

# Minutes of the PCC Meeting held on 17<sup>th</sup> March 2025

<b>1</b>	<b>Welcome and Prayer</b>
	<p>The Meeting was held at 7.30 pm in All Saints Church and opened in Prayer.</p> <p><b>Present:</b> (19 of 23)  Rev Chris Park, (Chair) Alan Adamson, Peter Aspin (Secretary), Liz Barker (Churchwarden), Keith Blanshard, David Chettle, Chris Clarke, Andrew Coombes (Treasurer), Aimee Crossland (Youth &amp; Children), John Farrall (Churchwarden), Carol Gosling, Steve Gosling, Elaine Harvie, Barbara Hemingway, Alison Hodgson, Ian Richardson, Wendy Smith, Paul Tiffin, Juliet Wright (Churchwarden).</p>
<b>2</b>	<b>Apologies</b>
	<p>Apologies for absence were received from: Rev Ben Brady, Pam Baylis, Ben Griffiths, Rev Judy Lindsey.</p>
<b>3</b>	<b>Minutes and Matters Arising</b>
<b>3.1</b>	<p>The previous PCC Meeting was held on 20<sup>th</sup> January 2025. The Minutes were agreed unanimously and signed by Rev Chris Park as a correct record.  <b>Proposed: Ian R Seconded: Carol G Vote: Accepted Unanimously</b></p> <p><b>Outstanding Matters Arising:</b>  <b>Cake and Company</b> requesting guidance from the PCC for a clear definition of their Group Role, including succession planning, and consideration of the purpose and content of their reports.</p> <p><b>Green Group</b> are requesting a consultation with Leadership on the future direction for Eco Church (consolidate Silver or 'go for Gold').</p> <p><b>Governance Item</b> showing we have not been able to progress the renewal of the Scout Hut Lease. Completion required August 2025.</p>
<b>4</b>	<b>Mission &amp; Ministry</b>
<b>4.1</b>	<p>Rev Chris P reported that the Group had not met since our last PCC Meeting. Further progress and direction will be discussed with Rev Ben B in due course.</p>
<b>4.2</b>	<p>Aimee C reported that the Pancake Event had been a great success with 106 visitors. She had been meeting with Rev Ben B in discussions around development of the Group's Direction. They had also been pursuing a couple of initiatives in our local schools which look quite exciting.</p> <p>PCC accepted and agreed the programme of activities for the Spring Term. PCC noted the Brigade activities and that these lie outside their insurance arrangements.</p> <p>A request was made for the PCC to approve 2 new social media sites:</p> <ul style="list-style-type: none"> <li>• Instagram Site entitled "Children &amp; Youth"</li> <li>• Instagram Site entitled "General Church Account"</li> </ul> <p><b>Proposed: Andrew C Seconded: Wendy S Vote: Accepted Unanimously</b></p>

4.3	Ian R reported that the Cake and Company meetings were continuing to progress with good attendance numbers. Increases had led the Group to consider moving their
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	meetings into the larger Nave Area at St Andrew's, but this had been put on hold for the time being.
4.4	Peter A reported another successful Snowdrop Festival at All Saints with large numbers attending, particularly in the warm Saturday Sunshine. Over £800 of donations were received. The next Group meeting is on Friday 21 <sup>st</sup> March, when there will be discussions on a Nature Count event, the Worship Section in the Silver Eco Church Award, and how we are awaiting decision around 'Net Carbon Zero' policies in our churches.
5	<b>Finance</b>
5.1	<p><b>Treasurer's Report &amp; Update:</b> Andrew C summarised the Income and Expenditure report:</p> <p><b>Income</b> - The fall in regular giving towards the end of 2024 is now showing a shortfall against budget, c. £600 over the first 2 months.</p> <p><b>Expenditure</b> - the grant support for fuel at SA is covering some of our costs. The steady state costs at SA are one issue to watch as we get used to the new heating system. Other costs are as expected / subject to some phasing issues. We continue to see the last of the vacancy costs passing through. Overall, we are broadly in line with the budget.</p> <p>Andrew C summarised the paper requesting amendments to scope for our current budget. This opportunity is in response to two developments -</p> <p>Firstly, Sue Duffield and Keith B applied for and received a Grant of £9,143 from the Diocese for the upkeep of St Andrew's. Multiple items of scope were included in the bid and the grant covers part of the cost of getting the works completed. PCC noted that the Diocese expect the Grant to be spent in the current year.</p> <p>Secondly, we have been advised that the work on the AS Organ is not required in the current year, but we should continue to make provision for it soon. It is therefore proposed to defer this item of £6,000 for 2 years, when it will be re-evaluated.</p> <p>Hence PCC was requested to Agree the following amendments:-</p> <ul style="list-style-type: none"> <li>• Deferring the Organ clean &amp; refurbishment for 2 years (£6,000)</li> <li>• Allocating £1,000 to our AS Organ fund towards this work</li> <li>• Bringing forward the SA guttering works £4,191 (£3,000 Gen, £1,191 Grant) • Bringing forward the SA lime pointing work £2,036 (1,100 Gen, £936 Grant)</li> </ul> <p>Allocating £900 to the Major Maintenance fund as contingency for the above. In discussion it was agreed to place on hold the SA Nave Floor renovation c. £2,300 (£1,092 Build Fund. £1,188 Grant),. This will be reviewed once the scope and phasing of the works in the Main Worship area have been more fully considered.</p> <p><b>Proposed: Andrew C Seconded: Keith B Vote: Accepted Unanimously</b></p>

