

St Andrew's

— CULLOMPTON —

MINUTES for PCC Meeting: Monday 16th November 2020

Apologies: Luke Edser, Andrew Southall, Sarah Stuchbery, Rev Olly Mears

Present: Jo Bailey, Beth Collier, Matt Cooper, Chris Cozens, Steve Foster, Simon Friend, Martin Hammett, Ed Hobbs, Amelia Jerreat, Elaine Reynolds, Keith Rushforth, Richard Shere, Martin Smith, Ed Thompson (Chair), James Wakefield

The meeting opened with prayer @ 7.35pm

Declaration of any conflict of Interests: None declared

The Chair welcomed two members of the PCC to the meeting, Richard Shere and Martin Smith, and thanked them for making themselves available. He also welcomed Rachael Smith to the meeting and explained that going forward she would be acting as 'secretary to the PCC'. She was attending this meeting as an observer and this meeting would be minuted by Beth Collier.

1. **Matters Arising**

I. **Outward Giving Proposals (EH)**

The document was shared on screen for all to view, EH apologised that it had not been distributed earlier. No huge changes involved; some minor changes had been discussed with those involved. Any unspent money would roll over to the new year. Work was underway to establish a proper application process. EH continues to be the contact for the time being, but it is anticipated that Matt Jerreat would step into chairing the group next year.

ACTION: Tracey Adams to arrange for the release of any payments that have not been sent out thus far in accordance with the agreed document above.

II. **Keystone Advisory Group Update**

Steve Foster reported that they had held the first meeting without Ed Hobbs and that it had been a productive meeting. Scott had given a summary of the challenges and successes. Suggestions had been made on how to deal with issues with people not turning up, Charlotte starting as a female worker was also discussed. It was confirmed that Charlotte would be a volunteer as no job had yet been advertised. The YMCA and Glebeland antisocial behaviour had also been discussed. Scott had a good relationship with YMCA and it was hoped to start a gardening project on the land concerned. Jo Bailey advised that the Diocese had also been made aware of the issues.

III. **HR Policies and Procedures**

Ed Thompson advised that the first 3 policies on Annual Leave, Safeguarding and Safer Recruitment had been added to Sharepoint and were available to read. He reported that another 3 would be added shortly. Beth Collier confirmed that she had already shared the file but would share it again as some people had encountered difficulties accessing it. James Wakefield suggested that the documents should have a preface detailing who it was intended would read them.

ACTION: PCC Members asked to read and respond to updated policy and statement by Friday 27th November.

IV. **Roll out of contracts:**

It was confirmed that all employed staff now have the new form of contract.

V. **Update of Fees and Reductions**

Ed Thompson reported that this was something that Beth Collier had previously brought to his attention. It was agreed to roll the discussion forward to the next meeting but agreed that if anything progresses before then it will be sent out for discussion.

VI. **Safer Recruitment (DBS)**

Ed Thompson advised that this item would be carried forward to a future meeting as Beth Collier and Olly Mears have been unable to meet to progress.

2. **Current Plans for Services (EH)**

Prior to lockdown, dropping from 3 morning services to 2 had been working. However, the position had since changed due to lockdown and the team were learning to livestream without a congregation. The plan going forward was to continue with 2 morning services. It was intended to livestream to Wednesday morning service but was now felt that it may be easier to pre-record it. Several members of the committee reported that they had received positive feedback regarding the services, particularly on the Remembrance Day service. JW queried whether plans were in place to restart the 6 service in February/March if permitted. EH confirmed that discussions were taking place and felt that it may be a good opportunity to commence something a little different such as create a 'place of encounter', rather than the classic 6 service. He was chatting to Josh to get his ideas.

3. **Christmas Services (EH)**

Ed Hobbs reported that he had circulated early suggestions to staff today but was also aware that we do not yet know what sort of services/congregations will be permitted. A couple of other ideas that had been made were discussed such as an online advent calendar where a different thing would be released online each day. It was hoped that the carol service would be held in the evening of 20th December, possibly no services that morning to enable the team to focus on the carol service. If congregation allowed to attend it was anticipated that there would be two services back-to-back, if not there would be one livestreamed. Similar plans would also be in place for the Christmas Eve Donkey service which would also be livestreamed. EH to chat to 'Martin' about publicity once it is clearer what we will be allowed to do. The Christmas Eve midnight service will take place if people are allowed to attend, if not, it will be pre-recorded.

