



Present	
1. Diane Backhouse (PSO) 2. Lucy Falcus (Deanery Synod) 3. Simon Honeywell 4. Jacob Howard 5. Martin Howard (PCC Secretary & SC) 6. Geoff Jowett (SC) 7. Karen Killick (V. Chair, Deanery & Diocesan Synod)	8. Anne Rolfe 9. Pamela Rushton 10. Ben Scott 11. Karen Snowden (Warden & SC) 12. Chris Vass (Warden & SC) 13. Margaret Vaughan (Deanery & Diocesan Synod) 14. Paul Wheeldon

#	Agenda Items
1.	<p>Opening Reflection – Jacob Howard</p> <p>Jacob reflected on the song Rest on Us</p> <p>“As I reflect on the song Rest on Us by Upperroom, I’m struck by its simple yet powerful plea: “Holy Spirit, come rest on us.” This is more than just a song; it’s a prayer for God’s presence to fill our hearts and our spaces.</p> <p>The lyrics draw inspiration from the events of Pentecost, where the Holy Spirit descended on the disciples like a rushing wind and tongues of fire. In the same way, this song invites us to experience that same Spirit today—not just as a moment in history but as a living reality in our lives.</p> <p>The words remind us of the intimate and personal nature of the Holy Spirit. When we sing, “You’re all we want,” we’re expressing our deep longing for God to fill the empty places within us. It’s a call to surrender—to let go of our distractions, fears, and doubts so that we can truly experience His peace, power, and guidance.</p> <p>In the busyness of life, we often forget to slow down and invite God into our everyday moments. But this song challenges us to create space for Him—to let His Spirit rest on us, transform us, and lead us.</p> <p>So, as we gather here today, let this be our prayer: that God would move in our hearts as He moved over the waters in creation, as He moved in the early church, and as He continues to move in His people now.</p> <p>May we open ourselves to His presence, not just during this meeting but in every area of our lives. And may we remember that when we invite the Spirit to rest on us, we find strength, comfort, and the deep assurance that God is with us always.”</p> <p>Jacob sang the song over the PCC and asked us to reflect on the things that we need to hand over to God.</p>

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2.	<p>Children’s & Family Update – Cat Wakefield</p> <p>Cat shared that three of the things that were on her heart that linked to our church priorities.</p> <ul style="list-style-type: none"> • Making Disciples – children need to have opportunities to encounter with God. She talked about using God Smart & God Connected as well as a Catch & Chat principle. • Less busy and more family – opportunities for time together both young and old such as time in the park, games nights, cinema, etc. • Reaching & engaging 18-39’s (Parents) Parenting groups both toddler parents and church parents. <p>The PCC had asked Cat to prepare responses to a number of questions before the meeting.</p> <p>What are you noticing?</p> <ul style="list-style-type: none"> • Really enthusiastic church for children and young people • Team are amazing – enthusiastic, deperate to disciple. • Strong connections with the community. Schools, uniformed organisations, etc. Children are keen to open the bible and learn • Children sitting together in church and feel comfortable to be themselves. <p>What has surprised you?</p> <ul style="list-style-type: none"> • Childrens team didn’t all know each other when we met socially in September. • Lots of resources – love to share more with youth etc. <p>What changes have you made?</p> <ul style="list-style-type: none"> • Listening to people. • Developed links with schools and current working regularly with Preston, Links and Junction Farm. They are all coming into church for Christmas activities • Developed a simpler visitor form to ensure that we have details of allergies and any additional needs. • Registers now done on Churchsuite • WhatsApp groups set up for all teams • Simple message system in place to pass on details from one week to the next and to share info with Cat. • Gems leaders have been asked to sit in creche area to build relationships with the younger children. • Starting to sort out resources and would welcome help. • Developing more faith into the Thursday Toddler Group and more messy play. • Noticed that we didn’t have any left hand scissors. • Nappy bin provided in the toilets so that parents don’t need to take them outside. • Looking into reuseable cups with lids.

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	<p>What are the biggest issues you have identified so far?</p> <ul style="list-style-type: none"> • Need to involve children more in the services and perhaps mix things up a little such as communion later in the service. • Need for more support for those with additional needs such as fidget toys, ear defenders, dyslexia friendly bibles, etc. • Look at ways to make new families more welcome. • Need more helpers for Gems. • Develop a school team. • Discovery Church is not happening but need to identify what we can do for those who used to attend. <p>What help/support can the PCC give you?</p> <ul style="list-style-type: none"> • Develop an open relationship with Cat and challenge her when necessary. • Practical help. • Prayer for the childrens work, in particular Teams, Life Exhibition and possible Easter Holiday Club. <p>The PCC asked if Cat had any training needs and she shared that she was considering undertaking the Authorised Childrens Minister Course It was also discussed that it would be good to provide team members with training in supporting children with additional needs. This could potentially be delivered in house as we have church members with relevant experience.</p> <p>Diane thanked Cat for her proactive approach to safeguarding and had addressed a lot in a short period of time.</p>
3.	<p>Apologies for absence Apologies had been received from: Guy Wingate, Matt Levinsohn</p> <p>Martin declared an interest as an employee of the diocese Margaret declared an interest as Lay Chair of the DDBF</p>
4.	<p>Approval of minutes of 21st October PCC Meeting The minutes were approved subject to the following amendment. 7.3b change “administrative” to “procedural”</p> <p>Proposed from the chair by Karen, 12 in favour, 2 abstentions</p>
5.	<p>Matters arising and Chairs update – Karen</p> <p>Karen explained that Kevin Storer had spoken to Matt and had offered to finish off the sound desk over Christmas with the only costs for materials. This amount is not yet known and the proposal can be discussed further at the December PCC meeting.</p>