<b>5.2</b>	<p><b>Stewardship:</b></p> <p>Andrew C encouraged the members to develop any new ideas for the raising of the necessary funds for the church's mission and activities. He confirmed that a presentation would be given at both churches on Stewardship Sunday (6<sup>th</sup> April) so that the congregation is fully appreciative of the levels of financial giving required. He urged the PCC to pick up on these details and help to relate them to the church members.</p>
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<b>5.3</b>	<p><b>Approval of 2024 Accounts:</b></p> <p>Andrew C presented the 2024 accounts as described in our Annual Report and noted the supporting letter from our Independent Examiner. Andrew also noted that one of the tables is an incorrect version and the correct one will be provided for the final version. The amended figures were noted by PCC.</p> <p>The PCC was asked to approve the 2024 Accounts:</p> <p><b>Proposed: Chris C Seconded: Alan A Vote: Accepted Unanimously</b></p>
<b>6</b>	<b>Governance</b>
<b>6.1</b>	<p><b>Standing Committee Report:</b></p> <p>The Minutes of the last SC meeting were accepted.</p>

6.2	<p><b>Building and Fabric:</b></p> <p>Keith B reported that the Group had met recently. There had not been any issues.</p> <p>PCC Agreed that Faculties can be submitted for the following works, subject to them being required</p> <ul style="list-style-type: none"> <li>• Brickwork Pointing at SA</li> <li>• New Benching at SA</li> </ul> <p>PCC noted that a Faculty was not required for the guttering work at SA.</p> <p>PCC supported the production of a Retrospective Faculty for the updated heating system at SA. But required that the submission is reviewed by PCC (or SC) prior to submission.</p> <p>PCC noted the background to the change of heating at SA that had to be urgently installed to maintain our activities through the winter months. The Diocese have written to us to point out that there are several requirements from 2022 that we may not have been aware of. Alison H has agreed to take this on and Peter A will confirm when the Energy Footprint Tool (EFT) for last year's gas and electricity consumptions has been submitted to the Diocese.</p> <p>Peter A described the guidance on submissions to the APCM that appears on the Diocesan Website and suggested that we might not be meeting the following particular legal requirement.</p> <ul style="list-style-type: none"> <li>• The annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018</li> </ul> <p>In summary:</p> <p>Our Wardens confirmed that they are content with and consider the Building and Fabric report to be an accurate description of how our church buildings have been inspected and cared for over the year. As such they noted that they can be deemed to have 'signed the report' as fulfilling the 'Annual Fabric Report'.</p> <p>For All Saints it was confirmed that the Terrier, Inventory and Logbook have been reviewed and updated over the previous year. For St Andrew's the Logbook is up to date but the Terrier and Inventory require updating to reflect the recent extension works.</p> <p>In both cases current practice is that the reviews are done at the point of hand-over following the APCM, rather than as at the start of the calendar year as required by the</p>
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	<p>Measure. Also, no 'signed statement' has been provided. PCC noted the intent that our custom and practice will be amended so both requirements will be addressed for 2026.</p>
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6.3	<p><b>APCM</b></p> <p><b>a) Charity Commissioner’s Report</b>  With a small number of amendments, the Report was put forward for approval: <b>Proposed: Alan A Seconded: Chris C Vote: Accepted Unanimously</b></p> <p><b>b) Working Group Governance Report:</b>  With a small number of amendments this Report was put forward for approval: <b>Proposed: Alan A Seconded: Ian R Vote: Accepted Unanimously</b></p> <p><b>c) Church Related Activities Report:</b>  With a small number of amendments and the removal of the Youth and Children section (duplicated the APCM contents), this Report was put forward for approval: <b>Proposed: Chris C Seconded: Carol G Vote: Accepted Unanimously</b></p> <p><b>d) Appointments and Vacancies</b></p> <ol style="list-style-type: none"> <li>1. Peter A reported that the new Electoral Roll had been closed with a count of 186.</li> <li>2. Accordingly, this meant that we would be entitled to 12 Elected Members for next year’s PCC (reduced from 15 last year).</li> <li>3. Juliet W had decided to stand down from Churchwarden at AS; Liz B and John F have declared that they will stand again for election. So, <b>we will be voting to re elect Liz and John back into their roles and elect 2 additional people who will stand for the 2 vacant churchwarden positions.</b></li> <li>4. The following Elected Members are standing down this year – Peter Aspin, Keith Blanshard, Barbara Hemingway, Ben Griffiths and Wendy Smith.</li> <li>5. This leaves <b>2 vacant posts for new Elected Members.</b></li> <li>6. Publicising these vacancies will commence by Friday 21<sup>st</sup> March.</li> <li>7. The PCC offered a Vote of Thanks for several years of service collectively to Peter Aspin, Keith Blanshard, Ben Griffiths, Barbara Hemingway, Wendy Smith and Juliet Wright.</li> <li>8. Keith B offered to assist the newly elected Churchwardens in a proposed role of Buildings Officer. It was agreed to discuss this at a future PCC meeting.</li> </ol> <p><b>e) APCM Arrangements</b></p> <p>Peter A explained that the APCM will be held on Monday 7<sup>th</sup> April at St Andrew’s at 7.30pm. The format will be as last year with refreshments served from 7pm. Rev Ben Brady will lead worship and prayer at the start, Rev Chris Park will take the Chair and deliver his annual report as Associate Minister.</p>
7	<b>Safeguarding</b>
7.1	<p><b>Dashboard Report:</b> A full dashboard was considered by the PCC. An expression of thanks was offered to Dot Bevington (Safeguarding Officer) for her work in ensuring we had no red issues for this meeting. It was noted that several amber issues, largely to do with updating risk assessments, were coming through for action during the next month.</p>

