



Present	
1. Lucy Falcus (Deanery Synod)	7. Anne Rolfe
2. Simon Honeywell	8. Ben Scott
3. Jacob Howard	9. Karen Snowden (Warden & SC)
4. Martin Howard (PCC Secretary & SC)	10. Chris Vass (Warden & SC)
5. Geoff Jowett (SC)	11. Margaret Vaughan (Deanery & Diocesan Synod)
6. Matt Levinsohn (PCC Chair)	12. Paul Wheeldon
	13. Guy Wingate (Treasurer)

#	Agenda Items
1.	<p>Opening Reflection – Martin Howard</p> <p>Martin shared the following thoughts....</p> <p>It dawned on me today that we are already over a third of the way through the season of advent and yet I’m not sure how much time we have all spent on thinking about this important season of the church calendar.</p> <p>Every year I intend to make time to reflect on the season of advent but usually the busyness of life takes over.</p> <p>Martin read Luke 2:1-21 as a reminder of what we are actually preparing for during the season of advent.</p> <p>We then spent a few minutes of quiet reflecting on what we are preparing for.</p> <p>Matt then led us in a time of worship.</p>
2.	<p>Apologies for absence</p> <p>Apologies had been received from: Karen Killick, Diane Backhouse & Pam Rushton</p> <p>Matt declared an interest as his wife is an employee</p> <p>Martin declared an interest as an employee of the diocese</p> <p>Margaret declared an interest as Lay Chair of the DDBF</p>
3.	<p>Approval of minutes of 18th November PCC Meeting</p> <p>The minutes were approved</p> <p>Proposed by Karen Snowden and seconded by Paul Wheeldon, 11 in favour, 2 abstentions</p>
4.	<p>Matters arising and Chairs update – Matt</p> <ul style="list-style-type: none"> • First huge thanks to you all for the year so far. Really appreciate your prayers and effort and leadership in our church. • Worship and focus on engaging with God is good and improving. We had a great meeting with leaders, preachers and worship team and will be doing another one in the Spring term. • Families Christmas event at the weekend went really well. Lots of good contacts being built upon there.

#	Agenda Items
	<ul style="list-style-type: none"> • Two schools event last week were brilliant and good engagement from Junction Farm and The Links. • St John’s Church members are becoming involved in some of our children’s ministry activities which is really positive. • Ukraine café is going great. Thanks for mission giving money to sort out books to send. Their party is this Thursday and will be Christingle which may help to explain the Christian message. • Connects Christmas party is tomorrow. • The staff team are going out for breakfast tomorrow. • The Preston Estate has been fliered about things we do, so waiting to hear on impact from that. Anne requested some more fliers to give out to the streets immediately around the church. • A Christmas Trail is taking place on the Orchard Estate and the local schools have shared details with their pupils. • One off giving has come in to the tune of approaching £15K including Gift Aid and the Diocesan Quick Wins Grant, so we are getting on with those bits of the buildings improvements we can do without a faculty and applying for faculties when we have to. • Kintsugi went really well with 8-10 people attending every week and two new courses are due to start in January. Thanks to all including Ben for overseeing. • Christmas services for Joyful Craft and similar for the Friendship gathering happening this year so working on some more faith input. • The pull up banners are being reprinted to take off the 18-39 bit and change to all ages or similar. It has been unhelpful to have to keep explaining that everyone matters to those who join us outside of that age group. • We have had some new people joining us and some people have left to join churches closer to where they live. We need to keep an eye out so people know they are missed when they are not at church and are valued. • A few gaps at the moment causing us some issues: <ul style="list-style-type: none"> (i) We need someone to head up the Welcome Team. (ii) We need someone to oversee kitchen cleanliness and Food Hygiene
5.	<p>Youth Pastor Update - Matt</p> <p>The proposal is to go back out to advert with the following amendments:</p> <ul style="list-style-type: none"> (i) The salary to be advertised as ‘Salary range between £24,500 and £30,000 dependent on experience. (ii) Start date: Easter or as soon as possible thereafter. (iii) Advert going live asap, Closing mid Jan, Interviews end Jan/Start Feb. <p>It was suggested that the advert to go out as soon as possible and again early in the new year to ensure that the advert is as visible as possible.</p>



#	Agenda Items
	<p>The youth hub was briefly discussed and it was felt that it would be late 2025 before we could consider developing a bid for this if we were successful in appointing in the new year. It was agreed that having a Youth Pastor in place for our own Young People is more important than the Youth Hub.</p> <p>Matt proposed as the chair that we proceed with readvertising the post based on the amendments above. All were in favour.</p> <p>Action – Matt to amend documents with revised details and arrange for the post to be re-advertised as soon as possible.</p>
6.	<p>Interim Associate Youth Pastor -Matt</p> <p>It was proposed to provide an interim role as Assistant Youth Pastor lasting from Jan to the start of the summer holidays at 10 hours a week.</p> <p>Employing someone for 10 hours a week would cost us approximately £3500 over the 28 weeks.</p> <ul style="list-style-type: none">3 Hours – Sunday morning Youth Church and some prep time3 Hours – Wednesday Life Group and some prep time2.5 Hours – Friday Night Youth Club1.5 Hours – Mentoring Young People <p>This would be more than covered by not paying a Full Time Youth Pastor from Jan-Easter.</p> <p>It was agreed that Matt would write a job description and circulate to PCC members via email. The post will be advertised on our church website for a period of two weeks over the Christmas period with the aim to make an appointment in the new year.</p> <p>In line with other staff the post would be entitled to holidays on a pro-rata basis.</p> <p>The post would be line-managed by Matt with support from Tim.</p> <p>It was proposed by Guy Wingate and seconded by Paul Wheeldon that we proceed with the appointment of an Interim Associate Youth Pastor. All were in favour.</p> <p>Action – Matt to write the Job Description for the new post and arrange for the post to be advertised once it has been agreed by the PCC via email.</p> <p>The PCC wished to formally recognise the work of Tim and Ruby this term in ensuring that a full programme youth activities continued.</p>

