

Minutes of the meeting of the PCC on 24th May 2017

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)
Treasurer:	Adanna Tauschwitz (AT)	
Elected Members:	Sarah Johnson (SJ)	Rutton Viccajee (RV)
	Phil Treherne (PT)	Dave Welch (DW)
	Jane Milne (JM)	Sophie Vincent (SV)
Secretary:	Sally Banks (SB)	
Apologies:	Bill Manfield (BM)	
	Glenn Penfold (GP)	

The meeting opened at 7.45pm. As our first meeting of the year, we began with remembering together what Christ has done for us. Claire shared our key verse for the year Phil 4 v6, and then led our prayers. The challenge: Have you prayed about it as much as you have talked about it? We spent some time in prayer.

1. Apologies for Absence

- 1.1 Apologies were received from Bill Manfield, and Glenn Penfold.
- 1.2 Julie Kavanagh was unable to attend the meeting in her role as Safeguarding Officer, but will be invited to attend future meetings.

2. Administrative matters

- 2.1 Standing conflict of interest: DW works for the Diocese. There is no conflict expected from our agenda, but issues may come up during discussion.
- 2.2 Julie is Child Protection Officer, so Sean will abstain from votes concerning this area.
- 2.3 Adanna Tauschwitz is Treasurer so Kay will abstain from votes concerning finance.
- 2.4 No other conflicts of interest were mentioned.

3. Minutes of previous meeting & matters arising

- 3.1 The minutes were approved. A copy was signed as an accurate representation of the last PCC meeting on 8th February 2016.
- 3.2 Updates to actions – the actions carried forward are provided at the end of these minutes, with explanatory notes where appropriate.

4. Vote in officers and roles

- 4.1 **Electoral role officer** – Sarah Johnson – proposed MM, seconded JM. Approved.
- 4.2 **Health and Safety officer** – need to chase the risk assessments – some progress made this year, but needs chasing up. Glenn is doing this role, but is unable to attend meetings regularly. Normally this role is performed by a member of the PCC. CH: Suggest we think of people we could approach for this role. Find someone who is organized, and has periods of

time they can dedicate to this.

Action: All: Please consider and email suitable names to Claire.

- 4.3 **Vice Chair:** Senior Warden – Sean Kavanagh - CH proposed, PT seconded. Approved.
- 4.4 **PCC Secretary:** Sally Banks – Proposed SK, seconded MM. Approved.
- 4.5 **Treasurer:** Adanna Tauschwitz – Proposed SK, seconded SJ. Approved, with 1 abstention KT.
- 4.6 **Safeguarding officer:** Julie Kavanagh – Proposed MM, seconded DW. Approved, with 1 abstention SK.
- 4.7 **Standing Committee** – meetings after church on a Sunday in the months between PCC meetings. CH, Wardens, PCC Secretary, Treasurer. In addition, Phil Treherne – proposed by RV, seconded by JM, Approved.
- 4.8 **Cheque signatories** – Double check that Paul Burdett has been removed from the list. Currently we have MM, ST, SB, AE.

Action: AT – confirm that PB has been removed as a signatory.

- 4.9 Any need to co-opt an additional person onto the PCC to fulfill a particular role? SK: could we invite someone from our Youth Group?

Action: DW - to investigate whether we could co-opt one of our young people to be a member of the PCC.

5. Church Development Plan

- 5.1 The Coordinators for the areas in our CDP are accountable to the PCC. CH proposed that we invite the coordinators to come to future PCC meetings, to focus on each area in turn. The five Co-ordinators are:
Prayer, Children and Families, Youth, Pastoral Care, Outreach.
- 5.2 We could look at Prayer first. SJ suggested Children and Families was first, as Helen is dealing with a lot of changes in this area. Proposed this one for July; Prayer for the September meeting.

6. 2x PCC members to check inventory

- 6.1 Bill has done it two years running, so should probably stand down. Sarah Johnson volunteered, with Kay Tauschwitz. CH proposed that each volunteer should do this role for two years running, so Sarah continue next year also, and Kay stands down, as this year will be his second year.

Action: SJ/KT to check inventory, to complete before July PCC meeting.

7. Terms of Reference for PCC

- 7.1 These were reviewed and updated last year. Chairs of sub-committees were left vague so that they could be appointed at this first PCC meeting of the year. All happy to approve, PT abstained.

8. Approval of Events for the Summer Term

- 8.1 Walk to Cathedral.

- 8.2 **Fundraising event for the Ramp.** A risk assessment needs to be done, and will be emailed to PCC for review. There are no financial issues, as this is an event to raise money.

Initial planning discussions have taken place, and the plan is to hold this event in July.

Approved.

Action: CH/SV to meet to plan this event in detail.

- 8.3 **Summer Buzz:** – this is an established event and there are no significant changes. There were no questions or concerns. Helen is leading this event and planning is well underway.

Approved.

9. Finance Report – Adanna Tauschwitz

- 9.1 Adanna has had a handover meeting with Nicki, and is just getting started with her role.

- 9.2 7k for the ramp. Total £40k in our account. Other amounts are also allocated for specific purposes

Action: AT to forward the first report to SB to circulate to PCC when it's available.

- 9.3 The appointment of the Independent Examiner of Accounts at the APCM required names to be recorded in the minutes for proposer and seconder. Proposer: Margaret Murray and seconder: Sean Kavanagh.

