



## Minutes of the Meeting of the Parochial Church Council Monday 5<sup>th</sup> October 2020 at 18.00 by Zoom

In the Chair and Zoom host: Joan Ridgway

Secretary: Jill Mather

**Present:** Caroline Adams (CA), Anita Atherton (AA), Tim Bayton (TB), Rachel Martindill (RM), Jill Mather (JM), Charlotte Payne (CP), Mike Payne (MGP), Marilyn Pegg (MP), Pat Read (PR), Joan Ridgway (JR) Nigel Ridgway (NR), Fr Steve Turner (Fr S), Jim Weeks (JW), Nigel Williams (NR).

### 1. **Fr S opened the meeting with prayer.**

2. **Apologies** were received from Susan Coombs (SC), Mark Davie (MD), Anne Killingback (AK), Stuart Macwilliam (SM), Fr Martin Poolton (Fr M), Fr Henry Pryse (Fr H), Cherie Snell (CS).

### 3. **Opening remarks from the Assistant Curate on behalf of the Rector**

- i. Fr Steve opened by sharing his sense of privilege after presiding over his first Mass on 01.10.20 and his first Parish Eucharist on 04.10.20. He thanked JW for recording the services and uploading them, allowing many people to join him online, several of whom had expressed their gratitude. He also thanked TB for producing a special order of service for his first Mass.
- ii. He also thanked the PCC for the gift of £900, saying that he intended to buy a set of chasubles with the money as a permanent reminder of the love and generosity of the people at St James'.
- iii. He thanked the members of the Standing Committee for their help and support over the past few months, meeting weekly (recently fortnightly) on Zoom.
- iv. He thanked JR for hosting the PCC meeting and JM for organising it and sending out the papers.

### 4. **Approval of minutes of the last meeting (20.07.20) and receiving the notes from the Standing Committee (JR)**

- i. The Minutes of the PCC meeting held on 20.07.20 were approved as a correct record (proposed PR, seconded RM).
- ii. The notes from the Standing Committee meetings held between 20.07.20 and 05.10.20 were received.

### 5. **Matters arising and not dealt with elsewhere in the meeting (JR)**

#### **From the Standing Committee notes – online services and live streaming**

***The discussion centred around decisions to be made over the offer of online services: a pre-recorded service of the type produced since the start of lockdown; a recording of a church service, edited and uploaded 4 hours later; a live stream from services in the church.***

- i. PR spoke in favour of the original pre-recorded service, which she believed many people valued. She herself valued the opportunity to see a range of participants in their homes and gardens and found this format more uplifting than the service streamed from the church, which was less engaging to an online viewer watching a few people in a large building where they are not permitted to sing hymns.
- ii. CA said that the recorded services from church emphasised the sparseness of the congregation and reflected a rather sterile experience that lacked the intimacy of the home recordings.

- iii. MP thought there was value in seeing a Mass celebrated for those who are unable to attend.
- iv. TB thought the live stream would eventually improve with adjustments but spoke in favour of trying to include more music in services.
- v. CA said that one or two singers might be positioned in services at a safe distance from the congregation.
- vi. NR reminded the PCC that live streaming depends on BT completing work outside the church.
- vii. NR also said that the congregational responses in the most recent recording of a church service had been clearer and more audible. He said that a service streamed live could not afford to have long silences but needed to move along with pace.
- viii. JW said that, if services are to be streamed live, they will need to take into account the congregation at home, by participants speaking to the camera and ensuring that transitions are swift. He said that more training was needed before live streaming of services became the sole provision.
- ix. PR agreed with JW that the two forms of services (pre-recorded and in church) should continue in tandem until the church service was deemed to be of high enough quality to stream live.
- x. NW and PR both thanked JW for his work and NW pointed out that this discussion would not even be possible without JW's expertise. JW thanked him and added that he would try to offer some coaching to those participating in the church services. JR thanked JW from the chair on behalf of the whole PCC.

## **6. Safeguarding report (see files notes) & ratification of the Action Plan from the Safeguarding Dashboard (CA)**

- i. The PCC ratified the Action Plan, having approved it by email after the last meeting of the PCC. There were now only two orange areas in the plan: one on the storage of information, where guidance was awaited from the diocese; the other area concerned activities that are not currently running, owing to Covid-19 restrictions. CA will continue to keep the Action Plan up to date.
- ii. CA reported that AA had completed the C0 safeguarding course as a 3-year refresher on 01.10.20.
- iii. CA reported advice from the diocese that the Domestic Abuse Policy Statement had not been updated by the House of Bishops since we adopted it as a PCC in May 2019, so no further action was required at present.

## **7. Receiving reports circulated before the meeting (JR)**

- i. The following reports were received: Safeguarding report and Action Plan from the Safeguarding Dashboard for PCC ratification; Domestic Abuse statement (CA); treasurer's report and financial statements (RM); churchwardens' report (NW and NR); health and safety report (CA); fabric report (NR); hall action group report (NR); communications report (Andrew Mimmack).

## **8. Matters arising from the reports, including questions submitted 24 hours in advance of the meeting**

- i. **Communications report**
  - The group had met on 04.10. 20 and suggested the parish Christmas card this year be replaced by a Christmas feature within the magazine. NR asserted that the Contact magazine will be particularly important this Christmas, as so many of the special services are unlikely to take place in church; he suggested that photos of past events might be included.
  - JW mentioned that both the carol service and a form of Christingle service will be happening this year but as online events. TB will advertise the dates when they have been finalised.
  - To encourage wider participation in online events, PR suggested that the link details be put in *Contact* magazine. It was also suggested that DVDs might be distributed more widely in the parish during Advent and Christmas.
  - JM suggested that the church notice boards could display colourful posters of online events as Christmas approaches.
  - The group also reported difficulty in securing advertisers. It requested suggestions of possible advertisers from PCC members. NW suggested that requests could be made through the bulletin and it was agreed that a notice to this effect will be placed in a bulletin in the New Year, at a time when advertisers are needed.

ii. **Charity giving action group**

- The report will come to the November PCC for adoption.

iii. **Finance report**

NR reported that the approach to the diocesan finance office to request a reduction in common fund payments for the months of October to December had been successful. For that period, payments will be reduced from £6894 to £2000 per month. Without a reduction, the common fund payments would have amounted to 91% rather than the usual 65% of our total income. The financial situation will be reviewed in 2021 and any unexpected surplus will be repaid to the diocese (for more detail see the common fund document circulated to the PCC by email).

iv. **Fabric report**

NW pointed out that the work done by JW to upgrade the electrical and audio systems in church had not been formally recognised. Thanks for the many hours of work in church were extended to JW.

**9. Date and time of next meeting**

- i. At the beginning of lockdown, when most people were working at home, the PCC meeting time had been altered, first to 12.30 and subsequently to 18.00. Now that more people had returned to workplaces, it was thought by many that PCC meetings should revert to the time of 19.30 agreed and advertised at the APCM. TB made the point that an earlier time could be seen to be exclusive of those who work, many of whom are the younger members of the PCC. It was recognised, however, that Fr H (on sick leave) was unable to comment at this stage, so the start time of 19.00 was proposed for the November meeting only.
- ii. **Date and time of next meeting: 30.11.20 at 19.00.**  
Proposed TB, seconded MGP. Agreed nem. con. (one abstention).

**10. The meeting closed with prayer and the Grace.**

Jill Mather  
Secretary to the PCC  
05.10.20