

# St Andrew's

CULLOMPTON

## MINUTES for PCC Meeting: Monday 13<sup>th</sup> July 2020

**Apologies:** Andrew Southall; Luke Edser; Steve Foster, Sarah Stuchberry

**Present:** Simon Friend (SFr), Matt Cooper (MC), Beth Collier (BC), Ed Hobbs (EH), Jo Bailey (JB), Keith Rushforth (KR), Amelia Jerreat (AJ), Elaine Reynolds (ER), Ed Thompson (ET), Sara Robinson (SR), James Wakefield (JW), Chris Cozens (CC), Martin Hammett (MH), Olly Mears (OM)

**Not Present:** Mark Jelley

**Conflict of interest:** ER - youth, SFr - debt centre, AS & MH - bread of life

### 1. Matters Arising

- **Bread of Life shed** in car park (AJ) -

PCC agreed this in principle at last meeting but asked AJ to check agreement with diocese and that there was no conflict or confusion over the lease agreement. AJ has chased and they have returned a new agreement with adjustments that includes Bread of Life which needs to be returned and means that shed can go ahead.

Action: AJ to send back and inform SMj

- **Appointment of the Youth and Worship Pastor** (EH)

Interview with Josh Baldwin, new youth and worship lead went well. Has been introduced to church via online services. Looking for accommodation for him for Sept start.

- **Dave Edwards:** EH has been in regular contact with Dave Edwards and the chair of the Asaph trust. 6k a year ie £500 per month will cease at end of August. The 2k from outward giving will continue this year and it is proposed it will also be given in 2021.

Dave and Nikki are on holiday in late August, we will invite people to give a gift to honour their 25 years plus at St A's.

Action: EH/BC feed into services and set up giving stream on CS

### 2. Finance (MC)

- **Business loan application:** £50k loan available for 1 year no interest, second year 2.5% interest which is low. It could be a good cushion should we need it, can pay back with no penalty if not needed. CAF bank don't do this, we would need to use a feeder bank. **PCC agreed unanimously.**

Action: MC/BC to investigate banks we can set this up with and apply (ideally the bank we move accounts too – see below)

- **Changing from CAF bank** to another bank. CAF bank has some difficult log in rules and we have to take banking to Tiverton which causes significant issues for the office. MC proposing that we use a bank which uses the post office which will make life much easier. Possibility of Coop bank as have ethical basis? OM asked how long it would take to move away from CAF bank. MC thinks some work but not unmanageable. **PCC agreed unanimously.**

Action: MC/BC/TA to investigate which bank would be best to move church accounts to

- **Discretionary Grant & Small Business Grant:** BC has secured a 5k Grant for office. Other grants are available, BC to look into when time allows. CCC got a grant from Mid Devon, we should also be able to get this as a tenant of the Centre.

Action: BC to investigate when time allows

- **Giving update inc. Gift aiding:** Monitoring on a month by month basis, giving is holding, slight fluctuations but nothing significantly different from other years. Long way to go this year so we need to keep monitoring as giving could drop as economic crunch hits later in year. Also looking at comparing income to 2019 as well as month on month in 2020 to give full overview. This can be sent to PCC on a monthly basis.

Action: BC/TA to send out monthly

- **Parish Share:** Letter to Diocese re seeking to pay parish share (ET)  
PCC Resolution. **PCC agreed unanimously.**

“The PCC of St Andrew’s, Cullompton agree to seek to pay in full our parish share, in line with the current system, accepting that the new model (introduced in January 2020) recognises the particular challenges of stewarding the resources of larger churches.”

Action: ET to send to Diocese finance

- **Outward Giving** – Outward Giving request to support our link church in Kenya (EH). Matt Jerreat looking to gather team, agree giving for this year and create a policy. EH would like to suggest £500 to our link church to help community with the issues they are facing at the moment. KR asked if we should give more? PCC generally thought £500 was a good starting point. **£500 agreed unanimously by PCC.**

Action: EH/BC/TA to facilitate money to Thika

### 3. Policies (ET)

- Conflict of interest Policy signed off by PCC.
- Confidentiality Policy signed off by PCC. ET reminded that this will be for PCC, staff, volunteers. Retaining confidentiality is vital.
- Volunteer Policy - ET advised that this is a work in progress.
- Intern Framework. No comments or concerns, signed off by PCC.
- Outward Giving Policy. PCC agreed report that was presented. Agreed that £200 can be awarded without approval from PCC, over this would need to come to PCC. Policy needs developing.

