

St. Simon's Church, Waverley Road, Southsea, PO5 2PWTel: 023 9282 9440:

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AGENDA- PAROCHIAL CHURCH COUNCIL MEETING [PCC]

DATE: 18th January 2021 TIME: 7.30pm VENUE: **Virtual via Zoom link due to Covid 19 restrictions**

ATTENDEES:

1. Hugh Mason (HM) - Deanery Synod rep – Vice Chair [in absence of a Priest in Charge]
2. Paul Jenkins (PJ) - Church Warden
3. Fran Sherren (FS) - Church Warden
4. Oyin Alonge (OA) Director of Finance
5. Gail Chipperfield (GCh) Treasurer
6. Michael Piper (MP) Chair Fabric Committee
7. Linda Jenkins (LJ) Secretary
8. Gerry Lightup (GL)
9. Jerry Brown (JB)
10. Pat Jolly (PJo)
11. Bethan Fogell (BF) - **apologies**
12. Elly Mulvany (EM)
13. Louise Roulston (LR)
14. Lorna Sandland - Deanery Synod rep – ex-officio (LS)

In attendance: Andrea Grainger- Children's Ministry (AG): John Bazley -Safeguarding Officer (JBa)

Quorate:

[33% or more of lay members] YES

AGENDA ITEMS

	ITEM	SPEAKER	COMMENTS
	Welcome/prayer	Hugh Mason (Chair) [HM]	
1	Apologies	Linda Jenkins (Secretary) [LJ]	
2	Minutes from 16/11/20	Hugh Mason(Chair) [HM]	Minutes for approval
3	Matters arising	Hugh Mason(Chair) [HM]	SEE: Action tracker update(includes Administrator advert) see below
4	Finance report : items for decision	Oyin Alonge [OA] ,Gail Chipperfield [GCh]	OL to give presentation; report from GCh for noting
5	Fabric Committee Report	Michael Piper [MP]	Items for decision to be taken
6	Safeguarding update; incident/safeguarding concerns	John Bazley [JBa]	Report for noting
7	Children's ministry update	Andrea Grainger [AG]	Report for noting
8	Health and Safety Report	Paul Jenkins [PJ]	Report for noting
9	Sunday Suppers	Fran Sherren [FS]	Terms of Reference paper to read
10	Planning for the future of St. Simons	Paul Jenkins [PJ]	Verbal discussion
11	AOB	Hugh Mason(Chair) [HM]	To be notified to PCC secretary in advance

	ACTIONS [collated on tracker]
Welcome, reading and prayer - HM	
1.Apologies	
<ul style="list-style-type: none"> Apologies – Bethan Fogell[BF] sent apologies 	
2.Minutes from 16th NOVEMBER 2020	16/11/20 minutes MP amendments - LJ LJ to send out minutes from SC for information
<ul style="list-style-type: none"> Minutes – Approved with proviso to amend as MP requested – signed as true copy HM Standing Committee Meeting minutes – GL enquired if PCC could have copies of SC minutes - AGREED 	
3.Matters arising from minutes 16/11/20 + Action tracker update NB Action tracker items completed will be removed from action tracker items outstanding	
<ul style="list-style-type: none"> None Action tracker items completed except those outstanding on tracker below 	
4.Finance Report – GCh + OA	OA to adjust budget forecast using monthly spread of regular donations and commitments along with separate capital project projections costs
<ul style="list-style-type: none"> OA had sent a presentation for PCC perusal to support GCh report. PCC members felt this was extremely helpful. OA highlighted the separation of cash flow from restricted funds and a separate heading for Sunday Suppers flow. There may be a need to review budget in three months time to assess situation, given the short falls. PJ noted with some concern that this budget is a deficit budget forecast with some estimated monthly deficit of £1700 approx. There may be concerns raised by such as the Charity Commission if we are not seen to be solvent. Discussion on how to track progress more closely to explore income and outgoings on monthly basis. This might enable a clearer picture allowing us to address issues in a timelier manner. It can demonstrate that the PCC is taking a responsible approach as trustees. GCh stated that it is difficult to project levels of donations accurately which makes defining a budget forecast quite a challenge OA stated two core costs that have greatest expenditure impact are Alms giving and Parish Share (PS). Discussion on wisdom of reducing PS as we would wish to be seen to be in a strong position, able to pay our dues. Discussion around why roof repairs and heating plans are not included in budget forecast, but also possibility of need to separate out capital projects from accounting of regular commitments. HM asked for vote on approving budget forecast as it stands VOTE on approval of budget as presented = 5 ‘For’ and 5 ‘Against’; HM as Chair gave casting vote NOT to approve whilst work is undertaken on adjusting report for next PCC. Meanwhile GL will convene a small group to work on income generation and expenditure review, including sending formal letter to Coffee Tavern Trust (CTT) with request for donation – to report back next PCC. [FS noted <u>conflict of interest</u> as member of CTT so not in a position to write on PCC behalf.] FOR NOTING: GCh is planning to retire end of 2021 so PCC will need to consider her replacement. 	OA;GL;JB will work in small group on options for income generation/ expenditure review
5. Fabric Committee Report – MP	
<ul style="list-style-type: none"> MP presented report. Two main items- roof repairs and heating upgrade Roof repairs: MP seeking approval to take up one of the tenders. (One -DR company- was used by St Margaret’s recently) DR roofing company tender is £45,000 APPROVED UNANIMOUSLY TO ACCEPT TENDER FROM DR Company. Heating Scheme: MP seeking approval to go forward with heating scheme proposed by Chris Reading (CR). If approved then CR would manage tendering process for work. Discussion on some provisos, such as zoned heating for South Room + Lower Hall to reduce heating costs for a space less used. Feeling PCC need a tender quote to enable accurate fund raising/income generation for work. LJ proposed accepting scheme; seconded by LR APPROVED UNANIMOUSLY. 	MP to inform CR who will start tender process
6.Safeguarding - JBa	
<ul style="list-style-type: none"> No untoward events have been reported to JBa continues to work on safeguarding processes for pastoral visiting. JBa presented updated safer recruitment flowchart for volunteers. APPROVED UNANIMOUSLY JBa updated DBS requirements following advice from Diocese safeguarding manager Mary Daisy. No need for enhanced DBS checks for any volunteers unless working with children and notably all PCC members as trustees immediately following appointment. JBa proposed implementation of this requirement for PCC going forward but not retrospectively (many PCC members have had enhanced check already noted). Still maintain requirement for children’s work, and all workers have undergone this to date. JBa will review all existing volunteer roles and job descriptions accordingly to update. FS to do likewise with Sunday Suppers volunteers. JB proposed accepting; seconded by FS: APPROVED UNANIMOUSLY Safeguarding leadership training requirement for all PCC- but as no training is currently available under Covid restrictions, there will be outstanding training needs to be followed up when possible. Pastoral visiting policy review in progress. Reduced risks currently as fewer visits but those that are undertaken operate safely under current process On behalf of PCC, HM thanked JBa for a thorough report 	JBa will inform PCC when safeguarding leadership training becomes available for those needing to undertake this JBa complete work on pastoral visiting policy

