

**CROMER PAROCHIAL CHURCH COUNCIL**

**Minutes of a meeting of the Parochial Church Council  
held on Thursday 23<sup>rd</sup> January 2025 at 7.30pm at St Martin's**

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

2501-02 **Bible study and prayer**

Will Warren (WW) led a short reflection on the letter of Jude in which he spoke about recognising the reality of false teaching and responding to it. Jude's writing shows that this is not a new problem, but it does look different in different times. Four attitudes in our walk with God can help us do this appropriately in our time: to look back in readiness (v17-19); to look up in love (v20-21); to look out with compassion (v22-23) and to look forward in hope (v24-25). This was followed by a time of prayer.

2501-03 **Apologies for absence**

Apologies for absence were received from Revd Julia Chamberlin, Revd Joanna Haywood, Tracy Johnson and Simon Purslow.

2501-04 **Minutes of the PCC Meeting held on 28<sup>th</sup> November 2024**

The minutes were **APPROVED** as a correct record of that meeting.

**Matters arising**

- a) Item 2411-04 - **Bookstall extension:** Work begins on 17<sup>th</sup> February and is expected to last for about two weeks. The church will remain open but there will be no access to the bookstall area during that time.
- b) 2411-05 - **Leadership Structures:** WW had prepared a briefing paper **proposing that Andy Bagwell be invited to Cromer in May to carry out an operational audit.** WW, IK and DL had met with Andy Bagwell via Zoom and were impressed with his expertise and experience in this area and believed that such an audit would be very helpful. The cost was likely to be £1,000-1,500. After discussion, the proposal was **AGREED** unanimously. ACTION: WW
- c) 2411-12d - **Indoor Curling Group** – The 'readiness to launch' checklist has been completed, references received and risk assessments etc. carried out. It was **AGREED** that the group could now start and would be recognised as a church event for insurance purposes. The group will be added to the list of activities for safeguarding purposes. A brief review of progress will be undertaken in July and DO will discuss allocating a small budget for this work with DT. ACTION: DO, PSOs

2501-05 **Vicar's briefing**

a) **Revd Joanna Haywood's last Sunday in Cromer will be 2<sup>nd</sup> February.** A farewell lunch is planned for that day. PCC expressed appreciation for her work and the impact she has made in the past year and wished her every blessing and success in her new role. Discussions have been taking place about how her responsibilities will be

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reallocated. It is very unlikely that Cromer will be allocated a new Curate this year, although Bishop Jane is supportive; recognising that Cromer is a good training parish offering a wide range of opportunities. ACTION: WW

**b) Further proposals relating to Prayers of Love and Faith will not now come to General Synod in February but have been put back to November.** There is growing recognition that the situation is causing division and distress in the Anglican church. There are some encouraging signs but still many challenges. PCC was urged to continue praying into this and for the appointment of the next Archbishop of Canterbury.

**c) WW has started drawing up a role description for an Admin/Personal Assistant.** The Church Secretary has taken on some additional duties and this is proving helpful. Bishop Jane is supportive of these moves and recognises that, for a church of our size and complexity, we are probably understaffed. ACTION: WW, DL, IK

2501-06 **CONFIDENTIAL MINUTE**

2501-07 **Selection of new Mission Partners**

a) Four nominations had been received: Canaan Christian Trust (Evelyn Smith); Scripture Union (Alison Orsborne); Tearfund (Judith Anderson and Lynda Brown); and Tek Ura (Tony and Jacky Peacock).

b) PCC was satisfied that Scripture Union and Tearfund have appropriate Safeguarding policies in place. It was **AGREED** that AO will ask Tek Ura and the Canaan Trustees to provide details of their Safeguarding policy and practice.

ACTION: AO

c) The voting arrangements set out in the paper were **AGREED**. If the information about Safeguarding is received promptly, and is satisfactory, voting will take place early in February.

ACTION: DO

d) PCC **AGREED** to appoint Claire Harber as the new Mission Partner Champion for CAP. Claire will be linked to one of the experienced MPCs for support. ACTION: DO

2501-08 **Dogs in Church Policy**

a) DO introduced the item and the draft policies. The working group had met twice and had produced two draft policies for PCC to consider. The first (v3a) seeks to regularise our current practice: welcoming well-behaved dogs in church and at services, while setting out how this will be managed. The second (v3b) states that well-behaved dogs are welcome in church (as in v3a) but that, apart from assistance dogs, "PCC believes that it is inappropriate for dogs to be present at services of worship." PCC was asked to discuss the draft policies and to vote to determine which should be adopted.

b) Discussion followed during which several **drafting amendments** were suggested and **AGREED**. Members recognised the impact on all those affected by the discussion and commended the working group for their careful and thorough approach.

c) Following the discussion, members voted on the two draft policies as follows:

Policy v3a – In favour: 11; Against: 0; Abstentions: 3

Policy v3b – In favour: 3; Against: 0; Abstentions: 11

d) It was **AGREED** that **Policy v3a - endorsing our current practice of welcoming well-behaved dogs in church, including at services - will therefore be adopted by PCC subject to the following drafting amendments:**

Para. 1 - The opening sentence to begin: "Cromer Church welcomes..."

