

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

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MINUTES OF PAROCHIAL CHURCH COUNCIL MEETING

DATE: 16th November 2020 TIME: 7.30pm VENUE: **Virtual via Zoom link due to Covid 19 restrictions**

ATTENDEES:

1. Hugh Mason (**HM**) - Deanery Synod rep 2020 – 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. John Bazeley (**JBa**) Safeguarding Officer
9. Gerry Lightup (**GL**)
10. Jerry Brown (**JB**)
11. Pat Jolly (**PJo**)
12. Bethan Fogell (**BF**)
13. Elly Mulvaney (**EM**)
14. Louise Roulston Thomas (**LRS**)
15. Lorna Sandland - Deanery Synod rep – ex-officio (**LS**)

In attendance: Andrea Grainger- Children's Ministry (**AG**)

Quorate:

[33% or more of lay members] YES

AGENDA ITEMS

| | ITEM | SPEAKER | COMMENTS |
|---|---|---|---|
| | Welcome/prayer | Hugh Mason (Chair) [HM] | |
| | Election of Officers | Hugh Mason (Chair) [HM] | To confirm appointments and positions from extraordinary PCC following APCM |
| 1 | Apologies | Hugh Mason(Chair) [HM] | |
| 2 | Minutes from a) 08.06.20 + b)APCM 25/10/20 | Hugh Mason(Chair) [HM] | a)Minutes for approval b)Minutes for noting (approval at next APCM 2021 |
| 3 | Matters arising | Hugh Mason(Chair) [HM] | |
| 4 | Finance report | Oyin Alonge [OA] ,Gail Chipperfield [GCh] | |
| 5 | Safeguarding report | John Bazeley [JBa] | See: Safer recruitment flowchart |
| 6 | Fabric Committee Report | Michael Piper [MP] | See: Fabric Cttee report |
| 7 | Children's ministry | Andrea Grainger [AG] | Verbal update |
| 8 | Health and Safety Report | Paul Jenkins [PJ] | Verbal update |
| 9 | AOB | Hugh Mason(Chair) [HM] | |

| | ACTIONS [collated on tracker] |
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| Welcome, reading and prayer - HM | |
| <p>Election of officers</p> <p>The following officers were appointed unanimously</p> <ul style="list-style-type: none"> • Vice Chair Hugh Mason [takes Chair in absence of Priest in Charge] • PCC Secretary – Linda Jenkins • Electoral Roll – Mick Walters • Treasurer – Gail Chipperfield • DECISION FROM CHAIR – Director of Finance – Oyin Alonge • Safeguarding Officer- John Bazeley • Health and Safety Officer – Paul Jenkins • Date Protection Officer Hugh Mason <ul style="list-style-type: none"> • Standing Committee – Vice Chair Hugh Mason [acts as Chair]; Paul Jenkins and Fran Sherren [Church Wardens]; PCC secretary - Linda Jenkins [take minutes]; Gail Chipperfield [treasurer]; Bethan Fogell. | <p><i>NB: Standing committee meet in between PCC meetings to conduct any urgent/outstanding business of the PCC and ensure actions agreed at previous PCC are progressing</i></p> |
| <p>1.Apologies</p> <ul style="list-style-type: none"> • Apologies – None received | |
| <p>2.Minutes from 8th JUNE 2020 + APCM</p> <ul style="list-style-type: none"> • Minutes - No comments- Proposed as true record by OA, seconded by JB Approved and signed by HM, copy stored in church office • APCM minutes noted – for approval next APCM 2021. • LJ stated there were some minutes from a short PCC meeting held 7/10/20 which have not been circulated as they remained in draft form following resignation of priest in charge | <p>8/06/20 minutes approved unanimously</p> <p>LJ to send out minutes from 7/10/20 for information</p> |
| <p>3.Matters arising from minutes 08/06/20</p> <ul style="list-style-type: none"> • Treasurer has paid parish share • HM written to Bishop Christopher and Archdeacon Jenny Rowley re: priest in charge vacancy and possibilities of Adam Denley offering support longer term to St Simon's. No reply received to date | |
| <p>4.Treasurers Report – GCh</p> <ul style="list-style-type: none"> • GCh presented short report on current finance position. In context of Covid 19 and impact on lettings and donations at services, income is down. • <u>Current income</u> £5636 per month; expenditure of £8245 per month = <u>Approximate deficit of £2,600.</u> <u>Current totals: £29.000 in cash reserves in bank [£10.000 of this is <u>restricted funds</u> with £4.300 intended for Sunday Suppers; £6.500 intended for Breakthru]</u> GCh invited questions: • PJ queried system of accounting outgoings of £700 to Sunday Suppers (SS). GCh outlined this was due to outgoings for Fare share and food items. JB added detail about this stating Fare share system worked to give sufficient food for SS at cost of £300 pm. JB had secured extra funds from Coffee Tavern Trust during initial period of SS closure to prepare for reopening. • Discussion around accounting procedures and the aim of seeing restricted funds dealt with as a separate accounting stream yet within the main accounts to enable clarity on use of restricted as opposed to general funds • LS queried level of rental of Gains Rd being at current market value. GCh confirmed it was with 10% going to letting agents, Nesbit's. • HM suggested PCC discuss 'giving' with wider congregation as way to increase income. | <p>GCh and OA (Treasurer and Director of Finance)</p> <p>1.to prepare detailed accounts for each PCC meeting outlining the separated systems for</p> |