It was proposed to have 2 services on Christmas Day if congregation can attend. Ed Hobbs reported that he was planning to ask John Henton to pre-record the service for 27th December so that the whole team could have the day off. The South West Carol Service taking place on weekend of 5th and 6th December was discussed, it was confirmed that Josh Baldwin was taking part in it. Ed Hobbs advised that the total cost of putting it on was £8,500 of which the Rediscover Church were paying £3,500. It was agreed that St Andrews would contribute £500 to the cost. Publicity for the event was discussed, Ed Hobbs confirmed that a team was already in place and things would be appearing on social media. Beth reported that Ben would be doing the same locally. Publicity for St Andrews Christmas services was also discussed it was suggested that a flier would be good and tends to have more of an impact for Christmas Services. Ed Hobbs replied that he was waiting for more clarity on what will be allowed before proceeding. Ed Thompson expressed thanks to the social media team and said how much the social media was improving.

ACTION: Tracey Adams to arrange for £500 to be forwarded onto Rediscover church

ACTION II: Production team to discuss and design Christmas fliers ready to be produced well in advance of 20th December's carol services.

4. Youth Ministry Update (EH)

A report by Josh had been circulated. Tuesday and Fridays were now taking place online and were well attended. Amelia Jerreat queried whether changing the day back to Sundays had been discussed, Ed Hobbs reported that it had but at the moment the days would remain unchanged whilst the young people were not able to go out doing other things. However, he confirmed that Josh was aware that eventually the days may need to change to Sundays. It was also advised that New Wine would not be taking place in 2021, but discussions were taking place about possibility attending Devon Christian Youth Camps or Creationfest if they go ahead.

Section 3

5. PCC Meeting Structure (ET)

Ed Thompson reported that he had not received any feedback concerning the proposed new meeting structure. It was therefore assumed that everyone was supportive of it and it was agreed to trial it to see how it worked.

6. Community Centre (ET)

The position regarding the community centre was discussed in detail. It was agreed that although it had been sad to hear the decision, the directors had carefully and meticulously detailed how and why they had reached the decision that they had. The PCC asked for their thanks to be expressed to the directors.

Going forward, it had become clear that the business and operations company would remain separate, but the PCC and SLT were now making decisions on how it goes forward. Ed Thompson and Matt Cooper had both been in contact with the diocese financial director who had been helpful in confirming that their thoughts were correct. They had been advised not to make any hasty decisions due to implications on things such as VAT. Alison Stock, diocese registrar, had also been very helpful. Jo Bailey stated that it was important to make sure that all the foundations were in place such as insurance, health & safety. PCC were reminded that all the staff had also now within their respective redundancy period. The proposed 3 phases were detailed in the report that had been circulated to the members prior to the meeting.

Ed Thompson reported that only one director would be remaining, William Wheeler, and that 2-3 more directors would be needed. It had been suggested by the diocese that these could be members of the working group and they could become an interim board of directors. Ed Thompson had queried with the diocese whether there would be a conflict of interest in this case and been advised that there would be no issues. Simon Friend confirmed that he had the original VAT information from Ashfords and expressed thanks to Ed, Jo and Amelia and all others involved for all their work so far. Ed Thompson confirmed that he had a copy of the lease and advised that the 'operating company' had things that they needed to take care of. Ed Hobbs stated that it may open up new opportunities, Ed Thompson reported that a few enquiries had been received concerning future long-term leasing from other groups. Most had been told that they would need to wait until future plans were finalized.

[REDACTED]

[REDACTED]

[REDACTED]

Matt Cooper advised that he had applied for a MDDC grant available as part of the government lockdown and was hopeful that this would be accepted. This would cover a lot of the short-term lack of funding. Ed Thompson stated that it was important to recognise that the original business plan was to pay off the loan and that now that loan no longer exists, it would allow for more flexibility on how the centre is used. It was agreed that Amelia Jerreat, Jo Bailey, Ed Thompson and Beth Collier would write to individual staff and the directors expressing thanks on behalf of the PCC and SLT.

It was queried whether there needed to be a board of directors for the company to legally continue, but Andrew Southall advised that this was not necessary. The diocese had confirmed that the proposals were the right way to go and that they would support the PCC in this. Jo Bailey confirmed that the outgoing directors were still registered whilst in the transition phase.

It was confirmed that William Lines had also been doing a lot of work behind the scenes. More information needed to be obtained from the directors before future plans can progress. Ed Thompson advised that Beth Collier would be added to the sub-group as some back-office functions will initially be covered by the Operations Team. It was confirmed that the directors had discussed taking advantage of the government furlough scheme when it had been extended but had felt that it wasn't viable for them.

