

**Parochial Church Council Minutes
8th November 2021**

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.	
1.2	<u>DBS clearances</u> – new names noted.	
1.3	<u>Minutes of PCC Meetings</u> The minutes of the 10 th October 2021 –the acceptance of the minutes were proposed by Denise Ko, seconded by Jacki Uren and agreed by the meeting. These minutes to be linked to the B&A website	JO/Office
1.4	<u>Matters Arising</u>	
1.4.1	1.4.1 - Ann Tizzard to write role descriptions for Health & Safety Officer and Assistant Safeguarding Officer.	
1.4.2	4.1 – Youth Role job description – holiday level to stay the same. Wayne Massey to check with Ann Tizzard about the wording of item 3 in the Essential Criteria.	WM
1.4.3	1.4.2 – Insurance yet to be checked, to ensure it covers our work with Transforming Lives for Good in schools. Wording still to be checked. Not currently working in any schools.	
1.5	<u>Safeguarding</u>	
1.5.1	Updated safeguarding policy previously circulated along with list of changes and appendices. Changes mainly made due to changes in Government legislation. Any questions, email to Claire Pengelley-Scott.	

	<p>The PCC approve the updated Safeguarding Policy Proposed by: Wil Bevan Seconded by: James Stevenson Agreed by the meeting.</p>	
2	Where Are We At	
2.1	<p>James Stevenson explained where we currently are and a discussion followed.</p> <p>Need to keep what is important – following God together. At what point do we start to plan for a possible split from 1 to 2 gatherings on a Sunday, and when is it communicated. Then later possibly sending people out – plant teams / plant culture. Plans likely from staff in January.</p>	
2.2	<p><u>Love Christmas</u> – have so far raised about 27% of funds needed. Encourage people to help during the packing sessions.</p>	
3	Playbook	
3	<p>Playbook and comments noted.</p> <p>Report on Living in Love and Faith to come to the January meeting from James Stevenson. Live, Love, Give, Go, section to be created on the website.</p>	JS
3.1.1	<p><u>Admin Role</u> – Matti Shannon is reviewing the role description. Gail Butt is reducing her hours to 1 day a week from January. A new job description for a full time office manager / administrator had been circulated. HR and Operations have requested a full time role initially for one year.</p>	
3.1.2	<p>The PCC approves a full time office manager / administrator contract for 1 year. Proposed by: Denise Ko Seconded by: James Stevenson Agreed by the meeting.</p>	
3.1.3	<p>The post will be advertised next week.</p>	
5	9 pm Gail Butt joined the meeting and so the agenda was moved forward to item 5 - Buildings	
5.1	<p><u>Sale of the Good Shepherd Site</u> The PCC is indebted to Gail Butt for the amount off work done and her expertise which has brought us to this point. The PCC minute our profound thanks and gratitude to her.</p>	
5.1.1	<p>The following documents were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Contract – v8 (clean and approval version) • PCC summary of proposed sale documentation • Statutory Declaration Ann Tizzard v2 • Statutory Declaration Miriam Lord v3 • Transfer of Whole – v8 (final – approval) 	

5.1.2	<p>Gail Butt explained the paperwork and the restrictions that are in there, e.g. the site must be maintained for Christian worship, etc.</p>	
5.1.3	<p>The PCC approves the versions of the documents in conjunction with the summary, and the PCC approves the documents, subject to:</p> <ul style="list-style-type: none"> • any further legal and surveying advice in relation to any further last-minute changes to the documentation that might be required; and • the consideration and approval of the Qualified Surveyor's Report (QSR), once received. <p>Proposed by: Jeremy Peters Seconded by: Julia O'Shea Agreed by the meeting – the clergy abstained from voting.</p> <p>Thanks were given to Ann Tizzard and Miriam Lord for their making of the Statutory Declarations on behalf of the parish.</p> <p><u>Park Hall Lease</u> Gail Butt explained the current situation with this. The current freeholder has now received an offer, well above the amount the parish could pay, by a speculative builder. We still have a 1000 year lease. This will come back to the PCC in 2022 with new information.</p> <p>9.20pm Gail Butt left the meeting.</p>	
3	Continuation of Playbook	
3.2	<p><u>Christmas Services</u> – dates previously circulated. The Good Shepherd services were not on the list, but there would be one at 9am on 19th but not on 26th December.</p> <p>The PCC approves the list of Christmas Services for B&A Proposed by: Wil Bevan Seconded by: Kirsten Dykes Agreed by the meeting</p>	
4	Finances	
4.1	<p><u>October accounts</u> – previously circulated – question to Jacki Uren</p>	
4.2	<p><u>Budget 2022</u> – previously circulated</p>	
4.2.1	<p>Jacki Uren went through the budget, highlighting a few areas. Rental loss from Good Shepherd and Gloucester Road front hall. Increase in salaries Q. Walsingham Road figure seems to have increased? A. This is because it now includes the money received for the lane access – to will be moved to different account. Wayne Massey explained the Parish Share amount choice.</p>	
4.2.2	<p>The PCC approves the 2022 budget subject to a regular review. Proposed by: Jacki Uren</p>	

	Seconded by: Wil Bevan Agreed by the meeting.	
5	Buildings – continuation from earlier	
5.2	<u>Faculties</u> Two faculties have been submitted: <ul style="list-style-type: none"> • Confirmation faculty for B&A St Andrews Park site. • Works to Gloucester Road site. Awaiting decision from the Diocese.	
6	Date of Next Meeting	
	10 th January 2022, - 7.30 pm Gloucester Road site front hall.	