

**St Mary's Church Eaton Socon Parochial Church Council
Minutes of Meeting – Thursday 27th February 2020**

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

Observer:

Meeting Chair: RP

Minutes: JR

Meeting started : 19:45

Meeting concluded : 21:51

1. Reflection and Prayer

GC opened the meeting by reading from Psalm 100, reminding us to praise God for His faithfulness.

GC then led the PCC in prayer.

2. Story Sharing

RP, JG, TR, EJ and DH spoke briefly about events in their lives.

3. Apologies

TS absent for first part of the meeting - arrived at 20:40.

4. Minutes of Meeting held on Thursday 23rd January 2020

The minutes were signed by RP as an accurate record. Proposed DH Seconded EJ. Passed unanimously.

5. 23rd January Minutes Action Point Table Update

See table at the end of these minutes.

Matters Arising

The organ removal faculty papers have been displayed and are due to come down on 29/2/20. If there are no objections to the proposal, then the removal can go ahead as planned.

6. Finance Focus

Accounts Monthly Presentation:

The funds for the Men's, Ladies and Fusion events are now going to be recorded in the Restricted Funds Account rather than the General Fund. At the end of each year, if there are any surplus funds, the PCC can decide how these should be dispersed.

Cafe on the Green, Youth, and 2 funds for Little Stars will be transferred to Designated Funds.

Proposal: *To accept the above changes*

Proposed - RN, Seconded - RP, passed unanimously.

TR thanked RN for the time he had spent on this.

a) January's accounts

RN shared that these are close to what was budgeted for the month. He commented that only 12 people had paid for the LIFE Group booklets, totalling £48 of the £199 spent. £190 of £483 has been received towards the cost of The Grace Course Books.

Action: TR is email Life Group Leaders to ask them to collect the money for any resources bought and to pass the money to the Treasurer.

-Friday Club not in this month's accounts.

-The agreed £15000 has been transferred to the CCLA Deposit account as agreed last month.

b) Contactless Donations Paper

-A report was circulated prior to the meeting.

-Goodbox is expensive, there was a discussion around whether it was worth buying it.

-RP shared that Visa had recently had a similar scheme, which was more popular than they anticipated. He suggested that there would be more schemes coming onto the market and so we should wait 6 months to see what other options become available.

-TR asked whether we did option 1 with a tablet, so that it could be used in the summer. Others agreed and suggested that this would also mean that we could see if the scheme was popular.

-TR suggested we ask the congregation whether someone had a redundant tablet which could be used.

-ML asked who underwrites the scheme - it is a third party. ML highlighted that if this third party went into administration, we could lose anything we had invested in the scheme.

-GC commented that no one is using the 'Sum up' and suggested that we could develop this more.

-TR commented that we could use the existing 'Sum - up' system this year, as for paying certain things, such as wedding banns, it was easier to have a card reader on site. We only lose 1.3% of the money taken via a card reader. RP suggested we ask people to do a bank transfer, however the Vicar's PA can spend a lot of time reminding people that they need to pay the money, which isn't the best use of his time.

Proposal: We accept option 1 and source a tablet from someone.

Proposed - DH, Seconded - RN, passed unanimously.

Action: DH, GC, TR

7) Ministry Focus

a) Leading your Church into Growth Conference Feedback

DH shared that the highlight for him was the Canon who spoke, as they were entertaining and informative. DH explained that what was talked about at the conference was what we are in the process of doing at St Mary's, which is encouraging. It was good to look back over what has happened in the church and good to note how many people we have contact with - about 9000. DH said that it was good to be away to talk about faith.

EJ said that it was very encouraging. It is clear that we are trying to reach out to our community, however he commented that there are still things to do! The course gave a good framework for development.

DH shared that the conference spoke about church growth in a way that was helpful.

TR explained that 'Leading your Church into Growth' was a separate organisation which churches can buy into, where we work with a team and spend time thinking about how to develop and grow more. TR shared that it was encouraging to see where we are growing and

where we can develop. We could also do a version of the course as a church weekend away at home. TR said that we should be encouraged by what we are doing well and think about how we can grow things further.

RP reminded us that we need to work on the Mission Action Plan.

b) Church Music Statement of Need

TR explained that all stakeholders had seen a copy of the report and TR had asked for any amendments.

