

**St Mary's Church Eaton Socon Parochial Church Council  
Minutes of Meeting – Thursday 25th June 2020**

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

**Meeting Chair:** TR

**Minutes:** JR

**Meeting started :** 19:37      **Meeting concluded :** 21:22

1. Reflection and Prayer

EJ shared a short reflection and began the meeting in prayer.

2. Story Sharing

Members of the PCC shared how they were getting on during this period of lockdown.

3. Apologies

None

4. Minutes of Meeting held on Thursday 28th May 2020

The minutes were signed by TR as an accurate record.

**Proposed - RP, Seconded - TS *Passed with one abstention.***

5. 30th April Minutes Action Point Table Update

See table at end of minutes.

6. Finance

a) May's accounts

- RN circulated his financial report prior to the meeting.
- The forecast deficit has improved substantially since last month for the following reasons: more envelopes than expected have been received; the furloughing of staff in July and 50% of August; £620 received in sundry donations, donations throughout the website.
- From a budget point of view, the deficit of £8440 for year has not reduced. Taking out net saving from lockdown and the furloughing of staff of £4336, there would have been a net increase to deficit of £958.
- The church's reserves have dropped from £12,055 to £11,048, which will drop to £9404 by the end of the year.

b) Current Projections

- The estimates for the signage needed in church for it to reopen and be COVID safe is £625.
- As the church is reopening, the cleaner will be required on a normal basis from July and so will no longer be furloughed from the beginning of July.
- The remaining 4 members of staff will resume 50% of their normal hours from the beginning of August and will be furloughed for the remaining 50%.
- As a result of the above there is about £500/£600 added onto the deficit figures.
- TR reminded the PCC that as we spend money, there are currently no fundraising events in the calendar to replenish funds.
- TR talked about Liz's forthcoming Adoption Leave.

• **TR thanked RN for all his time and increased work throughout this time**

7. Updates/Matters for the PCC

- a) Safeguarding Update
- JG - No update at the moment.

#### b) Future Developments Update

- EJ shared that there is a company coming to do a roof survey next week, who will provide a quote to fit solar panels onto the church roof.
- EJ has organised a Skype meeting with the architect to get a better understanding of the DAC views on solar panels and to understand the figures quoted further.

### 8. Ministry Focus

#### a) Reopening of Church Buildings including Risk Assessment

- Churches can reopen from 4/7/20. To do this there are various things that need to be in place:
  - Risk Assessment form from the C of E - this includes social distancing signage, a one way system to be in place, hand sanitiser in place which will be administered by an individual to people as they arrive etc.
  - EJ is doing a stock take of cleaning materials this week.
  - Volunteers to usher at services and help with the cleaning will be needed.
- The PCC discussed whether it would be possible to reopen the church building from 5/7/20. JG wondered whether opening on 5/7 allowed enough time for the ushers to receive training, however not much training is required as the signage is fairly self-explanatory.
- GC asked how many people could attend a church service in the building. TR explained that it is currently about 40, but this could change as the advice changes to 1m+. Depending on who 'books tickets' for a service will depend on how many people can attend each week, as members of the same household can sit together.
- Tickets will be able to be booked through Churchsuite or by ringing the church office.
- TR will not make any announcement about the reopening of the church building until 1/7/20, as this allows time for any further updates from the C of E.

#### b) Sunday Services and the Future & Streaming Options

- JF asked what the safeguarding policy was for vulnerable adults/children in relation to live-streaming services. TR explained that the live-stream would focus on the front of church and not the people in the congregation.
- We are not allowed to sing in church at the moment.
- Continuing to stream the service in the medium/long-term is helpful, as it allows more people to join in the service.
- The current proposal is to continue to only have a 10am service.
  - In the short-term the service will continue to be streamed using a phone, as there is an eight week wait on buying any better quality equipment.
  - As there has been a large number of people viewing the service online during lockdown, who wouldn't usually be part of the service, TR sees that streaming the services long-term is a good thing and that we can improve and grow this ministry, that has begun during lockdown.
  - Prior to the meeting TR had sent out a document detailing some of the cameras that could be purchased to allow the church to continue streaming services from the church building. There were some questions of clarification around this.
  - The consensus was that we should continue to stream our services into the future as we are reaching people who would not usually attend a church service and it also allows those who are e.g. housebound to join in.
  - TR assured the PCC that no one would be in line of the camera who did not want to be.
  - TR explained that the internet in church does not need upgrading. He also reminded the PCC that the church already has a presence on Facebook and Youtube.
  - JF asked what pot of money the costs of the new camera etc would come from. TR explained that it would come from designated funds and it could be rolled into a gift day in September.

