**Minutes of the virtual PCC Meeting on Tuesday 22nd June 2021**

**at 7-30pm, via** **Zoom**

1. **Welcome and Attendance:** Howard Hughes (Chair), Rev Tim Barnard, Rev Sue Gill,

Sue Pounce, Petrina Clackett, Peter Clackett, Graeme Coles, Clare Samuels,

Clare Atkinson, Loraine Hollett, Sarah Ainsworth-Coles, Lucy Hann, Mark Paton,

Stephen Fitzjohn, Louise Baneke, Steve Johnson. [16]

**Apologies for absence:** Nadia Daly, Howard Pool

1. **Opening Prayer** from Rev Tim at 7-34pm.
2. **Minutes of previous meeting (27th April 2021) and matters arising not on this agenda**

The draft minutes were approved by the meeting with no corrections or matters arising. The Secretary was authorised by the Lay Chair to sign the minutes as an accurate record of the meeting, as previously for Zoom meetings.

1. **Correspondence Received and Standing Committee and PCC decisions made:**
2. **For information:**

 [i] Arrangements for resumption of Sunday School: see Appendix 1.

 [ii] The Quinquennial works for All Saints Church are approved by PCC – a flint and brick gatepost in the churchyard needs to be rebuilt (est: £3050). Several roof tiles are missing or loose (est: £320, however we are awaiting an updated estimate to include moss removal from roof). A number of trees in the churchyard need attention, costing a total of £6372, this includes one failing, potentially dangerous, tree which needs to be felled, plus the cost of the temporary relocation of a bus stop (for about a day). Once that is felled, two other trees will be planted to maintain the symmetry of the churchyard. A number of other trees require attention and these are also included in the cost of the quote.

 [iii] Purchase of two Go-Pak tables to replace damaged ones.

 [iv] Donation of £25 to St Mary’s Pickersleigh following their request by email to St Mary’s churches nationwide. The Treasurer asked for details of this so that the donation could be processed. A discussion was initiated that resulted in agreement that payments of less than £200 for unplanned or irregular expenditure would not need prior Standing Committee or PCC confirmation.

 [v] Confirming fees for organists and choir members be uplifted by 100% when a wedding or funeral is recorded (sound or video), as decided by PCC in Feb 2020.

**b) For approval by PCC**

 [i] Confirmation of £5,000 as maximum spend passable by SC without PCC prior approval. This was agreed Confirmed.

 [ii] That Rev Sue Gill be a member of SC during the Vacancy was warmly agreed.

**c)** **Correspondence:** once or twice weekly emails from the diocese on a range of topics, the most vital of which refer to Covid.

1. **Reports from Wardens and Clergy of items *not on the agenda***
2. **All Saints Wardens**

[i] PC reported that the first baptism for some time had gone very well, but numbers attending did raise the question of whether baptisms should be separate from normal services. There were 30 or so guests from one of the two families involved, with the number for the other family not yet known. Clearly churches need to know how many people will be attending and how they can be accommodated.

[ii] Visit from diocese this week to see all is in order.

1. **St Mary’s Wardens** had nothing to report under this heading.
2. **Clergy:** Rev Sue added that Covid has also changed format and practice of baptisms.
3. **Interregnum matters and progress** - Susan & Clare
4. **Preparation of Parish Profile (PP**): draft copies had been circulated to PCC before the meeting to general approbation of the text and the presentation. Some facts needed checking still, and GC will review the financial information in section 6.

There will be a need for a final proof reading to improve uniformity and punctuation of text, pictures and layout.

1. **Timelines for PP and vacancy,** **including the advertisement of the post.** The Parish Profile will be needed come the Autumn, so we are well ahead of time at this stage. LH asked if we would be able to advertise the posy in Sept; the reply was not December. CA expressed herself appalled at the length of time the process is taking, and in particular the diocese is leaving our diminished clergy team to carry an undue load. That the diocese was making money from renting out the Rectory over this extended timetable aggravated the strong displeasure.
2. **Clergy workload during the interregnum.** PCC was united in concern

at the massive workload of the clergy. The feeling was that it must be possible to get through the replacement process more quickly. As our clergy suffer overwork, the Diocese profits from rental income. The dates for specific actions are pushed back, in the view of all PCC members, for little visible reason.

