

**St Mary's Church Eaton Socon Parochial Church Council
Minutes of Meeting – Thursday 28th November 2019**

Present : TR RN EJ DH
 JG TS IS JF
 DC EC

Apologies : GC, ML

Observer : JT (attended until 21.32 after item 11e)

Meeting Chair: RP

Minutes: TS

Meeting started : 19.45 **Meeting concluded :** 21.59

1. Reflection and Prayer
JG opened the meeting by reading from John Chapter 1.
JG then led the PCC in prayer.
2. Story Sharing
RP, TS and TR spoke briefly about events in their lives.
3. Apologies
GC & ML.
4. Minutes of Meeting held on Thurs 12th September 2019
The minutes were signed by RP as an accurate record. Proposed TR Seconded RN.
Passed unanimously.
5. 12th September's Minutes Action Points Table Update
See table at end of minutes.
6. Minutes of Meeting held on Thurs 31st October 2019
The minutes were signed by RP as an accurate record. Proposed IS Seconded JF.
Passed unanimously with one abstention from RP who was not present at the meeting.
RP requested page numbering to be added to future PCC minutes. **ACTION TS.**
7. 31st October's Minutes Action Point Table Update
See table at end of minutes.
8. Finance Focus
PCC members noted RN's report for the period October.
RN advised that the end of year forecast currently show a surplus of £1,140 in the General
Account primarily as result of positive contribution from Events and Youth.
RN advised the Christmas Fair made a positive contribution to the Designated Account
of £2,508.

9. Ministry Focus

a) SEND Project Update

TR provided presented the SEND Project report that had been circulated to PCC members.

TR advised that the costs of the initiative was circ. £2k. £500 has already been pledged. TR said he would seek opportunity from the town council and other bodies for financial support

JG advised her sister may have suitable trustee contacts to provide financial support and agreed to provide TR with a list. **ACTION JG.**

TR advised of launch of SEND around Easter 2020

JF highlighted the importance of setting SEND up correctly as first impressions / engagement was important.

It was noted the PCC was impressed and full of gratitude for the work completed by LF on SEND

b) Christmas Carol Services & Event Resourcing

TR presented the proposed schedule of Christmas Carol Services & Event Resourcing circulated to the PCC.

TR sought support from PCC members to provide welcome support and supporting activities.

TR gave thanks for the support he had received.

The schedule of events was approved. Proposed JF Seconded DH. Passed unanimously.

10. Time for Prayer

RP, TS, EJ, TR led prayers for the items discussed.

11. Update/Matters for PCC

a) Safeguarding update

JG provided a Safeguarding update showing the information stored in Safeguarding Governance Portal.

JG advised the Safeguarding Incident had been updated and circulated.

JG advised the Volunteering had been updated and circulated. Roger Peppiatt endorsed their use for the pastoral care team.

JG confirmed that she had uploaded church activities covering Young and Vulnerable individuals in the Safeguarding Governance Portal.

The PCC confirmed the activities uploaded by JG where accurate and complete at the time of review.

The PCC agreed the activities within the Safeguarding Governance Portal should be reviewed four times a year. TR to propose the review dates. **ACTION TR.**

RP raised whether personal liability insurance needed to be held by the PCC. TR and the church warden to investigate and whether our current insurance provides cover. **ACTION TR, EJ, DH.**

RP and TR gave thanks for the Safeguarding work led by JG.

b) Forthcoming events

TR presented the schedule of events, circulated to the PCC, over the Christmas period. Each event was discussed and TR sought support from PCC members to provide welcome support.

TR gave thanks support he received from the PCC.

The schedule was approved by the PCC. Proposed JF Seconded DH. Passed unanimously.

c) Offer of PB's Father's Electronic Organ

TR presented the kind offer of PB Father's Electronic Organ. The offer was discussed by the members of the PCC.

It was concluded that it was not suitable to accept the kind offer on the basis of organ being a domestic instrument and the lack of suitable location at this time. The decision was passed unanimously.

d) Buildings & Fabric update

EJ advised the north lightning conductor had failed the recent test. EJ is awaiting a quote to remediate the issue.

EJ advised the lead roofing on the tower is in need of some maintenance and a quote had been requested.

e) Policy Update: Heath & Safety

EJ advised this would be presented at the January 2020 PCC meeting.

f) Risk Assessments

EJ presented risk assessment v1 dated Nov 19 for church lead activities.

The risk assessment was approved unanimously.

The PCC identified that the risk assessment needs to be extended to include:

- Men's Breakfast
- General Social Event including Café on the Green, BBQ
- Generic including Alpha, Marriage Preparation, Freedom in Christ, Light Night, Holiday Club, Lunch Club
- Sunday Services, Christingle Service
- Light Factory (including use of Jubilee Hall)
- General Church meetings (PCC, Pastoral Care in the Church / Church Hall)
- M-Team and Ground force

It was also noted that a consistent style, formatting and whether the risk is considered to be high, medium or low should be adopted.

ACTION EJ to lead completion of risk assessment

12. Correspondence

TR advised that KF, our previous curate, is to be priested. **ACTION EJ to send card on behalf of PCC.**

EJ advised the updated future development document of St Mary's Church had been shared with the church architect and advised on the architect's availability. It was agreed a meeting should be held on 17 January @ 10.30 for those members of the PCC who are available to meet with the architect for his feedback. **ACTION EJ to arrange meeting (update in action no. 4).**

EJ advised a donation of £200 had been received by the Eaton Socon Committee Association (ESCA) to support the work of REAL Women.