- RP suggested that we should let the services run from church for a couple of months to see what works etc and then make a decision in September.
- It was agreed that the the services would continue to be streamed using a phone and that a final proposal would be brought to September's meeting.
- TR shared that he is encouraged that this is an area of ministry that God has opened up.

#### 9. Correspondence

- TR - The diocese was offering £200 towards streaming costs, which we have received.
- TR shared that he has received cards from members of the congregation expressing their appreciation for the services and phone calls throughout this time.
- RPepp has said that in a couple of weeks the Pastoral Care Team will have made 1000+ phone calls.
- Church will be open for midweek prayer - TR and the Churchwardens will make a decision about how long and when.
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- 10) Dates of future meetings

Sept 10<sup>th</sup>, **Sept 24<sup>th</sup>** (Budget), Nov 5<sup>th</sup> & 26<sup>th</sup>

#### 11) Final Prayer

- TR closed the meeting with prayer at 21:22

**PCC Meeting Action Log as of Thursday 25th June 2020**

<b>#</b>	<b>Month / Item</b>	<b>Action</b>	<b>Owner</b>	<b>Due / Status</b>
1	Sept / 7b	Children & Communion – arrange next PCC discussion <b>Update 28/11</b> – awaiting date (carry forward)	TR	Autumn 2020
7	Sept / 11c	‘Growing Younger’ – Meeting with SMES’s PCC to be arranged <b>Update 26/2</b> - meeting on 30/4/20 at 7:30pm. This meeting will be opened up to others. TR to invite.	TR	Spring 2021
12	Oct / 9b	Identify and approach possible volunteers for Light Factory <b>Update 28/11</b> – four volunteers DS and (once a term) BJ, NH, TR. Carry forward to identify further volunteers	ALL	Autumn 2020
14	Oct / 11b	Ongoing actions relating to lighting systems and kitchen <b>Update 26/2</b> – LED lighting fitted on the screen at the back of church	DH	Autumn 2020
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area <b>Update 26/2</b> - Ongoing - there has been some progress	EJ + Others	Spring 2021
33	Jan / 9b	SEND Project ML offered to help LF with funding applications <b>Update 26/3</b> - ML has spoken to LF. LF will contact ML	ML	Spring 2021
40	Feb / 6a	Finance Life Group Leaders to be reminded to forward monies received for resources to the Treasurer for accounting purposes	TR	Sept 2020
41	Feb / 6b	Finance Develop Contactless Donations with SumUp unit using a Tablet	GC, DH & TR	Autumn 2020
42	Feb / 7c	Church Bibles Church Family to be asked to sponsor a new Bible for St Mary’s	TR	Autumn 2020
44	Feb / 9a	Safeguarding Risk Assessments for Young People activities to be presented at PCC Away Day	JG	Spring 2021
50	April / 10b May / 8b	Future Developments EJ - DAC need a business case justifying expansion of the church hall. EJ to bring back updated Development documents with figures for architectural drawings	EJ	Autumn 2020

51	April / 10b	Shed DH to obtain quotes for Shed	DH	Autumn 2020
52	April / 10b	Church Clock TR to advise Dorcas Engineering that clock still needs attention	TR	Autumn 2020
54	May / 6	RN will write to thank Bishop Alan for the Charity Aid voucher.	RN	Closed
55	June / 8b	Church Streaming Options To be discussed again in September	TR	Sept 2020

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