 SP said the Wardens had queried the timeline with the bishop but had no response yet. The bishop is well aware of the feeling about this. The bishop is due to take a service here on 1st August and PCC resolved to challenge him on the timing of the procedure, particularly as he is our clergy’s Episcopal Shepherd. On that visit we will be able to speak to him about concerns over the time it takes to fill a post.

 We should keep in mind that there are several other parishes in need too - perhaps greater need in some cases. However, we will be ready by end of July if we are given the go-ahead and the opportunity to advance the dates.

 **In summary: PCC agreed that the increasing pressure on the clergy and the parish office is a great concern. The letting of the rectory to get cash for the Diocese rankles, to the point of withholding our parish share - but this idea was quickly dismissed as detrimental to other parishes.**

 **Discussion ended with a unanimous declaration of support for our clergy team who are planning the best deployment of time and available people to assist in running a sustainable schedule of services and other duties.**

1. **Finance Update from the Treasurer** To include approval of accounts for year ending 31 December 2020 for presentation to APCM.
2. GC gave a summary of his annual report (See Appendix 2).

 Discussion ensued. We are on time always with our parish share, while other parishes struggle. We are up on top of our commitments regarding support for Steve Poulson, charities etc. GC praised the “Saturday Team” for their money raising to support our charities.

1. In future we will report finance as one parish, enhancing financial management, flexibility and stability
2. Great appreciation and thanks for their work were expressed by the meeting to PC and GC.
3. **Questions:** SF asked about the income from “church activities”. (GC said he’d look into this and report back to SF).

 A question about Good Box GC described this as a money-making success with potential to increase the basic amount requested. Visitors have used multiple taps to increase the amount given, including £90 from one visitor at a baptism at AS. Two baptisms generated big donations from participants.

**HH asked PCC to approve the accounts as reported,**

**which was overwhelmingly accomplished.**

1. TB: should we have a reserve policy? To have a point at which redemptive actions become necessary to reduce outlay under pressure? GC replied that there is no set policy at the moment and it would be difficult to set the reserve limit. HH thought this is probably not necessary with the way finances are handled presently. GC & PC will consider TB’s question and draft a possible reserves policy, The Charity Commission will expect there to be one.
2. GC ended by saying the Mission Giving Committee will meet soon to review the current situation.
3. **Fabric and Property**
4. **All Saints Church - AS Wardens**

 **[i] Quinquennial Inspection and Report**: PC reported that during the complete and thorough cleaning of the interior of the church, asbestos – in breakdown - was found in the ceiling of the entrance porch. Advice on the action needed, which has to be carried out by law, is expected. There might be asbestos (in better condition) inside the church but this is not so urgent. Costly but inevitable if it is asbestos. Minimum disruption plan to be devised for the small contained area in porch. Encapsulation is one way of securing asbestos – may be suitable for interior but not the porch.

 [ii] HH: Are there any problems in AS Quinquennial? Answer: only things we know about already.

1. **St Mary’s Church – SM Wardens**

 [i] Streaming and CCTV. The draft policy on the use of Closed-Circuit Television was discussed. SP reported the cameras are now all installed. A step-by-step guide is also being produced. Building a team to support the streaming of services is underway. A grant of £800+ from diocese, as well as donations from congregation members have

 covered the cost.

 There was some debate about whether we need a licence, with the result that a volunteer managing the system would not require one. PeC questioned the vague wording of parts of the draft policy and was asked by SP to revise it so as to be clear without necessarily being exact. LH said she thought our inhouse management would not need a licence. PCC was satisfied that all would be as it should be after a final check.

 [ii] Roof Alarm: TB had disturbed a man looking at access to the vestry roof, who had run off. The police were informed. The alarm will be fitted in July, with a grant from the Diocese.

 [iii] Heating: Expensive work is needed, but there is no full plan as yet and no idea what contractors might ask for.

 HH asked “will it be done by next winter? PeC advised caution about starting disruptive work when you don’t have to. The heating will continue to work for a while but when it goes, it will be finished and we need to act before it stops altogether and causes major problems.

 We can’t be as green with reworking the heating as we’d have liked; it would be not feasible unfortunately.

 MP: Solar panels on roof? PC not as good a profit generating as they used to be. Plus, these are listed buildings.

