

# St Andrew's

— CULLOMPTON —

## MINUTES OF PCC MEETING: Monday 1<sup>st</sup> March 2021

**Present:** Jo Bailey, Matt Cooper, Chris Cozens, Steve Foster, Simon Friend, Ed Hobbs, Amelia Jerreat, Olly Mears, Elaine Reynolds, Sarah Robinson, Keith Rushforth, Richard Shere, Martin Smith, Sarah Stuchbery, Ed Thompson.

**Also in Attendance for part meeting to report:** Scott McJohnston (Keystone)  
Melanie Whitehead (People Matter)

**Apologies:** Beth Collier, Luke Edser, Martin Hammett, Andrew Southall and James Wakefield.

**Minuted By:** Rachael Smith

The meeting was opened with prayer.

### Declarations of Conflict of Interests

None declared

#### 1. Matters Arising

There were no matters arising not covered by the agenda items.

#### 2. Reports from Ministry Leads

Ed Thompson thanked Melanie Whitehead and Scott McJohnston for attending the meeting to give updates on their ministry areas. He explained to the meeting that they would have 5 minutes each to report and then PCC would split into breakout rooms before coming back with any comments or questions.

##### a. Keystone – Scott McJohnston

Scott explained that numbers attending Keystone groups had changed since last report, as of the time of the meeting, 55 clients had been through the doors of Keystone since March 2020, which it was agreed was very good considering COVID and lockdowns. 21 had attended Tuesday job club, 8 had been to the Friday work group and 5 were attending women's group. Scott explained that when the last report was written, the women's group had not started. It had started on 18<sup>th</sup> January 2021 with 1 lady attending and was now up to 5 people with more expected. Scott reported that some companies had drawn alongside the project and were offering work experience, with the first person hopefully starting the following week and another in the pipeline. He had been mentoring clients by keeping in touch by phone and having extended chats in groups. They were working with council for Friday work group with 8 taking part. He advised

St Andrew's Church, c/o Cullompton Community Centre, Pye Corner, Cullompton EX15 1JX  
tel: 01884 33249 email: admin@standrewscullompton.com  
website: standrewscullompton.com

VAT Number GB 138 6552 90

Revealing the heart of Jesus in the heart of our community

that they were still waiting for salaries to come in to enable an appointment of a women's worker as the application to Henry Smith charities for £86,000 grant had been unsuccessful. However, he reported that he was still waiting to her back from some other applications. In the past, they had applied for a Christian grant with Henry Smith, but this time had gone for improving lives grant as it was felt that they hit more of the criteria.

### **People Matter – Melanie Whitehead**

Melanie advised that not a lot had changed since her previous report was circulated in January. She reported that on average, approximately 18 different people/families each week, benefitted from the Foodbank, split 50/50 between collection and delivery. She advised that they do encourage collection if they can, as it is easier to connect with the clients when they collect than it is when delivering to them. She confirmed that in the week commencing 12<sup>th</sup> April they were hoping to revert to their normal procedures. She was also hoping to overhaul policies and procedures before then, as things have operated differently in lockdown and she is concerned that they have been straying from what they should be doing and felt that it was a good opportunity to remind the team the reasons they are there. She confirmed that they had recently started a facebook page and that she was very grateful for the help of Ben Gaskin in setting this up. It was hoped to make more use of this going forward. She advised that they frequently liaise with CHAT and that all volunteers had received their first COVID vaccine, she expressed thanks to Tracey Adams for coordinating the vaccines.

The meeting then split into breakout groups for 10 mins and then reconvened. The following is a summary of feedback and questions raised

It was noted that Scott was having great impact in the community and doing a great job impacting many peoples' lives. Working with people is never going to be a smooth ride all of the time.

It was queried whether the Henry Smith Foundation had given any feedback on why they had been unsuccessful, Scott replied that they do not receive feedback and were told that they cannot request feedback as there had been over 50,000 applicants for the same grant. He reported that he will be able to reapply to Henry Smith on 31<sup>st</sup> December this year.

