

St Peter's Church PCC meeting

26 January 2021 7:00pm – 8:20pm via Zoom

Minutes

Present: Jo Bagley, Hannah Beck, Kate Blake, Lance Burgess, Chris Clayton, Peter Dickinson, Rachel Fell, David Fisher, Alan Garrow (Chair), 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

Rachel led a reflection on Mark 5: 25-34.

3. Apologies for absence

No apologies had been received.

4. Acceptance of the minutes of November's meeting

The minutes of the PCC meeting held on 24 November were unanimously approved.

5. Matters arising

- The security issue raised by John Longstaff in relation to the music room cupboards needs assessment by a joiner.
- Charitable donations via the Justgiving page (in lieu of the Christmas fair) have exceeded £3,000.
- The bank mandate changes are still in progress.
- No further progress has been made as yet with the Parish Giving Scheme.

6. Finance and Budget 2021

David referred the meeting to the income and expenditure accounts previously circulated. He emphasised that there are still many unknowns relating to this year, so it is difficult to compile a sensible forecast.

However, for the time being David has assumed that planned giving will continue to hold up but that rental and fundraising income will be lower. There are also expected to be some small decreases in expenditure (eg staff costs due to furlough). However, the current expected deficit is in the region of £95,000 for 2021.

Last year, our share deficit was close to our lost rental income – we took some money from reserves to cover this although our ability to do this going forward is limited. There may need to be some action at both diocesan and national level by the church to address the likelihood that a majority of parishes will be unable to meet their share in full this year.

In light of the significant task ahead in relation to finances, we are looking to strengthen the finance team in the coming year.

7. Grant applications

A summary of grant applications previously circulated was tabled to the meeting.

Carole explained in further detail what each grant application was intended to cover and outlined the process involved. It was noted that over £50,000 of grant money had been applied for.

Alan expressed thanks and gratitude for the hard work of Carole, Sian and David in relation to the various grant applications.

8. Breakfast Club recruitment

Alan drew attention to the draft policy for the recruitment of vulnerable adults to help at Breakfast Club and also to the volunteer handbook for Breakfast Club, which sets out the general procedures and policies that apply to it.

Alan explained that the current safeguarding systems and policies employed by the diocese do not really cater for the situation where vulnerable adults may work with other vulnerable adults.

The problem centres on the position of vulnerable adult volunteers in the period between accepting them as a volunteer and the completion of a risk assessment by the diocese (this process can take months). The concern is that if such volunteers were excluded from helping during this risk assessment period, this would hinder their recovery process from addiction and also lead to relapses into addiction.

The policy sets out a proposal to allow vulnerable volunteers to continue to help at Breakfast Club whilst the risk assessment is carried out. The key to the policy is the proper monitoring and surveillance of such volunteers.

In the course of discussions, the risks were acknowledged and the extent to which support from other organisations could be obtained was also explored (eg Horizons – a local drug and alcohol recovery charity).

However, it was also acknowledged that the work of the Breakfast Club is key to our mission. The PCC were therefore supportive of the proposed policy.

This will be reported to the diocesan safeguarding team.

9. Fabric and security

9.1 Fabric

Sarah gave a brief update on fabric matters as follows:

- We are waiting to hear from the Archdeacon in relation to the outside tap.
- A leak in the glass roof over the south corridor looks to have been resolved. A further leak over the west porch is being monitored.
- The carpet contractor has been into church and relaid the carpet by the music group's area, taking out the plywood underneath. The edging is now better than it was.
- A permanent housing for the contactless giving device is being built.
- We continue to review our relationship with Robinsons following recent issues over their charges.
- The CCTV repair work has been completed.

- It is likely that the Quinquennial inspection will not take place until after Easter.

9.2 Security

Sarah reported that our architect had visited church to assess the security position. In his view, glass doors are secure and he was also pleased that the three D locks were being used, as they are strong and also a visual deterrent. Although he will look into alternative glass doors, the D locks are the best option for the current doors as retro-fitting an alternative mechanism into the current doors will not be possible.

The architect also commented that motion sensors (for lights) may be useful in the west lobby.

Although we have not historically had a policy of locking internal doors in church, this will be reviewed at either a staff meeting or by the standing committee.

Finally, in relation to insurance, it was noted that the insurance company were happy with our security arrangements at their last inspection, however we do intend to report the break-in to them.*

** Post meeting note: the break-in has now been reported to our insurers.*

10. Acceptance of minutes of sub-groups

The minutes of the Standing committee (December and January) were tabled and accepted.

11. AOB

There was no other business.

It was noted that the PCC had been consulted via email about St Peter's response to lockdown 3.0 in early January and had fully supported the closure of the church for physical worship and private prayer. Alan noted that it is likely that physical worship will not resume until lockdown is eased, although the church may open for private prayer sooner.

12. Review of meeting

There was a brief review of the meeting.

The meeting concluded with prayers at 8.20pm.

Minute	Action	Responsibility
8	Report to diocesan safeguarding team re PCC approval of vulnerable adult volunteers policy	Alan
9.2	Review of policy re locking internal doors	Staff/SC