

**Parochial Church Council Minutes
8th February 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					
Staff Team Members Present							
Wendy Massey ♦	WJM			Matti Shannon ♦	MS		
Ann Tizzard ♦	AT		X				

♦ Non-voting member

1	Governance Discussion	Action
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1.1	<u>Apologies and declarations of interest</u> – Attendance at the meeting as per table above. There were no declarations of interest.	
1.2	<u>DBS clearances</u> – new names noted.	
1.2.1	Linda and James Newton-Smith have been jointly recruited to the Food Bank Co-ordinator role.	
1.3	<u>Minutes of PCC Meetings</u>	
1.3.1	The minutes of the 11 th January 2021 – acceptance of minutes were proposed by Denise Ko, seconded by Anne Iles and agreed by the meeting.	
1.3.2	The minutes of the Standing Committee decision 26 th January 2021 – acceptance of minutes were proposed by Jeremy Peters, seconded by Jacki Uren and agreed by the meeting.	
1.4	<u>Matters Arising</u> None	
1.5	<u>Safeguarding</u> The meetings with LC leaders to inform them of training required, will take place during February.	JS
1.6	<u>APCM</u> – The deadline for the Annual meeting has been extended to the end of May 2021. It is proposed to hold the parish meeting on 24 May 2021 at 8pm. The meeting were informed of the vacancies that will be available for election at the APCM. <ul style="list-style-type: none"> ➤ 2 Wardens for 1 year ➤ 3 Deanery Synod Representatives for 2 years ➤ 2 PCC members for 3 years ➤ 1 PCC member for 2 years 	
2	Communications Officer	
2.1	There is nearly enough funding in the budget for this post, £8,400 available, £9,000 required. Following discussion, continuing from the last meeting.	
2.2	The PCC approves the job description for a Communications Manager. The PCC authorizes the HR Team, working with the Clergy, to appoint a Communications Manager as per the job description, subject to how they are to be employed and the total cost. Proposed by: James Stevenson Seconded by: Jeremy Peters Agreed by the meeting.	
3	PCC Roles and Playbook	

3.1	<p>James Stevenson went through the playbook.</p> <ul style="list-style-type: none"> ➤ Section 1 – ongoing responsibility of the Clergy and staff, which is monitored weekly by the wardens. ➤ Section 2 – ongoing responsibility of B&A. Anyone in the B&A congregation to live these measures out. ➤ Section 3 – ongoing responsibility of the PCC. Snap shot of now, what next, and rest of the year. <p>Some items, such as Safeguarding, will always be amber as they are ongoing work, so will monitor as now rather than long term.</p>	
3.2	<p>The meeting continued the discussion around PCC Roles from the January meeting.</p>	
3.2.1	<p>Wayne explained the reasoning behind setting up an Anglican Liaison Team. They will be responsible for communication with the Diocese.</p> <p>Q: How will the Diocese respond to this? A: One clergy member will be present in the team and will explain to the Archdeacon to see how they feel? JP – it will be helpful to have a list to know what is coming up with the Diocese.</p> <p>The team will be made up of one clergy member, a warden and a PCC member. A third warden to be elected at the APCM, specifically for this team.</p>	
4	From Luke Warm to White Hot – Little Church Report	
	<p>Report received and noted.</p> <p>Members were asked what they found encouraging. Good to see the different little churches working together.</p> <p>What's sustainable looking to the future? Any concerns? Initially, safeguarding around delivery of boxes. Good procedure now in place. First time delivery is always done by someone from the main team.</p> <p>Recommended that each LC has 6 key leaders.</p> <p>There followed a discussion around leadership.</p> <p>A programme of training is to be designed. This will vary depending on the amount of training needed for each individual.</p>	
	Date of Next Meeting	
	Monday 8 th March 2021, 7.45 pm via zoom	