

**CROMER PAROCHIAL CHURCH COUNCIL**

**Minutes of a meeting of the Parochial Church Council  
held on Thursday 28<sup>th</sup> November 2024 at 7.30pm at St Martin's**

**Members present:** Revd Will Warren (Chair), David Anderson, Judith Anderson, Dennis Broughton, Revd Julia Chamberlin, Anne Cottingham, Revd Joanna Haywood, John Hodgkinson, Tracy Johnson, Ivan Kimble, Sarah McCandlish, Alison Orsborne, David Orsborne, Mary Pallister, Glyn Purland, Simon Purslow, Doug Tuthill and Eileen Woodfield.

2411-01 **Worship**

Simon Purslow (SP) led a time of worship.

2411-02 **Bible study and prayer**

Will Warren (WW) led a short reflection on 2 Thessalonians 1. Paul gives thanks for three signs of spiritual progress in the church at Thessalonica: growth in faith, growth in love and growth in perseverance. What would Paul write about these things if he visited Cromer Church? This was followed by a time of prayer.

2411-03 **Apologies for absence**

Apologies for absence were received from David Loades.

2411-04 **Minutes of the PCC Meeting held on 17<sup>th</sup> October 2024**

The minutes were **APPROVED** subject to the following amendment: in item 2410-06 the phrase 'S&F is a statutory body' to read 'Church Representation Rules state, "The PCC has a Standing Committee constituted according to these rules."'

**Matters arising**

Item 2410-04 - **Bookstall extension:** PCC reviewed the tenders that had been received. After discussion, it was proposed by Glyn Purland and seconded by John Hodgkinson that the contract be awarded to Denny's Construction Ltd. This was **AGREED**. Simon Purslow will take this forward.

Item 2409-5c - **Proposed relocation of the font within the lounge area:** IK has had further conversations with the Diocese's Liturgical Adviser. He is not in favour of the move but has suggested that we apply for a Faculty seeking permission.

After discussion, this was **AGREED**. ACTION: IK

2411-05 **Vicar's briefing**

Update on Item 2410-06 - **Review of PCC/Leadership Structures:**

WW has found a possible consultant to lead a PCC Away Day and will follow this up.

ACTION: WW/S&F

2411-06 **Selection of new Mission Partners**

The paper was introduced by DO. In discussion, the following points were raised:

Clarity is needed about who is responsible for the Mission Partner Champions. Mission Leadership Team (MLT) had taken on this responsibility, but our review of leadership structures needed to look at this again.

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The Mission Partner Champion for CPAS (Vivienne Benford) should contribute to the five-year review. ACTION: DO, VB, WW

PCC needed information about the organisational Safeguarding Policies of our Mission Partners to ensure that proper Safeguarding standards are being met.

Jess Stubenbord's move means we need a new MPC for CAP. ACTION: DO

The arrangements set out in the paper were **AGREED** and it was noted that PCC's scrutiny of the nominations must include a review of Safeguarding. ACTION: DO

### 2411-07 **Safeguarding**

WW and Julia Chamberlin (JJC) commented on the impact of the publication of the Makin Report and advised PCC members to keep up with the news about this. The situation highlights the imperative to put Safeguarding at the heart of what we do.

Eileen Woodfield (EW) and Alison Orsborne (AO) presented a brief progress report in the Action Plan. It was noted that developing SMART targets and measurable success criteria is an important next step, especially in a large and complex organisation like Cromer Church ACTION: AO, EW, JJC

AO directed members to the Safeguarding e-manual, which sets out the Code of Practice that PCCs must comply with and is the most up-to-date source of information and guidance. ([www.churchofengland.org/safeguarding/safeguarding-e-manual](http://www.churchofengland.org/safeguarding/safeguarding-e-manual)). The e-manual will help members address the questions in the PCC papers (page 13).

The paper on recruiting new volunteers was **RECEIVED**.

EW and AO advised members that the Diocese of Norwich will be launching a central database of Safeguarding Training Records those in the Parish.