How many volunteers were involved in People Matter and what was the diversity. Melanie replied that there were 11 volunteers in total, of which only 1 was male. The majority were middle aged to older women which is something she would like to change. She reported that there were 3 people on the waiting list who want to volunteer and it was hoped that when lockdown is finished this may be able to be taken forward. Jo Bailey queried the balance of volunteers that are church connected, Melanie reported that there were less volunteers connected with St Andrews than she would like. She confirmed that it is made clear in the volunteer's interview process that it was a Christian organisation and that although they do not have to attend church regularly to volunteer, they do have to have a basic support of Christian faith. She reported that there were far fewer St Andrews based volunteers that there used to be and that 6-7 year ago when she had started all leaders were St Andrews based and regularly prayed for people. However, she pointed out that not everyone was comfortable praying for people. She stated that it was a close and very good team, but that keeping it on an even keel, whilst incorporating different people, was hard. Ed Hobbs suggested that they could offer prayer and if the client says yes, they could say they would go and find someone to do that for you. Melanie said that they wanted to offer prayer and encouragement as well as food, but that this had been easier when coffee morning was running.

Had there been any thoughts about having a conversation with the Community College on the possibility of work placements for students from the college to go along on a Friday, they could possibly also help with Keystone on a Friday?

Is there a need to look at increasing volunteer base from St Andrews? Melanie replied that Angela Ford and herself had looked at it in the past, Angela was very conscious of it particularly as she was instrumental in setting the group up. They had decided that word of mouth was a better way of doing that.

Melanie believed that there had been some drift from what they were meant to do, due to the different environment of working during COVID. She felt that it was now time to refocus the group and volunteers.

The Debt Advice Centre was mentioned and Ed Thompson reported that the plan was that this would also be operational in the centre on a Friday morning.

There was a query regarding what the progress was on getting a paid female leader. Scott reported that it had been put to PCC at the last meeting, but that it would depend on when funding was received to cover salaries. He reported that at the time of the meeting the women's group was being run by 2 volunteers, Judy Wincott and Julie Rosewell. It was hoped to move forward as soon as a grant was received to cover salaries.

Ed Thompson expressed thanks on behalf of PCC to Scott and Melanie, commenting that the PCC's eyes had been opened to many things. Ollie then prayed over the services. Scott and Melanie then left the meeting.

### **3. Additional item – Recommencing Services**

Ed Hobbs detailed the proposed plans to recommence services in the church, the plans had been discussed with the staff team and SLT, the PCC's views were asked for their views.

It was originally suggested that, as schools reopen on 8<sup>th</sup> March, the Wednesday midweek service could recommence on Wednesday 10<sup>th</sup> March. After some discussion it was felt that more time was needed for preparations, it was therefore agreed that the midweek service would recommence on Wednesday 17<sup>th</sup> March.

It was agreed that the Sunday services would recommence on Sunday 28<sup>th</sup> March. It was confirmed that the online booking system would still need to be in place with check in at door, everyone would need to wear masks and no congregational singing would be allowed. Livestreaming of the Sunday services would continue. Weddings were discussed, it was confirmed that in stage 2, 12<sup>th</sup> April at the earliest, 15 people would be allowed and in Stage 3, 17<sup>th</sup> May at the earliest, 30 people would be allowed. It was queried whether the church would be open for private prayer. It was agreed that for the time being the church would not be open for private prayer. Ed Hobbs advised that there had not been many coming in to use the church for private prayer and in the COVID climate it was useful to be able to leave up more of the PA equipment and microphones.

Martin Smith asked if it was possible to relieve volunteers of the burden of cleaning after each service by giving each family a squirty bottle and cloth so that they can all wipe down their own seat/pew area before and after the service. Ed Hobbs stated that he was happy to have wipes for people to use if they wished. Sarah Stuchbery commented that it was a great idea, but would potentially work a bit later into lockdown, but not at present. She advised that some of the

people that attend the 9.30 am service, would touch everything, and a volunteer has to run behind them cleaning. She reported that whereas some would do it, some would not cope. Richard Shere stated that he felt it would be excellent to have services ready and open in time for Easter but asked if it could stay at 9.30am and 11am, Ed Hobbs confirmed that it would. Ed Hobbs also agreed that it would be good to be open for easter Ed Hobbs queried whether it would be possible to incorporate communion into the Easter Sunday service at 11am?? It was discussed whether it was possible to use small individual shot size glasses, but Ed Hobbs and Jo Bailey advised that this was not possible as it had been to the General Synod and was against Canon Law. Ed Hobbs stated that one possible option was to dip the wafer and then give it to the person, however if it was a gluten free wafer this would not be able to be dipped in the same receptable, it could also prove messy.

There would not be a Maundy Thursday service and no walk of witness on Good Friday. It was hoped to hold a Good Friday service in the church and it would take the form of a traditional service, there would be 2 services on Easter Sunday.

