

Parochial Church Council
14th November 2022, 7.30pm
B&A Gloucester Road

Name		Present	Apology	Name		Present	Apology
James Stevenson	JS	✓		Wayne Massey	WM	✓	
Claire Pengelly Scott	CPS	✓		Steve Myerscough	SM	✓	
William Bevan	WB	✓		Jeremy Peters	JP	✓	
Gayle Bryant	GB	✓		Kirsten Dykes	KD		✓
Jane Auld	JA	✓		Michael Hillman	MH	✓	
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		

♦ Non-voting member

1	Governance Discussion	Action
1.1	<u>Apologies</u> Apologies received from KD	
1.2	<u>DBS Clearances</u> SM to email list of names to PCC [actioned on 16/11]	
1.3	<u>Minutes of Previous</u> One minor amendment was made. Proposal to confirm minutes of last meeting. Proposed: JS Seconded: JP Voted: Unanimously, with exception of GB and MH who were not present.	
1.4	<u>Meeting Matters Arising</u> WB raised the issue of cash being held in restricted funds. Action - WM to ask Jan Hillman how much money deposited in restricted funds (e.g. Poor fund) as opposed to how much is available. PCC needs to investigate restricted funds in 2023 to establish a strategy for future use.	WM

1.5	<p><u>Safeguarding</u> PCC reviewed the safeguarding dashboard document. This highlighted that some church members have yet to undertake required safeguarding training. Some are outstanding from June so these need to be chased as a key concern.</p> <p>Action - CPS and WJM to suggest a policy change to state how long the grace period should be before people who have not yet undertaken required safeguarding training until they are barred from serving.</p> <p>Initial suggestion from PCC that this should be in the region of 3-6 months.</p> <p>Safeguarding Action Plan received for acceptance. Proposed: CPS Seconded: JS Vote: Unanimous.</p> <p>JP queried how we keep track within Little Churches of who has done safeguarding training. JS confirmed a record is held by B&A admin staff.</p> <p>MH raised a question about the latest addition to safer recruitment policy - what happens if someone from overseas who is unable to get a DBS becomes a Christian in this country and therefore can't get reference from church leader in home country. In these cases we would ask for a second reference from one of the other people on the list.</p> <p>Approval of safeguarding policy Proposed: CPS Seconded: GB Vote: Unanimous.</p>	WJM and CPS
2	Health & Safety Policy	
2.1	<p>WM explained the change to the risk assessment process. Committee set up to agree risk assessments rather than PCC approving all Risk Assessments (RAs) individually. JS explained that if an RA goes before the committee it must be fully agreed before the relevant event can go ahead. JS highlighted this means event organisers need to ensure that agreements are asked for at convenient times (allowing for holidays etc of committee members). MH highlighted the need to communicate RAs to group members as otherwise they will not be followed - RAs must be made available to Little Church members.</p> <p>CPS asked where H&S policy will be shared. WM suggested at St Andrews Park site, and on the governance section of B&A website.</p> <p>Action for WM to talk to the ministry leads to remind them to review RAs.</p>	WM

	<p>Non-event RAs are already audited by MS and the admin team.</p> <p>Process for PCC will be to check that all RAs have been updated/reviewed annually.</p> <p>JS highlighted that a more formal process is needed for updating RA annually.</p> <p>Action - MH to discuss setting up a RA dashboard for RAs.</p> <p>Proposal: PCC approves the H&S including the named persons in specific roles. The PCC approves the Chair of PCC, Nominated PCC member and Operations Director for ongoing approval of Risk Assessments. Proposed: JS Seconded: JA Vote: Unanimous</p>	MH
3	Playbook Autumn 2022	
3.1	<p>JS gave an update on the Welcome section and Standard Objectives from Playbook. JP raised a question over the limited size of the worship team. This was confirmed as an ongoing effort by MS to increase.</p> <p>PCC discussed the issue of Sunday attendance not seeming like a priority for many in church and how to address this. They discussed the need to get alongside people without making them feel guilty and making them feel defensive.</p>	
4	Building Strategy Update	
4.1	<p><u>8 Walsingham Road</u></p> <p>The surveyors have reported back on the site. WB gave an update on the finances available to buy for 250k. The paperwork is ready to be signed and transfer of funds is to go ahead this week with the hope of completing by the end of November. This was a key criteria for the diocese in regards to buying 279 Glos Rd so marks a key step towards that purchase. JP raised questions about whether all pledges are still accurate.</p> <p>Action - WM to confirm accuracy of pledges.</p> <p>PCC agrees purchase of 8WR prior to approval of surveyors disposition report. Proposed : GB Seconded: JP Vote: Unanimous.</p> <p>JP raised a query about the possibility of selling 8WR alongside the whole Park Site. WM confirmed that as part of agreement with the diocese, 8WR must be sold at full market value, which would raise complications if trying to sell as a combined offer. JS also confirmed that after discussion with</p>	WM

	<p>other churches/potential buyers, they would have no interest in purchasing both 8WR and Park Site, also that to sell all three sites (8WR and both Park Site halls) for development together would be lengthy process and not desirable in terms of us releasing funds for 279 Glos Rd development. This would also not be desirable for B&A as our wish is for the Park Site to be sold to another church.</p> <p>PCC approves the initial research into marketing and research into the value of 8WR. Proposed: WB Seconded: JP Vote: Unanimous</p> <p>4.2 <u>279</u> WB gave an update on conversations with HBC about money to be spent on Glos Rd before sale.</p> <p>WM asked for the PCC attitude toward the move for 279 given the risks. There was general support for the move, and a belief that God is in the move and so we should go for it.</p> <p>Proposal to start legal work on sale of 128 and purchase of 279. Proposed: JA Seconded: CPS Vote: Unanimous (except abstentions from JS and WM)</p> <p>WB raised the importance of sharing an update with the church as many may not be aware of current progress and may need encouragement to be praying for it.</p>	JS and WM
5	Finance	
5.1	<u>October 2022 Accounts</u> WM presented October finances. No comments from PCC.	
5.2	<u>Budget for 2023.</u>	

	<p>Due to the current economic climate and ongoing purchase of 279, it's difficult to forecast the church's financial position over next year. Budget will therefore need to be reviewed sooner than normal into new year.</p> <p>Proposal: PCC approves the proposed budget for 2023. Budget to be reviewed regularly alongside the development of the Building Strategy and the activities of the PCC under Love Your Neighbour.</p> <p>SM raised a query about the potential of midweek users (hirers) of 128 following us to 279. WM confirmed that we would not be encouraging them to do so, but would not prevent them from doing so either.</p> <p>Gail raised a question over whether we are still paying living wage with inflation. WM confirmed we are giving a 5% increase but this could be revisited if income increases. This 5% increase is in line with diocese staff.</p> <p>Proposal: Budget approved for 2023. Proposed: WM Seconded: JP Vote: Unanimous</p>	
6	Christmas 2022	
6.1	WM shared details for the Christmas gatherings.	
7	Winter Appeal Update	
7.1	<p>WB shared concern that we are currently at 8k which is well below target. JS shared that there is 4k to come from Love Your Neighbour. JS shared that we won't overspend and that we can spend only based on money received. There will be a cut off at the end of Nov to assess what money is available for the Winter Appeal. The budget will be reassessed at this point. JS shared there are also other external funds we could go back to if needed.</p> <p>WB highlighted that Foodbank is no longer providing food to B&A. This is an ongoing concern that is being addressed by members of Food Pantry and Families of Home Little Churches. They will develop a revised strategy for these Little Churches and report back to the PCC for approval in January.</p>	