

**St Mary's Church Eaton Socon Parochial Church Council
Minutes of Meeting – Thursday 31st October 2019**

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

Apologies : RP

Meeting Chair: TR

Minutes: ML

Meeting started : 19.45 **Meeting concluded :** 22.08

1. Reflection and Prayer

DH opened the meeting by reading from Mark 13 – Jesus predicting the fall of the Temple. He then read a passage reminding us that we are the church, and that we no longer need a single building in which to worship or to pray. He also commented on the impact the visit to CERN had on him. DH then led the PCC in prayer.

2. Story Sharing

EJ, GC and TS spoke briefly about events in their lives.

3. Apologies

Revd RP

4. Minutes of Meeting held on Thurs 12th September 2019

There were a number of corrections required, and some items were misaligned. The PCC agreed that corrections would take too long and deferred consideration of these minutes to the next meeting (Nov 28th) By which time errors would have been corrected.

ACTION EJ

5. Matters arising from 12th September

See 4. Above

6. Minutes of Budget meeting held on Thurs 3rd October 2019

The date on each page was corrected to 3rd October and the minutes were then signed as an accurate record. Proposed DH Seconded EC. Passed unanimously.

7. Matters arising from meeting on 3rd October

There were none.

8. Finance Focus

PCC members had received RN's report for September.

RN reported that income for September exactly matched the forecast. Expenditure was higher than forecast, but he was confident this was due to timing differences. He will review the 2020 budget again after preparing the October accounts but does not foresee any significant changes.

Gift Day receipts have “dried up”, although some further amounts have been promised. To date £6644 including gift aid has been received. Currently the forecast deficit is £772 which is encouraging, but the goal must be to break even by the end of the year. At present Cash resources stand at £62151, of which £30654 is in Restricted funds. A grant of £2000 was received for the security system. There was a generous donation from a wedding collection in October. The revised Parish share has at last been agreed, leading to a reduction of £200 this year. Generous donations were received from ESCA on October 21st for Wednesday Welcome, the Christmas lunch, the Craft Group, Ladies Ministry and for WLTD0. RN warned the PCC that from 2020 income from “sundry events” and from “youth groups / events” would be allocated to Designated funds. This year these categories have generated £978 so far.

Other points noted:

- The diocese has notified us that the rent for the curate’s house has risen and would cost an additional £300 each year (if we have another curate).
- Ecclesiastical is offering courses on how to approach Legacy fundraising, and on how to find and engage donors.
- RN is considering the possibility of changing to a different energy supplier.
- The motor for the clock chimes has broken. A donor has offered to pay for this but RN and TR are waiting for the cheque before ordering the works.
- A “tap and pay” plate could be purchased at a reduced rate but TR and RN felt this would not be useful at present.
- A “Finance Corner” is being worked on by RN, GC and TR.
- TS thanked RN for his clear presentation, and commented on what a blessing it is that people had responded so well to come close to covering the shortfall of almost £20000 projected earlier in the year.
- GC reported positive feedback following the finance presentations at Sunday services. People had commented on the openness of the finance team.
- TR expressed the thanks of the PCC to RN for his hard work and attention to detail, and the PCC joined him in applauding RN.

9. Ministry Focus

- a) TR introduced the draft Finance Leaflet for 2020. He suggested circulating the leaflet in mid-November to encourage people to increase their giving from the start of the new year. He asked how we should respond if people asked how much they should increase their giving, e.g. by 7%
EC suggested telling people an amount, for example if everyone gave an additional £8 per month, or £2 per week – that is the cost of one cup of coffee – then this would have a significant impact on reducing the projected deficit if started in January. It was agreed that this should be added to the leaflet. **ACTION TR**

TR suggested adapting the Online Fundraising cards and circulating them as soon as possible to remind people to use the scheme when ordering for Christmas. TR promised this would be done for the 17th November. **ACTION TR**

b) Light Factory from 2020

TR reported on the growth in successful “family-style” events. 50 signed up for the Christingle event on the first day booking opened.

There is, however, a shortage of Leaders and Helpers for the Light Factory, and volunteers need to come forward to work with the Primary School age children. As Heather Arnold reported in church children’s work may need to change to fortnightly provision if no additional helpers volunteer.

IS noted that one new Leader has come forward, but that still only leaves two possible leaders. LF requires at least one DBS checked leader and one helper. Numbers fluctuate considerably.

After some discussion the PCC agreed that fortnightly provision would not be good.

TS suggested that PCC members should identify potential helpers and make a personal approach, suggesting that visiting as an observer might move people to feel confident enough to volunteer. TR made the offer of helping/leading Light Factory once each term, and that members of both congregations should try to identify possible helpers/leaders. This was agreed. **ACTION ALL**

TR noted that SMES is hosting the Town Youth Event ‘Crossfire’ on 8th November.

10 Time for Prayer

TS, GC, TR led prayers for the items discussed.

