

St Andrew's

— CULLOMPTON —

MINUTES OF PCC MEETING: Monday 11th January 2021

Present: Jo Bailey, Matt Cooper (from 8.15 pm), Chris Cozens, Luke Edser, Steve Foster (left at 9.00 pm), Simon Friend, Martin Hammett, Ed Hobbs, Amelia Jerreat, Richard Shere, Martin Smith, Sarah Robinson, Keith Rushforth, Sarah Stuchbery, Ed Thompson (Chair), James Wakefield,

Apologies: Beth Collier, Matt Cooper (will be late), Olly Mears, Elaine Reynolds and Andrew Southall.

Minuted by: Rachael Smith

The meeting opened with prayer.

Declaration of Conflict of Interests

None declared

1. **Matters Arising** - Safeguarding Policy

It was confirmed that work on the Safeguarding policy had now been completed and that it was live on the website. Ed Thompson reported that Rachael Smith had recently sent an email to all on the staff team reminding them of their safeguarding responsibilities as a Team Lead. Work was now being stepped up to catch up on the DBS checks that need doing.

ACTION: RS – DBS Checks

2. **Update on current Covid restrictions/decision re church services (EH)**

Ed Hobbs expressed thanks to all members who had stated their views in the previous week and said that the SLT were grateful for the feedback and input. He said that members of the PCC are quite right to be challenging decisions and expressed thanks to all members of the PCC for their support. He confirmed that many more churches had come to same decision. At the time of this meeting there had been no further announcement, but the Bishop of London had moved more towards 'we would prefer you closed but you may want to stay open', however the local diocese have made it a decision for the individual churches.

Ed Hobbs has communicated how we are managing the services via churchsuite. Wednesday services will be recorded and put out on Wednesdays as live. Sunday is being livestreamed, there was a team of 10 last

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Sunday, he advised it was not without risk, but easier to control with just the team present and a welcome and booking in team are not needed. He confirmed that a letter had been received from the Bishop giving dispensation to the end of February, but Ed stated that if we can open before then we will, if not we are also able to ask for an extension. Weddings have been suspended unless emergency circumstances.

Amelia reported that the viewings of the 11am service was quite high attendance on line, possibly over 100 and said that it would be interesting to monitor the stats. Jo Bailey confirmed that there had been 246 views of the 11.00am service and 112 views of the 9.30am service. Ed Hobbs reported that some regulars who also attend homegroups had advised that they would not be getting involved in the services until singing was allowed. Ed Thompson stated that there would be some who would log in to both online services that would not actually come to a service at the church and that the figures were very encouraging. He also confirmed that the figures usually increase as the week goes by.

Martin Smith expressed concern that a lot of the livestreaming was falling on Ben's shoulders and that Ben shouldn't feel he has to carry the load himself. Ed Hobbs reported that there were already 3 people involved in Ben's training programme. He also advised that Ben had submitted a report to the PCC just before the meeting started which would be circulated after the meeting

ACTION: Ed Hobbs/SLT – monitor situation with services resuming and letter of dispensation time limit.

3. Missional Items

i. Short Reports

5 reports had been distributed to members of the PCC prior to the meeting; Children's and Families Ministry Update, Keystone plan for Lockdown 3, Ministry Report, Staffing Covid Risk Assessment and Youth and Worship Ministry update. Ben had also provided a Comms and Media report that will be circulated following this meeting.

It was agreed to invite a couple of ministry leads to each meeting to give them an opportunity to do more of a presentation to the PCC and to give the PCC a chance to ask them questions. It was unanimously agreed that Keystone (Scott McJohnston) and People Matter (Melanie Whitehead) should be invited to the next meeting which would probably be held in early March.

Martin Smith reported that there is a Covid support group which is coming through the council and that it would be good to have involvement with them. Ed Hobbs confirmed that he is a member of the Covid support group so St Andrew's is already involved.

Steve Foster advised that he had minutes of the Keystone meeting that was held with Scott last week giving a detailed breakdown of what is going on. It was felt that these may be useful when the PCC got to the item agenda concerning the Covid Risk Assessment. Steve advised that he needed to leave the meeting by 9pm.