Action: EH to ask Matt Jerreat to gather team and refine policy and process and present proposals to PCC based on the PCC report.

### 4. HR (BC)

- **Office restructure:** update JB reminded PCC that it remains a confidential process so just a very brief summary. Restructure process is underway – individual At Risk meetings with 2 affected staff members have taken place followed by the first individual consultation meetings. Following the first consultation meetings and receipt of jds for the new roles, one internal candidate applied for one of the new roles. The interview has taken place and the outcome shared with this employee. A second consultation meeting is planned for this week (17 July) when next steps will be discussed. Further updates will be provided at the conclusion of the process.
- **Furlough update** – BC advised PCC that the Administrator role remains furloughed. BC and TA covering this role as there have few weddings and funerals etc. Keystone – it is proposed to bring this role back part time starting at one day and building up to three days (which is SMc's full hours) by Sept. SMc to focus on reengaging with clients, raising funds through grants ( also to look at getting a female worker alongside SMc).

Action: BC to ask accountant to reinstate SMJ role and ask him if we get the £1000 to keep people furloughed. ET to develop proposals for an Advisory Group to support Keystone

- **Intern Proposal:** BC provided a briefing to PCC. BG did one-year internship, then moved onto 3 year degree programme with Moorlands and SWYM. BG feels led to stay at St Andrew's but not working within youth/children. He is now focussing on missional leadership, but he is a volunteer so whilst he can shadow and support he cannot be fully responsible for an area. SLT propose that from Sept 2020 BG is a general intern for 24 hours per week. He needs to have a minimum of 6 hours per week face to face activity. It is proposed that he will have approximately 14 hours in comms and media and 10 working alongside other ministry areas eg 20/30s, discipleship, the 6. Host family has been arranged. Previously church have paid host family but this can't be continued as doesn't meet with HMRC requirements. From now on BG will fund his living costs and pay hosts direct in a private arrangement. We can reimburse BG for travel so 1k budgeted plus circa 2.3k for SWYM fees. So cirac 3.3k cost per annum from general fund. **PCC agreed unanimously to fund this and support BG in the proposed intern role.**
- PCC extend their thanks to BG and JR for all their work with the youth, especially during lockdown.

- **Work in Progress:** (ET)  
ET advised PCC that some of the work around HR has taken a back seat in response to other pressures. Now starting to get up and running again.
  - Roll out of new contracts – Josh Baldwin will be first employee on new contract template – others to follow.
  - Policies and Procedures
  - Pay Scales & Progression Guidance

## 5. **Health & Safety** (AJ/JB)

- **Risk Assessments COVID-19**, some in place, there will be lots more. Support will be needed from wider church and PCC as we look to move into opening for worship, cleaning teams etc.

## 6. **Safeguarding** (BC/EH)

- **DBS process** - how many are in the process/flow, lead time. 32 people in process for a DBS at St A's. 12 week process at the moment as there is a backlog. Praying that new youth worker DBS comes through quickly.
- **Safeguarding linked to Live Streaming**. Policy will need to be updated to consider this.
- **Training** (continuation of C2 sessions TBC). When lockdown started, we were in middle of training, another C2 course to fulfil, likely to continue all year in smaller groups.

## 7. **Let's Talk for Men** - Men's version of Oasis for women (ET)

- Women started a pastoral ministry last year, not a huge take up. Derrick Holding (DH) keen to set up something similar for men. At development stage, DH has been connecting with men who might be interested in being a volunteer. JW asked: will it be used by men? Any evidence it will be used before putting in lots of hard work. A sense is that this is not about men in desperate crisis but wanting someone to walk alongside and support. Although PCC not sure how many men would engage, felt it was important to pursue as DH is passionate and skilled at this. **PCC agreed development of this ministry.**

Action: PCC to contact Ed or Oli know if know people who would be a good fit for this ministry

Action: ET/EH to feed back to Derrick

## 8. **Services Starting Back:** How & When (EH)

- **Live streaming**, API coming to look at what cost to set up live streaming, both a basic and a sophisticated set up. For everything (sophisticated end) looking at £15000 to set it up.

Action: BC to feedback options after meeting with API

- **Canon law** is now back in place, because we won't be running Sunday services we need to pass a resolution to ask the Bishop to allow us to delay starting Sunday services until 13 Sept. **PCC unanimously agreed.**

Action: EH to contact Bishop to ask for permission to delay Sunday services until 13 Sept

- **Main discursive item:** (break out rooms TBC)

Notes/feedback from discussion.