Proposal: *We accept the Church Music Statement of Need.*

Proposed - TR, Seconded - DC, passed unanimously.

c) Church Bibles

Information about the church bibles was circulated prior to the meeting.

RP shared that the church bibles were the 1984 NIV version and therefore ideally the bibles needed to be updated, his LIFE group were using the 2011 version, which was a better translation.

- In principle people were in favour of updating the church bibles.
- There was a discussion about whether to get the normal print or larger print version.
- There is not really much of a price difference between the burgundy cover and the turquoise cover. RP suggested that the turquoise cover looked more attractive (and is cheaper!).
- RP has sourced a good price for the lectern bible.
- 2 people favoured the burgundy cover, 11 favoured the turquoise cover.

Proposal: To replace the church bibles with the turquoise, larger print size bible.

Proposed - EJ, Seconded - GC, passed unanimously

Action: TR suggests that we present this to the congregation and ask if anyone would want to contribute to the cost of a bible. We should then wait to see how much money is raised this way before placing the order.

GC asked if there was somewhere we could donate the old bibles, which there is and this will be followed up.

d) Easter Poster

-A copy of the poster had been circulated prior to the meeting and feedback had been sent to TR.

-TR explained the theme and that the images on the poster will appear in the services.

-There were some suggestions as to how the poster could be further improved, for example, it was suggested that our own church brand was added to the poster, the font was changed for the sub-heading and the title 'Easter' was changed to a colour (suggestions of purple, green, bronze or gold).

-It was agreed that we could respond to the final version via email.

-TR thanked the PCC for their feedback and shared that he had appreciated working on this, and the Christmas leaflets, with the PCC.

-There will be 400 leaflets printed.

Action: TR to take ideas forward with printers

8) Prayers

There was a time of prayer for the items discussed.

9) Updates/Matters for PCC

a) Safeguarding update and Safeguarding Portal

-JG shared that ML has offered to take on 'Safer Recruitment'. JG will liaise with ML ASAP about this.

-JG explained that the diocese recommends that DBS checks are updated every 5 years. She has contacted the people who are due to renew theirs. The training needs to take place every 3 years. Leaders need to do face to face training, however the current training courses are too far away (Barnet/Hertford) and so we will wait for when there is some training closer to Eaton Socon. The basic training needs to be completed by lots of people, e.g. welcome/sides people, however the priority is to make sure that the leaders have completed the relevant training. JG showed the Parish Dashboard to the PCC and will update it after the APCM. One off events need updating year on year.

Proposal: The PCC authorises the Easter Extravaganza to take place.

Proposed - IS, Seconded - ML, passed unanimously.

Proposal: The PCC authorises the Summer Holiday Club to take place.

Proposed - IS, Seconded - JF, passed unanimously.

Proposal: The PCC authorises the Light Factory Camp to take place.

Proposed - TR, Seconded - EJ, passed unanimously.

LF has given JG all the relevant risk assessments for the things that she organises.

Action: These risk assessments will be reviewed at the Away Day.

b) APCM Matters

TR thanked people for the reports and thanked GC for collating them, they will hopefully be ready for 8/4/20.

ML and JF are coming to the end of a 3 year term on the PCC, but are both willing to stand again. GC's 3 year term may be coming to an end and he will stand again if it is.

TR encouraged people to consider who else could join the PCC and reminded us that the APCM no longer appoints sides people/communion administrators.

The churchwardens are willing to continue in their roles.

RP will need to be co-opted at the first meeting after the APCM.

Our Reader, JW, does not wish to be co-opted onto the PCC.

The APCM will be at 12 midday on 29/3/20 and will finish around 1pm.

c) Buildings and Fabric update

-EJ: The lightning conductor repair has taken place.

The mechanism that allows the clock to chime every quarter is being repaired.

The clock has stopped and they are hoping that it will be repaired quickly.

-TR discovered that it's possible to claim back the VAT on the Roof Alarm - this has been done.

10) Correspondence including CTSN report

- RN - the accounts have been approved and signed off.

- TR shared the names of those being baptised and/or confirmed on Sunday and explained that the offertory collection would be for Clergy Training.

- TR highlighted the upcoming Women's World Day of prayer on 6th March 2020.