ACTION: ET/RS – Invite Melanie and Scott to next meeting when date agreed.

ii. - consideration of JW's circulated paper on 'Role of the PCC in relationship to strategy'

This report was circulated before the meeting.

Ed Thompson expressed thanks to James Wakefield for putting together a very helpful document and that it is encouraging that someone on PCC is putting together and thinking about these things. James advised that this was a personal reflective exercise. He felt that it was good to look at how we are using our time and

was asking himself how can God use him to continue to build his kingdom, how can that manifest itself in and outside of work, what gifts has he got that he can use. He said that the document was born out of desire to maximise opportunities and build on what he is doing.

Having reflected, it required him to understand the role of PCC and his role within the PCC. He had looked at documents available in the PCC SharePoint and advised that the first half page is what he pulled out of those documents. It stated that the PCC will provide and input into the strategies and provide measurable goals, however he felt that he hadn't really seen this in action. He looked at the away day and had felt really encouraged at first part of that; setting up systems which has gone really well, appointment of Ops director, restructuring had all gone well. However, he was unclear on what the PCC should be measuring and how? In his work role data was used, but stated that this cannot always be the case when talking about the Kingdom of God. So, he then considered 'What does success look like for St Andrews?'. He advised that the second page is about his personal perspective on the PCC, about having a bit more of an idea about what he is supposed to be doing and how he is supposed to be doing it.

He had considered John 21 - focus of ministry and working with people at St. Andrew's to Matthew 28 - The great commission and getting out there and growing God's kingdom. He felt it was perhaps a very naïve view as he had not been on PCC very long and stressed that they were his own reflections, rather than how PCC is working/not working alongside SLT. Ed Thompson stated that to engage meaningfully with SLT and for PCC to feel valued in the decision making was a probably a problem across all PCCs. Ed Hobbs said that the last 12 months has been extraordinary and that normally the PCC look to have a vision/goal setting day early in new year. It had been proposed to hopefully hold this after easter if allowed to do so.

The PCC then split into breakout groups for 15 minutes to discuss the matter further.

The meeting reconvened at 8.15pm. Matt Cooper joined the meeting at this point.

Group 1 – Steve Foster, Luke Edser and Keith Rushforth

Steve reported that they had talked about the role of the PCC to provide support and to challenge. They felt that everyone had different traits, some would be naturally more supportive and tell you how brilliantly you had done but won't challenge, others might provide stern challenge, but it was important to receive both in equal measure. Keith advised that he felt that the PCC hadn't really got on top of scrutinising the Senior Leadership Team following things that happened staffwise in 2019 and Covid this year. Steve Foster queried that if PCC want that support and challenge, is meeting once every 2/3 months, is that an appropriate mechanism to provide that support? He asked 'Are we present enough to provide that support and challenge?' Ed Hobbs said that he felt that would be a good conversation to be had, but also need to be mindful that although the role the PCC play is vital and important, we recognise that they are all also very busy people. However, he agreed that they must be meeting often enough. Amelia Jerreat stated in response to one of Keith's points that the PCC do need to be aware that sometimes in staff and HR, there are certain things have to be kept confidential and are not appropriate to be discussed in a bigger group, but this doesn't mean that SLT are hiding things. She advised that it is therefore good that within the 6 members of the SLT they also have a degree of challenge and support. Jo Bailey confirmed that SLT don't always agree and sometimes have challenging conversations. Steve Foster stated that it was good to disagree sometimes as long as we can disagree well.

Group 2 – Martin Smith, Sarah Stuchbery, Richard Shere and Martin Hammett.

