

St Andrew's

CULLOMPTON

PART 1 PCC MINUTES for Monday 18th May 2020

1. Present & Apologies

Present: Andrew Southall (AS), Simon Friend (SFr), Matt Cooper (MC), Beth Collier (BC), Ed Hobbs (EH), Jo Bailey (JB), Keith Rushforth (KR), Luke Edser (LE), Amelia Jerreat (AJ), Elaine Reynolds (ER), Ed Thompson (ET), Mark Jelley (MJ), Sara Robinson (SR)

Apologies: Martin Hammett; Rev Olly Mears;

2. Co-option of new members

Chris Cozens (CC), Sarah Stuchbery (SS), James Wakefield (JW) (joined the meeting at 7.52pm), Steve Foster (SFo) (first part)

ET invited PCC to formally co-opt the above named. Unanimously agreed.

3. Matters arising from 4th February 2020 PCC meeting

• Update of youth & worship pastor recruitment

EH gave a brief update on the recruitment process to date. From the 4 applications received 2 were short listed. Male and female and both from outside of area. On paper both were strong candidates. Interview was undertaken on zoom and the panel of EH, AJ and ET decided the male applicant should be invited to a stage 2 interview. Simply appointing on the basis of a zoom interview isn't right, and the applicant is aware that this is a slightly unusual situation and has agreed to come and meet some of the team when the time is right. This will enable us to get a sense of who he is and vice versa. The plan to do this as soon as is permissible. EH - outlined the time-line of a Sept. Start date.

JB – asked if he was looking at other churches or is he just interested in St As. EH – replied that whilst he wasn't asked that specific question he stated in his application and during the interview that he was interested in St As as it fits very much with his vision for his career. AJ added that all being well, even if not getting him down to church service, we would meet him.

ACTION: SLT to arrange a face to face meeting with candidate as soon as is feasible

• Review of church office (Agenda item 6)

4. Deemed items

• Finance report

ET informed that whilst this is down as a Deemed Item sufficient time and opportunity will be given for members to ask questions.

2019 Final Accounts

MC provided some headline messages in preparation for signing off the 2019 accounts

- planned giving up £10.252k to £163k.
- Still waiting for Gift Aid payments up to date

- Drop in receipts from church activities largely down to Youth Work grants
- Total Income = £302,376
Total Expenditure = £301,164
Net movement of funds = £1,212
- Designated Funds
Reserves = £30,235
Unrestricted = £65,479
Total = £95,714
- Outward Giving £26,485 includes underspend from previous year of £2,460

AS – advised MC that he raised some issues via email. MC apologised that he had not been able to see that prior to the meeting and agreed to get back to AS by Tuesday (19.05.20)

ACTION: PCC agreed to sign off the accounts for 2019. EH to sign and send off to Neil Williams, Director of Finance @ EDBF

Current Year Report:

- Tracey Adams (TA) has been monitoring all giving since lockdown. April figures which we have compared to that of March.
 - Giving is down £893 which includes envelope giving £275. Worth noting in March missed last Sunday of march.
 - Some envelope givers have transferred to BACS.
 - Income also affected by reduction of weddings/funerals though that is minimal
 - Anonymous gift of £2k has been received, there was also an insurance rebate of £2837, the £500 saving on furlough and the vacancy of the youth and worship pastor post which is in the budget are offsetting some of these losses
 - Some reduction in utilities/expenses.
 - Whilst the overall income is down 3.65% compared to what is budgeted expenditure is also down by 10.5%.
 - Approx £5k up in overall (including extra gifts).
 - Jan-Apr Actual vs Budget
Income down £3080 - 3.65%
Expenditure down £8,188 – 10.05%
 - MC states that at the moment there is nothing to worry about overall. Will await the May figures and review again.
 - Continuing to make our common fund payments in full. SLT have agreed that this would be one of the last things that we would want to look to reduce. We are currently the only church in the diocese making payments in full.
 - EH stated that this would put us in good stead for future appointment of a curate.
 - MC advised that Government advice is to spend reserves (currently £95,714). Although some of the reserves are made up of equipment and loan there is nearly £79k cash in the bank should we need it.
 - TA & BC are working on a cash flow forecast to help predict pinch points in future.
 - Designated youth fund – this is just about exhausted, so money may need to start coming from general reserve fund. This will have to help funding youth intern.
 - MC stated it was not necessary to revisit the budget however this will depend on May figures.
 - It was agreed to put on PCC sharepoint if SLT finds any issues.
- AS: offered a template for a rolling 13 weeks template if BC needs. His concern is when furlough scheme grinds to a halt that this may lead to redundancies. We have no idea how many of our church family will be caught up with this.
 - MC - we are monitoring income but it is going to be difficult to predict what affect this may have. Looking at the general trend we can see where figures are going and look to put whatever measures are needed to be in place to protect ourselves. This doesn't mean we shouldn't try to predict what will happen.
 - KR: what are we doing to protect reserves? Can we wait until Oct until we dip into this?
 - SFr: asked about what the common fund payment is for 2020.

