

**St Mary's Church Eaton Socon Parochial Church Council
Minutes of Meeting – Thursday 23rd January 2020**

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

Observer: RPep (attended until 20:40)
 JT

Meeting Chair: RP

Minutes: JR

Meeting started : 19:45 **Meeting concluded :** 22:08

1. Reflection and Prayer

EJ opened the meeting by reading from Titus 3: 1-9.
EJ then led the PCC in prayer.

2. Story Sharing

TS, RP and TR spoke briefly about events in their lives.

3. Apologies

None

4. Minutes of Meeting held on Thursday 28th November 2019

The minutes were signed by RP as an accurate record.

Passed unanimously (ML and GC abstained as were not at November's meeting).

5. 28th November's Minutes Action Point Table Update

See table at end of minutes.

6. Environmental Policy Discussion Document

RPep spoke in more detail about the leaflet he and AH had produced (previously circulated).

TR showed a video of The Archbishop of Canterbury speaking about how it is our Christian responsibility to be involved in caring for the environment.

RPep advised that there is an opportunity to be more involved at St Mary's and suggested the following three things:

- 1) RPep/AH would like to establish a small group which would aim to encourage people to be more involved in looking after our environment. He asked that a member of the PCC was part of this group.
 - 2) RP explained that the charity A Rocha (a charity which help churches to be 'Eco - churches') have an extensive questionnaire which would help us establish our response to this topic. There is no financial cost to this questionnaire, but a suggested donation of £100.
 - 3) One service a year with an environmental theme. A Life Group Study. Involve youth.
- EJ suggested looking at the suggestions seriously, but that we need to be aware of the challenge of the buildings.

TS thanked RPep/AH, saying it is an important area and should be formally recognised, but that some objectives should be articulated. TS suggested creating a mission statement in a charter.

Proposal: RPep/AH are authorised to set up a group which can bring actions to the PCC.

Proposed: RP, Seconded - TS - passed unanimously.

ACTION: A charter to be brought to the PCC on 30/4/20.

TS, JF, EJ and DH offered to join the working group.

7) Finance Focus

a) 2019's provisional outlook

- PCC members noted RN's report for the period December 2019.
- RN advised that the end of year surplus is £2043, this is more than was forecast and we are grateful to God for His provision.
- 2020 revised budget had been circulated.
- RN advised that the PCC needed to consider whether some church events should have their finances ring fenced, for example Men's Breakfast and REAL Woman. After a discussion about this, RN said that the simplest thing would be to keep the finances from these events in the General Account, with a knowledge that there was a surplus/provision for them if needed. TR said that when there is a vision to grow an event, it should be brought to PCC, as it could be considered part of the outreach of the church and financed accordingly.
- Analysis of Youth Events: Little Stars have a surplus of £461 and Friday Club have a surplus of £106. Fusion would like to be self - financing in the future and run like Men's/Women's Breakfasts.
- TR said that both the Easter Extravaganza and The Light Night had run at a loss, but this are part of the Church's outreach and therefore community events, so need to be accessible for all.
- After some discussion about amalgamating and sorting the Restricted Funds, it was agreed that RN will bring a proposal to PCC in February about which accounts to move money from and to. **ACTION RN**
- RN said that there was a high balance in the account and so suggested that £15K was transferred into the deposit account to earn more interest - the PCC agreed that this was a sensible thing to do.

b) 2020's revised budget

JT left the meeting at this point (21:10)

- *New minimum living wage rate for staff discussed and accepted*

Proposal: to adopt the rise for all church staff.

Proposed ML, Seconded IS - passed unanimously.

RN proposed that the PCC adopt the new forecast and revised budget with the lower deficit.

Proposed: RN, Seconded: EJ - passed unanimously.

RN to feedback to church on Sunday morning.

c) Contactless donations: TR distributed an information leaflet about Goodbox Giving for the PCC to take away and consider. This will be an agenda item in February. JF suggested getting feedback from other churches who were already using this system, such as Christ Church Bedford.

ML thanked RN for all his hard work in relation to the church finances.

