

CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 24 September 2020 via Zoom

Those present:

Revd W Warren	Revd J Hodgkinson	Mrs J Austin
Mr D Loades	Mr D Masters	Mr B Wigg
Mrs M Howard	Miss A Cottingham	Mr D Orsborne
Mr D Anderson	Dr R Beare	Mr P Bennett
Mrs J Boyle	Ms A Coghlan	Mr N Dawson
Mr J Hodgkinson	Mr R Hopkins	Mr R Loten
Mrs S Morter (Until item 12)	Mr T Morton	Mrs A Orsborne
Mrs M Pallister	Mr J Platten	Mr S Purslow
Miss S Wells		

1. WELCOME AND APOLOGIES

The meeting was chaired by Revd Will Warren, who began with prayer and a reflection on Ephesians 3: 20 – 21:

We serve a God who is able to do immeasurably more than anything we could imagine. That same power is at work in us and it is all for His glory. We should pray that we would see God do more than we can imagine.

Opening Business

2. DECLARATIONS OF INTERESTS NOT PREVIOUSLY RECORDED

Mrs S Morter declared an interest in item 12 because she was a member of staff. She left the meeting at that point.

Mr D Masters conducted an interest in item 13 because Adam Masters assists Nate Gregory with his martial arts classes.

3. MINUTES OF THE MEETING OF 27 AUGUST 2020

The minutes of the PCC meeting held on 27 August 2020 were agreed as a correct record, after the following amendments:

- a) Item 8 (b) (vii): Dr R Beare (not Mrs J Boyle) queried why only 79 people could be accommodated in the Parish Church.
- b) Item 8 (c) (vi): Ms A Coghlan (not Miss A Cottingham) said that there was a lot of work to be done. The community was looking to us to provide something. This was a good opportunity to think how we might reach out to families. We should also beware of segregating families from other age groups.

4. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA: it was still hoped we would be getting a curate in June 2021.

5. TO RECEIVE THE MINUTES OF THE STANDING AND FINANCE COMMITTEE OF 09 SEPTEMBER 2020

The minutes of the Standing and Finance Committee of 20 September 2020 were received. The following matters were arising:

- a) Budget monitoring: in response to a question from Mr S Purslow, the Treasurer said that the actual figure of the end of year deficit was £54,010.
- b) In response to a question from Mrs S Morter, the Treasurer explained that he had split the figures for facilities between the Parish Church, the Parish Hall and St Martin's.

Finance (Action Plan, All)

6. BUDGET MONITORING

- a) Mr R Hopkins believed that the deficit figure was misleading because it included recharges to other funds. Revd J Hodgkinson agreed that it was helpful to know the true position. The Treasurer agreed to identify recharges in a written note in the future.
- b) Mr S Purslow observed that the current year to date figures showed a surplus that would be affected by the true position.
- c) The figure for Mission Partner payments for 2019 was a negative because only half the payments had been made. The Mission Partner payments would be discussed by PCC in October. Until then, the figure needed to remain in the budget.
- d) The Treasurer said that last year PCC had identified Parish Share, Mission Partners and Staffing as the only options for making savings. There had already been one staff redundancy and it wouldn't be fair to consider reducing staffing further without addressing Parish Share and Mission Partners.
- e) There had been a subjective budget before the previous incumbent. Since then we'd had a Vision-driven (objective) budget. The Treasurer believed that we should continue with an objective budget but split into facilities so that the Vicar and Wardens could see the costs for each building. Mr S Purslow, as Chair of Fabric Leadership Team, agreed that this would be very useful. It was **AGREED** to proceed with this, as recommended by the Treasurer.
- f) In response to a question from Mr D Anderson about savings on heating and lighting, the Treasurer explained that he and the Finance Assistant had discovered that we had still been using gas and electricity in all our church buildings during lockdown. If a decision was taken to mothball any church buildings, the savings would be reflected in next year's budget.
- g) In response to a further question from Mr Anderson, it was explained that the increase in expenditure on cleaning products was because of Covid safety.

7. DESIGNATED AND RESTRICTED FUNDS

- a) The Treasurer said that he had nothing to add to the report.
- b) Scripture Union had offered us a grant of £5,000 which would be put in the new Mission Fund.
- c) Mrs S Morter said that she believed that money had been transferred from revenue into funds and asked if it could be used. The Treasurer explained that Holiday Ministry

income and interest on investments and there had been transfers from revenue to the Project Fund.. Mrs Morter expressed concern about money being held in funds which might be used and said that we should trust God more for His provision.

