

St Andrew's

— CULLOMPTON —

MINUTES for PCC Meeting: Monday 21st September 2020

Apologies: Jo Bailey, Simon Friend, Andrew Southall, Sarah Stuchbery, Mark Jelley

Present: Beth Collier, Matt Cooper, Chris Cozens, Luke Edser, Steve Foster, Martin Hammett, Ed Hobbs, Amelia Jerreat, Olly Mears, Sarah Robinson, Keith Rushforth, Ed Thompson, Elaine Reynolds (until 21:15), James Wakefield

The meeting opened with prayer @ 7.35pm

Declaration of any conflict of Interests:

James Wakefield mentioned Keystone role. Ed Thompson confirmed that as it was early on in the process, he wouldn't need to leave the room

Martin Hammett - Bread of Life Shed – Amelia Jerreat agreed should already be sorted and anything in this meeting would be more of an update.

1. Matters Arising

I. Bread of Life shed in car park (AJ)

New agreement been signed off with Diocese. Since then been minor misunderstanding between CCC and us. At the moment slabs are down and construction has started. All been smoothed over and hopefully resolved.

II. Debt Centre – written update from Bob Hooper

Bob emailed a list of approximately 26 people but only received 2 responses. Ed Hobbs encouraged Bob that this doesn't mean it isn't important, just not at the top of people's priority list. It may need to sit on shelf for 6 months.

ACTION: perhaps PCC could help to cast net wider. Ed Hobbs to add Bob Hooper to our list of interviewees.

Once Bob has identified his 6 volunteers, there will be some kind of training circa £100pp. Bob is looking for some kind of financial commitment from PCC. Could St Andrew's consider increasing the amount that we give to CHAT from outward giving? Alternatively, an underwriting of the training.

ACTION: Ed Hobbs to chat with Matt Jerreat (Chair for Outward Giving Committee). PCC Unanimous vote of this increased financial support to CHAT.

- III. **Care Home:** (Ed Hobbs) St Andrew's Care Home have infringed on property of Glebe and some of building has accidentally/deliberately overlapped onto diocese property. Diocese have intervened and hoping to come to some kind of settlement. Legalities may get sorted out by lawyers but hopefully PCC not directly involved. More for information than anything else.
- IV. **Squatters:** Jo Bailey had emailed the diocese regarding the piece of land at the rear of the Community Centre/Church Car Park. Diocese have responded to say that it was on their list of things to clear this piece of land. There has been a skip in the far corner of car park. This is all resolved. There has been a second skip. There is now an access gate linked to rebuild house which had fire at one end.

2. Services Starting Back (EH)

Review of situation presented by Ed Hobbs and then the PCC broke into 3 break out groups on zoom

Group i: Keith Rushforth, Elaine Reynolds, Beth Collier, James Wakefield

All of these people had been volunteering at some point or another. ER fed back that it had been a good experience, although a very different dynamic when watching it at home. This group focused their discussion on volunteers. There seemed to have been a good variety of involvement. Positive feedback but mulled over how you throw the net wider to increase our volunteer team. How can we make this sustainable? It feels to be imposing too much on a few individuals. Recognition that volunteers must commit the whole morning.

Group ii: Ed Hobbs, Olly Mears, & Martin Hammett - hard when we're 3 rows away, no prayer ministry, no singing

Group iii: Ed Thompson, Luke Edser, Matt Cooper, Chris Cozens - amazing how things have been done. Fed back from online live streaming on how professional the whole thing was. Young families - attending with toddlers and babies may well be put off by being constrained to 1 pew. Suggestions on how to break up into children's groups or another way around it. Acknowledged that this is a difficult one to overcome. Ed Hobbs explained about the possibility of combining 2nd and 3rd services as numbers have been relatively low in both. Aim to wait for another 2 weeks to see how things improve.

Group iv: Steve Foster, Amelia Jerreat, Sarah Robinson - wondering if people from The6 are coming to any of these. EH explained that some are coming but acknowledged that it is the congregation that we are serving the least well. 1145 had potential to be the meeting place for these. Quite a lot of The6 aren't on ChurchSuite and so contacting isn't straight forward. More work to be done on this.

Question was asked if it would be possible that these 2 later services get merged and something in evening instead? Ed Hobbs explained that although we need to keep our options open we must be aware that availability is down at the moment; running services in a straight run is a bit easier on resources. However, in terms of big picture, we clearly want to be in a situation where we can offer more.

