

## Minutes of the PCC Meeting 18<sup>th</sup> March 2024

<b>1</b>	<b>Welcome and Prayer</b>
	<p>The Meeting was held at 7.30 pm in All Saints Church and opened in Prayer.</p> <p><b>Present:</b> (13 of 17)            Rev'd Ian Birkinshaw (Chair), Rev'd Chris Park, Alan Adamson, Peter Aspin (Secretary), Liz Barker (Churchwarden), Chris Clarke, Andrew Coombes (Treasurer), John Farrall (Churchwarden), Ben Griffiths, Alison Hodgson (Churchwarden), Julia Stainforth, Juliet Wright, Barbara Hemingway.</p>
<b>2</b>	<b>Apologies</b>
	<p>Apologies for absence were received from: Rev'd Judy Lindsey, Pam Baylis, Wendy Smith, Keith Blanshard.</p>
<b>3</b>	<b>Minutes and Matters Arising</b>
	<p>The previous PCC Meeting was held on 15th January 2024. No further changes were required. The Minutes were therefore agreed unanimously and signed as a correct record.</p> <p>Chris C reported on his visit with Eleanor to meet with Alison Leaf at the care home at Hartrigg Oaks. The discussions had gone very well and led to them attending a residents meeting in the home to explore ways that they could be involved there. Chris and Eleanor have arranged references which have been supplied. They are now waiting to hear back. Judy L has asked for a conversation with Chris and Eleanor about what is happening at HO and New Lodge.</p>
<b>4</b>	<b>Mission &amp; Ministry</b>
<b>4.1</b>	<p><b>LYCIG:</b> Rev'd Chris P explained that the Group had not met since the previous PCC meeting. A discussion will be required on future direction as we await applications from our advert for a new Youth and Children's Worker. We will also want to further understand the findings in the Report that James Simister had left for us.</p>
<b>4.2</b>	<p><b>Youth &amp; Children:</b> Following the departure of James S we are managing to continue the work in all the Groups. These activities will be monitored. Interviews for the new post are scheduled for mid-May. It is intended to involve the applicants in some of the events at Forest Church and Messy Church.</p>
<b>4.3</b>	<p><b>Cake &amp; Company:</b> The meetings are continuing with good attendances on a fortnightly basis.</p>
<b>4.4</b>	<p><b>ECO Group:</b> The next meeting of the Group is scheduled for Friday 22<sup>nd</sup> March. The Snowdrop Festival had been a great success with over 300 people visiting. It may be that this will become an annual event. The Eco Church Silver Award is in reach for later this year. Approximately 4 items need to be completed with a remaining challenge on some areas of our church member's lifestyles.</p>
<b>5</b>	<b>Finance</b>
<b>5.1</b>	<p><b>Report &amp; Treasurer's Update</b> – Andrew C presented his report which showed our regular giving is some £2,100 above budget which is encouraging. Otherwise, income is in line with budget. Expenditure is also as expected with some delayed charges from 2023 showing in maintenance. The exception to this is in our fuel charges where the new tariff is lower than anticipated by some £3,700. This will be reviewed after a few months and an appropriate 'opportunity' placed in the register.</p>

