

# CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 25 March 2021 at 7.30, via Zoom

## Those present:

Revd W Warren	Revd J Hodgkinson	Mrs J Austin
Mr D Loades	Mr D Masters	Mr D Orsborne
Mrs M Howard	Miss A Cottingham	Mr D Anderson
Dr R Beare	Mr P Bennett (from item 9(i))	Mrs J Boyle
Ms A Coghlan	Mr J Hodgkinson	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 the Vicar.

Apologies were received from Mr R Hopkins and Mr R Loten

## 2. OPENING WORSHIP

The Vicar began the meeting with a reflection on 1 Corinthians 15.58, "Therefore, my dear brothers and sisters, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labour in the Lord is not in vain".

These words were written to the church in Corinth, which was under pressure. They were also an encouragement to us to keep going in the present time when many of us were fatigued and some might not return physically to church.

A time of open prayer followed.

## Opening Business

## 3. DECLARATIONS OF INTEREST NOT PREVIOUSLY RECORDED

None.

## 4. MINUTES OF THE MEETING OF 25 FEBRUARY 2021

The minutes of the meeting of 25 February 2021 were **AGREED** by a show of hands as a correct record.

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

## 5. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Treasurer: the Vicar had approached Doug Tuthill, a former Deanery Assessor, who had lots of experience with PCC finance (including Cromer's) as Treasurer for other churches in the Deanery. He was happy to take on the role in the interim until the APCM and the

Vicar aimed to arrange a handover meeting with the Finance Assistant. Doug's intention was that the role of Treasurer should revert to Cromer Church and he would attempt to raise someone who could take over.

## **6. MINUTES OF THE MEETING OF STANDING AND FINANCE ON 10 MARCH 2021**

Church Secretary Post: in response to a question from Revd Jennie Hodgkinson, the Vicar said he had contacted the Diocese regarding a sample contract for church employees but was finding it difficult to speak to the appropriate person. He might need to get in touch with back-up HR. A proper handover would be arranged before Sharon left.

It was **AGREED** by a show of hands to receive the minutes of Standing and Finance 10 March 2021. This decision was subsequently ratified electronically in accordance with Church Representation Rules.

## **7. NOTES FROM THE MEETING OF MISSION LEADERSHIP TEAM (MLT) On 03 MARCH 2021**

In response to a question, it was explained that the abbreviation HOM in the budget for Mission referred to the Head of Mission. Most of the budget lines had been reallocated to the Vicar or MLT and some lines had been removed.

It was **AGREED** by a show of hands: **to receive** the notes of MLT 03 March 2021 This decision was subsequently ratified electronically in accordance with Church Representation Rules.

## **8. FINANCE**

### **2021 Budget**

- a) The budget was now balanced.
- b) The Vicar said he had been encouraged by people contacting him to say they were increasing their giving or making one-off gifts. The church family were starting to respond to our financial situation, and this was a real answer to prayer. David Orsborne said that it was important that the church family knew about our finances. The APCM would be the best place to talk about it, but it could be worth doing it sooner.
- c) Expenditure to Mission: Revd Jennie Hodgkinson said that people should be assured that the money given to the Mission Partners was from Gift to Go. The Vicar said that a number of people had responded positively to Gifts to Go and had asked if it could be on a more permanent basis. At a later date we needed to consider how we supported our Mission Partners.
- d) Anna Coghlan observed that there was nothing in the Budget for Sunday Club. She asked where the money would come from should expenditure be needed. Jackie Austin said that there was nothing in the Budget for Crafts2Share either. We would need to put something in at a later date. David Masters said that we might have a better insight in 3 months' time when income from Cornerstone and the Bookstall potentially started to be received.

It was unanimously **AGREED** by a show of hands to adopt the Budget 2021.

