

**Parochial Church Council Minutes
14th March 2022**

Electronic Meeting

Name		Present	Apology	Name		Present	Apology
James Stevenson	JS	X		Wayne Massey	WM	X	
William Bevan	WB	X		Julia O'Shea	JO	X	
Gayle Bryant	GB		X	Claire Pengelley-Scott	CP	X	
Kirstin Dykes	KD	X		Jeremy Peters	JP	X	
Denise Ko	DK	X		Jacki Uren	JU	X	
Staff Team Members Present							
Wendy Massey ♦	WJM			Matti Shannon ♦	MS		
Ann Tizzard ♦	AT						

♦ Non-voting member

1	Governance Discussion	Actions
1.1	<u>Apologies and declarations of interest</u> – Attendance at the meeting as per table above. Wayne Massey declared an interest to item 2.2, Staff Salaries.	JO/Office
1.2	<u>DBS clearances</u> – new names noted.	
1.3	<u>Minutes of PCC Meetings</u>	
1.3.1	The minutes of the 7 th February 2022 and the emailed proposals of 16 th February, 7 th and 9 th March 2022 –the acceptance of these minutes were proposed by Jacki Uren, seconded by Jeremy Peters and agreed by the meeting.	
1.3.2	These minutes to be linked to the B&A website	
1.4	<u>Matters Arising</u>	
1.4.1	1.4.1 - role descriptions for Health & Safety Officer and Assistant Safeguarding Officer. To be discussed later in meeting, item 4.	
1.4.2	1.4.4 – Insurance yet to be checked, to ensure it covers our work with Transforming Lives for Good in schools. TLG have responded but it needs to be gone through.	
1.4.3	2.1.5/6 – What to do with the money from the sale of Good Shepherd. Wayne Massey not yet brought to the wardens or convened the Finance committee. The money is currently with the Diocese awaiting our instruction on where to put it.	
1.4.4	2.1.7 – How to utilize funds from the sale. Reply from Chris Jones, it has to be related to buildings.	

1.5	<u>Safeguarding</u>	
1.5.1	The Safeguarding Action Plan was circulated before the meeting. Claire Pengelley-Scott explained where we are.	
1.5.2	The PCC were informed of the follow: <i>“Known offenders, and others who may pose a risk to children and vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.”</i> They sit under the Diocese policy process with Diocesan Safeguarding Adviser. This was noted by the PCC.	
1.5.3	Claire Pengelley-Scott and Wendy Massey to check the letting terms and conditions reference vulnerable adults and children. They either have their own policy or sign up to ours.	CP/WJM
2	Finance	
2.1	<u>Annual Accounts 2021</u> – previously circulated. No questions. Thanks were given to Jacki Uren, Lindsay Davey, Matti Shannon, Gail McDonald and Wayne Massey. (Wayne Massey left the meeting)	
2.2	<u>Staff Salaries</u> – paper and recommendation previously circulated.	
2.2.1	Denise Ko explained the reasons behind the recommended increases. The intention is to bring the 3 levels of work up to the same pay as equivalent jobs in similar type roles. The admin staff are generally in line with similar jobs but the ministry staff are well out of sync to other comparable roles.	
2.2.2	The PCC approve the recommended pay for the next year Proposed by: Kirstin Dykes Seconded by: Claire Pengelley-Scott Agreed by the meeting (Wayne Massey returned to the meeting)	
3	Building Strategy	
	<u>CONFIDENTIAL MINUTE</u>	
4	PCC post APCM	
4.1	<u>Make up of PCC</u>	
4.1.1	Denise Ko will be stepping down as warden	
4.1.2	Jeremy Peters has been in post for over 6 years so should step down for at least 1 year, this can be overturned at the APCM. Jeremy Peters left the meeting – It was discussed that with Jeremy’s expertise in faculties and buildings it was important to retain him for continuity over the next year, if he was willing. Jeremy Peters returned to the meeting and was informed that the meeting would like him to stay on for another year, he agreed to that.	
4.1.3	Wil Bevan to stand as third church warden for project only	

4.1.4	<p>Jacki Uren and Julia O'Shea have both come to the end of their term and do not intend on standing again.</p> <p>Wayne Massey asked if Jacki Uren could write a brief paper on her work as treasurer and Julia O'Shea on her work as secretary, to be a guide for the next people to take over those roles.</p>	<p>JU JO</p>
4.2	<p>Need to appoint a non-PCC member to assist the Safeguarding Officer.</p> <p>Need to have a PCC member with a lead for Health and Safety.</p> <p>Need to talk around who may come onto the PCC. Whoever takes on the role of Treasurer would need to be able to prepare the end of year accounts.</p>	
5	Correspondence	
	<p><u>Eco letter from Bishop Viv</u></p> <p>We have got a team of people working on how as a church we can be sustainable as people – part of the strategy.</p>	
6	Date of Next Meeting	
	<p>April 2022 – date to be arranged</p> <p>Monday 23rd May 2022, 7.30 pm – APCM</p>	