It was suggested that we might not be looking far enough ahead of each issue which was resulting in our having to take last minute, urgent actions.

In reviewing records, the following suggestions were put forward:

- Ensure that the roles involved with “Open Church” are included in our future training requirements.
- Leaders of activities has been requested to review risk assessments and safer recruitment procedures over the coming month. Reported results will be updated into the Dashboard. (Noted that we may need to provide some additional help due to not currently having an H&S Officer.)
- Rev Ben will be asked to assure the PCC that he will comply with safeguarding procedures for known offenders.
- The Safeguarding Policy will be reviewed at the next PCC meeting. • Andrew C will work with Dot B and the Office team to enable the transfer of training records on to the iKnow system.

7.2	<p><b>Proposals for Safeguarding Training :</b> Andrew C presented the paper which sets out the structure of our Roles and their requirements for Safeguarding training. Andrew confirmed that the summary is based on the work done to date and Dot Bevington supports the paper.</p> <p>PCC were invited to note the proposed controls on changing existing roles and the need to bring any new roles to PCC for agreement.</p> <p>The paper also set out our approach to situations when the training has not been completed in due time.</p> <p>PCC considered the listings and allocation and provided some update comments including the inclusion of ALMs and clarification of the ‘Preacher’ role.</p> <p>It was proposed that these Proposals be accepted by the PCC:</p> <p><b>Proposed: John F Seconded: Elaine H Vote: Accepted Unanimously</b></p>
7.3	<p><b>Social Media Report :</b> No report received.</p>
8	<p><b>Health &amp; Safety</b></p>
8.1	<p>No issues had been reported.</p> <p>The PCC proposed a vote of thanks to Andy Smith who has stood down from his role as H&amp;S Officer. Efforts will be made to recruit a replacement as soon as possible. Andrew C will speak to one possible candidate who had indicated some interest. Andrew C noted that the expectations on the extent of outward looking H&amp;S legislation expertise was a concern. In discussion it was noted that our main need was for support on discharging our currently agreed activities. PCC accepted that the wider awareness for changes in legislation is an issue for all the members to bring to the attention of the group.</p>

9	<p><b>Deanery Synod</b></p>
9.1	<p>Minutes of the meeting held on 27th October were noted.</p> <p>The PCC was encouraged by the splitting of the Deanery into 3 sub-groups of manageable size. It is hoped that this will enable our group of churches in the “North &amp; East” sub deanery to work together more closely. Items of interest in this new area include the intention for working with modern estate developments and seeking to serve the poor and disadvantaged. A sophisticated mapping system to identify some of these poorer areas was demonstrated.</p>
10	<p><b>AOB</b></p>
10.1	<p>None arising.</p>

<b>11</b>	<b>Dates of Future Meetings</b>
	PCC: 19 May, 14 Jul, 15 Sep, 17 Nov
	SC: 31 Mar, 16 Jun, 1 Sep, 13 Oct, 8 Dec
	APCM 2025: 7 Apr
<b>12</b>	<b>The Meeting closed with Prayer.</b>