

Minutes of the meeting of the PCC on 25th May 2016

The meeting was held in The Old School. Members present:

Chair:	Revd Claire Holt (CH)		
Wardens:	Sean Kavanagh (SK)	Margaret Murray (MM)	
D/Synod Reps:	Sally Banks (SB)	Kay Tauschwitz (KT)	
Elected Members:	Nicki Bunce (NB)	Sarah Johnson (SJ)	
	Bill Manfield (BM)	Dave Welch (DW)	
	Sophie Vincent (SV)	Rutton Viccajee (RV)	
	Sally Banks (SB)		
Secretary:			
Apologies:	Nora Ashley-Barker (NAB)	Glenn Penfold (GP)	Jane Milne (JM)

The meeting opened at 7.45pm with the new PCC sharing Holy Communion together. Claire chose a reading from Matthew 11 v28-30:

²⁸ "Come to me, all you who are weary and burdened, and I will give you rest. ²⁹ Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. ³⁰ For my yoke is easy and my burden is light."

This reminds us that with God, we are able to carry our burdens – He does not carry them for us, but longs for us to work with Him, to use our hands and feet. So we should be thinking about what burdens each one of us can carry in God's service.

1. Administrative matters

1.1 Conflict of interest: – none registered.

1.2 Voting in of officers and roles:

		Proposed	Seconded	Vote
Electoral roll officer:	Sally	Sean	Bill	Approved
Health and safety officer:	Sean			Approved
Vice chair: Senior Warden	Sean	Sally	Margaret	Approved
Secretary:	Sally	Nicki	Sarah	Approved
Treasurer:	Nicki	Dave	Sean	Approved
Child protection officer:	Elaine	Sean	Sarah	Approved

Sean agreed to take on the role of Health and Safety Officer, being very experienced in this role in his professional life. Margaret agreed to support Sean in this role, in particular in liaising with the mid-week groups. The role covers:

- undertaking risk assessments which each group using the Church premises,
- ensuring procedures are in place and being followed, and
- performing a walk-through check prior to PCC meetings or events

Action: SK/MM – Undertake risk assessments with each group, using the template risk assessment form from CH.

1.3 Standing Committee – membership of sub-committees will be covered under item 3.

- 1.4 Cheque signatories: Current signatories are: Alan Elston, Paul Burdett, Sally Banks, Sue Treherne. We agreed to approve Nicki Bunce and Margaret Murray as new signatories, and remove Sue Treherne. This reflects the handover of Treasury responsibilities from Sue to Nicki. Sue will retain authority to view the accounts online. [Post meeting note: Paul Burdett will also be removed from the signatories list.]

Action: NB – add NB, MM as signatories; remove ST, PB

- 1.5 Auditor of Accounts: This can no longer be Nicki's father as Nicki is both a member of PCC and Treasurer. Victoria Poole was proposed, as she has recently completed her qualifications, is currently working in an accounting role, and is independent of the PCC. Victoria was approved as auditor.

2. Mission Action Plan (MAP) Update

- 2.1 "To roll out a shared leadership plan to enable us to continue to grow." CH reported that there was some progress on this item and lots of thinking has been done!
- 2.2 "To review administration support." This is the area where we need to get a quick win. Two proposals were tabled at the meeting and both were accepted:

Occasional Helpers Sign-up form – for small ad hoc jobs such as cutting out, gardening, shopping. People agree to be on the circulation list for requests for help. This should be a way of lots of people getting involved, who might otherwise feel they cannot make an ongoing regular commitment.

Administration Support role – this can be a paid role (10/hr) which hopefully will make it more attractive! Work will be recorded on a timesheet, and is estimated at 2-4 hours a week on average.

- 2.3 "To review PCC meetings and subcommittees to resource vision and support new MAP for 2017." This is the main item for discussion at this meeting – see below at section 3.

3. Terms of Reference for PCC

- 3.1 PCC terms of reference will be updated to reflect the outcome of our discussions on meeting structure. Three options were presented, and options 2 and 3 were approved:

Option 2. There will be sub-committee meetings which occur between PCC meetings, and these will be where the bulk of the work takes place. Sub-committees will contain at least one representative from the PCC, together with invited members who bring particular interest, experience and knowledge to the group.

Option 3. was also agreed, to reduce the number of PCC meetings each year from 6 to 4.

The meeting discussed who would lead and participate in these sub-committees. The following will be created:

- 3.2 **Finance** Chair: Nicki

Team: Sally. Nora was absent, but will be invited to join this team. This sub-committee will

do forecasting, budgeting and long term planning. Links to Vision team and stewardship.

3.3 **Maintenance & Projects, incl Health & Safety** Chair: Sean

Team: Bill, Glenn, Margaret from PCC, plus Paul Burdett, Phil Treherne. This is an expansion on the current Maintenance team. This sub-committee will cover maintenance, plus projects, and also cover Health and Safety.