#	Agenda Items
7.	<p>Authorised Lay Children’s Minister Course (Cat) – Matt</p> <p>Cat has found a free training course with the diocese she wants to do. The PCC were keen to ensure that this course would be undertaken within her working hours and not impact on her personal life. As it is a work course her travel expenses would be covered by the church.</p> <p>It was proposed by Lucy Falcus and seconded by Martin Howard that the PCC support Cat’s application to join the Authorised Lay Children’s Minister Course. All were in favour.</p>
8.	<p>Financial Update – Guy</p> <p>Guy summarised the current financial situation. The current unrestricted funds stand at £58k which is expected to rise to £61K by the end of the year. This is £21k above the £40k minimum target for our contingency reserve. This surplus matches the planned deficit in the 2025 financial plan approved last month by PCC.</p> <p>Two designated funds have been created.</p> <ul style="list-style-type: none"> - Children’s Mission £1.5K for Life Exhibition in 2025 - Building Improvement Fund £9.5K for the donations received in response to Matt's appeal <p>Guy is currently starting to prepare the end of year accounts and hopes to be able to send out draft annual accounts to PCC by early January for their review. The independent examiner for the accounts has confirmed they will conduct the final assessment of our 2024 accounts.</p> <p>Guy is currently reviewing the youth accounts with Tim and has confirmed with Cat that the Children’s accounts are up to date.</p>
9.	<p>Net Zero Update – Martin</p> <p>Martin reminded the PCC that due to the extensive use of the buildings throughout the week we are in the Top 20% of Carbon Emitters in the Diocese.</p> <p>An initial action plan has been produced and the next stage is to develop the action plan further. We have already made some good progress on the plan with the installation of LED lighting to the centre and improving the insulation of the Nave windows. We do not need to rush to change our boilers as the embodied carbon in a new heating system is likely to be considerable, however we do need to start thinking about the options available and consider perhaps how we might be able to heat parts of our building without burning gas. The idea of increasing the number of solar panels was also discussed as a way of helping us reach Net Zero Carbon.</p> <p>The next stages of Eco Church were discussed. Getting Bronze can be achieved with primarily just input from the PCC and a small group of people whereas achieving Silver and Gold requires the involvement of the wider congregation.</p>

#	Agenda Items
10.	<p>Safeguarding Update – Diane (via email)</p> <p>1. Actions taken since last PCC:</p> <ul style="list-style-type: none"> a. Diane has started updating Parish Dashboard in line with new National Safeguard Standards which were released 03/12/24. b. Diane has supported St Mary’s PSO – providing SRPM materials. c. Diane has begun reviewing Volunteer Guidelines, Safer Recruitment Process doc and Safeguard Matrix. d. Diane has discussed potential changes to our SRPM process with Beth Miller (DSA) and agreed volunteers could be recruited to a ministry in general allowing rota gaps to be filled as long as the full process remains robust, and references are relevant and sound. <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. To contact all ministry leads to request updated ministry team lists and make aware of future changes to SRPM process over next few months. e. As suggested at November’s PCC Matt and Diane will look to potentially write an article explaining the SRPM process for the congregation and ministry leads for the new year.
11.	<p>Social Update – Martin</p> <p>Christmas party was smaller this year. Brilliant quiz and party games. Thanks to Simon, Emily, Ivy and Sarah for running the quiz and games.</p> <p>Three things that need to be considered next year:</p> <ul style="list-style-type: none"> - The time needs to be later as the 5pm start was perhaps not convenient for everyone. - The scheduling to not clash with being near other things, as the family event was the following day. - Consider moving to long tables so it is easier for everyone to feel included. <p>Barn Dance is planned for Saturday 25th January and the publicity has already gone out but needs to continue to be promoted. Pam Rushton has asked for some volunteers to take a lead on the planning of the event. Due to the start time of the event it was suggested that it would be better to have a bring and share meal rather than just bringing snacks. This could be set up in the youth room to give sufficient space in the hall.</p>

#	Agenda Items
12.	<p>Warden Update – Chris / Karen</p> <p>Sound Desk – Kevin has offered to finish it off and it was agreed to leave the details to Kevin, however the colour should match the surroundings in church.</p> <p>Overhead door heaters – these have now been fixed and are operating again.</p> <p>LED Lighting - the foyer and outside lights are being replaced this week and the hall lights will be replaced next week.</p> <p>Secondary glazing – the faculty process has been started with the aim to submit prior to the January DAC meeting on 21st January.</p> <p>Carpet in church – this was briefly discussed and it was agreed to have the same colour carpet throughout the nave making the space more flexible for other events. This will also require a faculty.</p> <p>Hall boiler repair – this is still outstanding as we are awaiting availability from the heating contractor.</p> <p>Tree stump – the clearing of the area adjacent to the cycle racks has taken place and the Guy was thanked for removing the stump.</p>
13.	<p>Any Other Business</p> <p>No other business was discussed.</p>
-	<p>Close - The meeting finished with prayer at 8.55pm</p>
-	<p>Date of next PCC meeting – 20th January at 7:30pm</p> <p>Opening reflection to be led by Geoff Jowett</p>