#### 4. Staffing Updates (EH)

- **Furlough**

Ed Hobbs confirmed that Carrie Tucker had been furloughed, but not Scott. Carrie had been working 10 out of 40 hours and he proposed that this be increased to 20 hours from 8<sup>th</sup> March when children would be back to school and review further as things open up. Carrie had already been contacted by schools for input when children are back. Ed Hobbs has discussed with her and she is happy to proceed on that basis. PCC agreed to proceed on this basis.

- **Ops Director**

It was confirmed that Beth Collier is due back to work on Monday 8<sup>th</sup> March and that initially this would be on a phased return basis. Ed Hobbs would be meeting with her to discuss the detail.

**ACTION: EH meeting with BC to discuss phased return to work**

- **Curate**

Ed Hobbs reported that Marilyn would be visiting Cullompton on Monday 8<sup>th</sup> March to see the house and to see the diocese. She was excited and looking forward to the move and had been helping with Alpha Online. Her daughter had been joining in online with the services on Sundays.

- **Assoc. Vicar**

Everyone agreed that it was great to see Olly back in good health and that it was lovely to have him back on Sunday taking part in the services. Ed Hobbs advised that they were working together on managing his hours with a steady return to preaching. Olly reported that he had had some helpful appointments lately, occupational health was a particularly helpful appointment, at the time of the meeting he was working for approximately 3-4hrs a day. He expressed thanks to everyone for their prayer support and love.

Ed Hobbs stated that he felt the staff all need a holiday as all had been working hard. He confirmed that he would be talking to them about booking holidays and also about the need to stagger them so that not everyone was off at the same time. Jo Bailey suggested the possibility of offering an extra weekend to staff so they get 3 weekends with their 2 weeks off, this would be discussed further at a later PCC meeting.

**ACTION: Next meeting discuss possibility of extra weekend  
EH – Liaise with staff over holiday requirements**

## **5. Finance (MC)**

- **Cultural Recovery Fund**

A report had been distributed prior to the meeting for information. Ed T reported that £52,000 had been successfully acquired last year. There was a need to account for spend so spreadsheets had been produced. He advised that the biggest spend was on things like livestreaming and staging. If anyone wanted any further information they should contact him as he had been minding it in Beth's absence.

- **Draft Accounts for 2020**

Matt commented that he had received the first draft and was pleasantly surprised. He stated that the figures wouldn't be disappointing in a normal year, but this year it was incredible to see the figures that had been achieved. Planned giving was up on 2019, and was £170,000 in 2020. There was a dip in giving, but also new givers coming in saw a rise at the end of year which wasn't expected. Collections were understandably down, down £24,000 on 2019 to £37,000. Overall income was £335,725 which was up on last year, but does include £73,000 of grants that were received; £46,000 CRF, of that some was spent in 2020, but £32,000 of that grant carried over to spend in this years accounts. There were a few other grants; smaller keystone grants, furlough money and one MDDC grant of £5,000. Apart from Keystone, the rest was allocated in 2020 accounts. There was £262,000 income if take out grants, slightly down, but very good figure to have achieved. Expenses were also down as events not on and were £267, 000 which was down £34,000 on 2019. Matt pointed out that this does include that we gave the diocese an extra £20,000 for the Common Fund. There had been reduced staffing costs due to furlough and Josh not joining until September. Matt advised that including £73,000 grant money, funds at year end were £69,000 up compared to end of 2019. Lot of charities would like to be reporting that in the recent climate. Matt confirmed that as had been the intention from end of year accounts, the general unrestricted fund and the designated reserve funds would be combined giving a reserve of just over £100,000. He stated that the intention had been to get it up to 6 months turnover, but that this had not quite been achieved but it still gave a good buffer. He reported that he had received the February giving figures and that more could be joining. He stated that it was looking like there would not be such a big hole in accounts as was predicted.

Matt asked whether the PCC wanted him to apply for a venturesome loan provided by CAF bank. He advised that it incurs interest straight away and that if wanted to apply for £40,000 would get £12,000 as grant, that would not need repaying but rest would incur interest from day 1. Some of the grant would be allocated to cover interest payments and fees, meaning effectively a net grant of £9,500. If we did it would effectively make it interest free. He queried whether still need to go for it as there would now be a bigger than expected buffer? He confirmed that there was originally a predicted £30000 shortfall next year, but now there may not be.