13. Time of prayer

RP prayers for the items discussed.

14. Prayer and Reflection for Jan 23rd 2020 PCC meeting

EJ offer to lead prayer and reflection at the next PCC meeting

15. Date of future meetings

2020: Jan 23rd, Feb 27th, Mar 26th, Apr 30th, May 14th, June 25th, Sept 10th,

Sept 24th (Budget), Nov 5th, Nov 26th

2020: APCM Sunday March 29th

2020: PCC AWAY DAY Sat April 25th – venue tba

16. Review of tonight's meeting

Are we satisfied that the right agenda items come to the PCC 4

Did the papers arrive in good time, serve their purpose and enable the PCC to make enlightened decisions? 4

Did the number of agenda items equate to the time allocated with sufficient time to discuss issues? 4

Did the meeting structure allow sufficient participation? 4

Did we work as a team on the issues before us? 4

Did we provide enough opportunity for prayer, reflection and seeking God's direction? 4

How can we improve and make our next meeting more effective? -

The meeting closed with the Grace at 21.59.

PCC Meeting Action Log as of Thursday 28th November 2019

#	Month / Item	Action	Owner	Due / Status
1	Sept / 7b	Children & Communion – arrange next PCC discussion Update 28/11 – awaiting date (carry forward)	TR	Jan
2	Sept / 7c	Ely Diocese Market Towns Project – keep PCC informed of future developments Update 28/11 – carry forward	TR	Jan
3	Sept / 9a	Safeguarding – Remind PCC members to complete C0 online training Update 28/11 – action complete	JG	Closed
	Sept / 9a	Safeguarding – Churchwardens to complete C1 online training Update 28/11 – action complete	EJ & DH	Closed
	Sept / 9a	Safeguarding – Update Dashboard Update 28/11 – action complete	JG	Closed
4	Sept / 9c	Future Developments – Arrange meeting with Architect Update 28/11 – EJ to confirm meeting with available PCC on 17 th January 2020 at 10.30am	EJ	Jan
5	Sept / 9d	Organ Developments – communicate PCC's agreement for RDF to co-ordinate this project Update 28/11 – carry forward	TR	Jan
6	Sept / 9f	Key Register – ask JF to produce issue 2 in 2020 Update 28/11 – JF agreed to complete in 2020.	TR	Closed
7	Sept / 11c	'Growing Younger' – Meeting with SMES's PCC to be arranged Update 28/11 – carry forward	TR	Jan
8	Sept / 12	Prayer & Reflection – DH to lead next time Update 28/11 – action complete	SH	Closed
9	Oct / 4	Amend minutes of Sept 12 – for next meeting Update 28/11 – action complete	EJ	Closed
10	Oct / 9a	Amendment to Finance leaflet Update 28/11 – action complete	TR	Closed

11	Oct / 9a	Adapt online Fundraising cards for issue on November 17 th Update 28/11 – action complete	TR	Closed
12	Oct / 9b	Identify and approach possible volunteers for Light Factory Update 28/11 – four volunteers DS and (once a term) BJ, NH, TR Carry forward to identify further volunteers	ALL	Jan
13	Oct / 11a	Safeguarding: Circulate report forms Introduce self-declaration forms Introduce volunteering forms Update 28/11 – action complete	JG	Closed
14	Oct / 11b	Ongoing actions relating to lighting systems and kitchen Update 28/11 – carry forward	DH	Jan
15	Oct / 11c	Add version number to Further Development Plan Update 28/11 – action complete	TR EJ	Closed
16	Oct / 11d	Adapt GDPR form for Youth Update 28/11 – action complete	TS MJ KM	Closed
17	Oct / 11d	Amend Conflict of Interest Policy Update 28/11 – action complete	TR	Closed
18	Oct / 11d	Health and Safety Policy. Notify Ecclesiastical of pdf problems. Produce hard copy policy for review on Nov 28 th Update 28/11 – to be reviewed in Jan PCC meeting	EJ GC	Jan
19	Oct / 11d	Update Policy List Update 28/11 – action complete	TR	Closed
20	Oct / 11e	Organ Offer Discussion deferred to next meeting Update 28/11 – action complete	TR	Closed
21	Oct / 11f	Installation of COR Concrete Plinths Update 28/11 – in progress and awaiting dates	TR DH	Jan
22	Oct / 13	Prayer and reflection for Nov 28 th meeting Update 28/11 – action complete	JG	Closed
23	Nov / 6	Add page numbers to future PCC minutes Update 30/11 – action complete	TS	Closed

24	Nov / 9	Provide contact details of suitable trustees to TR to approach for potential financial support for the SEND project	JG	Jan
25	Nov / 11a	Advise of four dates in the next 12 months for the PCC meeting dates to review activities within the Safeguarding Governance Portal	TR	Jan
26	Nov / 11a	Review whether personal liability insurance needs to be held by the PCC and if so is it covered by current insurance held	TR / EJ / DH	Jan
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area	EJ	TBC
28	Nov / 12	Send card on behalf of the PCC to KF on her priesting	EJ	Jan

*Note: The above **closed** actions to be removed from next month's PCC recorded action log.*