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| <p>Discussion followed that in times of financial difficulties and particularly in the context of Covid 19, this needed to be handled with sensitivity.</p> <ul style="list-style-type: none"> OA suggested other ways to raise income and examine level of expenditure, including payment of the Parish Share. Discussion followed around some ideas. The PCC will need to explore options, most felt we should continue to pay Parish share. Other churches who delay their payments this year create a future debt for themselves. HM offered to provide short paper on how Diocesan finances arrangements operate to support considerations of options for reducing expenditure. Suggestion that other PCC officers may need to support OA and GCh in financial review. <p>Actions agreed unanimously</p> | <p>restricted versus general funds</p> <p>2. Work on options for income generation/expenditure review with other PCC officers as needed</p> <p>HM to prepare short paper clarifying Diocesan financial arrangements for PCC</p> |
| <p>5.Safeguarding - JBa</p> <ul style="list-style-type: none"> JBa presented a verbal report and discussion around best practice for reporting. Plan in future for written report to be sent via PCC secretary for circulation amongst PCC ahead of meeting. Most activity had been around reviewing Sunday Suppers arrangements. No untoward events have been reported to JBa. One incident was dealt with which was not a safeguarding issue. So no further action needed. JBa highlighted need to consider how work with St Simons youth at St Jude's is covered by safeguarding processes at either church. He outlined some possible gaps in records and processes for Pastoral visiting and some concern about managing this in context of Covid 19 restrictions. JBa proposes to meet with Bob Mason who leads this work. JBa led discussion of a safer recruitment flowchart for volunteers which aims to streamline recruitment. Questions taken <ul style="list-style-type: none"> - how the flowchart deals with children's work as distinct from adults -allowing volunteers to observe before any contact details or DBS checks obtained -how to manage working with volunteers who are ex-offenders -need for an exit strategy if volunteer decides to leave role JBa to modify flowchart in light of comments and bring back to PCC <p>Actions agreed unanimously</p> | <p>JBa will prepare written safeguarding reports for PCC</p> <p>JBa to meet Bob Mason and discuss safeguarding arrangements around pastoral visiting</p> <p>JBa to redraft safer recruitment flowchart for next PCC</p> |
| <p>6.Fabric Committee - MP</p> <ul style="list-style-type: none"> MP presented report. Three main areas for PCC approval <ol style="list-style-type: none"> 1. Lightning conductor repair cost of £780 approx. 2. Ecclesiastical Insurance 5 yr inspection – to be postponed 3. Fire and electrical safety checks complete but some resultant small works to cost of £100 needed Roof repairs: MP suggested that we should ask only two contractors to quote as we have knowledge of only two who were sufficiently recommended, one of which had done a good job on St Margaret's Church. Although the Quinquennial Inspection was due this year, the Church Architect had recommended that it should be postponed until after the roof repair, keeping the DAC informed. Questions about validity of insurance in absence of roof repair. HM informed as long as work was planned and in progress insurance is valid. Scope of work assessment completed by Alex so ready for going out to tender but cost could be as high as £50k. This is a 'guesstimate' however. Discussion on need for tender quotes before being in position to source funding that may be needed which | <p>Items 1;2.3 agreed unanimously</p> <p>MP to put the work out to tender to two contractors</p> <p>OA to look at potential funding streams for roof</p> |

