

**CROMER PAROCHIAL CHURCH COUNCIL**

**Minutes of a meeting of the Parochial Church Council  
held on Thursday 17<sup>th</sup> October 2024 at 7.30pm at St Martin's**

**Members present:** Revd Will Warren (Chair), Mrs J Anderson, Mr D Broughton, Revd J Chamberlin, Miss A Cottingham, Mr J Hodgkinson, Ms T Johnson, Mr I Kimble, Mr D Loades, Mrs S McCandlish, Mrs A Orsborne, Mr D Orsborne, Mrs M Pallister, Mr G Purland, Mr S Purslow, Mr D Tuthill and Ms E Woodfield.

**2410-01 Worship and Bible Study**

Simon Purslow (SP) led a time of worship and Will Warren (WW) led a short reflection on Isaiah 33. Judah had eventually learned to fear God rather than the Assyrian invaders. Whatever our 'Assyrians', fear (awe and respect) for the Lord is the key. As the hymn writer said: 'Fear Him, ye saints and you will then have nothing else to fear.'

**2410-02 Apologies for absence**

Apologies for absence were received from Mr D Anderson, Revd J Haywood.

**2410-03 PCC Appointments**

It was **AGREED** that David Orsborne (DO) be appointed as PCC Secretary and Mary Pallister (MP) be appointed to a casual vacancy on the Standing and Finance Committee (S&F)

WW led a short time of prayer giving thanks for the life and service of Mary Howard, former PCC Secretary, and praying for Stuart and the family as they mourn.

**2410-04 Minutes of the PCC Meeting held on 26<sup>th</sup> September 2024**

The minutes were **APPROVED** subject to the following minor amendments:

Ivan Kimble's initials changed from IP to IK in items 5c) iv) and 5d) iii)

'New water tank' changed to 'new water boiler' in item 6h

The date of St Martin's Tea and Testimony corrected to 9<sup>th</sup> November in item 13

**Matters arising**

a) CONFIDENTIAL ITEM

b) Item 5d – The TMRO for changes to the bookstall has been issued by the Archdeacon. The licence is effective for two years after which PCC must reinstate the pews (which must be retained on site) or seek a Faculty to make the change permanent. It was **AGREED** that SP would review the drawings etc. and proceed to seek quotations for the work for PCC to consider. **ACTION: SP**

**2410-05 Vicar's briefing**

CONFIDENTIAL ITEM

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## 2410-06 Review of PCC/Leadership Structures

WW introduced his paper and invited comments and discussion on four key elements: meeting patterns, timing of APCM, leadership teams and engaging the wider church in the work of PCC.

The following points were raised by members:

It was timely to carry out a review. We should start with the vision and a blank page.

Leadership structures must fit the style of leadership.

We have many with good skills and an induction for PCC/welcome to PCC pack would be helpful for new members of PCC and useful for encouraging people to stand for election.

The original Action Groups provided valuable input from the wider church, particularly bringing non-PCC members into them. Involvement of the wider church is important for getting things done.

Current structures have created significant overlaps resulting in lack of clarity.

Structures must recognise that people have a finite amount of time, including our staff, and manage the demands created.

Some areas, like care and upkeep of our buildings, are very tangible tasks; other areas can be less tangible so it's harder to see progress and engage people.

S&F and the Leadership Teams are important for the flow of information and also as a source of ideas and a 'melting-pot' where they can be shaped.

Clarifying the role of S&F and Leadership Teams would encourage engagement, improve transparency and avoid misunderstandings and could improve involvement in elections.

Church Representation Rules state, "The PCC has a Standing Committee constituted according to these rules." Reviewing boundaries would be helpful but S&F is key to managing workload for PCC and for doing groundwork before taking PCC time.

Creating a Finance Leadership Team could be helpful in supporting the Treasurer.

Major review like this take time. It's worth taking this time, and an Awayday might be needed to do the detail properly.

Creating separate Leadership Teams for Evangelism and for Youth and Children would make the work of the current Mission Leadership team more manageable and give a more specific focus to their work. This might help in drawing people in.