It was recognised by the whole of the PCC, that a huge amount of work had gone in to get to the point where we can put services on. A BIG thanks to everyone who has been involved, whilst

navigating changes to rules and lockdown. It was felt that it would be sensible to run for the next few weeks until the next move from Government, particularly due to limitations on communication. With the introduction of Live Streamed services, even with a lockdown and needed to shut down church building, we could keep the presentation running with limited numbers.

There have, however, been benefits of having 3 services; Josh Baldwin, our Youth & Worship Pastor has had time to settle in before introduction of Youth work. It has also enabled our tech team to get to grips with new technology as well as giving everyone chance to practice new routines & systems.

The PCC wanted to emphasise a big thanks to the Production Team and, in particular to Ben Gaskin, who has had 2/3 weeks to get used to this tech. Hugely thankful for all his hard work and commitment.

3. Live streaming (BC)

Beth Collier fed back on the work of API and the team who have installed all the live streaming equipment. Andrew Dunn had gone over and above the paid element and she thanked Derrick Holding for his work in building the temporary box that keeps the equipment safe & secure.

4. Volunteer teams (BC)

A big thank you to all of our volunteer teams who have given of their time and energy in (admin, welcome, production, worship, readers & leaders and preachers) and to anyone who has facilitated the work involved in setting up the Church. Under Tracey Adams organisation, we have managed to bring together all the elements needed and although we recognise that it has been hard work, it feels to have paid off.

5. COVID Secure (BC)

Beth thanked Keith for the financial contributions from Heather's funeral to put towards the installation of our live streaming kit.

6. Christmas Programme (EH)

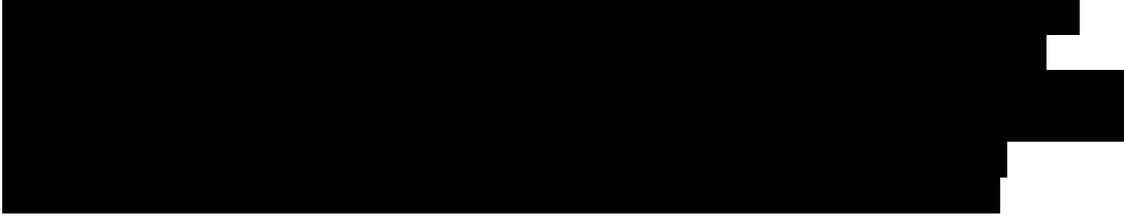
- I. Use of Mike Britton's barn: this can take 100 at a time. Nowhere near the 500+ that we usually get in the church building but it may go some way to providing us with a nice alternative. We may need to have 2 smaller carol services.
- II. Trying to think outside the box on how we do some of the usual Christmas things. It was noted that there was a concern that we didn't put too much pressure onto our team (volunteer and staff). How do we protect the staff team from the various different pressures of what's coming up? Ed Hobbs is very aware of this.

ACTION: Next PCC ought to chat about this in more detail.

7. Ordinands (EH)

- I. For the last year, we've had 2 ordinands. Rachel Dunn & Jonathan Reynolds who will be leaving us next spring. We are in the process of working through what they can be involved in.

- II. This academic year, we shall be gaining Hazel Britton as an ordinand from September 2020. She is still teaching at St Peter's school so will not really be able to get stuck in here until March 2021, so as not to mix up the bubbles.
- III. Been cleared by Diocese for curate in July next year.



8. Finance (MC)

I. **Update on change of Bank**

In order to help office staff processing monies, discussion on the possible need to change over to a different bank; one that allows us to pay money in locally to avoid trips to Tiverton/Exeter. Although CAF bank offers us Charity banking capability, it doesn't have all the benefits of a high street/national bank.

II. **Feedback on Business Bounce Back Loan application**

Applications end at the end of November 2020 so we need to get this moving quickly. However, CAF bank don't allow us to receive the BBL, therefore, another reason to change banks. Matt Cooper is looking into Co-Op bank.

ACTION: Matt Cooper to organise and get application off in the next 2/3 weeks hand in hand with business bounce back loan.

III. **Budget update**

Matt Cooper is meeting with GX Accounting to go through our budget for 2021 and this will be brought to PCC in November.