11 Updates /Matters for PCC

a) Safeguarding

- JG reported that the C2 training on October 5th was well attended by SMES members, and by people from across the Deanery and further afield.
- We were advised during the training to have a form for reporting concerns/ or disclosures. JG had drafted a form on Diocesan guidance. Blank forms would be stored in the Accident book and circulated to group leaders. Completed forms would be stored securely in church. After discussion the PCC voted to adopt the form. Proposed TS Seconded JF. Passed unanimously. **ACTION JG**
- JG and TR have completed S1 Safer Recruitment Training. JG noted that although “Recruitment” related mostly to paid jobs, we also need a process for volunteers. Our SMES “Safeguarding for All” document will require modification. JG presented a brief form. Volunteers wishing to work with children would be asked for referees. After some discussion the PCC agreed to adopt the form and that it could be filled in during an informal discussion (as is the practice with the Pastoral Team). These forms also to be stored securely. Proposed IS Seconded DC. Carried unanimously. **ACTION JG (and group leaders)**
- JG reported that she hasn’t asked people to complete “Self declaration” forms while undertaking DBS checks. She will now do this. **ACTION JG**

- Nearly all members of the PCC have completed the C0 training, and the Churchwardens have completed the online C1 training.
- JG reported that the Parish Safeguarding Dashboard (logging our compliance) keeps having additional items included. She is now required to list all Church activities. TR pointed out that we already have such a list (SMES Public Access and Amenity Statement – ratified on 20-6-2019) – so this should be adequate.
- The latest Safeguarding advice from the Diocese is that all PCC members should be DBS checked. This has been done.
- Domestic Abuse awareness training. TR has completed this. JG, Pastoral Visitors and Churchwardens are also required to do this training.

TR thanked JG on behalf of the PCC for all her work on Safeguarding.

- b) DH reported that bulbs had been replaced in the Nave and that has had discussions with a lighting engineer. Ongoing.
DH is waiting to talk to a builder about the kitchen project. **ACTION DH**

- c) Future Developments revised document
TR presented an updated version and suggested it should be sent to the architect. TS suggested including a version number and “changes” list for ease of reference. This was agreed. EJ suggested sending the document as soon as possible so that a meeting with the architect can be arranged. Proposed DC. Seconded RN. Agreed unanimously. **ACTION EJ/TR**

- d) Policy update
Data Protection – TS introduced SMES Data Privacy Notice. It was proposed that this should be added to the Policy Folder for annual review
Proposed EC Seconded EJ Agreed unanimously
TS had circulated various documents generated by The Archbishops Council. “Social Media Guidelines” “Parishes and the GDPR” and “FAQ”. The PCC agreed that these guidance notes should also be added to the Policy folder.
TS pointed out that since young people aged 13+ receive notification of events on social media, they need to give permission for their personal data to be held by church. The SMES GDPR form needs to be adapted for “Youth” over 13. **ACTION TS & Church Office Staff.**
TR thanked TS for his work as GDPR officer.

The Conflict of Interests Policy required one amendment relating to GDPR.
Proposed TS Seconded RN carried unanimously. **ACTION TR**

Ratification of the Health and Safety Policy was deferred to the November meeting. The pdf has a fault. This will be reported to Ecclesiastical. EJ/TR will attempt to produce some hard copies for PCC members to view. **ACTION EJ / GC**

An updated Policy list will be issued. **ACTION TR**

- e) Offer of an Electronic Organ
Decision deferred to next month's agenda **ACTION TR**
- f) Circle of Remembrance Benches Update
TR reported that the Diocese had lost the application – but this has now been fast-tracked, approved and concrete plinths can now be installed. **ACTION DH TR**

12. Correspondence

TR had circulated fliers relating to the Diocese of St Albans BIG conversation next year, in which the PCC will be expected to participate.

Examples of this year's Christmas publicity were approved by all.

GC queried whether the church name could appear on each sheet of the Welcome pack. TR said this had been tried but was not viable in this version, however would be considered for a future version.

13. JG volunteered to offer a Prayer and Reflection on November 28th. **ACTION JG**

14. Dates of future Meetings

2019: Nov 28th

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

15. The meeting closed with the Grace at 10.08.

No review of the meeting took place

PCC Meeting Action Plan

Item	Action	Person Responsible
4	Amend minutes of Sept 12 – for next meeting	EJ
9a	Amendment to Finance leaflet	TR
9a	Adapt online Fundraising cards for issue on November 17th	TR
9b	Identify and approach possible volunteers for Light Factory	ALL
11a	Safeguarding: Circulate reporting forms Introduce “self declaration forms” Introduce “volunteering” forms	JG
11b	Ongoing actions relating to lighting systems and kitchen	DH
11c	Add Version number to Future Developments Plan. Send to architect	TR EJ
11d	Adapt GDPR form for Youth	TS MJ KM
11d	Amend Conflict of Interest Policy	TR
11d	Health and Safety Policy. Notify Ecclesiastical of pdf problems. Produce hard copy policy for review on Nov 28th	EJ GC
11d	Update Policy List	TR
11e	Organ Offer Discussion deferred to next meeting	TR
11f	Installation of COR Concrete Plinths	TR DH
13	Prayer and reflection for Nov 28th meeting	JG