Martin expressed thanks on behalf of the group to James for his piece of work, he said a lot of information and thought had gone into it. Their group had felt that it was good to have a pictorial way of seeing how the whole church, including the SLT and PCC, fit together and likened it to a tree. It is then possible to see

where each ministry relates to everyone else in the tree. Sarah Stuchbery stated that there is a need to be careful of using KPI's as some things are God's work and that how many are saved are up to him. The group also felt that we should be focussing not only on how many have we reached, but also on how many have we got left to reach. They had also discussed 'Overlay the 5-fold ministry. Making sure everyone knows what the gifting is and has opportunity to exercise the gifting'. Richard Shere advised that he felt it would be helpful if the reports from ministry leads were available more regularly, perhaps one every 3 or 4 months so that PCC can have an idea how they are doing and where they need help/input. Ed Thompson agreed that it is possible and a good idea to have written reports regularly, but have them present to give a presentation at a meeting at least once a year.

Group 3 - James Wakefield, Simon Friend, Sarah Robinson and Chris Cozens

Chris Cozens reported that they agreed with the paper written by James. They felt that it was a strange time and was hard to quantify how the church is doing. They felt that 'Revealing heart of Jesus in the community' is great slogan, but asked 'how do we know we are achieving it?' They felt that due to circumstances recently the PCC had needed to be fire-fighting rather than planning, as meetings are online there had been no time or opportunities to forge relationships with other PCC members. James reported that Simon had asked about goal setting in their group, the information James had found came from sharepoint and said 'The PCC are responsible for compliance and will set and agree clear and measurable goals.' They asked 'Is that an accurate summary of the role of the PCC, that they are responsible for compliance and to set clear and measurable goals?' James stated that the purpose of his document was to say if that is correct, how does he go about doing this? Simon Friend said that James had made a good point and confirmed that under normal circumstances every year there is a vision day which is when they discuss the aims and goals. However, been a really odd 15 months and normally, the PCC would have had those discussions, but not been able to do so in the last 12 months. Ed Hobbs confirmed that goals and targets need to be considered wisely and that he has to report to diocese every year which is a helpful exercise and a measure. Ed Hobbs was currently working on encouraging more people to join small groups which is a helpful figure too, youth, children and some other aspects of the Church can be more difficult as we cannot always tell how much deeper someone is going into their faith, fruits of spirit developing etc. Good questions to be asked around that. Ed Hobbs stated that St Andrew's was passionate about growing. Ed Thompson advised that the PCC journey over last 2/3 years was responding to what charity commission etc was expecting, he confirmed that the framework was taken out of charity commission guidance by Andrew Southall and himself. Ed Thompson stated that he fully supported not just responding to numbers. Martin Smith reiterated that the positive side of how many we reach must be balanced against how many were left to reach. Ed Hobbs said that in terms of the number of people living locally St Andrews was barely scratching the surface.

Thanks were again expressed to James for all his work into the paper.

ACTION: ALL – Discuss objectives and monitoring when able to hold vision day.

ET - Ask ministry leads to produce reports every 3-4 months.

4. Update on Community Centre - report previously circulated (ET)

Ed Thompson referred to the report which had been circulated prior to the meeting. Keith Rushforth drew the meetings attention to use of acronyms; CCC can mean both Cullompton Community Centre and Cullompton Community College, it was agreed to ensure that when using acronyms it should be stated what they stand for on the report. Martin Hammett expressed concern about the main centre carpark, it was felt that a free carpark was being provided for local residents, particularly when some are charged to use the Queen Square carpark. It was also noticeable that it was having a detrimental effect on the carpark surface. Ed Thompson confirmed that there were lots of potholes made and had been made worse by the amount of

traffic. It was reported that the Interim Management Group (IMG) had met last week and that William Wheeler was taking the lead on facilities, including the carpark. Messages would be going out very soon to all people and it was expected that it would be clear by end of month. Concern was also expressed about the builders moving in with no sensible request. Amelia reported that this matter was now in hands of diocese. Jo Bailey advised that it was necessary to take action as the IMG were getting centre ready to be used by paying clients and were aware that the carpark needed sorting and to be suitable. The meeting was reminded that if a secure chain/padlock was used they would need to bear in mind that Bread of Life usually go in at 5am on a Sunday morning. Ed Thompson replied that the IMG were reluctant to use a chain/padlock, but that this could be needed for a short period of time. Ed Thompson reported that Beth, Jo and himself had held a meeting with GX Accounting the previous Friday to discuss grants available which they were starting to pursue, and were quite confident about receiving further grants as the centre had been awarded them in lockdown 2.

