

# **CROMER PAROCHIAL CHURCH COUNCIL**

**Minutes of a meeting of the Parochial Church Council held on 24 June 2021 at 7.30, in the Parish Church.**

**Those present:**

Revd W Warren	Revd J Hodgkinson	Mrs J Austin
Mr I Kimble	Mrs M Howard	Miss A Cottingham
Mr D Orsborne	Mr D Anderson	Mrs J Boyle
Mr J Hodgkinson	Mr R Hopkins	Mrs A Orsborne
Mrs M Pallister	Mr S Purslow	Mrs B Stibbons

**In attendance:** Mr D Tuthill, Treasurer.

## **1. WELCOME AND APOLOGIES**

The meeting was chaired by the Vicar, who welcomed Brenda Stibbons and Doug Tuthill to their first meeting.

Apologies were received from Dr R Beare and Miss S Wells.

## **2. OPENING WORSHIP**

The Vicar said that, although we usually began the first meeting of the new PCC year with Holy Communion, it would be best not to do it this year because of restrictions. He read Psalm 78 ("we will tell the next generation the praiseworthy deeds of the Lord")

We should push on with our children's work. The go ahead had been received for the Associate Vicar and he/she would have oversight of this work.

A time of open prayer followed.

## **Opening Business**

### **3. DECLARATIONS OF INTEREST NOT PREVIOUSLY RECORDED**

None.

### **4. MINUTES OF THE MEETING OF 29 APRIL 2021**

The minutes of the meeting of 29 April 2021 were agreed as a correct record.

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

- a) The Associate Vicar: Archdeacon Ian had confirmed that Roughton and Felbrigg would be joining us for 3 years. Their PCCs were currently working on input into the Profile. The Vicar was trying to establish a timetable with the Diocese but believed that the new Bishop of Lynn would want to be involved. It would be good to have someone local, but the post would be advertised more widely.

- b) We needed to start looking at the legal implications, including Parish Share, of working with Roughton and Felbrigg. The Vicar would ask the Archdeacon if it would be a good idea to involve representatives from Roughton and Felbrigg PCCs.

## 6. MINUTES OF THE EXTRAORDINARY MEETING OF PCC OF 13 MAY 2021

The Church Secretary had been appointed and was settling in well.

## 7. MINUTES OF THE APCM OF 27 MAY 2021

The minutes had come to PCC to be checked for accuracy. They were agreed as a correct record subject to a drafting amendment.

## 8. ELECTION OF OFFICERS AND CO-OPTION OF PADDY BENNETT TO PCC

The following were elected to serve for the year 2021 – 2022:

- a) PCC Secretary: **Mary Howard**, who said she would like to stand down at the next APCM.

- b) PCC Treasurer: **Doug Tuthill**.

- c) Lay Vice Chair: **Jackie Austin**.

Because of family commitments, Simon Purslow had stepped down from this role. In the past, a Warden had served in this capacity, and it was appropriate that we should revert to this custom.

- d) Electoral Roll Officer: **Jackie Austin**, who said she would like to stand down from this role at the next APCM.

- e) PCC members of Standing Committee: **Anne Cottingham** and **David Orsborne** were proposed from the floor and duly elected. John Hodgkinson and Simon Purslow were thanked for serving in this role.

- f) It was **AGREED** to co-opt **Paddy Bennett** to PCC because of his experience in youth work, his commitment and faithfulness.

### Discussion

- a) It would be good to have someone to represent St Martin's, but it was recognised that people hesitated to stand because of fears that they would be expected to do setting up and other practical duties.
- b) Jill Boyle said that, in her heart, she was still the PCC member for St Martin's although she rarely got to the services there due to her business.
- c) It was surely not beyond our wit to find people to set up for services etc.
- d) It was essential that St Martin's felt included and this couldn't happen if they were unrepresented.
- e) The appointment of the Associate Vicar would provide a real opportunity to review the management structure of St Martin's.
- f) We used to have congregational leadership teams. This might be something to consider going forward.

## **9. MINUTES FROM THE MEETING OF STANDING AND FINANCE 09 JUNE 2021**

In response to a question, it was explained that IZettle was the system we used for taking card payments for Cornerstone and the Bookstall.

## **10. NOTES FROM THE MEETING OF MISSION LEADERSHIP TEAM (MLT) on 12 MAY 2021**

It was hoped that the Church Family would engage with and take ownership of Beach Fest. More helpers were needed, and an announcement would be made from the front on Sunday.

## **11. NOTES FROM THE MEETING OF FABRIC LEADERSHIP TEAM (FLT) on 17 MAY 2021**

Electrical work in the Parish Church: this would be going out to tender next week.

## **12. NOTES FROM GENERAL SYNOD APRIL 2021**

PCC noted the document which had been provided by Caroline Herbert.

## **Church Life and Growth**

## **13. FINANCE**

- a) Doug Tuthill reported that the records he had inherited were incomplete and that he would have to seek the help of Larking Gowan to clarify some transactions.

### Post-meeting note agreed by PCC on 27 January 2022

PCC now accepts that the files had existed but, at the time, could not be found on the computer, perhaps having been saved in a different location. Larking Gowen was subsequently able to provide the necessary information to enable the completion of the accounts.

