

**Parochial Church Council Minutes  
 14<sup>th</sup> June 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		Jeremy Peters	JP	X	
Kirstin Dykes	KD		X	Jacki Uren	JU		X
Denise Ko	DK		X				
<b>Staff Team Members Present</b>							
Wendy Massey ♦	WJM			Matti Shannon ♦	MS		
Ann Tizzard ♦	AT			Claire Pengelley-Scott ♦	CP		

♦ Non-voting member

1	Governance Discussion	Actions
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1.1	<u>Apologies and declarations of interest</u> – Attendance at the meeting as per table above.	
1.2	<p><b><u>Election of Officers</u></b></p> <p><b>Vice Chair</b> – decided to leave this post until the next meeting</p> <p><b>Treasurer</b> – Jacki Uren Proposed by Wil Bevan, seconded by James Stevenson and agreed by meeting.</p> <p><b>Secretary</b> – Julia O’Shea Proposed by Wayne Massey, seconded by Wil Bevan and agreed by meeting.</p> <p><b>Parish Safeguarding Officer</b> – Claire Pengelley-Scott Proposed by James Stevenson, seconded by Gayle Bryant and agreed by meeting. Claire has mentioned that she would like another PSO to work alongside her. It is possible to have more than one PSO working in a parish.</p>	
1.3	<u>DBS clearances</u> – new name noted.	
1.4	<u>Minutes of PCC Meetings</u>	
1.4.1	The minutes of the 26 <sup>th</sup> April 2021 – acceptance of minutes were proposed by James Stevenson, seconded by Jeremy Peters and agreed by the meeting.	
1.4.2	The minutes of the emailed proposal 2 <sup>nd</sup> May 2021 – acceptance of minutes were proposed by Jeremy Peters, seconded by James Stevenson and agreed by the meeting.	
1.4.3	These minutes to be linked to the B&A website	
1.5	<u>Matters Arising</u>	JO/ Office
1.5.1	<p>1.7.2 – Communications officer</p> <p>There has been a pause on this appointment as there is a need for this to be a Comms and Tech role, in order to pick up the work from those who are no longer able to do it or have left. A proposal will come to the PCC after being agreed by both HR and Finance.</p>	
1.5.2	<p>2.1.3 – Circulation for Approval procedure – previously circulated. It was agreed that the final notification of approval should go to all members. With this amendment, the procedure was adopted.</p>	
1.6	<p><u>Standing Committee Minute</u></p> <p>The Standing Committee minutes from 24<sup>th</sup> and 29<sup>th</sup> May 2021 were noted.</p>	
1.7	<p><u>Safeguarding</u></p> <p>The APCM approved the safeguarding report which enabled the parish to complete a level. There is nothing yet to be done on the next level.</p>	
	<u>Health &amp; Safety Policy</u> – this was approved by Standing Committee on	

<b>2</b>	<b>Playbook</b>	
	<p>A new Playbook was brought to the PCC (previously circulated) Wayne Massey explained the updated Playbook, priorities for summer 2021 post Covid.</p> <p>James Stevenson and Wayne Massey answered questions through the discussion.</p> <p>The Playbook is a paper for PCC and staff members. It is the basis of the annual report, shows responsibilities and the current position.</p> <p>A proposal will come to the next PCC meeting on the format of the B&amp;A Sunday morning gathering.</p> <p>A completed Playbook with any wording changes made will come back to the PCC.</p>	
<b>3</b>	<b>Safer Recruitment and Little Churches</b>	

<p>3.1</p> <p>3.1.1</p> <p>3.1.2</p> <p>3.1.3</p> <p>3.2</p> <p>3.2.1</p> <p>3.2.2</p> <p>3.3</p> <p>3.3.1</p>	<p>James Stevenson’s Little Church report was noted. Looking at the number of team members for each LC, are they viable?</p> <p>James explained the most vulnerable was Youth, were there the rates of Adults to Youth is too low. Always a varying number month to month.</p> <p>FairGround still exists, changing to The Food Pantry. Want to open up more on a Saturday morning and become a point of hospitality as well as FP.</p> <p>Following discussion around the report and overview it was agreed that James Stevenson will bring a second paper in July with how Little Churches have moved on in the past month.</p> <p><u>Little Church Safer Recruitment</u></p> <p>James Stevenson went through the safer recruitment process</p> <p>Thanks were given to Claire Pengelley-Scott, Wendy Massey and James Stevenson on their safeguarding work.</p> <p><b>The PCC adopt the Safer Recruitment Process for Little Churches.</b> <b>Proposed by: James Stevenson</b> <b>Secoded by: Wil Bevan</b> <b>Agreed by the meeting</b></p> <p><u>Little Church Job Roles</u> – previously circulated.</p> <p>Following discussion</p> <p><b>The PCC approve and accept the following job roles;</b></p> <ul style="list-style-type: none"> <li>➤ <b>Transforming Lives for Good - Co-ordinator</b></li> <li>➤ <b>Transforming Lives for Good - Mentor</b></li> <li>➤ <b>Families of Hope - Little Church Leader</b></li> <li>➤ <b>Families of Hope – Team Member</b></li> </ul> <p><b>Proposed by: James Stevenson</b> <b>Secoded by: Wil Bevan</b> <b>Agreed by the meeting</b></p>	
<p><b>4</b></p>	<p><b>Good Shepherd Congregation</b></p>	

4.1	<p><u>The Trial Proposal for a 9.00 am service at the Good Shepherd Emmanuel</u> are supportive of the trial.</p>	
4.1.1	<p>Concerns were raised that with a fortnightly service we may not have the weekly average required for the service to continue. The numbers issue would not come into being until after the building was sold.</p>	
4.1.2	<p>Need people to help, such as opening up, setting up and closing the church. The position will be reviewed in September.</p>	
4.1.3	<p><b>Subject to confirmation in writing that Emmanuel have agreed that the average weekly attendance of 18 clause does not stand for the 2 weekly trial period. The PCC approves a three-month trial of a fortnightly Communion Service at the Good Shepherd for July, August and September 2021. Proposed by: Wayne Massey Seconded by: James Stevenson Agreed by the meeting.</b></p>	
4.2		
4.2.1	<p><u>Good Shepherd Contents</u> The Good Shepherd family have previously been asked if there is anything within the building that has personal value and wish to keep. There have been a handful of request made.</p>	
4.2.2	<p><b>The PCC approve the wardens and clergy team to oversee the process of gifting items from the Good Shepherd to members of the Good Shepherd family. Proposed by: James Stevenson Seconded by: Jeremy Peters Agreed by the meeting</b></p>	
<b>5</b>	<b>Date of Next Meeting</b>	
	12 <sup>th</sup> July 2021, electronic / location to be agreed	