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

## 10. APCM ARRANGEMENTS

- a) PCC members had received a revised proposal and a breakdown of the current PCC and when people were due to stand down. The Vicar had contacted Archdeacon Ian who had gone through the proposal and made suggestions.
- b) The challenge regarding the Vestry meeting was to avoid disenfranchising people who weren't on Zoom. The Diocesan Registrar had advised asking Bishop Graham for a dispensation to allow postal voting. The Vicar had made a request that afternoon.
- c) Simon Purslow expressed concern that a smaller PCC might lead to difficulty in filling our Leadership Teams. He believed that the Deanery Synod representatives would already have a commitment to Synod, which would leave even fewer people to be on the smaller sub-committees. He was also concerned that we were carrying out the process in one year and would prefer for it to happen over two years. People could easily get overloaded. A 2-year period would allow us to assess how everything was working.
- d) David Orsborne had asked, via email in advance of the meeting, if it was still the intention that one-third of elected members would stand down each year or would everyone be elected at once for a three-year term and then all stand down at once? If the former, how was it envisaged that this would work with 10 elected members? Jackie Austin had responded that it was indeed expected to continue the usual cycle. We already had five elected members to stand down in 2022. Therefore, we would draw lots at the first PCC after APCM to pick out five names to stand until 2023 and the last 5 would stand until 2024. This meant that every year five elected members would stand down.
- e) David Orsborne observed that Anna Coghlan was not due to stand down until 2022, because she had been co-opted for her first year on PCC (2018/2019).
- f) David Orsborne said he welcomed the proposals and that his previous concerns had been addressed. He thanked those who had worked on the document. He supported Simon Purslow's concerns about Leadership Team membership and asked for further discussion by Standing and Finance.
- g) Jackie Austin said that going forward we might have fewer Leadership Teams. Much depended on our Vision. The Vicar said that one of the consequences of the pandemic was that some church family members had enjoyed freedom from meetings etc and might not wish to return to their previous commitments. John Hodgkinson said that it was important that people standing for PCC knew what the role required and that it involved serving in a Leadership Team. Jackie said that candidates for Deanery Synod also needed to know what the role involved.
- h) Responding to a question from Paddy Bennett, Mary Howard explained that Deanery Synod was a 3 year term.
- i) The Vestry Meeting and the APCM would be virtual. A recent Rural Deans' meeting had strongly discouraged attempts to hold real meetings.
- j) We would need to elect a new warden at the Vestry meeting. The Vicar had approached Ivan Kimble who had agreed to be nominated. The Vicar said it would be good to have fresh blood with fresh ideas.

## **11. SAFEGUARDING POLICY AND GUIDELINES**

- a) The documents were discussed.
- b) The Safeguarding Guidelines from the Charity Commission were challenging but it was imperative that PCC members understood their content and took responsibility. The Vicar said there had been a recent case of a church in Wimbledon where the PCC had been neglecting their safeguarding responsibilities.
- c) The Guidelines outlined the procedure to follow if there were concerns about anyone in the church family. We needed to know this procedure.
- d) David Anderson asked if a summary sheet could be available for those hiring church buildings. Alison said that this was found in the Policy which was displayed in all our buildings. It was included in the hirer's terms and conditions. Hirers should also have their own arrangements for their respective organisations.
- e) The Vicar and Wardens needed to sign the Policy.
- f) In response to a question from Simon Purslow, it was explained that the Charity Commission had been involved for a long time and that was why PCC members had to have DBS checks. The new documents didn't increase our responsibilities as Trustees but brought everything clearly together.

It was **AGREED by a show of hands to adopt:**

- 1. The Safeguarding Policy**
- 2. The Revised Parish Guidelines**
- 3. The list of those with DBS clearance to work with children and vulnerable adults.**

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

## **12. HEALTH AND SAFETY**

- a) The Churchwardens had undertaken an annual review of our Health and Safety Policy and continued to update it to reflect current practice.
- b) The policy was a weighty document that had undergone significant updating in the past two years, and we had certainly moved things forward significantly again in the past twelve months.
- c) The Wardens had liaised with staff, members of the Fabric Leadership Team and members of the church family in the review of the document. They had also been mindful of Health and Safety regulations and appropriate Codes of Practice. In view of the recent pandemic, they had noted that we should make reference to the new British Standard for COVID working as well as the building industries standards/codes.
- d) It was good that David Anderson had begun his role as Health and Safety liaison person between PCC, Wardens and Fabric Leadership Team.
- e) PCC needed to be aware of everything in the Policy. In some ways, it was never finished as it had to be reviewed annually.

- f) Everyone who had been working on Safeguarding and Health and Safety were thanked.

It was **AGREED by a show of hands to approve the revised Health and Safety Policy.**

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

### **13. LONE WORKING POLICY**

- a) The policy was for anyone in any of our church buildings who was doing church work. It also applied to our Home Visiting Team.
- b) The big key was now kept in the South Door, so it provided an exit if anyone needed to leave the Parish Church in a hurry.

It was **AGREED by a show of hands to approve the Lone Working Policy.**

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

### **14. ELECTORAL ROLL UPDATE**

The number on roll was 292. Jeanette Risebrow had died, and one person had asked to come off.

### **15. CORRESPONDENCE AND DATES**

#### **Livestreaming Equipment**

- a) David Orsborne reported that the engineers from AED had been outstanding, clearing up after previous installations and significantly improving the Wi-Fi in church. The project team were very pleased with the work and looking forward to using the system.
- b) The Vicar thanked the team for their hard work. Livestreaming was a real tool for the Gospel, and he was really excited about it.
- c) One outstanding decision was the presentation software. We were using a trial licence of ProPresenter 7 but needed to approve a spend in the region of £300 to purchase the software if we wanted to continue having songs on screen.

It was **AGREED by a show of hands to purchase the licence to use ProPresenter 7.**

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

Future meeting: Thursday 29 April at 7.30, via Zoom.

The meeting closed with the Grace at 8.50 pm.