

## **St Peter's Church PCC meeting**

**23 March 2021 7:00pm – 8:30pm via Zoom**

### **Minutes**

**Present:** Kate Blake, Lance Burgess, Chris Clayton (Chair), Stewart Davies, Peter Dickinson, Rachel Fell, David Fisher, Alan Garrow, Sue Heapy, David Hipkin, Sian Lockwood, Oliver Longstaff, Sarah Martin, Stella Pilling, Judith Simpson, Roy Taylor and Angus Turner.

**In attendance:** Carole Raw

#### **1. Welcome and opening prayer**

Alan welcomed everyone and opened the meeting with prayer.

#### **2. Bible reflection**

Kate led a reflection on the song "Is he worthy?" by Andrew Peterson.

#### **3. Apologies for absence**

No apologies had been received.

#### **4. Acceptance of the minutes of January's meeting**

The minutes of the PCC meeting held on 26 January were unanimously approved.

#### **5. Matters arising**

Alan reported that the safeguarding proposal for the recruitment of vulnerable adults had been sent to and discussed with the diocese. However, the diocese has advised that the existing guidance (which does not cater for our situation) can't be deviated from. Further, the Bishops are unlikely to be able to intervene. We are therefore considering our next steps.

#### **6. Finances and 2020 Accounts**

David drew attention to the income and expenditure account for 2020 and forecast for 2021 previously circulated. During 2020, although planned giving and gift aid held up (income tax recoverable is still being calculated and could be higher) and there was an increase in donations

and grants, fundraising and rental income were obviously much reduced compared to 2019. In relation to expenditure, staff costs were reduced due to furlough claims and heat, light and water costs were only slightly reduced given the church was still in use for large parts of year. However, general expenses were higher mainly due to pandemic related costs such as Zoom and PPE/sanitiser.

Overall, there is expected to be a small deficit of £2500 taking into account the surplus brought forward from last year and the use of £30,000 from reserves.

The parish share is broadly the same for 2021 compared to the previous year. It is unlikely to be significantly reduced going forward, particularly as we will have more stipendiary clergy once Chris becomes associate vicar. David also advised that the 2021 forecast figures should be treated with a great deal of caution as so much is still uncertain although a significant deficit is likely.

Alan has been in touch with the diocese about splitting the £30,000 from reserves between last year and this. The diocese would prefer us to apply this amount to 2020 as previously proposed. Any decision about this year's expected deficit should wait until there is further clarity about both our financial position and any revised diocesan policy on share debt.

In a discussion about the transparency of Breakfast club's accounts (their funds are reserved funds so don't appear in the PCC income and expenditure accounts although they do appear in the full annual accounts), it was acknowledged that the PCC are ultimately responsible for how these funds are used. It was agreed that the standing committee would consider how best to give the PCC insight into Breakfast Club's spending.

David also agreed to consider further whether any statement about the financial viability of the church is needed to be included in the accounts (eg akin to a "going concern" statement).

Chris thanked David on behalf of the meeting for his hard work as Treasurer.

## **7. PCC annual report**

The PCC annual report for 2020 was unanimously approved.

## 8. Visioning exercise

Alan drew attention to the emergence chart produced by the diocese which aims to encourage churches to think about what they have stopped and started doing during lockdown and, as we emerge from it, what things should be continued, revived or stopped.

Although these issues will be more fully considered in the proposed PCC strategy and away day in October alongside our vision and values, Alan encouraged the meeting to start thinking about them now.

To set these issues in context:

- Overall, Alan estimates that we will be around 30% down on attendance at least to start with. Although we have worked hard to stay in touch with people, there has been a lot of attrition.
- Activities started in lockdown include online Sunday worship, morning and evening prayer, the provision of more food (ie hot evening meals) and the provision of Sunday lunches in church every week.
- Activities stopped during lockdown include in person worship, all social groups, refreshment days, bible study groups, reflexions, Sunday club, toddler group (although Sanctuary has met online).

There was support for continuing both online and in person worship, although this is not without its challenges including technology and available resources/people.

Another area of focus is the provision of hospitality in church post-lockdown (eg expanding community café provision, reviving lunchtime and café reflexions and fundraising days).

The initial plan is to try and reinstate as many things as possible following the end of lockdown. We can then reflect further on what we might let go or do differently when things have been back up and running for a time. The October away day provides an ideal opportunity to do this.

## **9. Plan for full reopening**

Sian outlined the work that is underway to plan for the full re-opening of church, assuming for the time being that this will be possible in June.

The aim of the plan is to capture the activities that will take place in church when fully re-opened and plan in detail the steps needed to achieve this.

In addition, thought is being given to communicating the re-opening proposals to the congregation and marking the re-opening with some kind of event. For example, a back to church Sunday in September is proposed.

Sian agreed to circulate the plan for comment and the standing committee will also consider which, if any, elements of the plan may require PCC approval between now and the next PCC meeting (not scheduled until June).

## **10. Fabric and security**

Sarah gave a brief update on fabric and security matters as follows:

- The outside tap installation has been approved and Asim will install it.
- There have been no roof leaks for some time.
- The TV stolen in the burglary didn't work so a new one has been purchased and the cost claimed from our insurance.
- A new firm were asked to look at the boiler and came up with a few recommendations. However, due to one or two issues with them it is likely that our previous contractors will be asked to do future work. The boiler is working at the moment.
- A new freezer has been donated by Darley CC for the Brostoff Hall.
- Although a new door lock has been fitted onto the glass doors, it needs locking both from the inside and outside. Therefore we are still using the D locks at night.
- The back door lock is being replaced and keys will be issued to those who need them.

- In relation to the cupboards in the music room, a joiner has quoted £275 to install new locks and this work will go ahead.

## **11. PCC away day and future meeting dates/topics**

Alan proposed that we hold a PCC away day in the middle of October (possibly the 16<sup>th</sup>)\*. The PCC future meeting dates were agreed.

*(\*Post meeting note: the 16<sup>th</sup> is unavailable as it is diocesan synod on that day. A further date will be proposed.)*

## **12. Acceptance of minutes of sub-groups**

The minutes of the Standing committee (February and March) were tabled and accepted.

## **13. AOB**

### **13.1 Safeguarding**

Chris confirmed that from now on, safeguarding will be on the agenda for every PCC meeting. In terms of safeguarding, our current focus is on restarting Sunday club and getting the necessary recruitment and clearance processes in place for that. In addition, new PCC members (from October last year) will need to complete basic safeguarding training online, if they haven't already done so. Rachel agreed to send out a link to the training to the relevant members.

### **13.2 Diocesan survey**

The PCC has been asked to complete a survey about engagement with the diocese and about our church community, amongst other things. Although the diocese have requested a response by the end of April, it was agreed that it would be better to discuss our response to this at a later date and in person, therefore this will be deferred until the next PCC meeting.

### **13.3 Retiring members**

As Oliver and Stella are retiring at the APCM in May, Chris thanked them on behalf of all at the meeting for their service to the PCC over the last three years.

#### **14. Review of meeting**

There was a brief review of the meeting.

**The meeting concluded with prayers at 8.45pm.**

<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>
6	Consider how to provide insight into Breakfast Club's finances	Standing committee
13	Circulate link to online safeguarding training and new members to complete if necessary	Rachel/relevant members