- TR shared that there was a heart to develop Street Pastors in St Neots and that they would like a representative from St Mary's to be involved, if anyone was interested.

- RP attended the Deanery Pastoral Committee and the Deanery would like us to host a service with the Bishop of Perth before the Lambeth Conference. TR explained that he would

be on holiday then, but we are welcome to host this service.
Action: TR to send an email to ascertain people's availability.

11) Prayer and Reflection for 26th March 2020 PCC meeting
DC offered to lead prayer and reflection at the next PCC meeting

12) Dates of future meetings
2020: Mar 26th (Children & Communion)
2020: APCM Sunday March 29th
2020: PCC AWAY DAY Sat April 25th – venue Church Hall
2020: Apr 30th (Big Conversation at 7:30pm)
May 14th, June 25th, Sept 10th,
Sept 24th (Budget), Nov 5th & 26th

13) 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?	3
How can we improve and make our next meeting more effective?	

The meeting closed with the Grace at 21.51.

PCC Meeting Action Log as of Thursday 27th February 2020

#	Month / Item	Action	Owner	Due / Status
1	Sept / 7b	Children & Communion – arrange next PCC discussion Update 28/11 – awaiting date (carry forward) Update 23/1 - booked for March PCC meeting	TR	March
7	Sept / 11c	'Growing Younger' – Meeting with SMES's PCC to be arranged Update 26/2 - meeting on 30/4/20 at 7:30pm. This meeting will be opened up to others. TR to invite.	TR	April
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	March
14	Oct / 11b	Ongoing actions relating to lighting systems and kitchen Update 26/2 – LED lighting fitted on the screen at the back of church	DH	Closed
21	Oct / 11f	Installation of COR Concrete Plinths Update 26/2 – in progress and awaiting completion	TR DH	March
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area Update 26/2 - Ongoing - there has been some progress	EJ + Others	May
29	Jan / 6	Environmental Policy Formation of Charter for Environmental Policy Group	RPepp/AH & Cmtte	May
30	Jan / 7a	Finances Amalgamation and sorting of various finances within Restricted Funds Update - 26/2 - covered in Feb meeting, see minutes	RN	Closed
31	Jan / 7b	Finances RN to feed back to Church on 26 Jan regarding 2019's outcome and revised 2020 budget Update - 26/2 - covered in Feb meeting, see minutes	RN	Closed

32	Jan / 7c	Finances Contactless (Goodbox) option to be discussed at Feb PCC meeting Update - 26/2 - covered in Feb meeting, see minutes	RN / TR	Closed
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 Update - 26/2 - completed	GC	Closed
35	Jan / 9c	APCM Electoral Roll display and revision to be handled by PCC Secretary (BN) Update - 26/2 - ongoing	TR	March
36	Jan / 10a	Safeguarding Safer Recruitment co-ordinator needed - to be discussed at Feb PCC Meeting Update - 26/2 - covered in Feb meeting, see minutes	JG	Closed
37	Jan / 10d	Buildings & Fabric Lightning Conductor Repair due 30/1/20 Update - 26/2 - completed	DH	Closed
38	Jan / 10d	Buildings & Fabric Architect's next visit on Friday 14th February 2020 Update - 26/2 - It was a good meeting. The architect is coming back with a revised proposal on 20/3/20 at 10am.	EJ	March
39	Jan / 12	Prayer and Reflection for Feb 27 Meeting	GC	Closed
40	Feb / 6a	Finance Life Group Leaders to be reminded to forward monies received for resources to the Treasurer for accounting purposes	TR	March
41	Feb / 6b	Finance Develop Contactless Donations with SumUp unit using a Tablet	GC, DH & TR	March
42	Feb / 7c	Church Bibles Church Family to be asked to sponsor a new Bible for St Mary's	TR	March
43	Feb / 7d	Easter Posters Poster reflections to be taken forward with Printers and recirculated	TR	March

44	Feb / 9a	Safeguarding Risk Assessments for Young People activities to be presented at PCC Away Day	JG	April
45	Feb / 10	Correspondence Consider invitation to host pre-Lambeth Deanery Service with Bishop of Perth	TR	March
46	Feb / 11	Prayer and Reflection for March 26th Meeting	DC	March

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