	<p>The donations from the Snowdrop Festival had realised around £850 which have been split on an equal basis between our Mission Activity and Maintenance of the AS Churchyard.</p> <p><b>2023 Accounts</b> AC confirmed that the 2023 accounts have been reviewed and endorsed by our Independent Examiner. They were therefore ready for PCC to approve. (AC noted that Rachel Hillman, our examiner, has agreed to engage in this duty for the next 12 months and this proposal will be presented at the APCM)</p> <p><b>It was proposed that the PCC accept the 2023 Accounts:</b></p> <p><b>Proposed Alan A    Seconded Chris C    Vote: Unanimously in Favour</b></p>
<b>6</b>	<b>Governance</b>
<b>6.1</b>	<p><b>Standing Committee Report:</b> The Minutes of the last SC meeting were accepted with one change. In Item 4.1 Terence McD is still considering whether to be involved with KS2 assemblies at Huntington Primary Academy. (The school would welcome him.)</p> <p>Ian B reported that the advert for a new Y&amp;C Leader had been issued with a closing date shown as Friday 5<sup>th</sup> April.</p> <p>Ian B pointed out that he will have retired on April 14<sup>th</sup>. He will provide a written Rector’s Report for the APCM but will not deliver it in person.</p> <p>The SC had discussed the requirement for elected members of the PCC to stand down for at least one year after 6 years of continuous service, given the unusual pressures which the vacancy will bring.</p> <p><b>Accordingly, it was proposed to offer current elected members who have completed their 6 years of service in 2024 the opportunity to serve for an additional year</b></p> <p><b>Proposed Ian B    Seconded John F    Vote: Unanimously in Favour</b></p> <p>Issues were highlighted around the ownership of several safeguarding procedures (Youth &amp; Children, Vulnerable Adults, the Use of Social Media, 1 to 1 mentoring). Dot Bevington has started to look at these areas but PCC should keep an overview of progress to ensure that ownership is finally clarified.</p> <p>Ian B had reported that our church administrator, Alison Walters, regularly works beyond her contracted hours, particularly at the beginning of each week. <b>Proposal: that her contract be amended to allocate an additional 3 paid working hours per week.</b></p> <p><b>Proposed Chris C    Seconded: Alan A    Vote: Unanimously in Favour</b></p>
<b>6.2</b>	<p><b>APCM Plans:</b> <b>a) Charity Commission Report</b> With 3 corrections the Charity Commission Report was accepted. <b>Proposed Chris C    Seconded: Alan A    Vote: Unanimously in Favour</b></p>

	<p><b>b) Working Groups Report</b>  With 2 corrections the Working Groups Report was accepted.  <b>Proposed John F      Seconded Alan A      Vote: Unanimously in Favour</b></p> <p><b>c) Activities Groups Report</b>  The Activities Groups Report was accepted.  <b>Proposed Julia St      Seconded Ben G      Vote: Unanimously in Favour</b></p> <p>These Reports will be made available to all Church Members in advance of the APCM both on the Website and paper via the Office.</p> <p><b>Elections (Churchwardens and PCC Members)</b>  Alison H has completed 6 years as Churchwarden at All Saints and must therefore step down. Accordingly, there will be one Churchwarden Vacancy at All Saints and one at St Andrew’s.</p> <p>Alison was thanked for her service as CW. Julia S was also thanked for her service over 3 years as an Elected PCC Member. She will step down at the APCM. As the PCC has voted to extend the usual 6 year-rule for one year in 2024, and the Electoral Roll Count is likely to be more than 200 members, there will be 6 Vacancies for Elected PCC Members.</p> <p>It was agreed that in addition to the usual letter from PCC Secretary advertising these vacancies, details will also be included in the Weekly Bulletin as soon as possible.</p>
<p><b>6.3</b></p>	<p><b>Buildings &amp; Fabric:</b></p> <p><b>a) Report</b> The Minutes of the latest meeting of the B&amp;F Group, from Jonathan Leach, were accepted.</p> <p>Andrew C indicated that on the retirement of the Rector the ‘Rector &amp; Churchwarden’s Account’ would become frozen. This would last until the commencement of a new Rector. Accordingly, Ian B, Alison H and John F will be asked to sign their approval for any outstanding items for payment before the commencement of the Vacancy on 15<sup>th</sup> April.</p> <p>A list of outstanding ‘Quinquennial Inspection Work Items’ at SA was submitted for information for the PCC.  Some problems with several of the lights in All Saints were raised. John F confirmed that action was planned to rectify these problems.</p> <p><b>b) Update on Building Development</b> A report from Keith B was accepted.</p>
<p><b>7</b></p>	<p><b>Safeguarding</b></p>
<p><b>7.1</b></p>	<p>The current Dashboard Report was available for the PCC’s attention. A summary report was also displayed which just showed the items requiring outstanding action. It was suggested that the PCC might only require the summary report for future meetings but there was concern expressed when it was explained that items that might currently be showing ‘green’ on the dashboard might move back to amber or red in the future. This might be if annual checks requiring ‘update’ actions are not carried out. In conclusion, the shorter summary report</p>

