

Parochial Church Council Minutes

Parochial Church Council

17th April 2023, 7.30pm

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	Kirsten Dykes	KD	Y	
Jane Auld	JA	Y		Michael Hillman	MH	Y	
Staff Team Members Present							
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>Minutes of Previous Meeting</u> Minutes from meeting 13th March received as accurate Proposed: JA Seconded: MH Vote: unanimous	
1.3	<u>Matters arising</u> Dates required for email proposals H&S Renewal date to be confirmed Should all documents should have review dates clearly marked on them? <u>Safeguarding:</u> CP will circulate a draft Annual Statement prior to APCM. Update still required for those who have not yet completed training.	CP

2	Buildings	
2.1	<p><u>279 Building Works</u> JP presented the latest RAG report from the 279 Delivery team. Focus at present on surveys. Bishop of Bristol visiting 279 on May 19th.</p>	
2.2	<p>JS brought an update following the initial meeting of the Fundraising Team (JS, Geoff Hogg, Wil Bevan & Colette Bewley). Team has a plan for applications to various trusts.</p> <p><u>DAC Application</u> JP outlined the proposals and the timelines required for Faculty approved works. Aim is for Autumn completion to enable Sunday worship. PCC approves the Faculty Application for works at 279 Proposed: Jeremy Peters Seconded: James Stevenson Vote: Unanimous</p>	
3	Risk assessments	
3.1	<p>MH provided an update on the risk assessments reviewed since the last meeting, particularly those related to the move to 279.</p> <p>MH noted these are provisional and will require revisiting in the Autumn.</p> <p>Common theme is the need for LC to have training on how to handle difficult guests. PCC identified this a priority for the church to address.</p> <p>Professional fire RA required. This is booked in. Some inconsistencies noted especially with regard to electrical safety.</p> <p>How do we monitor that RAs are being read and monitored by groups? JS stated that Trudi Murray will be preparing a guide for LC teams.</p> <p>PCC thanked MH, Matti Shannon and Trudi Murray for their significant work on Risk Assessments prior to move to 279</p>	
4	Love Your Neighbour	
4.1	<p><u>Questions To Report</u> JS clarified the definition of a LYN Hub.</p> <p>JS has worked with WB on the proposed budget.</p> <p>Discussion around the long term sustainability of LYN activities. Aim is for long term engagement with the needs of the city. Further conversation focussed on the need for additional staff. Recognition that trust funds require a high level of reporting.</p> <p>Discussion around the proposed roles and what difference they would bring to B&A. Need for admin support and LYN leadership in order to release B&A members into ministry and JS into clerical work.</p>	

	<p>Proposal: The PCC recommends the dissolution of the Richards Poor Fund, Richard’s Prize Fund and St Andrew’s Fund. Poor funds to be spent on B&A LYN 2023. Prize and St Andrew’s funds to be used for youth and children work.</p> <p>Proposed: James Stevenson Seconded: Wil Bevan Vote: unanimous</p> <p>MH brought an update on the original purposes of the funds. The PCC can recommend the actions however it is the Vicar, Wardens and Funds trustees who approve their dissolution. PCC needs to understand that the dissolution of the funds means there will be no future revenue. Clarification required as to what the funds can be used for once dissolved.</p> <p>WM expressed his thanks to Jan Hillman and Jacki Uren for their stewardship of the funds.</p> <p>Proposal: The PCC recommends that we ‘pitch’ for £35k of match funding from CRT for LYN in 2023. Proposed: James Stevenson Seconded: Wil Bevan Vote: unanimous</p> <p>Proposal: The PCC agrees to the appointment of a social action manager, subject to securing the funds before the end of June and subject to a later approval of the role description by the Standing Committee over email.</p> <p>Proposed: James Stevenson Seconded: Wil Bevan. Vote: unanimous</p>	JS/WB
5	Accounts	
5.1	<p><u>Final Accounts from 2022 for approval.</u> WM brought an update. The final accounts have been delayed for sign off following one item of clarification from the auditors. Final accounts now to be approved by email.</p>	
6	Staffing	
6.1	<p><u>Young Adults Minister</u> JS brought an update. One application has been received, another is pending. Deadline of April 25th. Funding has been received or pledged for 50% of the first year costs. Further indications of potential funding have been received. Fundraising team will apply to trust funds.</p> <p>JP suggested JS speak with Andrew Alden about reaching young adults.</p>	JS

7	Playbook	
7.1	<p><u>Update on playbook.</u> Clergy brought an update on the Transform Learning Community held at HTB and its impact upon the Playbook.</p>	
8	Trustees	
8.1	<p>Alex Murray has agreed to stand as Church Warden, replacing Jeremy Peters.</p> <p>Wil Bevan has agreed to stand as interim treasurer with a view to handing over the role during the next term.</p> <p>A few people have been approached to stand for PCC. PCC had a discussion on how to ensure the correct skill set and a diverse PCC is appointed.</p> <p>Compliance expertise would be useful.</p> <p>People who link into different areas of church life.</p> <p>HK representation would be good.</p> <p>Younger trustees required.</p> <p>KD probably stepping down.</p> <p>Clergy & Wardens to discuss further.</p>	
9	AOB	
9.1		