5. Finance update (MC)

Matt Cooper apologised for his late arrival. He reported that he had the preliminary figures for the last financial year, but advised that they may change slightly. He advised that the figures were encouraging, that whilst regular giving was down 12% one off donations had been received, thanks to a couple of large ones, were £8000 up on budget, so finished just over £10000 down on budget. He stated that his was an incredible figure in the current circumstances. He then advised that if the Culture Recovery Fund is added in then the final figure is slightly higher, also to add in were savings of £13000 from some costs such as reclaiming furlough payments, delay in appointment of new Youth/Worship Leader, all mean that finish £10,000 up on budget.

Matt confirmed that we would need to continue monitoring this years budget outturn and whilst it could change slightly, was still looking like it would end up without a deficit. Matt also advised that the application for the 'CBIL's' loan had been completed. This was needed as it was not possible to get a bounce back loan as caf bank didn't do it, CBIL's is same but for higher amounts. The preliminary figure they were applying for was £75,000, deficit in budget is £50,000, so the extra would give leeway if the position changed. Although the application was ready, as it is a bank loan it needed PCC approval before it can be submitted. Jo Bailey asked what the terms were, Matt advised that it would be interest free for the first year and be put in reserve account, incurs interest after 12 months, no early repayment fee, can borrow for up to 10 years. Gives leeway if budget prediction does prove to be a bit optimistic. Ed Thompson asked for a show of hands to approve the application to be submitted and this was passed unanimously.

ACTION: MC – Submit application for CBIL's loan

6. HR (EH)

▪ Staff Training - Voices

Ed Hobbs reported that they had been investing into staff training with Steve Foster a session on what kind of leader are they and how do they lead. Another session would be held soon. He felt that it would be a good session to do with PCC at some stage.

▪ Furlough

Ed Thompson started by reminding the PCC that this issue is sensitive and must be treated confidentially. Due to the confidential nature of this item it has been recorded in Part 2 minutes and are not to be published in the public domain.

7. Safeguarding

Ed Hobbs reported that there was nothing to be aware of at the time of the meeting, he stated that the team were doing their best to keep in touch with a number of vulnerable people to make sure they were ok

8. Health & Safety (AJ/JB)

Amelia confirmed that she had updated risk assessments for youth and childrens' work as the site had been moved around, but now meetings were back online. Jo confirmed that risk assessments will be reviewed again when meetings return to face to face.

ACTION: AJ/JB – Risk Assessments to be reviewed when face-face meetings recommence

9. Church Building (EH/AJ/JB)

Ed Hobbs reported that there was a small issue with water ingress close to piano at the front down right-hand side. The guttering had been cleared on roof in an attempt to try to help the situation, but this had not worked. Ed confirmed that they needed to call in a builder to deal with the 'lead' person. He had also noticed 2 large sheets had shifted quite a bit and there was also an ongoing issue with water ingress in tower. It was hoped to apply for grants to cover any necessary work.

Keith Rushforth asked whether the security marking had been done, Jo Bailey confirmed that it had.

ACTION: EH – Talk to diocese about Lead issue.

Ed Hobbs and Ed Thompson both thanked everyone for the input to the meeting and stated that they felt it had been a good meeting.

The meeting closed with prayer at 9.35 pm.

Date of next meeting - 1st March 2021 at 7.30 pm

Actions Agreed

1. RS – DBS Checks
2. Ed Hobbs/SLT – monitor situation with services resuming and letter of dispensation time limit
3. ET/RS – Invite Melanie and Scott to next meeting when date agreed
4. ALL – Discuss objectives and monitoring when able to hold vision day.
5. ET - Ask ministry leads to produce reports every 3-4 months.
6. MC – Submit application for CBIL's loan
7. AJ/JB – Risk Assessments to be reviewed when face-face meetings recommence
8. EH – Talk to diocese about Lead issue