Matt was asked about how much interest it would take out of the grant, he advised that it would be approximately 6% and fees, fees were around £500, it would be around about £2,500 approximately altogether. £40,000 would end up being about £37,500 net of the fees and interest. Matt was asked what would be required as security. Matt replied that he had been advised that no security would be needed, but that he would need to do cash flow predictions for the next 3 years as part of the application process. He did talk to them about

the reserves and had been told that this would help the application significantly. Martin Smith felt that, as the Lord had provided and that the financial situation was not looking as bad as it had initially been thought it be, we should not apply for grant, just trust the Lord in way he has been blessing so far. Simon Friend asked if it was time sensitive, Matt advised that they take applications once a month, and that St Andrew's was provisionally down for consideration in April, the last date they would be taking any applications is June 2021. However, he expressed concern at delaying it as with the bounce back loan, many had left it late and then then closed applications early so they missed out. Steve Foster commented that he agreed with Martin that as there was a significant amount in reserves, the Lord was blessing work of church, he did not feel it was the right thing to do, and that it should be left until a bit further down the line when it may be needed. Matt Cooper said that this grant was one for charities from COVID recovery funds and that it wouldn't be available after June. They had been advised that there was more chance of us getting this one, but that it was only a plan B. Hopefully it would sit in the account for year, would not need it, would then go back. It would potentially make £9500 profit. He confirmed that it is not restricted in same way as CRF. Ed Hobbs felt that someone able to give us £9500 as a gift is hard to overlook. Keith Rushforth queried if it was actually coming out of government money? Is it good stewardship should we do it just because we can, we should have faith? MC replied that it came from CAF bank, loan is issued by them, fund is managed by CAF bank. Not sure if it is a government backed loan in same way as the others. Ed Hobbs reported that with a bill of £7500 for lead roof coming in, he would be happy to take £9500. Happy to go with whatever.

**Vote in favour of not applying 7 - in favour of applying for it = 6.** It was agreed that the vote should be taken again after discussion concerning the church roof.

Matt Cooper asked if the PCC were happy for the accounts to be sent on to the auditor and it was confirmed Yes.

**ACTION: MC send draft accounts to auditors**

- **Financial Procedures**

A report detailing suggested changes to financial limits had been circulated prior to the meeting. All changes were agreed and would be communicated to the teams concerned. However, it was stressed that the limits stated were total monthly spending limits, and not limits for each transaction and that this must also be made clear.

**ACTION: SLT - advise team of new monthly financial limits**

## **6. Church building and land**

- **Update on staging, Lighting and North door ramp – report for info**

Report had been distributed prior to the meeting showing details. Ed Thompson advised that the new stage would be accessible by ramp. It would be larger than current stage but in the same design so it could be removed and stored. The stage lighting would be sympathetic to buildings, strapped to pillars and not as visible. The current North Door ramp had issues for people with poor mobility. The plan is to have a short slope down, then half landing, into church along back, not down the aisle with handrail too.

The stage would be fully carpeted with carpet tiles and carpet tiles would also be on north door ramp. It was initially hoped that all would be by end March, but Felix (company) ramp man had now been advised to shield for 4 weeks so unlikely ramp will be done by end of March. Money coming from CRF for staging and lighting. Ed Hobbs explained that he had

applied to United Charities for money towards the ramp as it's a key facility for people in the town. Hope to get at least half of cost met. The new ramp would mean the loss of 2 very short pews just inside door which would be blocked off by a handrail, but all others would be useable. Keith Rushforth queried whether there would be a need to apply for an Archdeacons Licence. Ed Thompson replied that there was a need to go back later this year with reference to the cameras. Keith also asked if the staging needed faculty, Ed Hobbs replied that the archdeacon had seen it and was very favourable, but some minor alterations may be needed.

- **Leaking Roof**

Ed Hobbs reported that he was waiting to hear from the architect who had put together bids to Virador and to Devon Historic Churches. He advised that there was approximately £5,000 in restoration fund, but that as some bids may require match funding, the more that could be got from grants the better. There was 1 days work needed on the south aisle and leaks near piano. A temporary fix could be done on the tower which could last about 5 years, but will then need a big full re-roof and reangling but not immediate issue. The bill for tower temporary repair and south aisle about expected to be in the region of £6,000-£7,000 needs doing as dripping onto bells and aisle not good.

