



PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 30th October 2023

STATUS
Approved
04.12.2023
(Public)

Present	Chris Brown, Barney Collins, Mei Yen Furey, Danish Gill, Mike Innes, Andrea Jeanneret, Janet Lee, Paul Langham, Philip Miles, Di Noon, Cluff Noon, Mark Orriss, Mark Parsons, Tavi Price, Hannah Rodgers, Chris Shaddick, Dave Vernon, Kamran Zahid
Apologies	Mark Ellis, John Butler, Suzannah Mason
Minutes	Tavi Price

A	INTRODUCTORY ITEMS
A1 Apologies	Noted as above
A2 Conflicts of interest	Item on Staff salaries – MP to leave. Buildings item – MI Confirmed and reassured the meeting that there is no conflict of interest between himself and Kitto
A3 Prayer and Worship	PL welcomed the meeting and led us through an example of Northumbria Community prayer.
B	SUBGROUP REPORTS
B1 Finance Team Paper B.01	<p>Before MP briefed the meeting regarding the finance report PL gave an update on Oakfield Road. He had been informed by the diocese that the Charity Commission have agreed and completed their work so the next stage is for the sale proceeds to be transferred to our accounts.</p> <p>MP - Highlights from the report:</p> <ul style="list-style-type: none"> • End of year estimation: £27k surplus • Positive outcome but there are some caveats – the surplus is down to the two one off gifts received this year; finance team are frustrated that the PCC agreed to plug the budget deficit with fundraising – this has not happened, and the finance team would not support a similar strategy next year. The budgeting process is likely to be as challenging next year as this year – leaving aside the sale of Oakfield Road. Regular giving has remained flat lined. <p>Questions of clarification:</p> <ul style="list-style-type: none"> • How should we disseminate the info regarding Oakfield Road to the church family? DV answered that we should be open as our stakeholders will need to be involved in what we do with the proceeds. • PL added that the finance team need to be briefed first and then once the money is in our account, we need total transparency with the church family. • what steps were made to fundraise to plug the gap? MI attempted several times to gather a team but with no joy. • a lesson learned that the PCC cannot make a corporate decision that requires our action if we are not going to do the action. It especially does not give any confidence

	<p>to those serving in the finance team who are not members of the PCC to see this lack of action.</p> <p>Staff inflationary pay rises (MP left for this item)</p> <ul style="list-style-type: none"> DV recalled for those not yet on the PCC that at the start of the year we were faced with the deficit in the budget, and as we could not agree any inflationary pay rises in that environment, deferred the decision. We have had a better year than expected (due to the one-off gifts mentioned above) so on that basis the proposal is give the inflationary staff pay rises now. <p>Proposal – all employees of the PCC who are still in post in 2 days’ time will be given a back dated (to the beginning of the year) 5% inflationary increase to their salaries. DV – Proposed, DG – Seconded Carried unanimously</p>
<p>B2 Buildings Team Paper B.02</p>	<p>In John Buckland’s absence MP answered any questions relating to the submitted report</p> <p>Main questions were around the water leaks in Jacobs’s Well and the Crypt entrance. Both areas drying out after substantial rainfall.</p> <p>The repairs will either be covered by Kitto or Insurance (re. stolen lead – causing the damage to Jacob’s well).</p>
<p>B3 Property Team Paper B.03</p>	<p>MI walked us through the submitted report which focused on potential costs of using some of the sale proceeds from Oakfield Road to refurbish Linden Gate into high quality rental accommodation to provide an annual income to support the work of the church. This would also facilitate moving the church offices into the main church building, most likely in the area currently occupied by the existing first-floor galley.</p> <p>The costs produced by Kitto will need to be looked at more thoroughly with a quantity surveyor as initial costs look on the high side but perhaps worst-case scenario.</p> <p>Alternatives will also need to be looked at and be weighed against this one. The decision being asked for at this stage is not to go ahead with this proposal but to agree to get some better and more detailed and costed plans.</p> <p>MP then was invited to give his perspective of Linden Gate. He mentioned that having offices in a different and separate building from the church led to a disconnect between staff and what is going on in the church. Also having offices in Linden gate was not a good use of the space, nor does it work well as an office space with staff scattered about in rooms either too big or too small. Having the office inside the church building has been a blessing in other churches he had worked in, with staff being able to connect better with other ministries using the church. Having the offices in the current gallery space would work well – being the right end of the church, it would have its own entrance and access and therefore would not interrupt anything going on in the main part of the church.</p> <p>JL added that one of the main concerns of having the offices in Linden Gate is that there is no disabled access.</p> <p>CB highlighted that many people come into Linden gate and as a place to receive people it is highly inadequate.</p> <p>MI went through the rest of the report highlighting that Linden Gate is tired and in need of significant works in accordance with good building maintenance. He also highlighted the need for much more discussion on what we decide in terms of the configuration of flats and the use of these and that the proposals are just one option at this stage.</p> <p>MI praised Richard Brooks from Savills Estate Agents – he helped enormously with the sale of Oakfield Road and has also given some free advice on what he suggests are the current values of both Linden Gate and Clifton Park Road.</p>