 GC: can I have some idea about financing this project, projected cost of component parts of the job and when payments might be required? PC: Need for budget planning has been considered from outset. He will get a list of ongoing projects for GC.

1. Parish Rooms: MP reported lots of bookings for hall, fewer for meeting room. Overall, very positive.
2. Piggott’s End: we have some excellent tenants who want to renew. PCC expressed no desire to increase rent. Surveyor reporting on damp in roof spreading through other

rooms: mould, water stains in some rooms. Inspector to quote for work needed via Hadlands.

GC emphasised that the tenants wanting to stay is the key point; we’ve had enough problem before now. Having really good tenants equals no serious problems.

1. **Safeguarding –** Clare, Steve
2. PCC approved the Lone Working Policy and associated documents, with particular reference to safeguarding in the organ lesson enrolment form.
3. SJ suggested that the Parish Office should hold the final versions of all policies for the record, if this is not already so. He holds the final PCC approved versions of these documents and suggested all previous drafts which were in circulation during the consultation should be deleted from members’ files. Final approved copies of any policies will then be available via the Parish Office, marked **AppJun21**.
4. **Health and Safety**
5. Risk Assessments: St Mary’s, All Saints, Parish Rooms. LH reported that risk assessments have been carried out, including a thorough check of the bell tower before ringing was resumed. There is concern about an emergency exit from the tower.
6. Guidance is still needed on guests allowed at special services and the safe number. Advice is expected from the Diocese.
7. Dr Challoner’s School Founder’s Day services will be in the student bubbles.
8. Small problems in the Parish Rooms are being addressed with help from Stephen Crawley.
9. At All Saints, fire risk assessment has been carried out in the church, with exit signs being put up shortly.
10. **GDPR**

Nothing reported. But we are where we should be as an organisation. Streaming regulations should not be a problem, though GC expressed doubts about the correct rules regarding DP’s oversight of the CCTV.

CA’s offer to make available a short training video on data safety was accepted.

1. **Parish Website Update**

 LH said all was well with the website**.** She is keen to keep it up to date with copiesof current policies, etc. SJ will send the Lone Working documents for posting. She asked other PCC members for feedback after using the site.

1. **Charitable Giving**
2. LB stressed the importance of keeping up our charitable giving. Supporting Steve Poulson is a key aim. She commended the Saturday team for their continued success raising funds for our charities.
3. We have supported the same four charities for two years now because of Covid, but they all still need our help. We need to find new sources of funds.
4. LB proposed we stay with the same four for 2021, with fresh charities considered at August’s meeting for 2022.
5. **Parish Events**
6. Annual Parish Meeting on July 11th
7. SJ repeated his request for PCC members wishing to stand for re-election to email him.
8. **Deanery Synod report –** the Synod has not met since the last PCC meeting.
9. **School news**
10. Coleshill SG is going into school weekly. Their Leaving Service will take place in July. The Bee Service and HP talking to the pupils about bees went well too. Leavers’ bibles have been given out.
11. It has not been possible to have similar visits to St Mary’s, though SJ pointed out that Open the Book assemblies should resume in September.
12. SJ missed the opportunity to report from St Mary’s School (see footnote) [[1]](#footnote-1)
13. **Almshouses**

All is well and the residents are content.

1. **Dates of 2021 meetings**
2. Prime date is Tuesday July 6th when the Section 11 meeting to progress the appointment of the new rector is planned.
3. Other dates for PCC meetings 2021-22 will be published by SJ.
4. **Any other business (**Items to Chair at start of the meeting)
5. Requests by couples to use our streaming facilities at St Mary's at their weddings, mean that one of our trained operators has in the upper vestry. As they are volunteers, TB proposed, seconded by SG, that they should be a fee paid by the couple marrying and that this fee should be the same as the verger's fee. PCC is asked to resolve accordingly**.**

 **PCC agreed that there should be a fee and that it should be**

 **the same as that of the verger.**

1. **Closing Prayer** from Rev Sue.

The meeting ended at 9-54pm.

SJ

24th June 2021.

1. Footnote: St Mary’s School has coped extremely well with Covid restrictions and demands. The staff have worked so hard in very difficult and novel circumstances and are feeling weary, but still providing excellent lessons. They have been very well supported by the School Leadership Team, and the Governors are very impressed withal. [↑](#footnote-ref-1)