There was then a further discussion regarding the Venturesome loan following which the PCC were asked to take a further vote on if they would be supportive of an application for the Venturesome loan in the light of the new information. It was unanimously agreed that Matt Cooper should apply for the loan.

**ACTION: MC to apply for venturesome loan**

- **Diocese and Glebe**

Ed Hobbs had received correspondence offering more use of the glebe land, which initially had sounded good. However, on reading the small print it came with a lot more responsibility for maintaining all undergrowth, managing pedestrian walkways and more. SLT had felt that with volunteer teams already stretched it was more than could be taken on. Jo Bailey stated that when there had been problems with some people using of the glebe land, it had been good to be able to refer that to diocese to sort it out. Ed H had therefore replied confirming that St Andrews would prefer to carry on as they had been, paying small rental for use of carparking. Builders were being chased for money for their use of the carpark St Andrew's share would go towards carpark repairs.

7. **Community Centre Update**

Report had been distributed prior to the meeting. Jo Bailey advised that a lot of foundations, insurance, legal matters, work on buildings and maintenance had been taking place in preparation for reopening. It had been tricky working out with social distancing who can use the centre and how it will work safely. It was felt there was a need to retain the original purpose that the building was built for God and for use of community but also needs to make some money, so hard balancing act. Hopeful of CCC taking top floor. Ed Thompson reported that the Keystone women's group and job club who had been using the John Tallack Centre as college had not been there, but can't from next week (8<sup>th</sup>) as schools back. Scott had asked IMG to reconsider their request to use the centre from 8<sup>th</sup> March and this had been granted. The IMG were also contacting other church groups to find out where they are with their plans for recommencing. Keith Rushforth queried the final figure on the report for employment costs and Ed Thompson confirmed that this was the previous cost of employing a manager, admin support and caretaking/cleaning. Jo Bailey stated that going forward they would probably be looking at running costs being around £4000

per month at moment, hopefully 50% of that would come from the community college and the rest from bookings. There is now a need to look at the current operating system is the Limited company right way forward? Any questions come back to Ed T or Jo.

#### **8. APCM Timetable and format**

Rachael Smith advised the PCC of the timetable for both the APCM and the Electoral Roll revision. She advised that application forms for Churchwardens and for PCC vacancies must be handed to the Chair, prior to the start of the APCM.

Ed Thompson reported that there would be 3 Vacancies; Luke Edser was standing down, Elaine Reynolds was moving, and Matt Cooper was stepping down as treasurer. They were thanked for their great contributions. Ed Hobbs stated that he was keen to hear thoughts on anyone to fill vacancies on general role and treasurer. Matt would be doing a handover.

Simon Friend then spoke and advised that he and his wife felt that having moved to the Bickleigh/Thorverton area 18months ago, the time was now right to leave St Andrews and get involved more locally. They did not yet know where they would be going. He confirmed that they would be stepping down from their formal roles but still like to pop along over next 6 months. They would like to stay on electoral roll, particularly as Simon wants to apply for the general synod in autumn so needs to be on electoral roll somewhere. Ed Hobbs stated that he was grateful for all Simon and Judy have done over so many years, support and encouragement both churchwise and personally. He said that they will be greatly missed.

#### **9. Safeguarding**

Ed Hobbs advised that there was nothing to report, couple of ongoing things but nothing that is drastic. Ed Hobbs and Nikki Phillips were monitoring what is coming in on safeguarding emails. Ed Thompson reported that Rachael Smith was continuing work on DBS checks and explained that the diocese no longer accept use of the update service.

#### **10. Health & Safety**

Jo Bailey and Amelia Jerreat confirmed that they would be getting things ready to reopen and making sure no health and safety issues being caused by the leaks. Keith Rushforth expresses concern at the state of the surface of the Queen Square carpark for disabled, Jo and Amelia agreed to look into it. Ed T reported that SLT are aware that the main carpark requires some work to fill potholes etc. which SLT are progressing.

**ACTION: JB/AJ – Risk assessments & health and safety checks for reopening.**

Ed Hobbs then closed in prayer

#### **ACTIONS**

1. **ACTION: EH meeting with BC to discuss phased return to work**
2. **Next meeting discuss possibility of extra weekend**
3. **EH – Liaise with staff over holiday requirements**
4. **MC to send draft accounts to auditors**
5. **SLT - advise team of new monthly financial limits**
6. **MC to apply for venturesome loan**
7. **JB/AJ – Risk assessments & health and safety checks for reopening**