- b) Unrestricted funds: Doug queried why they needed to have separate headings:
- i. Some funds, e.g. the Vision fund and some of the Clarke had come from bequests. John and Jennie Hodgkinson, as previous Treasurers would be the best people to talk to about this.
  - ii. Having separate funds helped PCC to budget.
  - iii. "Gifts to the Poor" was still a restricted fund, but it's purpose needed to be reconsidered.
  - iv. We needed to brief Doug on what we wanted him to do now and to consider the structure of our funds at a later date. It was important to apply funds for Mission.
  - v. Standing and Finance should look at the structures of our funds. This might lead to the reconvening of the Finance Working Group, or a group of past Treasurers.
- c) We were still in the process of getting the bank mandates changed. Progress was being made with Barclays, but prayer was needed regarding Nat West.

d) Contactless donations:

- i. People were increasingly not carrying cash, but visitors liked to make donations.
- ii. The “Tap to give” system, operated by GoodBox, was aimed at visitors and was supported by the Diocese. It was inexpensive, easy to use and could be left unattended. There were similar systems in use at Mundesley and Sheringham.
- iii. Donations could be made offline and downloaded later.
- iv. The system would be situated on the Bookstall.
- v. It could also accept Apple Pay.
- vi. There was a QR code that went straight through to the donations page. It was understood that the giving went to the Diocese and was offset against the Parish Share.
- vii. We should also look at donations for online and livestreamed services. That facility was already available on ChurchSuite. Giving set up in this way went directly to the church account.
- viii. £350 was an initial payment. After Year 1 there was an ongoing monthly payment of £18.
- ix. Gifts and other transactions through the GoodBox system, IZettle and ChurchSuite systems are all subject to small transaction fees.

It was **AGREED** to proceed with the GoodBox Tap to Give scheme.

#### **14. PCC MEMBERSHIP, LEADERSHIP TEAMS, PROTOCOL, ROLES AND RESPONSIBILITIES**

- a) The documents needed to be read, marked, learned and inwardly digested. The New Members document had been produced by CPAS and was a useful introduction.
- b) PCC members had an important spiritual duty, including helping Cromer Church fulfil its responsibility for Mission. Part of the role of PCC was to share responsibility with the incumbent.
- c) The role included prayer because praying PCCs worked together better. The PCC Secretary reminded members that there was a weekly PCC Prayers meeting on Zoom each Wednesday.
- d) PCC members should be well prepared for meetings and ensure that they submitted any questions at least 24 hours in advance.
- e) The Code of Conduct gave ground rules that we had found helpful for conducting business in a way which brought glory to God.
  - i. Discussions at PCC are confidential.
  - ii. Decisions should be owned by the whole Council, regardless of how individuals voted at the time. It was not helpful when people dissented.
- f) Leadership Teams.
  - i. PCC members were encouraged to take an active part on at least one Leadership Team. The maximum was two Teams.
  - ii. Those not already in a Team were asked to consider which one they were called to.

- iii. Those already in a Leadership Team were asked to consider if they wanted to stay on it or change to another one.
  - iv. It was important that the Church Family were aware that non-PCC members could also serve on Leadership Teams. The Vicar would take this forward.
  - v. Youth Leadership Team particularly needed new members.
  - vi. Simon Purslow, as Chair of FLT, invited the Treasurer to join the Team.
- g) In response to a question, it was explained that the paper version of the Directory would be updated in due course. Meanwhile, those already in the Directory could access the information through ChurchSuite.

## **15. CHILDREN'S SUNDAY MINISTRY**

- a) Heather and Anna were thanked for all they had done on this proposal, acceptance of which had been recommended by S & F.
- b) The delay in lifting restrictions meant that Children's Sunday Ministry would not start until September, but it was not known what the numbers of children attending would be like. There was going to be an online Children's Service.
- c) It was really encouraging that Heather and Anna had seized this opportunity and we should pray for them.
- d) As well as providing discipleship for Church family children, we needed to think of how to reach the children who are not yet part of the family. It was important that this went wider than Cromer as not many churches locally had children's ministry.
- e) We had already used some of the Scripture Union Grant to provide resources for local schools.

It was **AGREED** to approve the Proposal for new Children's Sunday Ministry at Cromer Church and that it should be funded from the Vision Fund.

## **16. REVISED LOGOS**

Refreshing our Vision also involved considering our logo. Since this work was begun, there had been the pandemic, and this might have changed our Vision priorities.

Comments on the logos should be sent to the Vicar.

## **17. CAPACITY OF ST MARTIN'S**

This was noted.

## **18. DRAFT CALENDAR**

This was noted.

## **19. SAFEGUARDING**

- a) Alison was working on a rolling programme of DBS renewals.
- b) It was **AGREED** to approve the Safeguarding Action Plan, which would be signed by the Vicar.

- c) Alison would provide a link to Safeguarding training for PCC members and provide the latest version of Safer Church.
- d) The Responsibilities for Church Wardens was noted.

## **20. HEALTH AND SAFETY**

The report was noted.

## **21. ELECTORAL ROLL UPDATE**

Following the death of Marguerite Jelley, the roll stood at 287.

## **22. CORRESPONDENCE AND DATES**

- a) Trinitas Insurance have agreed our Risk Assessments for each of the five BeachFest activities days in the summer holidays saying they are covered by our liability cover under our ParishCare Policy.
- b) Permission has been received from NNDC for the BeachFest activity in North Lodge Park.

The meeting closed with the Grace at 8.50 pm.