



PCC MEETING Minutes

10th July 2023

| Agenda Item | Discussion Notes | Actions |
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| ATTENDEES & APOLOGIES | | |
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| Craig Philbrick (Vicar) Sam Healey (Associate Minister) Pete Bray (CW) Adrian Thomas (Treasurer) Sharon McKechnie (PCC Sec) Gerry Cromwell (SLT) Jenny Devereux (SLT) Liz Blyth Janet Britton Tricia La Motta Freddie Pimm Denys Rayner Claire Tratt Cindy Tratt Fredrick Tamuton Julie Williams | (Apologies) (Apologies) (Apologies) | CP SH PB AT SAM GC JD LB JB TLM FP DR CT CIT FT JW |
| 1. Minutes of Previous Meetings | | |
| 27.3.23 | Approved with correction by DR, Seconded by FP, 4 Abstentions | |
| 26.4.23 | Approved with corrections by LB, Seconded by GC, 3 Abstentions The minutes from this meeting (10/7/23) will be checked for redactions and issued online moving forward | |
| 2. Operations Manager | | |
| Job Description Emailed out for approval 29.6.23 | Received no substantive challenge. Diocese said no issues legally with previous staff. Advertising through Diocese website, New Wine. LinkedIn can be looked at. Comments regarding | CP |



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| | small details eg. Capacity was received and noted. | |
| 3. Youth Space | | |
| <p>Creating Spaces where young people staff and volunteers can thrive, with plan, prepared by Paul Penhaligan (Project Lead) and Pete Bray (CW)</p> | <p>Last meeting, we looked at possible sites for the standalone youth space but were advised that St. Pauls is in a conservation area so unlikely to get planning permission.</p> <p>Jonathan Foyle, Diocese rep, agreed with utilising the space in the church to release the hall for youth work. His letter was incorporated into the report.</p> <ul style="list-style-type: none"> • Frees up space for youth. • Frees up space in church with new space for all, counselling, quiet pace and personal worship. <p>We have run out of space and the designated area for Youth would be for them alone. Larger events would spill out to the rest of the hall. Discussions around working practices/uses/congregation feelings/materials. Costs were expected</p> <p>With their experience JF and Rusty Bucket think £100-£120K which includes IT equipment, connections etc. We didn't factor in additional heating costs.</p> <p>PROPOSAL – That we identify an appropriate architect, surveyor, and structural engineer (the Rusty Bucket has a working relationship with three local companies) to interrogate our recommendations and that their findings/guidance, the cost of which would be met by the Rusty Bucket, be reported either to the PCC or a designated working group prior to the submission of a formal faculty request.</p> | <p>Report back to PCC at September meeting with costings etc. PP/PB with CP oversight.</p> |



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| | Proposed by DR, Seconded by TLM All in favour | |
| 4. Finance | | |
| Financial Review presented by AT | <p>Report presented and new format approved. Banking procedures/accounts need to be streamlined. Need to check existing finance policies.</p> <p>PROPOSED: Change to one bank account</p> <p>Proposed AT, Seconded DR, All in favour</p> <p>Discussions regarding the following: credit and debit cards, petty cash, outsourcing payroll, date of payroll run, amending gift aid form.</p> <p>Quarterly Reports will be issued to PCC regardless of whether meeting in place. Any questions to be directed to Treasurer direct.</p> <p>Going through all accounts, we do have money to work with.</p> <p>Expenditure has been higher on buildings than anticipated this year so recommend SLT/Treasurer review budgets and expenditure mid-term and reallocate as necessary within agreed budget. Sight required of last Q1 Report.</p> <p>Agreed too many forms of receiving monies and need to streamline.</p> <p>PROPOSAL: To take all recommendations received in AT report.</p> <p>Proposed CT, Seconded GC, All in</p> | <p>AT/CP - policies</p> <p>SAM/PB – Q1 Report</p> <p>PB/AT - M&G papers.</p> <p>CP – asset register</p> |



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| | <p>favour</p> <p>Financial Reports given.</p> <p>Good Shepherd Fund – review if it is possible for early release of funds. Decisions need to be made as to who responsible for budget spends, operationally, part of the review.</p> <p>Asset register of equipment is required, and ministries will be asked to compile.</p> | |
| 5. PCC Away Day | | |
| | <p>CP – Thanked SH for preparing report. Need to know we have captured information correctly. Conversations have started for 5 year plan between CP/SH.</p> <p>The SLT will work alongside. We need to have the vision to see how much we need to budget.</p> <p>Proposed: SLT to bring update of plan to November budget meeting.</p> <p>Proposed FP, Seconded JB, All in favour</p> | <p>SLT to prepare 5 year plan</p> |
| 6. Safeguarding | | |
| | <p>CP – As deprivation index goes down problems increase. Gemma now has access to portal and will be processing DBS applications. Safer recruitment lead is still unfilled. Please pray for someone suitable (7hrs – 1 day or 2 mornings). Need to make team leaders more accountable alongside SH – training required. Synopsis given of the report with numbers who are going through DBS/Training.</p> | |
| 7. AOB | | |



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| | <p>7.1 Email received regarding Christmas/Easter Services.</p> <p>Discussed past and future celebrations and expectations. Noted average age in Church of England is now 67. We noted we cannot please everyone but do our best. Communication to the congregations is required to ensure everyone is aware of choices available. This year's plan produced.</p> <p>PROPOSAL: Are you happy for CP to make decisions. All in favour</p> <p>7.2 Do we have a H&S Policy? – Should be on drive.</p> <p>7.3 What recruitment policy do we follow? – Diocese</p> <p>7.4 No risk assessments found? – Yes, in folder in office.</p> | <p>PB – check drive for H&S</p> |
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The meeting started and ended in prayer.

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