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	<p>Between meetings the PCC had agreed the use of the remaining mission giving money to pay for the reprinting of Andrew Killick's book for the Ukranian soldiers training locally at Catterick.</p>
6.	<p>Youth Pastor Update - Martin</p> <p>It is disappointing that we did not have any applications from suitable candidates, however it was noted that there is a national shortage of youth workers and Cranmer College in Durham are developing courses to train people in this area.</p> <p>The idea of increasing the salary range was discussed but felt that this alone was not necessarily going to attract more applicants.</p> <p>It was suggested that we could scale back the job description and perhaps limit the experience required. Could we think about growing our own and linking with TVYFC for support?</p> <p>It was suggested that it may be appropriate to offer a donation to TVYFC for the time that Tim was devoting to supporting the youth work. It was also noted that Ruby was working hard and doing a good job, even though her role should have been one of training/ support rather than leading the youth ministry.</p> <p>The need for putting an interim post in place was suggested to provide some support for the ministry.</p> <p>It was agreed that we should pray for the role of Youth Pastor and to discuss this as a major agenda item next meeting.</p>
7.	<p>Financial Update – Guy (via Zoom)</p> <p>Guy joined us via zoom at this point in the meeting and shared the current financial situation.</p> <p>The financial situation remain much as it was last month with a healthy surplus of £15k.</p> <p>This slightly lower as £1.5k has been moved from the childrens ministry budget into a designated fund that could fund the Life Exhibition in the future.</p> <p>We have a couple of maintenance expenses that have yet to be completed and paid for.</p> <p>The end of the year will show a healthy surplus but we have to remember that this is due to much lower than anticipated staff costs due to staff vacancies this year.</p> <p>Guy also explained that another designated fund had been set up with money that had been given following Matt's appeal for funding for specific building projects. Currently this has about £7k but will need to have Gift Aid adding bringing it to about £8.5k.</p> <p>Guy explained the the energy company appears to have added some extra meters to our online account that are not ours and he has raised this with the energy company who are looking into it.</p>

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8.	<p>2025 Budget – Guy (via Zoom)</p> <p>Guy went through the budget assumptions that he had discussed with Standing Committee and shared with the PCC in advance of the meeting.</p> <p><u>Annual Income and Expenditure</u></p> <p>Major items of increased expenditure for 2025 were salaries with new appointments to roles and higher national rate for Real Living Wage, significant increased cost of new fixed-price energy contract following on from our current contract, and a 5% Parish Share increase agreed by PCC Meeting last September. Other items of expenditure such as buildings maintenance and consumables are assumed to go up by rate of inflation. A slightly higher rate of increase had been made for water to allow for national water company rate increases mentioned in the press. A small increase in cost of insurance was also expected. Guy also covered assumptions being made on sources of income such as one-off donations and regular voluntary giving remaining the same even though the latter had reduced by about 6% in each of last two years, and to make an inflation increase to flat rents. Standing Committee had recommended not to increase room hire rates in 2025 in order to encourage greater use of the facilities.</p> <p>Assuming all employee posts are occupied for the whole year then these assumptions mean that expenditure will exceed income in 2025 by about £21,000. This overspend matches the savings made in 2024 from not paying salary for periods of vacant positions in Childrens Ministry Leader and Youth Pastor.</p> <p><u>Contingency Reserves</u></p> <p>Target contingency held as unrestricted funds for 2025 is a minimum of £40,000 (equivalent to two months operational budget) as required by our church policy. Separate one-off donations for the building improvement appeal have a designated use and do not form part of our contingency reserves.</p> <p>The projected contingency reserve at end of 2025 is £40,000 assuming there is increased regular giving in response to Matt’s appeal made to the congregation in October. As discussed by Standing Committee, this low level of unrestricted funds means that should any unforeseen circumstances adversely impact to our budget in 2025 then we would need to dip into our contingency reserves. These reserves would then need to be restored in 2026 by reducing major items of expenditure such as the Parish Share.</p> <p><u>Discussion</u></p> <p>The PCC discussed the planned budget for 2025. Some concerns were raised that whilst the planned expenditure exceeding income by £21k in 2025 would be offset by the surplus accumulated in 2024, this does not put us in a strong position for 2026 onwards as our contingency reserves would be at our minimum level.</p>