Openness and transparency are important. All groups need a remit to set role and boundaries. Work previously done on lines of accountability could be revisited.

Moving the APCM into May would be beneficial, especially if it could be followed very soon with a meeting of the new PCC to elect officers and do statutory business.

The practical issue of our Examiner getting the accounts done in time would be eased with a May meeting.

Effective Leadership Teams would help with succession planning.

Leadership Teams could become Action Team to emphasise this important aspect of their work.

It was **AGREED** that WW will consider how to incorporate ideas from the discussion into his paper and take a revised version to S&F in the first instance before it comes back to PCC.

**ACTION: WW/S&F**

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### 2410-07 Finance

The budget is on track. The treasurer highlighted some the lines in his report, such as IT and Tech, that will need further investigation and some adjustment before creating the budget for 2025.

Payments to the Ephesian Fund will have a separate budget line.

The Parish Share request for 2025 is £121,174. Further details will follow.

BT has resolved the Internet speed issue with a new mobile router, but the landline phone is still not working. Retaining the landline would cost £47 per month and must be committed to before 1<sup>st</sup> November to retain the 512000 number.

In discussion, the following points were raised:

We need to weigh-up the loss of our landline number carefully. It's familiar to many, and changing our main contact number would cause a good deal of work.

When the line is working, the volume of 'outside' calls is significant.

The monthly cost quoted would apply to any landline number using VOIP.

A mobile phone on a basic contract would be an acceptable and cheaper solution.

We'd need to develop a plan for updating all our stationery and publicity and for communicating the change effectively to the church family and wider community.

CLT could be asked to help with this. We must ensure that the burden doesn't fall mainly on Lesley.

It was **AGREED** that the Treasurer (DT) would explore getting a mobile phone on a basic contract to use as our office number.

**ACTION: DT, CLT**

Giving through the Donation Station is now quite buoyant and would justify keeping the budget figure the same as 2024.

Budget holders have been asked to provide indicative figures for 2025. SP will supply figures for buildings-related work once all the calculations are completed. DT will complete work on the budget and bring it back to PCC next month.

**ACTION: DT**

A solution is needed that will allow card payments for bookstall items when the church is not staffed. Using the Donation Station is not a viable solution for the future. DT will work with others as appropriate to explore this.

**ACTION: DT/S&F**

Phil Broughton has now been reimbursed for expenses relating to the carnival float.

Frances Britton had written to PCC about financial support for 'Open the Book' at the Belfry School now that Jess and Anne Mary have moved away. PCC considered that there were many positive aspects to this and **AGREED** to allocate funds subject to agreeing the DBS and Safeguarding arrangements.

**ACTION: EW/AO/DT**

### 2410-08 Visiting and Pastoral Care Policy

Julia Chamberlin (JJC) introduced the policy. After discussion PCC asked for amendments to the Role Description to indicate that members of the team should be 'active members of Cromer Church with a living Christian faith' (WW) or similar words, changes to clarify or remove the final point in the Responsibilities and Accountabilities section and adding the training requirement to the Safeguarding section. JJC will make the necessary changes and bring the documents back to PCC.

**ACTION: JJC**

### 2410-09 Safeguarding

The report from the PSOs was **RECEIVED**. The action plan will be the basis of work this month. WW will contact the Diocese to ensure that EW is recorded as one of our PSOs. Our website also needs updating with this information.

**ACTION: WW/EW/AO**

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PSOs needing access to the records in the office can do this on Thursdays and Fridays when Lesley is working or by contacting WW, DL or IK at any other time.

Face-to-face training now available through the Diocese. WW suggested that we could arrange this and offer it to the Deanery. AO will follow this up. **ACTION: AO**

The PSOs suggested that ministry leaders keep track of Safeguarding training records for their teams. This could become repetitive where people have multiple roles and it was suggested that training certificates be sent to the PSOs. EW and AO will discuss how this could work and bring a proposal to PCC next month. **ACTION: AO/EW**

### 2410-10 **Dogs in church**

This discussion was a continuation from last month's meeting. GP introduced this and mentioned various recent incidents that he was aware of that led him to request a change in policy to discourage people from bringing dogs to services.