- MC - £120k this year. £80k would give us about 3-4 months. If we stripped out common fund, kept our running costs.

ACTION: BC to continue to fill out cash flow forecast for the next 6-12 months and feedback to the SLT. This would be summarised to the PCC following the next SLT meeting on Monday 8th June 2020

SFo had to leave the meeting due to wifi issues.

5. Furlough (conversation about deemed item) regarding the furloughing of the Keystone post

- ER – queried why doing stuff online, one-to-one, outside meetings where we can was not being considered. It feels like too good an opportunity to miss.
- AS – Keystone has had considerable success with Henry Smith funding.
- AJ - this was the grant that was held back until we had someone in post.
- AJ advised that SLT did reconsider the decision following the emails received. SMJ had supplied more information about those involved in Keystone. He advised that he was struggling to support people on line. Although there is some relaxation in the Governments advice about meeting on a 1-1 basis a lot of the work SMJ was doing was in supporting People Matter. SLT believe - whether that we should seek to protect that fund for a time when more people will need 1-1 help. The other issue for SMJ is that he is under pressure with finishing studying and childcare.
- AS: if there are restrictions about how that fund can be used, is not supporting core costs, it's a complete no brainer. But if can support salary costs, not quite so clear cut.
- SFr: advised through his involvement with CHAT that demand for the food bank had gone massively up but that tenancy support had dropped significantly but he believes this will pick up as soon as furlough scheme comes to end. He also advised that CHAT is administering a £1k hardship fund, and if anyone knows of people that need help they can apply to CHAT for that fund.
- EH commented that it was not a straight forward decision. As much as there is need now, there is a relatively small group of people that SMJ is supporting. The idea of Keystone is that we take people from a position of dependency to a place where they are able to support themselves and he believes that this will be a much bigger need later as the lockdown changes. We can then bring SMJ either totally or partially out of furlough. We are conscious of protecting salary along with wanting to bring a female worker alongside him. We didn't want that salary to be used up and we would struggle to bring funds/bids to come in.
- ER suggested a more detailed risk assessment of mitigating actions. Physical health, deaths in the past few years. Vulnerable client group in terms of physical and mental health, with two deaths in the past two years. Wants to make sure that we have the right risk assessment in place to make sure we are supporting those people.
- ET – SLT have discussed the need to develop an advisory group and also that criteria for the service should be established We can then start to measure its effectiveness. There is quite a bit of work to be done in this area.
- It was also noted that the Government plan to introduce shared costs of furloughing with employers in August and this could enable SMJ to come back into post on a part-time basis.
- SMJ had sent information to EH about those people involved with KS at present. He has also put in place support through volunteers for a small number of clients who do need contact on a weekly basis.
- ER – is concerned that this is a particular time of need for those who are struggling with mental health issues, which is on the increase, along with the number of those out of work increasing.
- ER asked for another vote - potential to engage with people who may not normally engage with church.
- ET responded that the previous decision led to an overall majority of 70% in support of furloughing post.
- It was decided that a further vote should be undertaken now that members had been given the opportunity to discuss the issues.

The outcome of the vote was 11 (73%) in favour of furloughing and 4 (27%) not in favour.

ACTION: to continue with process of furloughing and SLT reassess after 3 weeks at next meeting (Monday 8th June)

6. HR Report

- ET referred to the HR report that had been previously circulated which set out proposals for pay increases for all non-stipendary employees.
- AS: said he was generally in favour of awarding increases in pay however PCC need to see how much this is going to increase the overall financial risk overall before making a final decision.
- MJ was concerned that was no mention of the furloughed admin post.

- ET advised that this was set out underneath annual pay award and also informed PCC that salaried posts are not based on hourly rates but that office posts are based on hourly rates which is why it had been presented in this manner.
- **ET proposed that SLT will provide the financial impact information out to PCC before any uplifts are applied.**
- KR reminded PCC that a policy decision had been taken some 5yrs previously regarding the adoption of the Real Living Wage and unless PCC decided to change this policy then we should either agree the uplifts or seek to change the policy.
- SFr asked if the salaries are based on the real living wage?
- AS advised that the policy was to move to the Real Living Wage and to increase other salaried posts to maintain the differentials.

ACTION: Once PCC had received that financial impact information then it would be voted on electronically via email. ET to collate the results and feedback ASAP.