- Do we need to look at 6 as they haven't had a service, 6 lends it to outside service? But Church grounds come under same restrictions as church building. Has been least well served service but is easier to duplicate 2 morning services and invite them to join. Lots of 6 congregation also engage with an 11.
- Singing, how can we stop people? Three songs listening or having a single singer maybe behind rood screen.
- Capacity, how to get people in and out. Every other pew maybe every other if wear face masks.
- One way system would be needed but would be issues with mobility and creating pinch points
- Sept start understandable but aware people have screen fatigue so would love to see people face to face. Can church be opened for house groups over the summer?
- Mid-week service, positive response but how do we manage numbers as could be popular both with our own congregation and others who have engaged for first through online services. Maybe do in day not evening as would help to manage numbers.
- Look at the numbers using online services to determine where the need is.
- Can we use church suite as a booking system?
- Sept start date, lots of work to do so good to aim for. Giving a heads up but not a precise date.

- Live stream and online services has been part of new church and positive part of this difficult season.
- Could we have some kit to loan out to those without tech so they can watch the services.
- Cleaning between services, looking at 30-45 mins realistically between services.
- Some aspects of lockdown have been good for church eg housegroups gathering more closely. If we can't worship and sing, what will church feel like? Will people want to come?
- If we can't do church in Cullompton as we want to do we need to look at encouraging people to engage with their local churches at the moment.

Action: EH to prepare communication for wider church during next Sunday's services. PCC to seek views if in contact with church members.

#### 9. Debt Centre (ET)

- Proposal from Bob Hooper  
St As have in past have done basic CAP budgeting course but we haven't had a debt service. Options are CAP which costs £10-16k per year or partner with CHAT/with CMA which would cost a lot less eg we could simply extend our giving through outward giving. CHAT are already running a service which we could connect in to. CHAT would train volunteers and staff, they are already working with St Paul's in Tiverton . One key difference is that CAP is evangelistic in its approach eg, can I pray for you whereas CHAT would signpost eg there is a great toddler group, listening group at St As. CHAT have debt managers in Tiverton, they would come across and run sessions, maybe a day a week. Volunteers would be trained by the manager and could give advice.

**PCC unanimous in supporting the CHAT/CMA proposal**

Action: ET/EH to feed back to Bob Hooper

#### 10. AOB

- Church suite, please put in unavailability on CS app. Also SLT encourage people to give on CS & PCC encouraged to fill in gift aid form on line.

Action: PCC members to fill in online gift aid form

- Ed hosting afternoon for staff and giving a gift to say thank you for all hard work over a challenging time. Please encourage staff team and encourage them to take annual leave.

#### 11. Next meeting Monday 21<sup>st</sup> September 2020 @ 7.30pm (details to be confirmed)

*Meeting ended at 10.00pm*

#### ACTION POINTS

1. Action: Bread of Life Shed - AJ to send back and inform SMJ
2. Action: Dave Edwards leaving - EH/BC feed into services and set up giving stream on CS
3. Action: Business loan application - MC/BC to investigate banks we can set this up with and apply (ideally the bank we move accounts to)
4. Action: Changing banks from CAF bank - MC/BC/TA to investigate which bank would be best to move church accounts to
5. Action: BC to investigate Small Business Grant when time allows
6. Action: Giving Report - BC/TA to send out monthly
7. Action: Parish Share - ET to send to Diocese finance
8. Action: Outward Giving - EH/BC/TA to facilitate money to Thika
9. Action: Outward Giving Policy - EH to ask Matt Jerreat to gather team and refine policy and process and present proposals to PCC based on the PCC report.
10. Action: Keystone - BC to ask accountant to reinstate SMJ role and ask him if we get the £1000 to keep people furloughed. ET to develop proposals for an Advisory Group to support Keystone
11. Action: Let's Talk for Men - PCC to contact Ed or Oli know if know people who would be a good fit for this ministry
12. Action: ET/EH to feed back to Derrick
13. Action: Live streaming - BC to feedback options after meeting with API
14. Action: EH to contact Bishop to ask for permission to delay Sunday services until 13 Sept

15. Action: Wednesday 9.30am - EH to prepare communication for wider church during next Sunday's services. PCC to seek views if in contact with church members.
16. Action: CHAT proposal - ET/EH to feed back to Bob Hooper
17. Action: PCC members to fill in online gift aid form