

budget as it covers things like insurance, gas etc. However TR and RN are meeting next week and will try to find more savings.

- RN commented that it was important to thank people for their support and for their giving towards the kitchen project. TS suggested that a personal letter to people would be a good idea.
- **TR conveyed his thanks to RN on behalf of the PCC, his hard work is much appreciated.**

7. Ministry Focus

a) AME Evaluation Update

- This has been reformatted.
- Due to the kitchen project not finishing until the end of October, the earliest we can offer a lunch club for children in the school holidays is February half term.
- GC would like his name removed from risk assessments as they should be under policies. They have been managed by the CMG group in the past - GC would like to define the buildings role in the near future.

b) Service Resourcing Update (to Pastoral Letter)

- The 9am service had a good meeting and help at the 9am service and Wednesday morning service is better, There are still a few gaps, but the response for requests for help is encouraging,
- There is a similar meeting after the 10:30am service on 19/9. It was suggested that a sign-up form for those who may be interested in helping with the children's work be added to the rota sign-up sheets.

c) Young People's work at St Mary's Update

JR shared some encouragements from the children's team.

8. There was a break for fellowship at this point.

9. Updates/Matters for PCC

a) Staffing Update

- Martin Jones has resigned from his role as Vicar's PA so that he can finish his theological degree in one year.
- TR shared the 4 things that the new PA would need to be competent in.
- 1) The PA needs to understand the website, so that they can update it regularly.
- 2) As part of the succession planning of staff, it makes sense for the PA to line manage the caretaker.
- 3) DBS checks now need to be done every 3 years and so we need a DBS recruiter who can be onsite and can assist JG in her role.
- 4) Rather than working 2 full days, it would be useful for the PA to work their hours over 3/4 days so that more of the week is covered.
- From January TR's day off will be Friday, so Monday will be a key day for the PA to work.
- Realistically the PA won't be able to start until January 2022, which will mean that there are implications about what happens between September and December 2021.
- TR shared that Martin has a folder documenting how he does certain jobs so that there is a manual to aid the next PA.
- GC commented that the job description required a lot of IT skills, which TR explained is the reality of a 21st Century PA role. It was suggested that the wording was altered to include the wording 'the ability to learn quickly' so that the applicants didn't need to be able to use every piece of software listed to a high standard. AB commented that there would presumably be a practical task as part of the interview. AB asked if the wage was competitive? TR was not 100% sure of this, but we need to stay within the constraints of the budget.
- The first idea is to advertise within the church and other local churches.
- TS suggested that the words 'in case of emergency' were removed. ML suggested that wording, such as, friendly, welcoming church was included.

It was proposed that the PCC accept the job description for the Vicar's PA role.

Proposed: DH, Seconded: GC - passed unanimously

b) Administering Holy Communion – a possible way forward

- The C of E has revised its guidance on administering Holy Communion. TR had circulated a paper prior to the meeting, which contained 2 suggestions.
- The PCC had a discussion about the various options and shared their thoughts. Option 2 was agreed to be the better option, which would start in mid October.

It was proposed that the church moves forward with option 2 from mid-October, whilst also looking at other options.

Proposed: JG, Seconded :EJ - passed unanimously.

c) Weddings and Conditions of Use of Church

- A paper was circulated prior to the meeting.
- There was a discussion about it and it will be included in the wedding pack.

It was proposed that the PCC accepts this document.

Proposed: EJ, Seconded: RN - passed unanimously.

d) Safeguarding

- DBS checks need to be done every 3 years, but we have until January 2024 to comply and so JG suggests that we begin the process after the APCM in 2022.

e) Kitchen Update

- TR shared that we have gained £5K from a trust.

10. Correspondence

- EJ has got the report from the Archdeacon's Visitation, which was routine. We need to update the fire risk assessment.
- TS asked about reintroducing tea and coffee at the end of the services. This will be delayed until the kitchen is finished,
- GC asked about opening up the rows of chairs currently out of use. TR said that there was no date set yet. There was a discussion about how we can keep some areas of the church socially distanced and others not.

11. Prayer and Reflection for 14th October PCC Meeting

DH

12. Dates of future meetings

2021: October 14th Budget Meeting; Nov 18th; *Dec 2nd (*To be confirmed)

2022: Jan 20; Feb 24; APCM Mar 13; PCC Away Day Mar 26 or April 2; May 19; June 16; July 21
Sept 22; Oct 20 (Budget); Nov 10; Dec 1

13. Final Prayer

The meeting closed with The Grace at 22:20.