IV. **Giving update inc. Gift aid**

Matt Cooper had created a document that compares this year's income to last year and then a monthly comparison to our budget this year. It does NOT take into consideration income and costs although headline figures. For this current year, we're about £2,500 down on budget for 2020. This doesn't take into consideration or include other charges that the church can make e.g weddings. This is offset with a reduction of costs e.g. a lot less events going on, utilities are lower. If we compare with last year, we're just £500 down with giving and last year we finished over budget. We haven't touched our reserves. Acknowledged that the next 4 months are crucial. If we are going to have any major changes in income, this will be when. Redundancies so far have tended to be on travel and retail sectors; not sure how this will affect our congregation too greatly BUT who knows what will happen. Furlough scheme is coming to an end and will inevitably have implications. Ed Hobbs reminded us how incredible this is and a huge THANK YOU!! Considering there are charities who are in real financial trouble. It was agreed that we should continue to go ahead with our Annual Giving Sunday and not change patterns. Ed Hobbs is very good at thanking people already so to do this would be great!

V. **Update on Outward Giving**

Ed Thompson had sent Matt Jerreat a copy of the agreement. Process on checking what needs to be added.

ACTION: Ed Hobbs to meet with Matt Jerreat before the end of October ready to feedback for the next PCC meeting.

VI. Recovery Grant Fund (BC)

Beth had applied for this and yet to hear back.

9. Kintsugi Hope (EH)

There was a pastoral course held in the summer and there is a team setting up currently getting ready for a trial run. In order to do this, the PCC needs to sign up to £10/month and Ed Hobbs is requesting that we commit to that monthly gift. **This was proposed by the Lay Chair and accepted by PCC.**

10. HR Update

i) Office restructure update (BC)

Operations Assistant (HR & Safeguarding) had been advertised with 3 shortlisted. Interviews to take place w/b 28th September 2020. The panel consists of Ed Thompson (Lay Chair), Jo Bailey (Warden) and Beth Collier (Operations Director)

ii) Furlough update (BC)

Scott McJohnston is now full-time following return from furlough. 24 hours/week. He has received news from grant funders today that they will extend their support until next May 2021.

iii) Update on Intern appointment (BC)

Ben Gaskin started in his new role on 1st September as our Media & Communications Intern. He has helped to set up our live streaming system and worked together with API to provide us with a workable tech team. A considerable thanks goes to him. Beth, as his Line Manager, will work alongside SWYM to provide the right projects to help meet the course criteria. This term's focus is developing our website and communications in general and working with our 20s & 30s groups.

ACTION: Ed Hobbs/Beth to meet with Ben to discuss his involvement in missional leadership in particular towards the end of month.

iv) Keystone proposal for Advisory Group (EH/ET)

Following on from discussions last PCC, Ed Thompson has done a lot of work in setting up an advisory group for Keystone that will help manage oversight of this work. [REDACTED]

[REDACTED] Ed Hobbs has met with them to look at strategies on how this can work.

Discussion around appointment of female worker. Ed Hobbs explained that longer term this is where we want to end up with a Woman's Worker taken on for 2 days/week. However, recognition that funds do need to be there and the priority right now was to get the job club up and running (started last week) amongst other things. They do need to increase bid funds coming in. If there are 2 workers, it will burn the existing pot of money faster. Scott is in the process of creating a Job Description. Ed Thompson thanked the volunteers adding their expertise in this.

ACTION: Ed Hobbs to meet with advisory group along with Scott McJohnston

v) Work in Progress: (ET)

Roll out of new contracts - proposed amendments had been made and this went into a period of consultation with the staff. Helpful that diocese had just put on website/portal, terms of condition and service. Ed Thompson had been in conversation with Anthea Carter-Savigear (Diocesan HR Advisor) and was seeking clarification on: i) time off in lieu. Not such an issue at present, but it does need to be consulted with line manager. ii) Intellectual Property: if there is any financial result of an employee wanting to use their experience from this job, the PCC might want to have a say/cut!

Policies and Procedures – there needs to be a process for signing off all policies. PCC are wondering, how do we go about signing off and agreed that this needed to be finished by the end of October 2020 where possible.

ACTION: PROPOSING: PCC adopt the Diocesan particular clause. Exception being; standing committee (PCC or HR sub group) approval.

ACTION: Ed Thompson, Elaine & Beth to take one procedure and look at and then post. Move onto each one, by one. Finalise the staff Employment Book at the end. HR sub-committee can send out message to read within a few days and then start to get signed off. All of these to be saved on a shared drive so staff can access them.

