



# PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 22<sup>nd</sup> April 2024

<b>STATUS</b>
Approved
24.06.2024
(Public)

<b>Present</b>	Barney Colins, Mark Ellis, Mei Yen Furey, Danish Gill, Paul Langham, Janet Lee, Suzannah Mason, Philip Miles, Cluff Noon, Di Noon, Mark Orriss, Mark Parsons, Tavi Price, Jack Reed, Chris Shaddick, Kamran Zahid
<b>Apologies</b>	John Butler, Andrea Jeanneret, Hannah Rodgers, Dave Vernon
<b>Minutes</b>	Tavi Price

<b>A</b>	<b>INTRODUCTORY ITEMS</b>
<b>A1 Apologies</b>	Noted as above
<b>A2 Conflicts of interest</b>	None declared
<b>A3 Prayer and Worship</b>	PL welcomed the meeting – the members each read through Ephesians 1:15-23 several times, spending time listening to what the spirit might reveal. A time of prayer followed.
<b>B</b>	<b>SUGROUP REPORTS</b>
<b>B1 Finance Team Papers B.01 (a), (b)</b>	<p><b>Approval of 2023 Annual Report and Accounts and 1st Quarter 2024 Report</b></p> <p>The above reports had been shared and read prior to the meeting.</p> <p>MP led the item explaining that the Annual Report is a statutory report that is presented to the Annual Meeting and to the Charity Commission and appears on the Charity Commission website. The report has been independently examined by our external auditors, Burton Sweet, and will be signed off by them once PCC approval has been confirmed.</p> <p>MP expressed his thanks to the Finance Team who have been through the report and accounts with a fine-tooth comb.</p> <p>PCC Approval of the 2023 Annual Report and Accounts: Proposed: SM, Seconded: DG</p> <p><b>Carried unanimously</b></p> <p>The document will now be signed by PL as Chair of the PCC and MO as Churchwarden (in lieu of a Treasurer).</p> <p><b>1st Quarter Management Accounts and Giving Tracker</b></p> <p>The General Fund is showing a surplus at the end of Q1 of £18k (anticipated to be £5k based on the budget-to-date). Most items are running on budget, with just a few items worthy of further comment:</p> <ul style="list-style-type: none"> <li>Provision Income fell below budget in March. As illustrated in the circulated Giving Tracker, this is mainly due to lower ad-hoc giving in March than received in January or February. Ad-hoc giving does vary but this may be a seasonal/timing issue with Easter and the Bank Holiday weekend at the end of the month. The Finance Team</li> </ul>

	<p>will continue to carefully monitor giving as the year goes on. The next Generosity Sunday is scheduled for 12<sup>th</sup> May.</p> <ul style="list-style-type: none"> <li>• Rental Income is below budget and this is a result of the PCC's decision to offer Pre-School a rental holiday for the 2023/24 academic year. The Whitwell family moved out of the Top Floor Flat at Linden Gate at the beginning of April, so there will be a void period in rental income from this flat until the property is re-let.</li> <li>• Oakfield Road investment income was budgeted at £75,000 for the year. The first quarter interest payment received was £23,582.77 so c.£4.5k higher than budgeted. Further quarterly payments are likely to be of a similar amount.</li> </ul>
<p><b>B2 Building Report Paper B.02</b></p>	<p><b>Report written by John Buckland and shared before the meeting.</b></p> <p>MO added that we are looking at some of the wooden doors around the church, some of which are not in a good state, particularly the external Tower Porch door. Quotes that have been received so far have been extortionate, so they have turned to John Barrett, liaising with Spacemakers, to see if there are a couple of people who we could pay to do the work. John is looking into it.</p> <p>MYF asked if there was an update on Jacobs Well. MP responded that it would be the first job for the new Facilities Manager to look into. The lack of progress has been due to lack of capacity for Mark and Nick. The room has now dried up and the ceiling is still intact.</p> <p>TP asked if the flooding issues in the Crypt would be covered by Kitto or CC. MP answered that the cost for the internal repairs would be covered by Kitto but if we have to replace the soak-aways this would need to be covered by CC. The soak-aways not causing the leak but they may be adding to the issue.</p> <p><b>Quinquennial Review</b> – this is required by Cannon Law and needs to be done by a named Architect or Surveyor (not his or her firm). Our previous Quinquennial Inspector, John Beauchamp (Benjamin and Beauchamp Architects) has retired, so we need to appoint a new Quinquennial Inspector.</p> <p>PL explained a little about how we need to go about it. Standard practice and the DAC recommendation is that any appointed Quinquennial Inspector should be included to tender for any future building development work. It would be this architect that would have to sign off any future building works. Therefore, when they are brought in for interview, PL suggests that we give them a discrete exercise as part of an interview presentation by asking them how they would solve the issue of moving the church offices into the church building. Simply because that is something we have considered as part of the work undertaken by the Property Team. It will reveal their understanding of working with church communities, their creativity and their sensitivities of different parts of a church building.</p> <p>DN raised the issue of accessibility into the ground floor of the Church building. PL and MP both gave their understanding that it would be part of any future project that also looks at other issues including heating, lighting, electrics, tech and other works to the upstairs of the church building that were not covered by the Renew Project. But accessibility would not necessarily have to wait and could be a discrete project. PL suggested this is something that the Buildings Team and Standing Committee should start looking into.</p> <p>Action: to add to the SC agenda.</p> <p><b>Proposal:</b> Principle of appointing a Quinquennial Architect who would also be appropriate for larger building projects.</p> <p>Proposed: DN, Seconded: CN</p> <p><b>For: 13, Against: 1, Abstention: 1</b></p> <p>Both those who were against and abstained explained their reasons. Both were concerned that asking the architects to present their ideas about the church offices meant that this</p>