PCC Meeting Action Log as of Thursday 16th September 2021

#	Month / Item	Action	Owner	Due / Status
1	Sept / 7b	Children & Communion – arrange next PCC discussion Update 28/11/19 – awaiting date (carry forward)	TR	Sept 2022
7	Sept / 11c	‘Growing Younger’ – Meeting with SMES’s PCC to be arranged Update 26/2/20 - meeting on 30/4/20 at 7:30pm. This meeting will be opened up to others. TR to invite. Update 16/09/21 - closed by Diocese for now	TR	Closed due to Covid
12	Oct / 9b	Identify and approach possible volunteers for Light Factory Update 28/11/20 - four volunteers DS and (once a term) BJ, NH, TR. Carry forward to identify further volunteers Update Update 16/09/21 - JRd is leading Sunday School. LF is helping from Nov 2021 as part of her job. More helpers and other leaders needed.	ALL	January 2022
14	Oct / 11b	Ongoing actions relating to lighting systems Update 26/02/21 – LED lighting fitted on the screen at the back of church. Action closed.	DH	Closed
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area Update 26/02/20 - Ongoing - there has been some progress Update 16/09/21 - Risk assessments are up to date so this can be closed.	EJ + Others	Closed
33	Jan / 9b	SEND Project ML offered to help LF with funding applications Update 26/03/20 - ML has spoken to LF & will contact ML Update 16/09/21 - with LF on Adoption Leave until late Autumn 2021, this is delayed to March 2022.	ML	May 2022
44	Feb / 9a	Safeguarding Update 16/09/21 Risk Assessments for Young People activities to be presented at 2022 PCC Away Day	JG	March or April 2022
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 Update 16/09/21 - Uncompleted but closed for the foreseeable future	EJ	Closed
55	June / 8b	Church Streaming Options Update 05/11/20 – An application to a Trust for funding of cameras has been made. Awaiting response. Update 16/9/21 – Funding of £4000 offered but we would have to raise the rest. As this is not a priority at this time, this action has been closed	TR	Closed
57	Jan / 9b	Creation Care Group Exploring Solar Panels and ‘Green initiatives’ to help the church moved towards net-Zero	Creation Care Group	June 2022

58	Feb / 6	Finance: Change to Staff Contracts Staff contracts of employment to state that staff pay will either be the agreed hourly rate or National Living Wage, whichever is higher. Update 25/3/21 - EJ has issued letters to attach to contracts. Principle to be added to Staff employment Church guidance Updated 16/09/21 - Complete and action closed	EJ & TR	Closed
60	Feb / 9d	Creation Care: Quiet Area Area to be taken forward with Circular Paved Area & Wooden Benches Update 15/07/21 - Approval given from the diocese for this project. Update 16/09/21 - Work due to be completed by end of November	CC Group & TR	Dec 2021
63	Mar / 11	Quinquennial Inspection EJ to book 5 yearly inspection due in November this year Update 20/05/21 - Ed has had an email from the church architect requesting a date for November. The Quinquennial needs to be done by 22/11 Update 15/07/21 - date of the Quinquennial is 15/11/21	EJ	Dec 2021
64	April / 9b	JG to email the Safeguarding Action Plan to TR, who will circulate this to the PCC. Update 16/09/21 - complete and action closed	JG/TR	Closed
65	May / 9b	TR to contact pianists to ascertain which piano should be kept. Update: 16/09/21 - We still need to ascertain which piano is worth keeping, so this will roll over.	TR	February 2022
66	Sept / 3	ML to arrange for a card for IS to be signed by PCC members	ML	Oct 2021
67	Sept / 7a	Buildings & Fabric Oversight Role to be better defined and confirmed by PCC	GC & TR	Feb 2022
68	Sept / 9a	Vicar's PA position to be advertised through local churches	TR	Jan 2022
69	Sept / 9b	Administration of Holy Communion in both forms and HC sets	ALL	Nov 2021
70	Sept / 9c	Inclusion of Weddings Conditions of Use of Church document with all wedding packs and couples given a copy when booking weddings.	TR	Oct 2021