Reports (Action Plan, All)

8. SAFEGUARDING

- a) The following had been received from Mrs A Orsborne to update PCC on the current position: "Rebecca Westall's contact details and name have been removed from the website. We probably need to remove them from the Policy statements as well, for her peace of mind. Diocesan advice was we didn't need to do that until next APCM. However, those checking safeguarding information on websites and noticeboards are still around, so I think we need to redo the policy docs. I have also looked at the website information. People are advised to use the email contact or to ring the office to be put in touch with the Safeguarding Officer. As Sarah isn't working full time, and anyway doesn't work at weekends, she and I have agreed that my mobile number will go up instead. I also noticed that the 'out of office' automatic reply doesn't have a safeguarding contact number on it, so Sarah is going to update it."
- b) Some DBS checks were due for renewal. Mrs J Austin suggested that the Chancel Meeting Room could be used for meetings between Mrs A Orsborne and those without internet access.

9. HEALTH AND SAFETY

A written report had been circulated by Mrs J Austin.

10. ELECTORAL ROLL UPDATE

The roll remained at 293.

Church Life and Growth

11. REVIEWING OUR VISION

Members were allocated Breakout Groups to discuss the following:

Discuss the draft vision above that we worked on back in February. Is there anything you especially resonate with? Is there anything missing?

Using the vision, try reflecting together on the following questions:

- 1. Who are we as a church?**
- 2. Who are we here to serve?**
- 3. What do we stand for?**
- 4. What is God calling us to do or become next?**
- 5. How might the vision better reflect this? In the light of COVID, what changes should we make to our priorities this year?**

The responses have been collated into a separate document.

12. STAFFING

- a) Before leaving the meeting, Mrs S Morter posed the following questions:
 - Has thought been given to staff being accommodated elsewhere so that the Parish Hall can be let?
 - Volunteers doing some of the administration work: what happens when they're on holiday? Who manages them? Do they have to give notice? Who covers what?
- b) Revd W Warren thanked members for their response and thoughtful comments on the recommendations from S & F. He reminded them that Church Representation Rules required that decisions could only be taken by email, not Zoom.
- c) Mr D Orsborne said that it was more helpful to talk about Unpaid Staff, rather than volunteers and that any issues could be covered in the form of a contract.
- d) Mrs M Pallister expressed concern about the concept of Unpaid Staff and their place in the efficient running of a professional office.
- e) Mr S Purslow said that he had taken over from John Hodgkinson as Administrator some years ago but that the job didn't entail as much as it does now. He believed it was possible to do it with volunteers but to accept that there were limitations to what they could do.
- f) Mr N Dawson said that we had two very capable professionals in the office and that there was money to pay for them. It would be counterproductive to have Unpaid Staff and would lead to great insecurity for the paid staff.
- g) Mrs A Orsborne said that much of the Administrator's role was oversight and that others could do the jobs, e.g. Safeguarding, that the Administrator didn't actually have to do.
- h) Mrs M Pallister said that we needed the staff for where God wanted us to be.
- i) Mr D Loades said that the only purpose of considering staffing was in the context of finance. We needed to take into consideration that, at least for the next six months, our work was contracting, and it might be appropriate to reduce hours. Mrs J Austin added that we needed to conduct a staffing review as part of good stewardship. We had not had such a review for a long time.
- j) Revd W Warren recommended to PCC that an independent HR consultant be engaged to head up a review. It would cost money, but it would be objective. Miss A Cottingham agreed that a review was necessary but asked if our needs for the next six months would be the same as our needs for 2021.
- k) The Treasurer said that PCC had voted to have an internal review first. However, Mrs A Orsborne said that although there were PCC members with HR experience, they had been retired too long to be up-to-date with current practice and legislation. Mrs J Boyle agreed with this. Revd Jennie Hodgkinson said that if the review was headed up by an independent person there was less likelihood of personality issues.
- l) Mrs M Pallister expressed concern about having two layers of review. She agreed that there should be an independent reviewer but asked to see the Terms of Reference first.
- m) Revd W Warren said that any review would have input from S & F etc but the panel must include someone with HR expertise.

Revd W Warren would draw up another recommendation on how the review would be conducted.

13. TEMPORARY CLOSURE OF CHURCH BUILDINGS

- a) The most recent legislation had probably changed the position regarding hiring of church buildings. However, it was thought that Nate Gregory believed he could still run his martial arts classes. We could be turning down £1,500 if we didn't have that booking. David Masters would contact Nate for his Covid plan. If we were convinced that he could legally and safely operate, then we would reconsider the booking.
- b) Mrs J Austin said that the Parish Hall couldn't be let because there was only one entrance to the building.

14. CORRESPONDENCE AND DATES: date of next PCC meeting Thursday 22 October.

15. CHAIR'S REMARKS: Revd W Warren asked members to continue to pray about the issues we were considering.

The meeting closed with prayer led by Revd W Warren at 9.51 pm.