3.4 **Vision** Chair: Claire

Team: Dave, Rutton, Sophie from PCC. Jane was absent, but will be invited to join. This sub-committee will look at where we are going as a church, what God is calling us to do, and the new leadership structure.

3.5 **SWOT (Supporting Work Outside Tongham)** Chair: Sue Treherne

Team: Margaret, Sarah from PCC. This sub-committee will identify specific projects for St Paul's to support, and plan communications, provide updates at services, plus an annual report with proposals for the 12 months ahead to the PCC.

3.6 **Safeguarding** Chair: Elaine Penfold

Team: DBS helper (tbd). This sub-committee will meet twice each year, once before the first PCC meeting of the year, and then 6 months later. Elaine will also be responsible for the on-going safeguarding process.

3.7 Notes: Claire will not be expected to attend sub-committees she doesn't chair (ie. all except Vision). Sub-committees may raise issues and request agenda items at PCC meetings. There will be a designated week when the sub-committee meetings will be required to take place. It will then be up to the group to decide a date, place and time to meet. Each sub-committee will issue minutes and proposals so that this information is available prior to the next PCC meeting.

Sub-Committee summary:

Finance	Maintenance	Vision	SWOT	Safeguarding
Nicki	Sean	Claire	Sue	Elaine
Sally	Bill	Rutton	Margaret	DBS checker
Nora (tbc)	Margaret	Sophie	Sarah	
	Glenn	Dave		
	Phil T	Jane (tbc)		
	Paul B			

Action: SB/CH - to revise the PCC terms of reference to reflect the above discussions and circulate.

4. **Minutes of previous meeting & matters arising**

4.1 The minutes were approved and signed as an accurate representation of the last PCC meeting on 17th March 2016.

4.2 Inventory Check. Two members of the PCC are required to do an inventory check each year. Bill and Kay volunteered. It was suggested that up to date photographs are taken, showing the scale of items.

Action: BM/KT – Check Inventory and take photographs.

5. Safeguarding Policy and Checklist

5.1 St Paul's Safeguarding Policy has been updated to reflect current practice. Copies are displayed on the Old School noticeboard indoors, and the noticeboard in the Church porch. However, we do not clearly display Elaine's name and contact details and this should be corrected. The meeting also reviewed the Safeguarding Checklist, and updated it with the current status.

Action: SB/CH/EP - Update policy document with Elaine's name and contact details, plus details for Ian Berry, the Diocesan Safeguarding Advisor. Photos should be included if possible. Form to be signed by Claire, wardens and Elaine.

5.2 Elaine and Dave are responsible for validating DBS applications, plus there are plans in place for Julie Kavanagh to be trained as a DBS checker, to provide support to Elaine.

5.3 In future, there will be a regular PCC agenda item for safeguarding, and Elaine will provide a report on DBS status.

Action: CH – to meet with Elaine Penfold to discuss Safeguarding responsibilities, the sub-committee plans, and the Safeguarding Checklist.

Action: EP - to meet with Julie Kavanagh, to discuss DBS training, and the DBS support role.

6. Approval of events for the Summer Term

7.1 Claire reported that she had received excellent feedback from the school about the Victorian Fayre, and request for more involvement next year. We should consider whether we include another Victorian Fayre in our events calendar for 2017. It was also noted that it would be useful for the village to have a shared calendar of event dates, so that we don't double-book dates planned by other groups.

Action: MM – to look into the possibility of a shared calendar, eg. Using Google calendar.

7.2 The events planned for the Summer Term are:

Evensong
Café Church
Summer Buzz

All of these events were approved. The Summer Buzz team is mostly in place, and a planning meeting will be taking place over half term.

A Youth Group trip is planned 8 – 10 July, to Kate Crabtree's family house at Middleton on Sea. The trip will run at cost, and attendees will pay £40 each. Dave will carry out a risk assessment. Sean asked whether the house had a gas safety certificate, and Claire commented that the house insurance policy should provide the necessary cover.

Action: DW – undertake risk assessment for Youth Group trip, and check the status of insurance and/or safety certificates for the house at Middleton on Sea.

7. Finance Report

- 7.1 Nicki has met with Sue to undertake the handover of Treasurer responsibilities. Mandates have been created to swap over the bank accounts to Nicki. Nicki would like to use an existing St Paul's email account, rather than her personal account, for her Treasurer responsibilities. She plans to create spreadsheets to manage our accounts, as the current system is very inflexible.

Action: NB – talk to Simon Vincent to see whether a treasurer@stpaulstongham.org.uk account already exists.

- 7.2 We currently have two accounts: Charities Aid Foundation (CAF) Bank, for our day to day account; CCLA account for maintenance. This account has no online banking facility, and it's difficult to get the money out – not very practical! The meeting approved moving this bank account to an on-line account. Rutton offered help in choosing a new bank account, as he has a lot of experience with using bank accounts from all the major players.

