

Minutes of PCC Meeting - Monday 12th April 2021

Present: Beverly Watson (Chair), Marguerite Barclay, Rob Burch, Rob Crossingham, Simon Doran, Henrietta Harding, Robin Holdsworth, Katherine Hopwood, Ed Gillett, Chris Lambert (left after item 4.2), Julie Lodge, Simon Moulden, Peter Nicholls, Angela Rose, Jo Smalley, Annie Twidell, Andy Wells

Apologies: Rebecca Brown, Trish Tye

1. Welcome to new PCC members

Beverly welcomed our new PCC members: Rob Crossingham (formerly a co-opted member), Peter Nicholls, Andy Wells, Ed Gillett, Katherine Hopwood (co-opted), Angela Rose, Annie Twidell (co-opted).

2. PCC Responsibilities

Beverly highlighted the documents that had been sent out that confirm the responsibilities of the PCC.

- 2.1. *Role description:* every role in the church requires a role description, this is part of our obligation to safeguarding as a charity. All members need to sign this. Julie highlighted that the PCC are responsible for.
- 2.2. *PCC Membership:* This has a lot of information that fleshes out what is in the role description.
- 2.3. *CofE Trustee Booklet:* Outlines our responsibilities as trustees of the charity. Robin asked if trusteeship was automatic, and Beverly confirmed that it was. Trish registers new members with the charity commission once people have filled the 'fit and proper person'.
Beverly reiterated that we have trustee's indemnity insurance, but if we act sensibly together, it is very unlikely that the trustees would be liable for anything.

3. Approval of minutes

- 3.1. The minutes of the meetings held on 8th February 2021 were approved.

Proposal: That the minutes are a true reflection of the meeting.

Proposed: Henrietta Harding; **Seconded:** Julie Lodge; All in favour

- 3.2. The minutes of the meetings held on 21st March 2021 were approved.

Proposal: That the minutes are a true reflection of the meeting.

Proposed: Robin Holdsworth; **Seconded:** Julie Lodge; All in favour

4. Vision Groups

4.1. Introduction

Beverly explained about the nine vision groups:

- Worship – chaired by Beverly Watson
- Pastoral – chaired by Marguerite Barclay
- Children & Young People – chaired by Jeanette Whiteman
- Missions – chaired by Peter Nicholls
- Admin & Comms – chaired by Trish Tye
- Eco – chaired by Alison Moulden
- Premises – chaired by Robin Holdsworth
- Finance – chaired by Beverly Watson
- Events – chaired by Eve Gunn

Annie asked if there was an in balance of people in the groups? Beverly explained that Finance is needing members and Beverly hopes some of the new members will help with that. Missions has also been a little light on membership recently.

Andy Wells is happy to join the Finance Vision Group.

Annie has an interest in Children & Young people.

4.2. Finance Vision Group

Chris provided an update on the first quarter accounts. We have made a surplus for the quarter of £1,740 compared to a predicted deficit of £1,395. This is due to an increase in donations from the congregation. People have been very generous in this quarter and have boosted their donations.

Hall and church income and income from Thorn Bank are much as budget.

On the expenditure side, our major item is the Parish Share. The budget for the year is £73k, which is more than last year when the Diocese gave us some relief due to COVID.

Chris explained the two major expenditure funds that act as a reserve for major expenses we may incur in the church and the church hall. Money is transferred from the main fund to these expenditure funds.

Robin commented that the magazine figure looks strange. Chris explained that he defers some of the income as it covers an annual subscription.

Robin pointed out that the printing costs should be lower as we have only printed once in this quarter.

Action Chris: to adjust this figure.

Simon Moulden commented that although we haven't budgeted for fete or bonfire income. We should be optimistic that these will bring some income.

Also, has the change to chairs realized an increase in income?

Beverly replied that an increase in church bookings is already happening.

We have a regular booking with a theatre group and they are coming back now. More bookings are coming in. We're hopeful that we will meet or exceed the budgeted income.

Julie asked for thanks to be recorded to Eve for her work on the bookings.

Chris explained that we will wrap the chair and window funds back into the main fund and advise the congregation that we will do that. When we collected for the chairs asked people if we could move any excess to the main fund, so this should cover the amount we wish to move.

Action Finance Vision Group: to consider this transfer of funds.

4.3. Worship Vision Group

Beverly introduced the proposal from the Worship Vision Group:

Proposal:

- That we drop 8am Communion Services on Sundays where there is a 10am Communion Service (i.e. 2nd, 4th and 5th Sundays of each month)
- That we continue to offer one BCP (Book of Common Prayer) Communion per month at 8am, on the 3rd Sunday of each month
- That we continue to offer a 'said' Communion Service at 9.15am each Thursday
- That we continue to offer Tea Time Church at 4pm each Sunday
- That these changes take place from the 1st May 2021, for the foreseeable future

Proposed: Simon Moulden; **Seconded:** Henrietta Harding; All in favour

Julie was concerned that we should take care in how we tell the 8 o'clock congregation about the change. Beverly explained that she has already spoken with each of them and they are mostly happy to come to the 10 o'clock on those days. Simon M suggested that it would be good to explain to the whole congregation.

