

**Parochial Church Council Minutes**  
**26<sup>th</sup> April 2021**

**Electronic Meeting**

Name		Present	Apolog y	Name		Present	Apolog y
James Stevenson	JS	X		Julia O'Shea	JO	X	
Wiliam Bevan	WB	X		Claire Pengelley- Scott	CP		X
Anne Iles	AI		X	Jeremy Peters	JP	X	
Denise Ko	DK	X		Jacki Uren	JU	X	
Wayne Massey	WM	X					
<b>Staff Team Members Present</b>							
Wendy Massey ♦	WJM			Matti Shannon ♦	MS		
Ann Tizzard ♦	AT						

♦ Non-voting member

<b>1</b>	<b>Governance Discussion</b>	<b>Actions</b>
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<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.3.1</p> <p>1.3.2</p> <p>1.3.3</p> <p>1.4</p> <p>1.4.1</p> <p>1.5</p> <p>1.5.1</p> <p>1.5.2</p> <p>1.6</p> <p>1.6.1</p> <p>1.6.2</p>	<p><u>Apologies and declarations of interest</u> – Attendance at the meeting as per table above. James Stevenson declared his interest in 2.3.2, he is friends with the director of One Life.</p> <p><u>DBS clearances</u> – none.</p> <p><u>Minutes of PCC Meetings</u></p> <p>The minutes of the 8<sup>th</sup> March 2021 – acceptance of minutes were proposed by Jeremy Peters, seconded by Jacki Uren and agreed by the meeting.</p> <p>The minutes of the emailed proposal 22<sup>nd</sup> April 2021 – acceptance of minutes were proposed by James Stevenson, seconded by Jacki Uren and agreed by the meeting.</p> <p>These minutes to be linked to the B&amp;A website</p> <p><u>Matters Arising</u> None.</p> <p><u>Safeguarding</u></p> <p>Leader role descriptions for Soul Food, Beyond the Gate and Little Churches have been circulated and approved.</p> <p>Wendy Massey is working through the safeguarding list, checking that training has been done and DBS checks are current.</p> <p><u>Annual Report</u> – previously circulated. <b>The PCC approve the annual report for 2020.</b> <b>Proposed by: Jacki Uren</b> <b>Seconded by: Julia O’Shea</b> <b>Agreed by the meeting.</b></p> <p>Apologies were given to Wil Bevan for the misspelling of his name in the report.</p>	<p><b>JO/ Office</b></p>
	<p>At 8pm the meeting was joined by Judith Stewart. She and James explained what has been happening with stories from Boxes of Hope, Food Pantry and Soul Food, and how Little Women are packing boxes for sending via Beloved. She explained how the plans for Gloucester Road will help. At 8.30 pm Judith left the meeting.</p>	

<p>1.7          1.7.1            1.7.2</p>	<p>Communications Officer – update          The role has been advertised but there weren't any applicants for the post.          It was decided to change the role to be more of a daily communications work. There is a new job description which will be going out soon.            Wayne Massey to check with Ann Tizzard if the new job description has been re-written or just tweaked. Does it need to come back to PCC for approval?</p>	<p><b>Wayne</b></p>
<p><b>2</b></p>	<p><b>Playbook – Strategy Update</b></p>	

- 2.1 Playbook update previously circulated and noted.
- 2.1.1 Food ministry in now in a good place. Other support will be needed, such as debt counseling. Youth need another 4 adults to make them viable. Across all the Little Churches probably 20 – 25 adults short. Need people to fill in the space between holding on and thriving.
- 2.1.2 Lee Fitzpatrick, new employee in the office, has started well. He will be working on buildings administration.
- 2.1.3 Risk assessments – should Matti Shannon be on the circulation list? Wayne Massey and Julia O’Shea to create a process for the circulation, compilation of comments and approvals/non-approvals, for new risk assessments, role descriptions and policies that are circulated to the PCC by email for approval.
- 2.1.4 Little Churches – Not been able to get the new page on the website, should be up soon.  
Beyond the Gate had a team training day in April. They have 10 people signed up.  
Aim is for a team of 6 (4 at least) and ideally 10 people in each Little Church.
- 2.2
- 2.2.1 Church of the Good Shepherd update – report noted  
James Stevenson gave an update on the questionnaire that had been sent to the 9.30 congregation. The survey showed that only 10 out of 25 respondents were keen to return to worship before the end of social distancing.
- 2.2.2 **The PCC agree to continue with no public acts of worship taking place at the Church of the Good Shepherd until 21<sup>st</sup> June 2021, at which time we will review.**  
**Proposed by: James Stevenson**  
**Seconded by: Wayne Massey**  
**Agreed by the meeting**
- 2.2.3 Emmanuel Bishopston are keen to recommence worshipping in the building. They will do their own Covid-19 risk assessment.  
**Our proposal is that they permitted to do so as of the beginning of May.**  
**Proposed by: James Stevenson**  
**Seconded by: Wayne Massey**  
**Agreed by the meeting**
- 2.2.4 Communication with the congregation.  
**Our proposal is that the email included in the report, be sent to the congregation with the approval of the PCC.**  
**Proposed by: James Stevenson**  
**Seconded by: Wayne Massey**  
**Agreed by the meeting.**
- 2.2.5 Sale of the Good Shepherd – this has been held up by the boundary of

**Wayne &  
Julia**

<b>3</b>	<b>Buildings Strategy</b>	
3.1	Report and costings previously circulated and noted Jeremy Peters explained the report	
3.2	Gloucester Road site (GR) being prioritized, as there is greater need for Little Church space. Park Site – Fair Ground would like to take the site to carbon neutral, new heating system. New youth and children space and toilets at the park, there is not enough money because of the extra work at GR. The need for an architect for the costing of the full works at GR. The need for a building services heating engineer for costing all the Park site works. Plus the likely cost of fees were explained.	
3.3	<b>The PCC agree to release £5,000 for fully costed heating proposals for B&amp;A St Andrews Park site.</b> <b>Proposed by: James Stevenson</b> <b>Seconded by: Denise Ko</b> <b>Agreed by the meeting</b>	
3.4	<b>The PCC agree to release up to £5,000 for costed plans for B&amp;A Gloucester Road.</b> <b>Proposed by: James Stevenson</b> <b>Seconded by: Denise Ko</b> <b>Agreed by the meeting – Wil Bevan abstained</b>	
3.5	Decision to be made following the receipt of full costings by the PCC	
3.6	Wayne Massey to write a briefing paper for new members of the PCC following the APCM	<b>Wayne</b>
<b>4</b>	<b>Date of Next Meeting</b>	
	24 <sup>th</sup> May 2021, 8pm APCM	
	14 <sup>th</sup> June 2021 – via zoom	