8. Prayers of Thanks

There was a time of prayer for the items discussed.

9. Ministry Focus

a) Christmas Carol Services & Events Review

- There was positive feedback about the Christmas Services. The PCC commented that the services were 'fun', 'joyful' and a lot busier than previous years.
- TR commented that the logistics of having The Carol Service and The Nativity on different days was helpful.
- TR said that The Mayor's Carol Service and Longsands Academy Carol Service were highlights amongst the Christmas Services. Both have indicated that they would like to have their Carol Services at the church again this year.
- TR was encouraged by the services and DH commented that it was encouraging to see visitors.
- RP commented that it was one of the best choirs we have ever had.
- GC noted that the theme chosen was very good and that the message came across well.
- TR said that there were 2 areas where numbers dipped. One was the afternoon carol service - there should be some reflection of how this service can be developed. Secondly, the numbers dipped at the midnight service, but these have been dipping steadily since 2014.
- The numbers at the Christmas Day service increased and overall the numbers increased at the Christmas Eve services.
- DC commented that it was encouraging to see now many people had filled in prayer cards and that about 10% of them had given their permission to be contacted by the church.
- TS said that the bookmarks were good and IS commented that the children particularly liked the bookmarks.
- TR thanked the PCC for their part in the Christmas services.

b) Ministries update incl Grace course and SEND project

The Grace Course has started well.

SEND Project ML offered to help LF with the trust applications. LF had prepared a leaflet which explains the project and suggests some items which members of the congregation could choose to purchase, this would give people corporate ownership of the project. TR thanked LF for her work and how much it was appreciated. The leaflet will be distributed at church.

c) APCM

The APCM is on 29th March. GC offered to compile the church reports for the groups. The reports have to be in by **23/2/20** and will be circulated on **8/3/20**. **ACTION GC**
TR encouraged people to prayerfully consider new members for the PCC/DCC.
TR advised that there were some modifications to the APCM: the procedure of electing sidespersons and Holy Communion Assistants is now to be done at PCC and not the APCM. Also, in future years, the APCM can be held by the end of May and not the end of April.

Revising the Electoral Roll and Privacy Notice

TS reported that this seems to go further than GDPR, for example it states that the names and addresses should be exhibited in church or on a website. TS advised that the PCC challenge this. Currently the electoral roll is printed out and displayed at the back of church, for the purposes of revision. TS suggested that this should be supervised by an appropriate person.

Proposal that St Mary's continues to abide by the GDPR policy and not the Privacy Notice:

Proposed RP, Seconded TR - passed unanimously.

Proposal that the electoral roll is handled by an appropriate person at the back of church:

Proposed TR, Seconded TS - passed unanimously.

10. Updates/Matters for PCC

a) Safeguarding update

JG said that there was nothing to update, but commented that the Peter Bell programme recently on TV was an important watch. She requested that someone else needs to take on responsibility for Safer Recruitment, as it is too big a job for one person.

This will be discussed in February's meeting.

b) Organ removal statement

TR advised that there were interested parties in buying the organ.

Proposal: "Eaton Socon PCC resolve to remove and dispose of the Pipe Organ by sale and/or scrap at the earliest opportunity to enable access to and development of the space thus freed up."

Proposed TR, Seconded RP - passed unanimously.

c) Policy Update: Health & Safety (Churchwardens)

Covered previously in meeting.

d) Buildings & Fabric update (EJ/DH) incl Architect's visit & Kitchen update

Covered earlier in meeting. Lightning conductor will be done on 30/1/20. The architect is coming back on 14/2/20 at 10:30am.

11. Correspondence – incl Pastoral Care Report

-The PCC had previously received the Pastoral Care Report from RPep. There were no questions, but it was noted that the report does not yet include the clergy visits.

J. Topliss left the room at this point.

-EC had led the recent job review with Martin Jones. It was very positive, however it became apparent that MJ has been working 16 hours and not 15 hours a week since the curate left.

Proposal: It was therefore proposed that his hours were increased by one per week from the beginning of February.

Proposed EC, Seconded DH - passed unanimously.