Andy commented that the numbers at the 10 o'clock are good, considering we've only just re-opened.

Julie suggested putting a review point in six months time to see if our decision still holds.

Simon M commented that it would be good to understand the reasons why people attend the 4pm service rather than the 10am. Beverly agreed that we should do that in six months so we can understand the bigger picture.

5. Transforming Church Plan

Beverly explained that having an overall plan with our parish goals is a Diocesan initiative. At a PCC away morning we reviewed our top priorities for the coming year. We have five main goals from the vision groups.

- Making disciples
- Growing our youth and children's ministry
- Pastoral care
- Reaching beyond borders (mission)
- Church buildings

We'll aim to look at a goal at each PCC meeting.

Simon Doran commented that we need to be a bit more self-critical and decide on the outcome measures to see if we are being successful. Beverly agreed that we do need to critique these goals.

Jo suggested that getting opinions from people as well as counting numbers would be useful. Andy suggested that we have a 'what does success look like' column in the document.

6. Vicar's Report

Beverly reported on events since our last PCC:

- We held our APCM on 21st March.
- We re-opened for in-person worship on Palm Sunday after being locked down since Christmas. This has gone smoothly and safely.
- Holy Week and Easter was very busy with 11 services in church including four services for Queen Eleanor's school. People are enjoying the space and the chairs.
- Holy Week services were generally shorter and simpler this year, with some innovations on account of COVID. We held outside services on Good Friday and the dawn service on Easter Day. We will keep some of these things in the future.

- We finished part five of the Pilgrim Course. We've had 20-25 people for each of the courses so far. In terms of outcomes, Beverly sees a deepening of understanding, faith and commitment.
- Alison Moulden is back having been on placement at St John's, Stoke. Alison's licensing as an Licensed Lay Minister is on 26th June at 5.30pm and will be an event to celebrate. Beverly is pleased to have Alison back.
- Beverly's mother passed away a couple of weeks ago and the funeral will be at All Saints on 27th April. Beverly thanked everyone for their kind words and cards, these have been much appreciated.

Marguerite expressed her gratitude for the upcoming review of the Pilgrim Course by the leaders as it fits very much with our attempt to measure outcomes.

7. Safeguarding

Julie gave an overview of safeguarding:

- It's important that all new members read the documents that Trish sent out, especially the Parish Safeguarding Handbook. A paper copy is available if needed.
- Safeguarding is the responsibility of the PCC and day to day work is delegated to the Safeguarding Team: Julie (Safeguarding Officer), Beverly, Warden(s), Trish (Parish Administrator) and Eve (Bookings Secretary). Carolyn Nicholls has left the team, but she is happy to continue with safer recruitment and DBS validation, for which we are immensely grateful.
- The PCC will be eligible for DBS checks. Many of the PCC already have a DBS check, and Carolyn is contacting those who haven't.
- All members need to complete the safeguarding basic training. It is sadly not transferable from other organisations, as it is church focused.
- Many members will need to renew their leadership training.
- Safeguarding relates to keeping *everyone* in church safe – not just the young and the old.
- If anyone would like to do more than the basic training, speak to Julie as they would be very welcome to do that. More is becoming available online.
- Nothing can happen in church without consideration to safeguarding: safer recruitment; role descriptions; risk assessments (required by our insurers). We have a good bank of risk assessments that can be used as a basis for an activity.

- Julie can be contacted on her official email: safeguardingallsaintsguildford@gmail.com

8. Approvals

8.1. Sidespeople

Proposal: That we approve Angela Rose, Marguerite Barclay, Auriel Field and Simon Moulden as sidespeople.

Proposed: Henrietta Harding; **Seconded:** Julie Lodge; All in favour.

Marguerite expressed concern that we don't have enough sides-people.

8.2. Vicarage Garden Lunches

Proposal: To hold six Wednesday lunches in the Vicarage in groups of up to six people. This is to help people start to socialise again as lock-down eases.

Proposed: Beverly Watson; **Seconded:** Robin Holdsworth; All in favour.

9. Dates and Events

The meeting reviewed the 2021 calendar. Beverly highlighted the Fete (10th July) and a new event, an Autumn Community Day (17th September). We also hope to hold our usual Bonfire & Fireworks night (6th November). All these are subject to easing of COVID restrictions.

Henrietta commented that we are still looking for members to join the fete team.

10. Dates of future meetings

Standing Committee – 11th June 2021

PCC – 28th June 2021

PART 2 (*Confidential items*)

(none)

Minutes approved on 28th June 2021

Signed:

Note: The [Parish Safeguarding Handbook](#) is referenced here for your convenience.