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Para. 6 - to be **bold** and read: "Dogs other than assistance dogs should not be taken into the lounge area which is primarily used by children and their families."

Para. 8 - 4<sup>th</sup> bullet point to be deleted and the remaining points reordered.

Para. 9 - to end: "...appropriate cleaning can be undertaken by the owner."

Paras. 10 and 12 - typos to be corrected: 'places' for 'place' and duplicate 'promptly' removed.

e) Once updated, the policy will be uploaded to the website. ACTION: DO

f) Good communication about this is essential, and WW will draft an article for next week's Weekly Update letting the church family know of this decision. ACTION: WW

### 2501-09 **GDPR, Data Protection and Parish Records**

IK introduced this item. The papers had been provided to PCC at the previous meeting. Following discussion, PCC unanimously **AGREED** to adopt the **Consent Form**, the completed **Data Processing Audit** and the **Privacy Notice**. ACTION: IK

### 2501-10 **Finance**

a) Figures available at the end of December show that Income (86% of budget) and Expenditure (86%) were both on track. The Treasurer (DT) will present the final end-of-year figures, once accruals etc. have been taken account of, at the next meeting.

b) Diocesan Records show a shortfall of about £12,000 in our Parish Share payments. DT explained that this is because the payments made via the Ephesian Fund have not been credited to the Cromer account. WW, DT, IK and DL had hoped to meet (via Zoom) with James South from the Diocese and a senior representative of the Ephesian Fund earlier this week, but this had had to be postponed and is being rearranged.

c) PCC members expressed significant concern at the way in which the Diocese has dealt with this, and the underlying attitude it represents.

d) After discussion, it was **AGREED** to pause further payments of the Parish Share until after the planned meeting has taken place. PCC will revisit this in February and decide how to proceed, including determining what proportion of the Parish Share will be paid through the Ephesian Fund in 2025. Action: DT, IK, DL, WW

e) IK explained that PCC needed to create a Gifts, Grants and Donations Policy. This was **AGREED** and a proposal will be brought to PCC in due course. ACTION: IK

### 2501-11 **Fire Risk Assessment**

a) PCC **RECEIVED** the notes about the Fire Risk Assessment that took place last year and details of the work needed as a result. Work was required in the Parish Church, the Parish Hall and St Martin's with a total estimated cost of £17,000.

b) This work requires prompt action - our insurance company has already asked about progress with following up the assessment - and PCC **AGREED** unanimously to put the work in hand as soon as possible. ACTION: IK, SP, FLT

### 2501-12 **Electoral Roll renewal**

GP introduced this item. Following a brief discussion, the timeline and the proposed actions were **AGREED**. ACTION: GP, Service leaders, All members

### 2501-13 **Other reports**

#### a) **Minutes of Standing and Finance Committee (S&F) (9<sup>th</sup> January)**

The minutes were **RECEIVED**.

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The monitoring report on the Parish Church heating following the installation of the destratification fans last year was **RECEIVED** and the proposal to investigate the installation of a system to control the heating remotely was **AGREED**. ACTION: IK

The proposals for gathering reports for the APCM were **AGREED**. ACTION: DO (Statutory Reports are needed by the end of February.)

Standing Committee's decision to approve the work to fit a new sink in the kitchen at St Martin's was **NOTED**.

### **b) Safeguarding**

The report was **RECEIVED**.

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

The report was **RECEIVED**.

### **d) Electoral Roll**

The membership of the Electoral Roll is currently 292

### **e) Diocesan Synod (November 2024)**

The report was **RECEIVED**.

### **f) Notes from Communications Leadership Team (CLT)**

The notes were **RECEIVED**.

### 2501-14 **Correspondence**

There was none

2501-15 **Date of next meeting:** The meeting of S&F on 13<sup>th</sup> February needs to be moved as there is a funeral. The next meeting of PCC is on 27<sup>th</sup> February. ACTION: DO

### 2501-16 **Review of the meeting**

The main positive issues were the quality of the discussion, the willingness to work together to make difficult decisions and the improved follow-up of items from the previous meeting. The main negative issues were about managing time in the meeting and the length of the agenda.

2501-17 **The meeting closed with The Grace at 9.55 p.m.**