

Minutes of the Meeting of St. James P.C.C.

Monday 15th May 2023

Present: Rev Rob Powell (Chair), Glynis Wilkinson, Ailie Neill, John Talbot, Adam Seymour-Davies, John Farebrother, Nick Burt, Rocky Deans, David Kafuko, Mary Scarlett, Heather Howard, Liz Gibbons, Sandra Lucas, Marcia Gordon.

1. Opening Prayers

Rob welcomed everyone and opened the meeting with a prayer.

2. Apologies: Alan Burrows, Rev Mark Pybus, Yvonne Mason, Peter Neill, Marlon Ganesh, Sarah Veal.

3. Minutes from the meeting held on 20th March 2023

The PCC approved the minutes unanimously.

4. Matters Arising

Item 4: Electrical Lighting Project: Rob reported that the DAC has now approved the work and we are now able to make the formal application for the faculty. The work cannot begin until the official faculty is granted.

5. Finance Report

a) Management Accounts

In Alan's absence Rob presented the accounts for the year so far to the end of April 2023 which show an income of £61,244 against a budget of £59,775. Expenditure in the same period was £73,939 against a budget of £67,294. This resulted in a variance of £-5177 and a real deficit of £-12,695. The main contributor to the above expected expenditure was very high utility bills.

A question was asked as to whether we are on a fixed term contract for utilities and, if so, whether a cheaper alternative is available. Rob said he would ask Alan.

In answer to a question about the Ashburnham Fund, Rob explained that this represented funds donated some years ago as a bursary fund for the Church Weekend Away. As the event was cancelled due to Covid-19, the fund remains unused. As it is a Restricted Fund the permission of the donor is required when deciding how to spend the money.

6. Policies

Rocky Deans presented a number of newly drafted policies for consideration by the PCC, as follows:

Fire Safety

The PCC considered the first draft at the last meeting and amendments had been made. The revised draft was approved unanimously.

Safeguarding

The first draft was considered at the last meeting and amendments had been made. It was noted that reference needs to be made in the policy to A Safe Church, the Diocese of Southwark's safeguarding policy. The PCC approved the policy unanimously.

Behaviour

The first draft had been presented at the last meeting and amendments had been made. It was noted that the policy should cover LAG, Get Set, Adventurers, POD, and Children's & Youth activities, but not FYC as they have their own policies. It was also noted that individual group leaders will be responsible for adhering to the policy in each club or activity, and that overall responsibility should lie with the Children's Worker and SPA for Children & Families. The point was also made that we ought to have a general behaviour policy for the whole church, framed around values more than prescriptive behaviours. Rocky agreed to draft something. The PCC approved the policy unanimously.

Anti-Racism

This was the first time the PCC had seen the policy, so Rocky spent some time presenting it. There was a question as to whether this was more guidance than a policy as such? The point was made that we need to include more details about how to make a complaint or whistleblow. Rob reported that we already have a PCC Complaints, Grievance and Whistleblowing Policy, so we may simply need to make reference to it. It would perhaps be good to appoint an Anti-Racist Champion with responsibility for monitoring implementation of the policy. The PCC approved the policy unanimously.

Pastoral Care Worker (Volunteer) Job Description

Rocky presented a first draft of this JD. He explained the newly formed Pastoral Care Working Group has suggested that a number of volunteers be appointed to assist the clergy and SPAs in offering pastoral care to our church members, particularly thinking of the housebound, those in hospital or care homes, and those who are not attending church for whatever reason. Rob suggested that potential candidates should receive a personal approach rather than making a general appeal for volunteers. Rocky also shared a proforma to be used in regular reviews with the volunteers. This led to a discussion about the difference between line management, supervision, and spiritual direction. After much helpful discussion it was decided to delay approval of the JD to allow time for further discussion and clarification on various elements in the JD, in particular the questions around management and supervision.

Rocky reported that a proforma has been drafted which will record and detail all PCC policies, including review dates. There will be a hard copy in the office and a digital copy on the Church Manager's computer.

The PCC paused for prayer at this point.

7. Appointment of Pastoral Care Volunteers

Discussion of this item was postponed in light of the above discussion.

8. Youth Ministry Working Group Update

Several members of this newly formed group were present and gave a brief verbal report on activity so far, including the following:

The aim is to deepen and grow the faith of our young people (11+)

The youth will take a leading role in Messy Picnic & Games on June 4th.

They are taking on more responsibility in the life of the church.

Consideration of Confirmation for those who are ready.

Possible weekend away.

Certificate of Achievement – regular termly award for those who have been observed to have significantly contributed to church life.

Rocky reported that we now have a Volunteer Pack to be given to potential volunteers in our children & youth ministry.

9. Building for the Kingdom

Rob reported on two significant events coming soon:

Saturday 24th June – our architects will attend the Volunteer Thank You event and present the feasibility study with the opportunity for guests to see the drawings and ask questions.

Tuesday 27th June – DAC site visit to meet the BFK Working Group and our architects.

10. Prayer on the Streets (POTS)

Rob reported that this project is being revived, having been delayed due to Covid-19. The idea is to offer to pray for people as they pass in a significant location in Furzedown, probably monthly to begin with. A training session for anyone interested will take place on Saturday 10th June in St James Church Centre.

11. Safeguarding

There had been no reported incidents since the last meeting.

12. Events

Jumble Sale – Saturday 20th May, 11am-3pm

Holy Land Pilgrimage – 22nd-31st May

Messy Picnic & Games – 4th June

Volunteer Thank You Event – 24th June, 1-4pm

The meeting closed at 9.55pm with The Grace.