	<p>Numerous questions were raised and discussed about the proposal on the table and how the money could / should be used. The main points coming out of the discussion:</p> <ul style="list-style-type: none"> • not a case of spending money but investing the money • how it can be used in the most effective way • money does need to be spent on both the main church and Linden Gate – doing nothing is not an option • we are in the exploring stage and all options need to be looked at and assessed • it's not all about money – God may lead us into unexpected options • lots of ideas to be considered. <p>Main question for now is do we wish to continue the process of gaining information around the property team's proposal as this will require some upfront spend. At a near future meeting, we need to discuss what sort of group will be needed to reach a breadth of options of investing the money.</p> <p>The meeting gave thanks to MI & the property team for all they are and have done.</p>
B4 Risk Management Team Paper B.04	John Butler was not available to present the paper – no questions were raised
B5 Personnel Team Paper B.05	MP had nothing to add further to the report – no questions were raised
B6 Safeguarding Team	<p>No formal paper to present but HR, as a link with the PSO's, gave an update:</p> <ul style="list-style-type: none"> • Gaye Senior Smith has now taken over from Sara Wadsworth • The gap that Sara has left is a big one and the rest of the team are still getting up to speed with all the necessary reports and training • Main point for PCC is that not every member of the PCC has completed their Safeguarding training, and this is not ok – currently the parish tracker for this area is red. Please can everyone ensure that this is done before the next meeting. MP sent everyone during the summer a list of what they needed to do, including if they need to complete their DBS. • Some safeguarding documents are up for renewal and will be coming to PCC in due course. • AJ commented that our aim should be to honour God and be the safest place that anyone in the community could be!
C	LEADERSHIP REPORTS
C1 Churchwardens Report/ SC report/ SLT report Paper C.01, C.02, C.03	All of the reports have been circulated before the meeting, but no questions were raised at the meeting.
D	MINISTRY REVIEW
D1	<p>This item is for PCC members to give feedback from the various ministry areas they are linking in with:</p> <p>HR - midweek toddler group – a new leader has joined (Emma) so that has really helped, and Dennis is currently helping with set up but there's a question mark over how long he will be able to do that</p>

	<p>JL - Ukrainian hub – numbers are right down with no Ukrainians at the last meeting – the need for the hub is declining. The question is for the team to decide on whether it viable to continue and will ask the Ukrainians if they want to continue after Christmas.</p> <p>ACTION: Please Touch base reminder with your ministry area</p>
E	STANDING ITEMS
E1 Minutes Paper E.01	Minutes of the meeting on 25th September were approved.
E2 PCC Action tracker E.02	<p>Review of PCC Action Tracker</p> <ul style="list-style-type: none"> • Remove item 3 - fundraising item - as this is clearly not happened. • Lone working policy has been signed by Krystyna so this action can be removed.
Review of the meeting / actions / confidentiality	<ul style="list-style-type: none"> • Second of these meetings – a good amount of information shared • MI – has stepped down from PCC – PL/MP to sit down with him for an exit interview • MP – it felt a little bit too rushed tonight – lots of time spent on the writing of the reports – not a lot of questions raised • KZ – would like to raise questions – not sure what he can/can't say/ask (MP to have a chat with KZ) • DV – scope to discuss more on the SLT paper - SC to review paper before it comes to PCC to see if there could be improvements on how to enable a discussion at PCC. MYF added that having the reports shown on a screen would be helpful • Staff to be informed (tomorrow 31st Oct) – re. increase in salaries - not needed to be confidential. • Oakfield Road sale – inform finance team • PCC need to be careful on how and what they say about the money and need to hold off until the money is in the account. • HR/JL or AJ to check the safeguarding tracker to see what the status is (Red/Amber/Green) ahead of the next meeting. <p>CB closed the meeting in prayer</p> <p>Next meeting: Monday 27th Nov 7.30pm</p>

Future Meetings:

Monday 11th Dec Christmas Social
Monday 29th Jan (Detail) 7.30pm
Monday 26th Feb 7.30pm
Monday 18th Mar (Detail) 7.30pm