

## Parochial Church Council Minutes

### Parochial Church Council

13th March 2023, 7.30pm

B&A 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		Kirsten Dykes	KD		Y
Jane Auld	JA	Y		Michael Hillman	MH	Y	
<b>Staff Team Members Present</b>							
Liz Gaulton ♦	LG			Wendy Massey ♦	WJM		
Matti Shannon ♦	MS			Ellen Crane ♦	ES		
Ann Tizzard ♦	AT			Kate Soar ♦	KS		
Lindsay Davey ♦	LD			Judith Stewart ♦	JthS		
Sarah Yates ♦	SY			Gail Butt ♦	GBu		
Naomi Myerscough ♦	NM						

♦ Non-voting member

1	Governance	Action
1.1	<u>Apologies</u> Apologies noted above.	
1.2	<u>DBS Clearances</u> Tom BIDDLE      001817945580      10/02/2023 Esther KHANG      001816236886      28/01/2023 Karen KONG      001816096410      27/01/2023	
1.3	<u>Minutes of Previous Meeting</u> Emailed minutes from email sent 20th Feb 2023 received.  Minutes from meeting of 6th Feb 2023 received as accurate. Proposed: MH Seconded: JS Vote: Unanimous	
1.4	<u>Matters arising</u>	<b>WM</b>

	<p>Request made that when proposals are emailed out in the future, a 'reply by date' is also given within the email.</p> <p>Safeguarding policy in regards to those who haven't yet completed required training. No report ready to share but being considered. Report to be shared at the next meeting.</p> <p>Sustainability hasn't yet been added to playbook. JS to add to standard objectives.</p> <p>Candidate has been interviewed for comms mat cover - only one applicant. PCC considered reasons for lack of interest.</p>	<p>JS</p> <p>JS</p>
<b>2</b>	<b>Finance</b>	
2.1	<p><u>Draft of 2022 Annual Report</u></p> <p>PCC considered the draft annual report prepared by WM. PCC discussed the importance of moving money out of restricted funds where possible so it can be spent more easily within the activities of the church.</p> <p>WB updated PCC on new accounting system we are using to manage accounts (Quickbooks).</p> <p>JP thanks WM for his work putting the annual report together. WM expressed his gratitude for the skills and effort applied by Lindsay Davey and Jackie Uren.</p> <p>JS shared encouraging news about recent donations.</p>	
<b>3</b>	<b>Risk Assessment</b>	
3.1	<p><u>Risk Assessment approval process</u></p> <p>MH gave an update on the suggested process for risk assessments.</p> <p>Proposal:  <b>All risk assessments are ideally* to be prepared by at least 2 people. They will be approved by either the Operations Manager (Matti) or the PCC Rep (Mike), although neither can approve their own assessment. All Risk Assessments will be approved/checked by the PCC rep. The PCC rep will produce a list of recently approved Risk Assessments for listing in the agenda of the next PCC meeting. PCC members can view any risk assessment on request, but they won't normally be circulated.</b></p> <p><b>*During the move into 279, we will allow room risk assessments to be prepared by one person if necessary due to the timescales and volume of work.</b></p>	

3.2	<p>Proposed: MH Seconded: JS Vote: Unanimous</p> <p><u>Risk assessment Dashboard</u> MH shared and explained the new RA dashboard.</p> <p>MH queried when we needed to check H&amp;S policy. Action to check when and whether this H&amp;S policy needs reviewing.</p>	<b>MH and MS</b>
<b>4</b>	<b>Playbook</b>	
4.1	<p><u>Playbook - with a focus on 279 move and Young Adults role</u> JS introduced the playbook and its significance as we move into 279.</p>	
4.1.2	<p><u>Building</u> WB and JS updated PCC on current progress of purchase of 279, including planning of the building works required at 279 (with an initial focus on fire and safety).</p>	
	<p>JS also updated PCC on the 'human' aspect of the move and how this is being managed with staff.</p>	
	<p>JP confirmed building work will be approved by DAC as this is quicker than going via city council and church should be 'licenced' quickly.</p>	
4.1.2	<p><u>Prayer and worship</u> WM updated PCC on plans for appointing head of prayer and the challenge of 'spiritual reset changes' needed ahead of move to 279.</p>	
4.1.3	<p><u>Evangelism</u> JS updated PCC on plans to run Alpha in part two of gatherings in Summer. This is to help rebalance our mission back towards evangelism, so it's not too focussed purely on social justice.</p>	
4.1.4	<p><u>Growing young</u> JS updated PCC on the role description for a young adults minister.</p>	
4.1.5	<p><u>Everyone playing part</u> JS updated PCC on plans to include the congregation in getting 279 prepared for our use (work party).</p>	
4.1.6	<p><u>Park Site</u> WM updated PCC on progress on garden land sale and ownership of church site, which is yet to be confirmed.</p>	
4.2	<p><u>Discussion on playbook</u> JS invited questions from PCC.</p>	

	<p>MH asked who else on 279 team - JP, MS, WM, NM, with WB also providing input.</p> <p>WM explained there will be a process for managing project and budget and reporting to PCCs.</p> <p>PCC discussed the desire to walk in faith while also governing church finances responsibly, within the context of taking on a young adults minister. On one hand, we may not be able to afford a young adults minister currently, particularly considering building work required at 279. On the other, we feel God has given us this building to grow his kingdom and we are called to walk in faith.</p> <p>JS confirmed that the type of person we're looking for would want to be full time.</p> <p>WM shared plans to look for trusts that could fund the role at least in part.</p> <p>GB suggested we advertise role and look for funds to see what reaction we get. JS suggested that we could hold off on advertising role and seek funding for role. He also shared his desire to encourage applicants from diverse backgrounds.</p> <p>WM suggested there will be a need to go at a slower pace on the building work to manage fund responsibility, regardless of decision over young adults minister. JS shared encouraging conversations he's had with managers of funds who may be able to support aspects of the 279 project.</p> <p>Proposal: <b>Advertise role now and seek funding for role from external sources.</b>  Proposed: JS  Seconded: JA  Vote: Unanimous (except abstention from MH)</p>	
<b>5</b>	<b>Staffing</b>	
5.1	<p><u>PCC 2023/24 - we are looking for a new warden, treasurer and some other members</u></p> <p>Annual meeting will be held on 22nd May.</p> <p>JP to step down as church warden (but remain on PCC) - new warden will be required (alongside JA). New treasurer is also needed. PCC encouraged to consider one or two new members to PCC.</p>	
<b>6</b>	<b>AOB</b>	
6.1	<p>Next meeting 17th April. - time to be spent thinking through possible candidates for required roles.</p>	