <li>10. Geoff Jowett</li> </ol>	<ol style="list-style-type: none"> <li>11. Matt Levinsohn (Chair) *</li> <li>12. John Littlehailes</li> <li>13. Anne Rolfe (Warden) *</li> <li>14. Pamela Rushton</li> <li>15. Kevin Storer</li> <li>16. Margaret Vaughan (Deanery Synod Member)</li> <li>17. Paul Wheeldon</li> </ol> <p>* = Standing Committee</p>
#	Agenda Items
1.	<p><b>Opening Prayers and Reflection</b> – Martin</p> <p>Thinking about the start of the year and considered Matt's pie charts from Sunday's preach - wondered how we, as a PCC and a church, spend our time. How we structure our time. What are the average weeks activities of the church? What are we focusing on? How is our week divided up? Given example of how Jesus' week was divided up – how do we divide our week up?</p> <p>Martin then shared part of Sunday's reading (Luke 4:42-44). What does that mean for us as a church and individuals – what should we be doing?</p>
2.	<p><b>Apologies for absence, and declarations of interest</b></p> <p>Jonathan noted that:</p> <ol style="list-style-type: none"> <li>a) Apologies had previously been received from Karen and Tim.</li> <li>b) There remains a potential declaration of interest, i.e., John Belmont as treasurer and his wife as youth pastor (item 5).</li> <li>c) There remains a potential declaration of interest, i.e., Matt Levinsohn as incumbent and his wife as Receptionist.</li> </ol>
3.	<p><b>Approval of minutes of the meeting</b> – 13 December 2021</p> <p>A copy of the minutes had been forwarded for review, on the G-Drive.</p> <ol style="list-style-type: none"> <li>a) Paul proposed that the minutes were a true reflection of the meeting, seconded by Geoff.</li> </ol> <p>All in favour, apart from 5 who abstained (<b>ACTION – Jonathan - to forward minutes to Shiromi</b>).</p>

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4.	<p><b>Actions/Update and matters arising, not covered elsewhere on the agenda – Matt</b></p> <ul style="list-style-type: none"> <li>a) Two Christmas services were discussed - numbers were about 60, teams were happy and felt it was helpful to have a broader offering in the two different services.</li> <li>b) LFT requests – following National Guidelines so no need to mention. Matt mentioned that we are following National policy so no need to mentioned in.</li> </ul>
5.	<p><b>Financial update</b></p> <p>John updated the PCC by explaining:</p> <ul style="list-style-type: none"> <li>a) Sent out draft accounts – surplus £9,500 - and quarterly newsletter</li> <li>b) Accounts will go to Auditors by early-mid February. Back in March <b>(ACTION John B)</b>.</li> <li>c) Couple of new givers through Parish Giving Scheme – no details.</li> <li>d) Margaret commented how accounts were prepared and sent out extremely promptly. Record of thanks on behalf of PCC to John B for such a great job for All Saints’.</li> </ul> <p>Matt added that some have voiced they don’t understand finances. Discussed options – anonymous drop in sessions or questions on post-its. Decided to use post-its from March. <b>(ACTION PCC)</b>.</p> <p>It was agreed a maximum figure that John could pass as up to £100, £100 – £500 would need to go to Standing Committee, &lt;£500 to PCC for Working Parties. John asked Working Parties to give a rough figure that they would likely to spend in the next six months.</p> <p>John proposed ... “We propose that subject to working parties submitting their planned spending for next 6 months that if its up to £100 it goes to John and can be okayed there, if its between £100 and £500 it then comes through John to SC and if its more than that it goes through John to the PCC”. Seconded by Martin, all in favour <b>(ACTION Working Parties)</b>.</p>
6.	<p><b>Chair’s update</b></p> <p>Matt updated the PCC</p> <ul style="list-style-type: none"> <li>a) Regarding the dates for coming meetings [end of Agenda]. Matt will bring a summary for PCC concerning LLF <b>(ACTION Matt)</b>.</li> <li>b) Appraisals have started – all to be completed in Jan <b>(ACTION Matt + SMT)</b>.</li> <li>c) Youth preaching team now have an individual mentor.</li> <li>d) Welcome lunch this Sunday, 23<sup>rd</sup> Jan – currently 26 attending (those who have joined in last 18 months).</li> <li>e) Sandra G is starting a craft group - primarily for outreach.</li> <li>f) Sandra G and Adam B starting monthly worship meeting – meditative and reflective. Matt meeting with them this week to sort out who it’s aiming to reach, its remit, etc. <b>(ACTION Matt)</b>.</li> <li>g) Partway through updating the website <b>(ACTION Matt &amp; Shiromi)</b>.</li> <li>h) Jan is coming next month (Feb) to PCC, Kathryn is coming in March.</li> <li>i) Charities document: our Mission Giving Team reviewed Working with Other Organisations doc. Conflict of interest was raised - Matt assured this should not arise, especially relating to Tees Valley Youth for Christ.</li> <li>j) Curate profile – please forward changes to Matt; need to send off to Bishop Sarah. Photos and typos <b>(ACTION Matt)</b>.</li> <li>k) Staff team has been working on a three-year plan hopefully to be brought to next PCC meeting <b>(ACTION Matt)</b>.</li> </ul>