	<p>will be most appropriate for regular PCC meetings, and a full report once a year shortly before the APCM.</p> <p>The Pastoral Visiting Team have achieved 100% completion on their safeguarding training.</p> <p>Ian B will be meeting with Ian Richardson and Dot Bevington (Parish Safeguarding Officer) to implement the safe storage of all safeguarding records prior to his retirement.</p> <p>No further safeguarding issues were reported.</p>
<b>8</b>	<b>Health &amp; Safety</b>
<b>8.1</b>	<p>An annual report from David Barker (H&amp;S Officer) was received. Several minor accidents were observed. It was discussed as to how often this type of accident report might be required in the future. It was agreed that a full report annually around the time of the APCM would be appropriate but with more immediate reporting to PCC Meetings if any incidents of a more serious nature occurred.</p> <p>David has indicated his intention to retire from this voluntary position at the APCM. A vote of thanks will be given for the years of service that David has given in this role. Peter A agreed to advertise for a replacement H&amp;S Officer on the Weekly Bulletins leading up to the APCM. There were no further issues to report.</p>
<b>9</b>	<b>Deanery Synod</b>
<b>9.1</b>	John F reported that he had not received the Minutes from the last Synod Meeting which took place on 31 <sup>st</sup> January.
<b>10</b>	<b>AOB</b>
	There were no other items to discuss. However, as we prepared to look at the Vacancy Processes the Rector left the meeting amidst hearty thanks for his 16 years of chairmanship of our PCC!

<b>11</b>	<b>Vacancy – Appointment of a New Rector</b>
	<p>AC summarised and discussed how the PCC would operate in these sessions and in the supporting activities. PCC noted the approach to producing and reviewing documentation in a timely manner and recognising that not all will be available for all the meetings. To provide a suitable level of control the following approach will be taken –</p> <ul style="list-style-type: none"> <li>• Draft documents will be available to PCC members / those helping produce it.</li> <li>• Once this has been reviewed and ‘Supported’, at any of the PCC sessions, it can be shared more widely as a ‘draft’.</li> <li>• Approval / acceptance will only be made at a full PCC meeting.</li> <li>• The additional meetings will operate as ‘Working Group’ meetings with actions captured and updates to the Guidance/Plan being the record of the session.</li> <li>• In the unlikely event that a PCC decision is needed and there is no immediate meeting, then a quorate response will be sought in correspondence.</li> </ul>

	<p>PCC reviewed and supported the plan and stages to produce the Parish Profile. The objective to achieve our 'Vacancy 2' (21<sup>st</sup> May) meeting before our Bishop retires was acknowledged, with an understanding that this could be postponed. The set of additional meetings and dates have been added to the PCC meetings schedule.</p> <p>PCC considered and supported the main section headings for the Parish Profile and agreed the authors for the remaining first batch items to be drafted. These are all recorded in the Guidance and Plan document.</p> <p>Discussion was held re the approach to the Who We Are section and our approach to engagement with the Church Family. First drafts for the Who We Are items will be provided to the 15<sup>th</sup> April session (drawn from the APCM reports). It was also agreed to engage with the Small Groups in w/c 15<sup>th</sup> April to seek their thoughts and input re the 4 questions. It was agreed that a PCC member should be available at each small group to provide some wider understanding of the process and our thoughts.</p>
<b>13</b>	<b>Dates of Future Meetings</b>
	PCC: 20 May; 15 Jul; 16 Sept; 18 Nov
	PCC 'Vacancy' Meetings: 15 Apr (20:00); 7 May; 21 May (Vacancy 2 Mtg); 17 Jun; 1 Jul
	SC: 15 Apr (19:00); 17 Jun; 2 Sept; 21 Oct; 16 Dec
	APCM: 22 April 2024
<b>14</b>	<b>The Meeting closed with Prayer.</b>