In the discussion, the following points were raised:

The focus is on dogs in services (not assistance dogs and not visitors coming in with dogs during the week). It affects both the Parish Church and St Martin's.

Enforcing the current policy would be a good first step, although this could be a challenge for welcomers and others in leadership roles.

Several regular members of the church family bring their dogs to church.

Owners (and often those around them) are distracted. We want to be welcoming and accommodating, but this isn't helpful or appropriate in public worship.

Dogs don't always tolerate other dogs well.

There is an Environmental Health aspect to having dogs in church, especially in the café area, and there is clear guidance about this that we should follow.

Having a designated area for dogs, clearly signed, indicating that dogs should stay on the floor, and communicating all this well, would help us 'bear with one another'.

Welcoming people with their dogs is part of being inclusive and welcoming. We don't mind most distractions by children.

Whatever we decide, our policy needs to be clearly and simply displayed, and the responsibility to managing it mustn't all fall on the churchwardens.

WW proposed that S&F work with GP and some of our dog owners to draw up a clear policy and bring it back to PCC. This was **AGREED**. **ACTION: S&F/GP**

### 2410-11 **Non-financial reports**

#### **a) Standing and Finance Committee (S&F) Minutes (10<sup>th</sup> October)**

The minutes were **RECEIVED**.

Under item 2, John Hodgkinson agreed to join DL in representing Cromer Church on various Town Council committees. **ACTION: DL/JH**

#### **b) Mothers' Union Souls of our Shoes exhibition**

It was **AGREED** to explore whether the exhibition could go to Felbrigg Church. This would be subject to resolving issues of stewarding and how visitors could be signposted to sources of help and support. EW and JJC will explore this with those involved and bring a proposal back to PCC. **ACTION: EW/JJC/AO**

PCC was asked to consider EW's suggestions for the future: a continuing display in our churches; recognition of Safeguarding Sunday in November; creating a small group to focus on positive relationship, parenting and use of the Internet; and working with Hope into Action to explore how we could support the homeless and

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those fleeing domestic abuse. WW will consult others as appropriate and frame an initial response to these ideas for PCC to discuss. **ACTION: WW/EW**

### 2410-12 **Health and Safety**

The report was **RECEIVED**.

### 2410-13 **Electoral Roll**

At the time of reporting, the roll stood at 300. The death of Mary Howard will reduce this to 299.

### 2410-14 **Correspondence and Additional Items**

#### **a) Youth Group**

Jon and Hazel Mardlin had written to PCC proposing to restart a Friday evening youth group with a Christmas event and then a regular programme from January 2025. WW has discussed this with them and passed on the paperwork from Ben relating to a similar group that he ran.

This was **AGREED** subject to the requirement that one or two further people are recruited to the team, and discussion with the PSOs takes place so that the event can be recorded on the dashboard and the Safeguarding arrangements approved before the group starts. **ACTION: JM/HM/EW/AO**

It was **AGREED** that this would be an approved church event for insurance purposes.

#### **b) Assisted Dying Bill**

WW will circulate a draft document about the Bill for comment. **ACTION: WW**

#### **c) Norwich Diocesan Evangelical Fellowship Zoom meeting**

PCC members have been invited to take part in a Zoom meeting chaired by Revd Canon John Dunnett, the National Director of the Church of England Evangelical Council. The aim of the meeting is to update PCC members about where things currently stand with the Prayers of Love and Faith, and to think and pray in an informed way about what the challenges might be in the months ahead. The meeting will take place on Zoom on Monday 4<sup>th</sup> November 8.15pm to 9.15pm.

The link was provided in the papers for this meeting. **ACTION: All members**

### 2410-15 **Date of next meeting**

The next meeting of S&F will be on Thursday 14<sup>th</sup> November, and the next meeting of PCC on Thursday 28<sup>th</sup> November at St Martin's **ACTION: All members**

**The meeting closed with The Grace at 9.40 p.m.**