10. Changes to Parish Share Calculation

- 10.1 There are changes to the way Parish Share is calculated, and we are one of the 44 parishes who will be affected. The change will come in in a year's time, and there will be a 3 year period of transition allowed for. In the past we have been heavily subsidised. Currently we are paying around £40k. In the future, this could be as high as £62k.

- 10.2 There has been a loud outcry concerning the effect on smaller churches.

- 10.3 CH advises us to wait and see. We need to trust God, and step out in faith. We should not be curtailing our ministry because of this. The best way to face this is to focus on mission and continue to draw people in. Back to the image of deep water. If God wants us to be here, we will be.

- 10.4 Claire proposes to wait until we know more, but interested to hear everyone's views. The view of the meeting was to wait until the individual meeting with St Paul's is held, at which point more will be known.

- 10.5 DW abstained from the discussions under this item.

11. Maintenance

- 11.1 Correction to minutes – 4 heaters have been ordered (not 2).

- 11.2 **Action 7.4 on 19/Oct/1** confirms approval for the management of the trees.

- 11.3 **Sound System.** CH proposes James White does a professional assessment of the system and makes recommendations for addressing the problems which we are experiencing. SK has another expert contact who he would recommend, so we could use this as a second opinion. **Approved.**

- 11.4 Once the system is sorted out, we need to offer training so that we can have a group of people in the church who can manage the system.

12. Sub-Committees – Review of Membership

- 12.1 **Vision S-C** achieved it's purpose and is now disbanded.
- 12.2 **Finance S-C** – to support Adanna, escalate decisions to PCC or issues where Adanna needs support. Sally has been in this team due to her role in the office, but wishes to stand down. Sophie volunteered to join, and Nicki has also offered to continue as a member. Adanna to Chair.
Action: AT – to talk to Greg to see if he would like to join the FinSub.
- 12.3 **Maintenance S-C** – got a very good rhythm of meetings going, which . Sean, Phil, Bill, Margaret. John Clifton has recently joined. Paul Burdett is no longer a member. Wardens to Chair.
- 12.4 **Mission S-C** – Claire will chair this year to try and get this moving. SK suggested Julie might be interested in this team. Sue Treherne has been a member due to her links with the Nepal charities which we support.

13. AOB

- 13.1 Change of planning resources for the children's team, proposal received from Helen.
Approved.
- 13.2 Natasha Clifton is available to help out for the next 3 weeks. The meeting agreed that this should be paid, but not at the full rate. Use the National Living Wage which is currently £8.45/hour. It is expected that she will do a maximum of 4 hours per week.
- 13.3 St Paul's polo shirts. Sophie brought a sample pale blue polo and quotation for us to look at and review.
- 13.4 We need to have a review of the Safeguarding Policy. Add to agenda for next meeting.
Action: CH/SB

14. Future PCC / Sub-Committee Meetings

Meeting	Date	Refreshments
Maintenance & Mission SC	w/c 12 th June	
FinSub	w/c 19 th June 2017	
PCC	19 th July 2017	Sarah and Sean
Standing Cttee	11 th June 2017	After church on 2 nd Sunday on non-PCC months. (Next meeting Aug 13 th)

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

15. Record of Actions

15.1 Actions Carried Forward from Previous Meeting:

ID	Owner	Description	Who	Due Date	Done
1605/1	PCC	Undertake risk assessments with each group, using the template form from CH.	SK/MM	End Aug	In progress
1607/1	PCC	PCC TOR Update to reflect discussion in Section 2, and circulate to PCC.	CH	30/11	Review at this mtg.
1607/3	PCC	Involve HR and PS in fundraising for Porch/Ramp project.	CH	31/7	Ongoing
1610/2	PCC	Thank volunteers for cleaning church, now Alison has taken this over.	CH/RV	30/4	At APCM
1702/1	MaintSub	Get quotation for push button hydraulic flush system for Gents bathroom. This solution was not suitable for our set up. For discussion at Maintenance Cttee.	Maint SC	1 Mar	
1702/2	FinSub	Chase up new Gift Aid forms, based on old list from Mike Ellis. Poor response to request for new forms. Nicki has handed over to Adanna. CH suggested the old list is reviewed to see who hasn't filled in a new one, and those who haven't responded should be contacted. Natasha Clifton could help with this.	AT	31 Mar	

15.2 Actions Arising from this Meeting:

ID	Owner	Description	Who	Due Date	Done
1705/1	PCC	Consider candidates for the H&S role, pass suggestions to CH.	All	July PCC	
1705/2	PCC	Confirm PB has been removed as a signatory	AT	30/06	
1705/3	PCC	Investigate possibility of co-opting one of our young people onto PCC.	DW	July PCC	
1705/4	PCC	Check inventory.	SJ/KT	July PCC	
1705/5	PCC	Meet to do detailed planning for fundraising event for ramp project.	CH/SV	30/06	
1705/6	PCC	Forward first Finance report to PCC as soon as available. AT to provide to SB to send out.	AT/SB	30/06	
1705/7	FinSub	Talk to Greg to see if he would like to join FinSub	AT	30/06	
1705/8	PCC	Agenda item for next meeting – review of Safeguarding Policy.	CH/SB	July PCC	

NB: Actions arising at PCC which are noted for specific Sub-Committees should be added to the Actions log managed by that meeting.

Next Meeting – Wednesday 19th July 2017 at 7.45pm in The Old School

Sally Banks (PCC Secretary)
7th June 2017

Version 1.0