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7.	<p><b>Safeguarding update</b> Diane updated the PCC</p> <ol style="list-style-type: none"><li>Everyone required to complete SRPM training has now done so, with some additions.</li><li>Safeguard concern relating to training has now been rectified: training is complete.</li><li>DBS – renewals are being completed and details put on Church Suite.</li><li>APCS service (DBS) send emails as DBS are completed 10 days before applicant copy is sent. These have been going to Receptionist email – now rectified as have personal details on and will only go to PSO email (now DBS Manager). Shiromi continues with DBS administration.</li><li>Durham Diocese has stated need for Domestic Abuse training (online) – need to decide who needs to complete training and send emails <b>(ACTION Diane &amp; Matt)</b>.</li><li>DBS checking now needs to be every 3 years – need to clarify if in retrospect or only new applications. <b>(ACTION Diane)</b>.</li><li>Update Service for DBS – John B encouraged to use this service. Need to find relevant information to supply to members. <b>(ACTION Diane + John B)</b>.</li></ol>
8.	<p><b>Wardens' update</b> Martin updated the PCC</p> <ol style="list-style-type: none"><li>Permission to trim trees from council – Archbishop has issued approval. Work to be arranged <b>(ACTION Wardens)</b>.</li><li>Some slates have moved from the flats and some slates and pointing is also needed on the Church – quote obtained: £545 for both. Proposed to arrange work and use Maintenance budget <b>(ACTION Wardens)</b>.</li><li>Church bins relocated to remove fire risk.</li><li>Sanitary Bins - currently only in the church hall but not in the Narthex: quote £164 each. Margaret also commented that they are advisable for Male toilets too (at least 1). Providing one in both Narthex toilets would accomplish this. Matt suggested Shiromi negotiates better deal with company that supplies bins <b>(ACTION Matt)</b>.</li><li>Issues with heating in Church Hall end of building – suggestion to replace the thermostats in hall and foyer with a NEST system - can be monitored remotely. Will, in the long term, reduce the heating costs and groups being warm. COST of two thermostats fitted and linked, max £582 (inc. VAT). Quote from N Stoves – previous fitters. Longer term –create a separate zone for the Youth room – extra pipework etc. at a significant cost. Proposed to arrange work and use Maintenance budget – PCC agreed <b>(ACTION Wardens)</b>.</li><li>Defibrillator case has been damaged, currently in the process of pricing. Normal practice is that these are locked-can be £500+ <b>(ACTION Wardens)</b>.</li><li>Quinquennial inspection (five yearly fabric of building inspection) – was due in 2019, rolled forward due to REACH project. Guidance to use tendering process and obtain 3 quotes. After discussion majority of PCC felt to use Tendering process <b>(ACTION Wardens)</b>.</li><li>Issue with damp/excess condensation in Flat 553B. Unable to have central gas heating – extremely costly to bring gas supply into flat. Wardens in meetings with tenant. Possible solutions:<ul style="list-style-type: none"><li>Wall heater in hallway to provide background heat.</li><li>Replace shower extractor and ceiling cladding in bathroom.</li><li>Bedroom (north facing wall) already has heater tubes, but not worked. Initially use extractor heater or install a positive ventilation system.</li></ul>Priority is to do bathroom and bedroom. Limited budget for flat maintenance - estimate £400-500 before redecoration costs. Margaret proposed an initial £500; Matt then suggested Wardens email PCC if more money is needed to cover costs. All PCC agreed <b>(ACTION Wardens)</b>.</li></ol>

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9.	<p><b>Staff Management – Debbie</b></p> <p>a) Appraisals on-going (<b>ACTION SMT</b>)</p>
10.	<p><b>Working Party Update – Group A</b></p> <p><b>Environmental group</b></p> <p>a) Paul – nothing to report. Rescheduled meeting due to personal circumstances then meet with volunteers from church.</p> <p><b>Social group</b></p> <p>b) Lucy &amp; Simon – has not met again due to personal circumstances. Need to collate all social information relating to activities planned in church and disseminate. Ideas are coming from members of church.</p> <p>c) Matt informed PCC that Jan would like an activity involving Toddlers and church to happen in March.</p> <p>d) Matt informed PCC that birthday party booking are coming in – need to book church weekend events so administration know when church is free for other bookable activities.</p> <p><b>Communication group</b></p> <p>e) Matt - TV in lobby is working and advertising activities.</p> <p>f) Thinking how to make the church more visible – Banners (temporary) for Yarm Road. Ideas were shown via ppt and discussed: strap line, design and choice of 3. Maybe ask non-church views on Banners – their perceptions could be different to ours. (<b>ACTION Communication Group</b>).</p>