	would become a reality. PL responded by stressing that this was not the case and that we are purely using this for them to show how they would tackle a particular project as it is something we have talked about as a future idea at PCC.
<b>B3 Property Team</b> <b>Paper B.03</b>	<p><b>MP led us through the paper that had been shared prior to the meeting.</b></p> <p>The Property Team’s brief is one that the PCC gave it a couple of years ago which was to look at all the properties belonging to the church and consider how best to use them, such as income generation, need for repairs and maintenance etc.</p> <p>This team has championed the suggestion that the offices be moved out of Linden Gate – we need to make a decision in the near future whether this idea is explored further, or not.</p> <p>MP suggested we spend some time at the PCC Away Day in June looking at this alongside what DN raised on accessibility and other possibilities for the Oakfield Road investment.</p> <p>The proposal included in the paper is to spend up to the max. £10k on maintenance works to the Linden Gate top two flats to enable to get the flats rented out, and see our investment returned before the end of the year. This is a short-term fix whilst we continue our discussions on the long-term future of Linden Gate.</p> <p>Proposed: ME, Seconded: KZ</p> <p><b><i>Carried unanimously</i></b></p>
<b>B4 Risk Management Team</b> <b>Paper B.04</b>	<p><b>JB was not present to take any questions on the paper that had been sent through.</b></p> <p>PCC members with any questions were encouraged to feed them back to him in due course.</p> <ul style="list-style-type: none"> <li>• JL mentioned that she had found someone who could join the Risk Management Team – it was unclear if JB has contacted Jane Philips to explore this.</li> <li>• TP raised questions on risks 005,006,007,008 &amp; 009 on the risk register. Were these actual risks?</li> <li>• BC asked where these risks had come from? MP wasn’t sure if these were legacy risks or had come from JB.</li> <li>• Isn’t the main risk that we don’t have a risk management team? MP mentioned that as we haven’t had a team for some time</li> </ul> <p>After some discussion, the main feeling around the register is that as a PCC, we didn’t accept it as it was and would need further explanation on many of the items.</p> <p>Other suggestions such as asking the previous CC risk management owners (e.g. Jenn Ellis) to help maybe an idea.</p> <p>BC suggested tackle Risk Management as a whole PCC – perhaps at the weekend away.</p> <p>MP also explained that as a PCC we own the risk register and risk management is all our responsibility.</p> <p>Action: MP to feedback to John and ask him to include the steep ramp outside church as a risk.</p>
<b>B5 Personnel Team</b> <b>Paper B.05</b>	<p><b>ME presented the paper that was shared prior to the meeting.</b></p> <p>Main points:</p> <p>Existing staff pay scales have been reviewed and benchmarked to UCAN (UK Church Administrators Network) salary survey. This has shown that we are broadly competitive in our salary scales against other UK churches.</p> <ul style="list-style-type: none"> <li>• A new volunteer has come forward to join Personnel Team</li> <li>• Going forward, the team will be working with SLT on various documents, processes, and guidelines as well as supporting the recruitment of new roles</li> </ul>

