

Parochial Church Council Minutes

Parochial Church Council

5th June 2023, 7.30pm
B&A 279 Gloucester Road

Name		Present	Apology	Name		Present	Apology
James Stevenson	JS	y		Wayne Massey	WM	y	
Claire Pengelly Scott	CPS	y		Steve Myerscough	SM	y	
William Bevan	WB	y		Jeremy Peters	JP		y
Gayle Bryant	GB	y		Steve Glanville	KD	y	
Jane Auld	JA	y		Michael Hillman	MH	y	
Alex Murray	AM	y		Chris Rollitt	CR	y	
Staff Team Members Present							
Liz Gaulton ♦	LG			Wendy Massey ♦	WJM		
Matti Shannon ♦	MS			Ellen Crane ♦	ES		
Ann Tizzard ♦	AT	y		Helen Lambourne ♦	KS		
Lindsay Davey ♦	LD			Judith Stewart ♦	JthS		
Sarah Yates ♦	SY			Naomi Myerscough ♦	GBu		

♦ Non-voting member

1	Governance	Actions required
1.1	<u>Apologies</u> Recorded above.	
1.2	<p><u>Appointment of Officers 2023/24</u> Wayne to be appointed Chair. Nominated: Wil Bevan Seconded: Gayle Bryant Vote: unanimous</p> <p>Wil Bevan to be appointed Treasurer Nominated: Wayne Massey Seconded: James Stevenson Vote: Unanimous</p> <p>WB explained that he is hoping to do the role of Treasurer temporarily and advised that, going forward, a chartered accountant is required for the role, ideally with experience in charity accounting.</p> <p>Steve Myerscough to be appointed Secretary. Nominated: Wil Bevan Seconded: Jane Auld Vote: Unanimous</p> <p>Claire Pengelly Scott co-opted onto PCC Nominated: Gayle Bryant</p>	

	<p>Seconded: Steve Glanville Vote: Unanimous</p>	
1.3	<p><u>DBS Clearances</u> Dave BUSBY 001822105664 10/03/2023</p>	
1.4	<p><u>Minutes of Previous Meeting</u> ‘PCC minutes for proposal emailed 17 Apr 2023 (Architect).pdf’ put forward for approval. Proposed: Gayle Bryan Seconded: Jane Auld Vote: Unanimous (CR, AM and SG abstained)</p> <p>‘Minutes_PCC_170423.pdf’ put forward for approval. One amendment requested to show JA attendance. Proposed: James Stevenson Seconded: Jane Auld Vote: Unanimous (SM, CR, AM and SG abstained)</p>	
1.5	<p><u>Safeguarding</u> Safeguarding Dashboard - Summer 2023</p> <p>CPS presented safeguarding dashboard. PCC discussed whether a deadline was required for those who haven’t yet completed training. CPS shared there was no guidance from the diocese.</p> <p>CPS and WyM to suggest suitable deadline and report back. PCC shared their thanks to CPS for her work.</p> <p>WM shared importance to have culture of challenging those in leadership.</p> <p>WM to set up meeting with rest of PCC to discuss wider context of creating safe environment (slightly outside the scope of safeguarding) in relation to recent news with Soul Survivor church.</p>	<p>CPS and WyM</p> <p>WM</p>
1.6	<p><u>Health and Safety</u> MH shared update on RAs at 279, particularly the issues with fire safety assessments.</p>	
2	Human Resources	
2.1	<p><u>Associate Minister - LYN Role</u></p> <p>WM gave update on change to suggested role. PCC discussed job descriptions and requirements from role. WB shared financial update on how role could be funded through release of restricted poor funds. AT to revisit job description with JS, SM and GB to form sub-committee to work on job description then share via email. This will then be shared to all little church leaders before being shared more publically. PCC expressed thanks to Ann and Collette for work on this.</p>	<p>JS, AT. SM, GB</p>
2.2	<u>Young Adults Minister</u>	

2.3	<p>JS shared update on hiring Rowena.</p> <p><u>Long term staffing structure and staffing strategy.</u> Proposal: The PCC requests Ann Tizzard as Head of HR to conduct a review of the church's long term staffing structure and staffing strategy. Proposed: Wayne Massey Seconded: James Stevenson Vote: unan</p>	
3	Playbook 2023	
3.1	<p><u>B&A priorities 2023</u> WM provided update on Playbook.</p> <p>WB to share the RAG with WM to feed into playbook. WM shared news that Victorian Society have approved works to 279.</p> <p>WM shared plans for gathering on Sundays in Autumn.</p> <p>Proposal: PCC to approve spending [REDACTED] for planning consult advice for the park site. Proposed: Jane Ault Seconded: Gayle Bryant Vote: unanimous</p> <p>MH shared suggested that focus is put more on insulation than low carbon heating suggestions as a cost effective approach to net zero. PCC renamed 'Net Zero' standard objective to 'Net Zero 2030'.</p> <p>JS shared the challenge of keeping the playbook up to date and accurate and may need a new way of working to achieve this efficiently.</p>	
4	Finances 2023	
4.1	<p>WB reported on the latest financial report. AM highlighted the high current interest rates and whether the money is earning the maximum interest it could be.</p> <p>WB shared the suggested spending limits for approval in relation to 279 spending. WB presented financial standing instructions (Standing Financial Instructions.pdf) which outline B&A policy for for spending limits and approval process across the church. These were then presented for approval. Proposed: Wil Bevan Seconded: Mike Hilman Vote: Unanimous</p>	
5	Next meeting	
5.1	Next meeting was scheduled for July 3rd 2023.	