11.	<p><b>Where are we as a church?</b></p> <p>Matt asked PCC to share their thoughts of where they think the church is currently situated. He opened in prayer.</p> <p>a) Is the strap line/statement of intent outdated, too wordy, too much? Should we discuss what our intent is and involve the whole church?</p> <p>b) If anyone asked us how do we demonstrate love for the community what are we really doing? Do the community here feel it?</p> <p>c) Do we know what the needs of the community actually are? E.g. is unemployment an issue, financial worries, etc. We need to know what the needs are before we can meet them. What is it we could be doing to demonstrate our love?</p> <p>d) What do we mean about communities? Do we mean the community around the church or geographical/work communities we are part of individually?</p> <p>e) Working party looked at the profiles of the community around church and found we are out of kilter. There are a number of elderly in our immediate church community and loneliness is an issue.</p> <p>f) We have been a population in hibernation due to Covid. People are coming out of it in different ways - what are their needs? Are the Life Groups effective? It is gauging where people are at and what their experiences have been e.g. may have lost job, family, etc. Need to realise that things have changed, people have changed and it affects serving, etc.</p> <p>g) 9am service members are starting to reconnect and be more open as to where they are at and what they have experienced – learning how some tough things have been. Do we need to minister to our church family first before looking out to the wider community?</p> <p>h) Pastoral Team contacting those not in LG to discuss ways of supporting.</p>

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	<ul style="list-style-type: none"> <li>i) Sunday alone is not enough time to build connections again. It is those who are still connecting that we don't know where they are at either.</li> <li>j) Confident that the Pastoral and Connect Teams have been in constant contact with those vulnerable people needing support. Still need to be aware of all others.</li> <li>k) Everyone has had an experience and everybody is different because of it.</li> <li>l) Covid has been the obstacle – there is still a lot of anxiety, people not wanting to come to the building even though there's a lot going on that looks attractive. There is still the pressure of Covid.</li> <li>m) People have to be allowed to come out of Covid at their own speed. Matt preached those who are on fire, those who are not, but there are those who are not here. How do we reach those? Maybe vision of church needs to be revisited and everything needs to line up with it. It's visible and not hidden. It needs to be real and tangible.</li> <li>n) Everyone has something that they've experienced and have changed. Need a listening place, chance for prayer and place to process, but maybe once we are further out of Covid.</li> <li>o) What is a successful church? We almost measure it in a worldly way but how would Jesus measure our success? What is successful in God's eyes rather than our eyes?</li> <li>p) Soul Survivor are running groups based upon similarities, e.g. anyone who is a teacher, NHS, retired people, single ladies, etc. who meet and discuss concerns/issues with pastoral input.</li> <li>q) Do the Pastoral Team need to expand if needs have changed? Are they busier? Matt added that in the last eight months they haven't had a structure. Now worked out a structure, don't feel over pressured. Clare Warren has just joined the team.</li> <li>r) There is a bigger question – why people are not attending a Life Group? This is where such concerns/questions/issues can be addressed.</li> <li>s) Important that teams, such as Pastoral Team, meet in person with people they are supporting and not just have conversations on phone – can result in better openness and honesty.</li> <li>t) One consequence of Covid is that people are doing less volunteering.</li> <li>u) Gaps left after people went to St Paul's.</li> <li>v) Don't want Matt to feel discouraged that things aren't flying as it's due to Covid. Matt reassured that he doesn't feel that.</li> <li>w) How do we reach the 99% we did not reach before Covid? How do we re-orientate?</li> </ul>
12.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>a) Safe Families – letter saying thank you for giving them money.</li> <li>b) Martin – reminder to pray for Warden position becoming vacant.</li> <li>c) Jonathan - sent out email for the Annual Report. Noting some have declined to include information and that he has already had one section completed.</li> <li>d) Jonathan thanked Martin for completing the Statistics Report and he will be updating this to the Diocese' database as soon as he has login details (<b>ACTION Jonathan</b>).</li> <li>e) Archives now on G-Drive. Matt to limit editing restrictions (<b>ACTION Matt</b>).</li> </ul>
-	<b>Close</b> - The meeting finished with the Grace
-	<b>Date of next PCC meeting</b> – 21 February 2021