- ET explained that the Keystone post is an anomaly in all of this with the post being funded outside of either the National Living and Real Living Wage structures and other salaried posts. Currently the hourly rate is below the Real Living Wage and SLT is asking: a) shall we leave it at that or b) should it be set at the Real Living Wage? The additional annual cost is circa £162.
- ER asked why is this post not on ministry leads salary scale?
- ET agreed that it does require a further discussion but that was not for this evenings meeting.

ACTION: PCC agreed that the Keystone post should be set at the Real Living Wage

- SLT request to extend the temporary contract for the Operations Assistant
This requires PCC agreement for any extension
KR asked if this would make it difficult for us to change the position for later on? Are we putting ourselves at risk?
ER confirmed that as it's a fixed term contract we can extend. Only if it were to be a substantive post.

ACTION: PCC unanimously agreed to the extension of the Operations Assistant post for a further 3 months from 1st June 2020 – 31st August 2020. BC to implement this post

- ER asked whether the Youth Intern post was entitled to a cost of living increase.
BC explained that they were not salaried and only received direct financial support from St Andrew's with a monthly contribution to some living costs.

7. Request from Bread of Life to erect storage shed in the Glebe Car Park

Bread of Life have made a request through the Diocese to erect a storage shed next to the container in the Glebe Car Park. As licensee of the car park area PCC are being asked if we would be willing for this to be done, Bread of Life would in effect be sharing a small part of the site but from the area they propose to use it would seem to have no impact on the car park use.

JB: advised that the Directors of the Community Centre have also been contacted and if all people are in agreement, then she would see no reason why this wouldn't be a good thing.

- AS: wardens need to consider and check the license between the Diocese and the Church.

ACTION: AJ & JB to find out about this license and feedback to PCC. As long as this doesn't take anything off the signed agreement.

8. Other information

- Safeguarding
BC provided a verbal update.
ER asked if the church are posting appropriate info about Domestic Violence support on FB page etc.
- JB: this could also be placed on the front page of the website that would signpost from there

ACTION: ER to email BC with information to update and J&MB to update website accordingly

- Community Centre
AJ: currently closed and staff furloughed since the beginning of lockdown. BC is going in to collect post. Good news - board of trustees received a grant for £25k. Last meeting of CCC Trustees Board showed that the CC was in a very healthy position. However Covid 19 this has impacted on a lot of bookings, so this will assist with the loss of income.
EH: Combination of staff on furlough and this fund is really helping.
JB confirmed that BC is going to the centre to do church jobs. The CC have their own systems to ensure health and safety of building.
- Church security (CC going in x1/week) The church is following recommendations from the Bishops. CC is winding the clock and also keeping an general eye in the church. Hoping to get some of the grass cut. EH is now allowed in there occasionally. It might be that the church will be allowed to open for private prayer within the next few weeks. This will inevitably mean a rota for opening and unlocking.

ACTION: following the meeting and further to CofE guidelines, wardens to reinstate grass cutting rota, keeping to the Diocesan guidelines.

8. Renewal of Readers Licence

SFr: renewal of his Readers Licence is due in October and at some point before then the PCC need to agree that they are happy to support this.

EH said it could also include Celia Fox (CF) although she may have joined the year before/after.

EH further advised that Kath Mumby (KM) is increasingly working out of Uffculme. In addition Chris Russell (CR) has been operating in Willand.

EH proposes to retain SFr and CF and will recommend that KM & CR to Uffculme and Willand respectively.

ACTION: EH to formally process application to retain SFr and CF

Part 1 of the PCC meeting concluded at which point MJ left the meeting due to conflict of interest with the report of Church Office Review.

PART 2 minutes will be provided via email to members as a pdf and not stored on the PCC share point

ACTIONS:

1. ***SLT to arrange a face to face meeting with Youth & Worship Pastor candidate as soon as is feasible***
2. ***PCC agreed to sign off the accounts for 2019. EH to sign and send off to Neil Williams, Director of Finance @ EDBF***
3. ***BC to continue to fill out cash flow forecast for the next 6-12 months and feedback to the SLT. This would be summarised to the PCC following the next SLT meeting on Monday 8th June 2020***
4. ***SLT to continue with process of furloughing and SLT reassess after 3 weeks at next meeting (Monday 8th June)***
5. ***Once PCC had received that financial impact information then it would be voted on electronically via email. ET to collate the results and feedback ASAP.***
6. ***PCC agreed that the Keystone post should be set at the Real Living Wage***
7. ***PCC unanimously agreed to the extension of the Operations Assistant post for a further 3 months from 1st June 2020 – 31st August 2020. BC to implement this post***
8. ***AJ & JB to find out about this license and feedback to PCC. As long as this doesn't take anything off the signed agreement.***
9. ***ER to email BC with domestic abuse support information to update and J&MB to update website accordingly***
10. ***Wardens to reinstate grass cutting rota, keeping to the Diocesan guidelines.***
11. ***EH to formally process application to retain SFr and CF as Readers***