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| <p>OA offered to research. [LJ highlighted this had been agreed at the short PCC meeting 7/10/20].</p> <p>Actions agreed unanimously</p> | <p>repairs</p> |
| <p>7.Children’s Ministry - AG</p> <ul style="list-style-type: none"> AG reported on activities in context of Covid 19. No groups permitted in church building so activities mainly online contacts, pre-recorded material and live service streaming e.g. all age. Some packs distributed for half term to 30 families = approx. 60 children. Some other contacts via Facebook chat particularly with older children. AG requested clarity on any prescribed budget for children’s work as in normal circumstances in church activity self-financed through attendee’s donations. AG aware of option to access up to a £100 limit for supplies. Once work in church buildings is permitted supporting children’s work may be impacted by vulnerabilities of many current volunteers Funding future work may be an issue. Discussion on potential sources, including restricted funds ear marked for Breakthru. Some funds generated through two ‘empty bowls’ evenings for the homeless may have been put in this fund. Some was sent to Open Church so sent to the intended source. PJ highlighted that PCC was obliged to ensure that funds donated for charitable purposes should be used for their intended purpose. Thanks were given to AG for her work and suggestion she prepare a possible budget projection | <p>GCh to create a budget under heading children’s work</p> <p>GCh to research details in archives source of all Breakthru restricted fund</p> <p>AG to provide GCh with budget projection</p> |
| <p>8.Health and Safety –PJ</p> <ul style="list-style-type: none"> PJ stated has all relevant paper work from Andy Finn and will be reviewing this with HM | <p>PJ to review H&S with HM</p> |
| <p>9.AOB</p> <ul style="list-style-type: none"> HM has request from Hilary Poley for consideration of forming an Evangelism group to look at direction for future work of St Simons whilst waiting for a priest in charge to be appointed. Agreed unanimously LJ offered any new or returning PCC members a short induction on the role of a PCC member looking at Church of England parish resources materials. Agreed unanimously Extra item presented by EM and agreed for discussion- Prayer warriors (PW) group have considering how to integrate aspirations for a vision for the church with PCC work in order to rebuild the spiritual foundations of the church. Suggestions about a healing service and facilitators to manage this discussed, such as Jan Ransom or materials from House of Prayer. MP could provide thoughts. Agreed unanimously BF queried line management process for our children’s worker AG in absence of priest in charge. AG has a mentor. Suggested Church Wardens provide this now. Agreed unanimously Questions around any update on using services of Adam Denley arose. HM stated new church wardens would need to be identified as ‘sequestrators’ in absence of priest in charge by the Bishop. He offered to write to the Bishop accordingly. | <p>HM to take names of interested parties and prepare possible Terms of Reference for an evangelism group</p> <p>PCC members to contact LJ re: induction</p> <p>MP as lead in PW to prepare short paper outlining ideas</p> <p>Church wardens to organise line management for children’s worker position</p> <p>HM to write to Bishop to seek confirmation of new church wardens as ‘sequestrators’ in absence of priest in charge</p> |

MEETING CLOSED 21.56 - OA closed in prayer

DATES OF NEXT MEETING

Standing committee 7/12/20 6pm

PCC 18/01/21 7.30pm

ACTION TRACKER

| | Action agreed | Date action agreed | Who | Completed + date | Outstanding | Comments |
|----|---|--------------------|------------|------------------|-------------|----------|
| 1 | LJ to send out minutes from 7/10/20 for information | 16.11.20 | LJ | | | |
| 2 | GCh and OA (Treasurer and Director of Finance) 1.to prepare detailed accounts for each PCC meeting outlining the separated systems for restricted versus general funds | 16.11.20 | GCh OA | | | |
| 3 | 2. Work on options for income generation/expenditure review with other PCC officers as needed | 16.11.20 | GCh OA | | | |
| 4 | HM to prepare short paper clarifying Diocesan financial arrangements for PCC | 16.11.20 | HM | | | |
| 5 | JBa to meet Bob Mason and discuss safeguarding arrangements around pastoral visiting | 16.11.20 | JBa | | | |
| 6 | JBa to redraft safer recruitment flowchart for next PCC | 16.11.20 | JBa | | | |
| 7 | MP to forward two existing quotes to OA | 16.11.20 | MP | | | |
| 8 | OA to look at potential funding streams for roof repairs | 16.11.20 | OA | | | |
| 9 | GCh to create a budget under heading children's work | 16.11.20 | GCh | | | |
| 10 | GCh to research details in archives source of all Breakthru restricted fund | 16.11.20 | GCh | | | |
| 11 | AG to provide GCh with budget projection | 16.11.20 | AG | | | |
| 12 | PJ to review H&S with HM | 16.11.20 | PJ | | | |
| 13 | HM to take names of interested parties and prepare possible Terms of Reference for an evangelism group | 16.11.20 | HM | | | |
| 14 | PCC members to contact LJ re: induction | 16.11.20 | PCC all | | | |
| 15 | MP as lead in PW to prepare short paper outlining ideas | 16.11.20 | MP | | | |
| 16 | Church wardens [PJ + FS]to organise line management for children's worker position | 16.11.20 | PJ FS | | | |
| 17 | HM to write to Bishop to seek confirmation of new church wardens as 'sequestrators' in absence of priest in | 16.11.20 | HM | | | |

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