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	<p>The chair proposed that we accept the 2025 budget that had been presented to the PCC on the understanding that a substantial review would take place half way through 2025 so that early adjustments could be made to address any emerging challenges impacting our 2025/2026 finances. This was agreed by all.</p>
9.	<p>Safeguarding Update – Diane</p> <p>Situation Report</p> <p>1. Actions taken since last PCC:</p> <ul style="list-style-type: none"> a. Diane attended Gems and Trailblazers meeting on 27th October after spending time in the Sunday children’s groups and Youth Church. b. Diane and Matt attended National Safeguarding Standards meeting on 13th November. c. Diane has reviewed the submitted risk assessments for Glow Party, Connect, Kintsugi, Joyful Craft, Favourite Hymn Singing, Friendship Gathering, Life Groups, Mid-Week Communion, Sunday Services and Youth Activities. They all need slight tweaks prior to final approval. <p>2. Future actions needed:</p> <ul style="list-style-type: none"> a. To continue updating Parish Dashboard considering new National Safeguard Standards being introduced from December, with an 18-month allowance to be fully compliant. b. To complete risk assessments for all church activities. c. To review and approve Volunteer Guidelines, Safer Recruitment Process doc and Safeguard Matrix by January’s PCC. d. Diane to meet with Tim Wye Williams to discuss youth safeguard procedures and offer support. <p>A question was raised about whether people are able to step in to help in a ministry on a Sunday morning if they have a church DBS and a the relevant level of safeguarding training. Diane explained that it is important that people are recruited through a safer recruitment process to the relevant role. This process includes the following up of references relevant to the role.</p> <p>The PCC wishes to record their thanks to Diane for all of work she undertakes to ensure our safeguarding practices are thorough.</p>



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10.	<p>Policy Review – Martin</p> <p>Health & Safety Policy was shared with the PCC ahead of the meeting.</p> <p>A couple of minor spelling mistakes were identified and will be corrected. The youth consent form has been amended to include information on whether young people can walk home on their own after youth events; and this detail needs adding to the policy.</p> <p>Subject the amendments agreed the policy was accepted by the PCC, Proposed by Martin Howard, Seconded by Paul Wheeldon. All in favour.</p>
11.	<p>Social Update – Martin</p> <p>Illuminate – the event had been an enjoyable evening with an attendance of approx. 70 people. Special thanks were made to Jacob for organising this new event.</p> <p>Mens Night – due to other events and commitments, it has not yet been possible to confirm a date for the curry night to take place.</p> <p>Christmas Party – This is taking place on Saturday 7th December and Ben is organising the event which will include a quiz and a range of party games.</p> <p>A Christmas Family Fun event has been organised by Cat and is taking place on Sunday 8th December 4-6pm.</p> <p>The Barn dance has been booked for Saturday 25th January 6.00-8.30pm with tickets at £5 for adults and children are free.</p>
12.	<p>Warden Update – Chris / Karen</p> <ul style="list-style-type: none">• The toilet upgrade to the centre toilets has been completed and hopefully we will have no further leaks.• The Poppy Decoration for Remembrance Sunday was really nice and the wardens wished to thank all those involved in making and setting up the displays.• The wiring to the overdoor heaters has failed and is to be replaced.• One of the boilers in the church centre needs repairing at a cost of approximately £1500. It was proposed by Chris Vass and seconded by Pamela Rushton that the repair should go ahead. All where in favour.• Quotes for the installation of LED lighting in the centre have been obtained and a “Quick Wins” grant to cover half of the cost has been offered by the diocese. The cost of the work is approximately £3.5k It was proposed by Chris Vass and seconded by Simon Honeywell that the light replacement should go ahead. All where in favour.

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	<ul style="list-style-type: none"> • Quotes for the installation of external secondary have been obtained and a “Quick Wins” grant to cover half of the cost has been offered by the diocese. The cost of the work is approximately £3.5k. Details of the proposal have yet to be confirmed and the relevant permissions grant <p>It was proposed by Margaret Vaughan and seconded by Lucy Falcus that the PCC in principle agree to the replacement / installation of the secondary glazing. All where in favour.</p> <ul style="list-style-type: none"> • It was suggested that we should put up some Christmas lights at the front of church along Dunottar Avenue. The PCC were happy for the wardens to proceed with this. •
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Letter from Christine Brooks regarding Brownies sleepover was shared with the PCC. The letter thanked the PCC for allowing them to use the church and hall for their sleepover on 9th November. A cheque was also received giving a donation to the church. • Matt had received a letter from the diocese regarding the Youth Hub Bid and this was shared with the PCC ahead of the meeting. The letter explained that it was in principle supportive of the bid but needed to look at this as part of the wider diocesan plan and would like to wait until we had a Youth Pastor in post so that they could be involved in the proposals. • Margaret Vaughan asked the PCC to pray for the appointment of the next Bishop of Durham and for all those involved in the interviews on 26 & 27th November. • Pam Rushton gave her apologies for the next PCC meeting.
-	<p>Close - The meeting finished with prayer at 9.43pm</p>
-	<p>Date of next PCC meeting – 9th December at 7:30pm Opening reflection to be led by Martin Howard</p>