In discussion, the following points were raised:

- the creation and maintenance of a central record of the training and DBS status of all volunteers and staff is important in a large organisation like Cromer Church; PCC needs to determine what level of training is required before a volunteer is authorised to start work;

- Ministry Leaders will all need Safer Recruitment Training and good procedures to follow if they are to have responsibility for managing this with their teams;

- the secure storage and retention of Safeguarding records need to be reviewed;

- the Ministry Team Leader Role Descriptions should be reviewed to ensure they all cover these responsibilities,

Following the discussion, it was **AGREED** that the paper provided a good basis for moving forward. It should be updated in the light of experience and to incorporate the points raised in the discussion before coming back to PCC. ACTION: AO, EW, JJC

### 2411-08 **Finance**

The Treasurer (DT) reported that Income (86% of budget) and Expenditure (86%) are both on track

DT introduced the proposed budget for 2025. He noted:

- the Parish Share 'ask' for 2025 is £121,174. PCC will need to decide how much of this is paid through the Ephesian Fund and how much is paid directly. The Treasurer has asked the Diocese to provide information to inform that decision, which PCC will make at its January meeting;
- the cost of printing will rise in 2025 as supplier credit is used up. Colour copies will be charged at 10p and black-and-white at 5p. The office will record printer use so that costs can be charged to individual budget lines;

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- c) utility costs in the budget are based in projections provided by SSE;
- d) the overall budget shows a projected deficit of about £11,500. This is similar to the 2024 budget, in which the deficit was overcome by mid-year;
- e) to balance the budget, a 4% adjustment would be needed to all budget lines;
- f) in response to a question, it was noted that the budget includes no provision for new staffing and PCC would need to review the budget if it were to consider appointing new staff.

After discussion, the budget as presented for 2025 was **AGREED** unanimously.

### 2411-09 **Dogs in church**

At the request of S&F, Joanna Haywood (JMH) had compiled a draft policy based on those in use at Lincoln and Worcester Cathedrals as a starting point for discussion.

PCC **AGREED** to defer the discussion to its January meeting. In the meantime, the PCC Secretary (DO) would convene a group (to include Glyn Purland, John Hodgkinson and others) to make further progress with the draft policy. ACTION: DO

### 2411-10 **GDPR, Data Protection and Parish Records**

Ivan Kimble (IK) introduced this item. A lot of work had been done on this before COVID, but it now needed revisiting. IK provided supporting papers to enable PCC members to prepare for a full discussion in January. ACTION: IK, All members

### 2411-11 **Other reports**

#### **a) Standing and Finance Committee (S&F) Minutes (14<sup>th</sup> November)**

The renewal of the Electoral Roll in 2025 was noted, and PCC **AGREED** to return to this in the new year to ensure that the Electoral Roll Officer was fully supported with this important task.

Actions under items 2411-05 **PA/Admin support for WW** and 2411-06 **Advent and Christmas arrangements (Catering at St Martin's)** were outstanding and would come back to PCC at their next meeting.

The minutes were **RECEIVED**.

#### **b) Organ Recitals 2024 and 2025**

The report was **RECEIVED**. It was **AGREED** that Tim Moon be asked to arrange a similar series of concerts in 2025, and that these be recognised as church events for insurance purposes. The Treasurer asked for time to consider the suggested change of name for the Organ Fund and this will come back to PCC early in 2025.

ACTION: DO/Tim Moon/DT

#### **c) Health and Safety**

The report was **RECEIVED**.

#### **d) General Synod**

The report was **RECEIVED**.

#### **e) Electoral Roll**

The membership of the Electoral Roll is currently 297.

### 2411-12 **Correspondence and Dates**

**a) North Norfolk Foodbank** and **Good News for Everyone** had written to say 'thank you' for recent donations.

**b) The Christmas Celebration weekend** at St Martin's and the **Mustard Seed Youth Movie Night** were approved as church events for insurance purposes.

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- c) **All members of PCC** had been invited to see **Mustard Seed** in action on Monday 2<sup>nd</sup> or Monday 9<sup>th</sup> December and to read the comments from families that use Mustard Seed on their tree at the Christmas Tree Festival. ACTION: All members
- d) **Indoor Curling Group:** Further action was needed to complete the 'readiness to launch' checklist. DO would speak with the organisers about this. ACTION: DO
- e) **Assisted Dying Bill:** WW had circulated a copy of his letter to our MP. Members were asked to continue to pray about this. ACTION: All members
- f) It was **AGREED** to appoint Tracy Johnson as a Communion Assistant at St Martin's.
- g) **Date of next meeting:** The next meeting of S&F will be on Thursday 9<sup>th</sup> January, and the next meeting of PCC on Thursday 23<sup>rd</sup> January at St Martin's ACTION: All

### 2411-13 **Review of the meeting**

The main issues noted were about time management and the clarity of actions and their follow-up.

### 2411-14 **The meeting closed with The Grace at 9.45 p.m.**