	<p>PL mentioned one correction to the paper. It was SC not SLT who subsequently agreed to advertise the Facilities Manager and Office Administrator roles.</p> <p>TP asked if there was any update on Youth Pastor role. Someone had informally enquired but is not taking it any further.</p> <p>CS asked if we can we have any more interns. PL replied that with CB off we have not had the capacity to provide the oversight required.</p> <p>JR asked if we can we be more creative in the advertising process for the new roles. MP to be in touch with JR to follow this up.</p>
<b>B6 Safeguarding</b>	<p><b>HR was not present at the meeting - no report</b></p> <p>We are currently one PSO down, but not in any breach as we only need one and have three.</p> <p>MP mentioned that there are a couple of policies that need further work: The Recruitment of Fair Offender's Policy was due to come back to PCC and the main Safeguarding Policy is also due for renewal. HR to check in with the PSO's to action this.</p>
<b>C</b>	<b>LEADERSHIP REPORTS</b>
<b>C1 Churchwardens Report Paper C.01</b>	<p>The report was circulated before the meeting – main points were:</p> <ul style="list-style-type: none"> <li>• Looking at official responsibilities</li> <li>• Meeting regularly with Chris Brown for updates and support</li> <li>• Meeting with SLT and the Diocesan Head of HR to help develop a roadmap for Chris's return to work</li> <li>• Meeting with Paul, Janet and Mark on an individual basis for feedback and support</li> <li>• Starting work on increasing and improving accessibility of the church – currently compiling a list of needs</li> </ul> <p>Members of the SLT would like to express their grateful thanks for Di and Mark as they have been stepping in to care and support them.</p>
<b>C2 Standing Committee Report</b>	<p>The Standing Committee has met only once since the last quarterly report - 5th February 2024 - main focus was on:</p> <ul style="list-style-type: none"> <li>• An update on the situation with Chris Brown</li> <li>• A discussion on the early ideas and proposals for the new staffing roles, which were subsequently revised and presented to the PCC</li> </ul>
<b>C3 SLT Report</b>	<p>Paper circulated prior to the meeting – main points included:</p> <p><b><u>Celebrate</u></b></p> <ul style="list-style-type: none"> <li>• Continued to resource, plan and lead three gatherings a week</li> <li>• Finished teaching in more depth on holiness and corporate prayer.</li> <li>• Two well attended gatherings on Good Friday</li> <li>• Easter Day was a highlight with a sunrise service, followed by breakfast, the 8 and then the 10 where two young people were baptised</li> <li>• Emelye has continued as Interim Youth Pastor and is currently working with Anjola from Spear to launch Torch</li> <li>• The Spear Programme continues to go well, with great celebrations in both February and April</li> <li>• Paul invited Nick Carter to join the SLT in February</li> <li>• 27-29 February, Paul, Janet, Mark and Nick along with Jackie Langham attended the New Wine Leadership Conference in Harrogate</li> </ul>

	<ul style="list-style-type: none"> <li>• Paul was able to attend General Synod online in February and visited Sweden with New Wine in March.</li> </ul> <p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• Absence of Chris Brown</li> <li>• Paul’s leg is slowly healing but over the last four months meetings had to be held online or at the Vicarage as he was unable to access Linden Gate offices</li> <li>• The extra work on Paul, Janet, Nick and Mark has been stressful. Paul is still overwhelmed with lots of emails and has taken on many of Chris’s responsibilities</li> <li>• A bout of illness in the team in February meant many of us were off work at the same time</li> <li>• Izzy Thompson has resigned from Spear and will leave in the summer, so we need a new Centre Manager.</li> </ul> <p>3 people have applied for the Centre Manager role – interviews are on Wednesday.</p> <p>PL gave an update on his leg. His lower calf has two DVTS. He is now on blood thinners and would appreciate prayer.</p> <p>TP asked for any update on CB. PL replied that he is on a phased return 25%, 50%, 75% at monthly intervals, evaluating at each stage before increasing the hours.</p>
<b>D</b>	<b>MINISTRY REVIEW</b>
<b>D1 Feedback from individual PCC members</b>	<p><b>MO – Welcome and refreshments teams</b></p> <p>Welcoming - Nick Carter – all the teams are doing a fantastic job with specific thanks to the leaders: Mark Orris, Mei Yen Furey, Eilidh Mason, Jack and Annabel Reed &amp; Zach Purver.</p> <p>A thank you also to an unseen team - the lawnmowing crew – John Woodward, David Jeanerette, Alex Mason &amp; Johnny Hendry.</p> <p>Chris Saunders and John Buckland who lead the Refreshment teams at the 8 and 10 respectively, have some established teams that sort out their own swaps when needed – all positive and no real issues.</p> <p><b>JL – Ukrainian Hub</b> – There are fewer people attending as many have now found employment but very worthwhile for those who are still coming. Can this ministry area be added to the ministry area’s list.</p> <p><b>DG – Kid’s Church</b> - An email from Ruthy saying they are still really struggling with volunteers – MP to following it up suggesting there is something said at the front of church.</p>
<b>E</b>	<b>STANDING ITEMS</b>
<b>E1 Approval of Minutes Paper E.01</b>	Minutes of the meeting on 18 <sup>th</sup> March 2024 were approved.
<b>E2 Review of PCC Action Tracker Paper E.02</b>	Lots of actions have been ticked off. Please let MP know if any more can be progressed / ticked off.
<b>Review of the meeting / actions / confidentiality</b>	<p>Thanks to those who provided the reports – it gave us all a full overview of things we need to know.</p> <p>JR closed the meeting in prayer.</p>

	<b>Next meeting:</b> 7 <sup>th</sup> & 8 <sup>th</sup> June - PCC Weekend away 24th June 7.30pm
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**Future Meetings:**

Monday 15th Jul (Detail)

Monday 23<sup>rd</sup> Sep