Action: NB/RV – identify new bank account for maintenance account, which provides online banking and the level of access and practicality that we need.

- 7.3 Nicki plans to run the current system of accounting until the end of June this year, and then change to her new system and open a new set of books for the final 6 months of the year.

8. Projects

- 8.1 **Ramp** – Sean reported that our Ramp project proposal will be reviewed at the DAC meeting on 30/5. It's possible they may request changes, in which case we will then have to wait until the next DAC meeting for approval. Claire circulated a list of fundraising ideas to the meeting, which were received with enthusiasm. The only item which we won't pursue is no. 6. The recycling options, which weren't expected to raise enough to be worthwhile.

- 8.2 A **fundraising team** of 3-4 will need to be set up to plan events for early Autumn. Sophie said she will discuss involvement with Simon. Dave commented that he knew someone with experience of capital funding campaigns, and Sean mentioned a course at ChurchCo in Westminster.

Action: SV – feedback to Claire ideas on how to move fundraising forward.

Action: SB - update the Admin Support role description to include press publicity, as well as the noticeboard.

- 8.3 **Roof** – work fixing the leak in the roof has been delayed by rain, which has made the ground soft, but scaffolding is due to go up in the next few days.

- 8.4 **Garden of remembrance**. A standard marker is proposed, made of stainless steel with a standard layout for text. Claire commented that these markers could also be used to mark the corners of the garden, to make identifying the location of each plot simpler. The design was approved. (Proposer Nicki; Seconder Margaret)

Action: SB – circulate the cost for the emergency leak repair as soon as the bill is received from Peter Lovatt. This bill will also include the work to repair and clean the church heaters.

9. Correspondence

- 9.1 Bench applications – we have received a faculty for a new bench, which is a good quality one. We now have a new request for another bench (for Jacqueline Quinnell), which will be placed next to the fence, away from the graves. It is proposed that the bench is placed directly on the grass, no flagstones.

The meeting unanimously approved the two new benches, and the plan for future benches.

Action: CH/BM – review churchyard and plot possible future bench locations.

- 9.2 Once these benches are in place, possible future bench sites will be plotted on a map of the churchyard, so people can either choose a plot, or wait until an existing bench needs replacing. Another possibility is having multiple plaques on the same bench, where we fund the bench initially, and people can pay a share of the cost each time a plaque is added. New benches should be from our recommended firm, to ensure good quality.
- 9.3 We should also be encouraging funding towards our ramp project. Plaques can be placed at the side of the new porch doors. We can contact families to ask if they would like to donate to the project and have their loved ones remembered in this way.

10. Future PCC / Sub-Committee Meetings

Meeting	Date	Refreshments
Sub-Cttees	w/c 20 th June	
PCC	July 20 th	Margaret and Sophie
Sub-Cttees	w/c 12 th Sept	
PCC	October 19 th	Nicki and Dave
Sub-Cttees	w/c 14 th Nov	
PCC	February 8th	Rutton and Bill

Please let Sally know if you are unable to provide refreshments on your nominated date, preferably with an alternative volunteer!

11. Record of Actions

ID	Subject	Description	Who	Due Date	Done
1605/1	Risk Assessment	Undertake risk assessments with each group, using the template form from CH.	SK/MM		
1605/2	Banking	Add NB, MM as signatories, remove ST	NB	30 Jun	Done
1605/3	PCC TOR	Circulate updated TOR for PCC	SB/CH	30 Jun	
1605/4	Inventory	Check Inventory and take photos	BM/KT		
1605/5	Safeguarding	Meet with EP re. Safeguarding Cttee, role, and checklist	CH		
1605/6	Safeguarding	Meet with JK to discuss DBS support role and training.	EP		
1605/7	Calendar	Investigate Google calendar as possible solution for shared village calendar	MM		Done
1605/8	Risk Assessment	Undertake risk assessment for Youth Group trip to Middleton on Sea, to include consideration of safety certs/insurance.	DW		
1605/9	Finance	Talk to Simon re. treasurer email account	NB		Done
1605/10	Finance	Identify online bank account as new maintenance account.	NB/RV		Done
1605/11	Fundraising	Feedback fundraising ideas to CH/SK	SV		
1605/12	Admin	Update Admin Support role to include press publicity	SB		29/05
1605/13	Maintenance	Circulate costs for leak repair, and work on church heaters.	SB		06/06
1605/14	Churchyard	Review churchyard to identify bench plots	CH/BM		30/05

Next Meeting – Wed 20th July 2016 at 7.45pm in The Old School

Refreshments: Margaret and Sophie

S L Banks (PCC Secretary)
6th June 2016

Actions updated 24th June 2016