11. Community Centre (EH)

Ed Hobbs gave a recent update on the position of the centre, although waiting for the next Directors meeting in early October, when next steps would be agreed. The finance of centre relied on corporate bookings to substitute charity. Business plans have been severely compromised and although the original Business plan had been turning over £100k/year, this was clearly no longer working and won't do for a while, not through any fault of theirs. Users are not booking up day conferences for a while. The wardens confirmed that the pay back of the loans had been completed.



12. Office/Bookings Update (BC)

i) Baptism/Christening process

Suggested that if people want their children to be Baptised, we would use the second service (1145) to do this and reserve a limited number of pews, followed by short ceremony behind the Rood Screen after congregation had left.

ii) Fees & reductions

Discussion about wedding fees and reductions either for church family or for those who had not been able to have their original wedding in the 2020. There were a couple of weddings that had been postponed and rearranged for 2021 but 2 or 3 that had been able to take place and required a blessing at St Andrew's. It was agreed that if someone had had a downsized wedding, that we could offer a blessing at no extra cost as long as the costs had been previously covered e.g. verges fee, heating. If the bride & groom wanted this blessing live streamed, the PCC needed to charge a fee to cover this and this would go towards covering the installation. We

would be looking at approximately £25/wedding. It was agreed that although the PCC don't feel the need to offer a discount but if church family wanted to contribute towards stewarding, this would help towards the overall costs. There was a short discussion around use of vergers, cleaners and volunteers. It was proposed that that PCC agree that the Operations Team would research the potential costs, look into the cost implications and feed back to PCC. This would then be outlined clearly for any future bookings.

13. **Health & Safety** (AJ/JB)

I. **Risk Assessments COVID-19**

Risk Assessment has been uploaded onto website. We used the Exeter Diocese template. This will be constantly changing as the situation develops and restrictions come and go.

II. **Safeguarding & Safer Recruitment** (BC/EH)

- i) DBS process - how many are in the process/flow, lead time,
- ii) Training (continuation of C2 sessions TBC)
- iii) Safer Recruitment Process (BC)

A discussion took place around the expectations of the PCC in using our DBS process. E.g. Who meets threshold? Should we expect our house group leaders to have DBS checks.

The pros and cons were discussed and in particular the role of House Group Leaders was felt to be a good example where a robust safer recruitment process was needed; this may need to involve a DBS check. The PCC recognise that this does have the potential to put people off who would otherwise have been a great asset in this area. However, it was agreed that as part of our responsibility toward our church family and community there must be an expectation of pastoral responsibility and this brings with it, process. We want to safely recruit across the board anyway, but it feels as though house group leaders, will need some experience, wisdom and discernment and at the very basic level require a knowledge of signposting to different people within the church and elsewhere. Training must form a large part of this.

The process of selection was briefly discussed along with the expectations of the role of a House Group leader; leaders of small groups and teams must understand their responsibilities, should be prepared to go through process and that there needed to be some way in which the PCC could be confident on suitability for selection. Expectations of our group leaders: this can vary and be subjective. An effective HG leader is offering hospitality or pastoral support. Potentially, when we ask for a DBS It could send a particular signal. As much as we want to be relaxed and relatively informal in our approach, the PCC recognise the need to have a robust process.

It was agreed that this all forms part of a larger conversation that ought to be given time and therefore, would follow some further research and preparation from Beth & the team.

ACTION: Beth to find out precise differences between fully enhanced and basic. Benefits. Beth & Olly to meet to discuss wider house group leaders JD/recruitment etc.

2. **APCM arrangements** (6th October @ 7.30pm)

- i) PCC members stepping down: Andrew Southall (PCC) and Phil Mumby (Deanery)
- ii) PCC members for re-election: Keith Rushforth (Deanery), Martin Hammett (Deanery), Ed Thompson (Lay Chair), Jo Bailey (Warden), Amelia Jerreat (Warden)

iii) Election of co-opted members: Beth Collier (Vestry Clerk, Secretary), James Wakefield, Sarah Stuchbery, Steve Foster, Chris Cozen

iv) Readers: Simon Friend and Celia Fox

ACTION: Operations Team to arrange for appropriate teams to be ready for the night as well as ensuring the APCM booklet is produced and uploaded to website following the meeting. Unable to have paper copies due to COVID regulations but if people would like to be sent a copy they can request via admin@standrewscullompton.com

ACTION ii: Aiming to keep flavour of meeting but as being live streamed there is a need to keep brief. Ed Thompson and Ed Hobbs to share the hosting of the meeting and work on their script this week.

3. Date of Next Meeting: Monday 2nd November 2020 @ 7.30pm