7.Children's Ministry - AG	
<ul style="list-style-type: none"> AG reported on activities in context of Covid 19. Thanks were given to AG for innovative and creative work in context of Covid. 	
8.Health and Safety –PJ	
<ul style="list-style-type: none"> Outstanding -PJ stated has all relevant paper work from Andy Finn and will be reviewing this with HM 	PJ still to review H&S with HM
9. Sunday Suppers(SS)- FS	
<ul style="list-style-type: none"> FS had sent proposal with terms of reference for small management group to be formed to support decision making and work of SS. APPROVED UNANIMOUSLY Currently 26 volunteers serving 50 - 60 people each week. FS asked JB to outline purchase of replacement of freezer through donation from a local charitable group. LJ proposed; seconded by PJo APPROVED UNANIMOUSLY 	JB to purchase freezer for SS work
10. Planning for future of St Simon's – PJ	
<ul style="list-style-type: none"> PJ wrote to Archdeacon Jenny Rowley to introduce himself and FS as new church wardens. He also sent a situation statement developed with FS and Bob Mason (retired cleric) for discussion at upcoming deanery 'cluster' meeting to be held 20/01/21. PJ was asked to share statement with PCC. PJ, FS and Bob Mason will attend cluster meeting. PJ requested PCC to agree to Archdeacon's request to invite her and Andrew Hargeaves to the next PCC meeting and to confirm the church's interest in Andrew Hargeave's offer of healing ministry.. APPROVED INVITE UNANIMOUSLY 	PJ to share situation statement – LJ to send out to PCC PJ to invite JR and AH to PCC 15th March 2021
11.AOB None	
MEETING CLOSED 21.55 - LS closed in prayer	
DATES OF NEXT MEETING Standing committee 22/02/20 6pm PCC 15/03/21 7.30pm <i>Minutes approved by church wardens and chair PCC 25/1/21</i>	

ACTION TRACKER						
	Action agreed	Date action agreed	Who	Completed + date	Outstanding	Comments
1a 1b	MP Amendment PCC minutes 16.11.21 Standing Cttee minutes to PCC	18.01.21	LJ	19.01.21 COMPLETED		
2a 2b	JBa working on pastoral visiting policy. Safeguarding leadership training needed for PCC members	18.01.21	JBa			See minutes JBa will inform PCC when safeguarding leadership training becomes available for those needing to undertake this
3	PJ awaiting response from HM re: Health & Safety	18.01.21	HM			HM will reply to PJ
4	LJ provided induction paper for PCC in lieu of being able to hold an event	18.01.21	LJ	18.01.21 COMPLETED		Any further queries to LJ
5	OA to adjust budget forecast using monthly spread of regular donations and commitments along with separate capital project projections costs	18.01.21	OA			Present at next PCC 15 th March 2021
6	Work on options for income generation/expenditure review with small group to be convened by GL	18.01.21	OA GL JB			Present at next PCC 15 th March 2021
7a 7b	PJ to share situation statement – LJ to send out to PCC PJ to invite JR and AH to PCC 15 th March 2021	18.01.21	PJ LJ	19.01.21 7a COMPLETED		