Recent cyber incident: TS explained that some emails had been harvested and this has raised questions about how the church displays information. In response to the incident the following actions were taken:

-all church members were made aware

- TS wrote to Google to ask them to investigate the email and take it down

- emails have been removed and now Church Suite requires people to submit a form as a further security
- Church Suite have been contacted and there is now a box to tick for GDPR
- No personal information was compromised

Bishops' Statement

The House of Bishops issued guidance in response to the recent changes to the law regarding civil partnerships. RP read this out to the PCC.

12. Prayer and Reflection for 27th February 2020 PCC meeting
GC offered to lead prayer and reflection at the next PCC meeting

13. Dates of future meetings
Future meeting dates confirmed

14. 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?	3
Did the number of agenda items equate to the time allocated with sufficient time to discuss issues?	3
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?	2
How can we improve and make our next meeting more effective? Pray more	

The meeting closed with the Grace at 22.08.

PCC Meeting Action Log as of Thursday 23rd January 2020

#	Month / Item	Action	Owner	Due / Status
1	Sept / 7b	Children & Communion – arrange next PCC discussion Update 28/11 – awaiting date (carry forward)	TR	Feb
2	Sept / 7c	Ely Diocese Market Towns Project – keep PCC informed of future developments Update 23/1 – Bid unsuccessful	TR	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 Update 23/1 – action complete	EJ	Closed
5	Sept / 9d	Organ Developments – communicate PCC's agreement for RDF to co-ordinate this project Update 23/1 – action complete	TR	Closed
7	Sept / 11c	'Growing Younger' – Meeting with SMES's PCC to be arranged Update 28/11 – carry forward	TR	March
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	Feb
14	Oct / 11b	Ongoing actions relating to lighting systems and kitchen Update 23/1 – carry forward	DH	Feb
18	Oct / 11d	Health and Safety Policy. Notify Ecclesiastical of pdf problems. Produce hard copy policy for review on Nov 28 th Update 23/1 - only two changes from the previous policy. Adopt new policy: proposed DH/seconded EC - passed unanimously.	EJ GC	Closed
21	Oct / 11f	Installation of COR Concrete Plinths Update 23/1 – in progress and awaiting quotes	TR DH	Feb
24	Nov / 9	Provide contact details of suitable Trusts to TR to approach for potential financial support for the SEND project Update 23/1 - JG has forwarded information gathered to TR/LF	JG	Closed

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 Update 23/1 - Feb/May/Sept/Away Day	TR	Closed
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 Update 23/1 - TR reported back to PCC, it was agreed that the existing policy is adequate.	TR / EJ / DH	Closed
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area Update 23/1 - Ongoing	EJ + Others	April
28	Nov / 12	Send card on behalf of the PCC to Katie on her priesting Update 23/1 – EJ has completed this	EJ	Closed
29	Jan / 6	Environmental Policy Formation of Charter for Environmental Policy Group	RPepp/AH & Cmtte	April
30	Jan / 7a	Finances Amalgamation and sorting of various finances within Restricted Funds	RN	Feb
31	Jan / 7b	Finances RN to feed back to Church on 26 Jan regarding 2019's outcome and revised 2020 budget	RN	Feb
32	Jan / 7c	Finances Contactless (Goodbox) option to be discussed at Feb PCC meeting	RN / TR	Feb
33	Jan / 9b	SEND Project ML offered to help Liz Faulkner with funding applications	ML	April
34	Jan / 9c	APCM Compilation of Group reports to GC	GC	Feb
35	Jan / 9c	APCM Electoral Roll display and revision to be handled by PCC Secretary (BN)	TR	Feb
36	Jan / 10a	Safeguarding Safer Recruitment co-ordinator needed - to be discussed at Feb PCC Meeting	JG	Feb

37	Jan / 10d	Buildings & Fabric Lightning Conductor Repair due 30/1/20	DH	Feb
38	Jan / 10d	Buildings & Fabric Architect's next visit on Friday 14th February 2020	EJ	Feb
39	Jan / 12	Prayer and Reflection for Feb 27 Meeting	GC	Feb

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