It was agreed, by a show of hands, that the sub-committee named in the report plus Beth Collier be appointed and that they should be authorised to proceed, reporting back to the PCC on a regular basis.

7. Finance Report (MC)

The proposed budget which had been circulated prior to the meeting was discussed it was agreed that it was difficult to predict at the moment due to the situation with COVID. It was reported that although the church is in a much better situation than most, a few people had cancelled their giving in October, total net down per month would be £290, taking into account a new giver. A church recovery grant had been obtained of £52,000. It was anticipated that the first element would be paid in shortly, with some going into next year. Some of this will cover unbudgeted for expenditure linked to COVID. Church reserves stood at £90,000 but it was hoped not to touch that unless no choice. Giving continued to be monitored on a monthly basis, if there was a huge drop off Matt agreed to notify the PCC, but this was not expected.

Next Year's budget – the position could be slightly better than when the report was produced due to the possibility of a vaccine. Matt reported that income for next year was based on July August and September giving, so was worse case scenario and may end up being higher. He confirmed that the staff retention bonus had been delayed, but that the church does still qualify. He advised that the CAF resilience fund was not an option and that he had also encountered further problems applying for the Business bounce back fund. He was now applying to open a co-op business bank account to able a new application for the business bounce back fund to be made. However, he confirmed that the main bank account would remain with CAF. This would enable £50,000 to be borrowed with the first year interest-free. £25,000 had also been awarded from the Culture Recovery Fund which could be put into the next financial year. However, the deficit next year was currently projected as just over £50,000. However, he reminded the committee that the income predicted was worse case scenario and the reserve fund was still available, however it was agreed that the situation would need closely monitoring over the next year.

Common Fund – Matt had been back to the diocese and provisionally agreed to make a payment of 96% next year, higher than this years 94%. It had been agreed that if funds are available at the end of next year, this amount would be topped up. The diocese had therefore agreed to continue with plans to provide a curate.

Discussion took place around the distribution of funds from Cultural Recovery Fund. It was agreed, by a show of hands, to proceed with the replacing of the church staging and also to purchase a 3rd camera to assist with livestreaming.

ACTION: Beth Collier to arrange for the purchase and installation of staging as soon as was feasible in the circumstances and to acquire quotation for third camera and any other necessary kit to help improve live streaming broadcasting.

8. Safeguarding (ET)

It was reported that Beth Collier and Rachael Smith had updated the Safeguarding policy and that this will be in the sharepoint folder ready for the PCC to look at and comment on.

ACTION: Ed Thompson requested that all members do this and respond by Friday 27th November. Beth Collier to send a reminder to the PCC detailing what documents they are required to read and respond on. Beth confirmed that the document is 'version 6'.

9. Health & Safety (AJ)

Amelia confirmed that she had now recovered all the risk assessments and a lot had been adjusted due to COVID. It was suggested that they could be shared around the PCC, but this to be discussed at SLT first. Ed Thompson confirmed that there would need to be a risk assessment in place for the community centre, particularly if the Community College uses it.

ACTION: CCC working party to arrange for Risk Assessments to be carried out before any contract is issued.

10. Volunteers Thank You Event

Not possible due to COVID situation, possibility of putting on a church celebration event in June/July 2021 was discussed.

11. Cross

Martin Smith expressed thanks to Chris Cozens for putting up the cross. It was reported that complaints had been received regarding light pollution and concerning bats. Amelia advised the diocese and the Archdeacon were being very helpful. The cross had been being put up for 20 years.

Date of Next Meeting: Monday 11th January 2021 @ 7.30pm

The meeting closed with prayer.

ACTIONS AGREED

- 1. Outward Giving - Tracey Adams to arrange for the release of any payments that have not been sent out thus far in accordance with the agreed document above.**
- 2. HR Policies & Procedures - PCC Members asked to read and respond to updated policy and statement by Friday 27th November.**
- 3. Christmas Services - Tracey Adams to arrange for the amount of £500 to be forwarded onto Rediscover church**
- 4. Christmas Services - Production team to discuss and design Christmas fliers ready to be produced well in advance of 20th December's carol services.**
- 5. Finance Report - Beth Collier to arrange for the purchase and installation of staging as soon as was feasible in the circumstances and to acquire quotation for third camera and any other necessary kit to help improve live streaming broadcasting.**
- 6. Safeguarding - Ed Thompson requested that all members do this and respond by Friday 27th November. Beth Collier to send a reminder to the PCC detailing what documents they are required to read and respond on. Beth confirmed that the document is 'version 6'.**
- 7. Health & Safety - CCC working party to arrange for Risk Assessments to be carried out before any contract is issued.**