

# St Andrew's

— CULLOMPTON —

## Minutes of PCC Meeting held on 10<sup>TH</sup> May 2021 at 7.30 pm

**Present:** Jo Bailey, Josh Baldwin (part meeting only) Adam Brooks, Beth Collier, Phil Cornish, Chris Cozens, Celia Fox, Steve Foster, Ed Hobbs, Sue Risdon, Keith Rushforth, Richard Shere, Martin Smith, Sarah Stuchbery, Ed Thompson and James Wakefield.

**Minuted by:** Rachael Smith

Ed Hobbs (EH) opened in prayer

1. **Apologies:** Amelia Jerreat, Kayleigh Duke, Olly Mears, Sarah Robinson, Andrew Southall

### **Declaration of any Conflict of Interests**

Ed Thompson (ET) explained the need for declarations of conflict of interest. None were recorded.

2. **Welcome to new Members (ET)**

Adam Brooks, Phil Cornish, Kayleigh Duke & Sue Risdon were welcomed to the meeting for the first time as new members of the PCC. ET then reminded all members of the PCC that all items discussed at the meetings must be held confidentially and not discussed with or disclosed to anyone, unless it has been made clear that it can be shared with the wider church.

3. **Ministry Lead Feedback (JB)**

Josh Baldwin was welcomed to the meeting as Youth Pastor and Worship Pastor, a report was distributed prior to meeting.

### **Youth**

Josh reported that he had loved coming into the role of youth pastor and for the opportunity to work straight out of university. He expressed his thanks to all the teams that he works with, ie youth and worship. During COVID Online meetings had been taking place on Tuesday and Friday evenings. Last Friday had been the first session back in centre for young people in Hillersdon. Tuesdays, they had mainly been covering 3 topics; 1. How to pray, 2. St Andrews stories when members of the church congregation had been invited to join the sessions to talk about their stories, this had included the whole age spectrum. Josh commented that his particular favourite had been Bob Hooper talking about WW2 and his memories of it. Josh raised the query of what was the future of online groups going forward. Even though he was feeling was that back in building once we can was better, in a survey that had been conducted,

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the young people and their parents were unanimously in favour of continuing online. Josh felt that it was important their voices were heard. He stated that reasons could include feeling Covid anxiety, not wanting to miss out if they couldn't attend for any reason, other benefits include it being easier to set up for people who are not local. Another item covered in the survey was concerning Sunday morning groups for the youth age group resuming, children, parents, staff and the congregation were all keen for this to happen. Josh did point out that one issue with this was that if he is 'Worship Leader' on a Sunday morning, he would be unable to be leading the youth groups at the same time. There were helpers that could do it, but not so many on Sunday mornings. He reported that 6 parents had said that they may be interested in helping with youth. He felt really encouraged by that. Following a question he then clarified that at the time of the meeting, Tuesday groups were continuing online and Fridays were back in the centre.

Josh then gave discussion points for breakout groups; 1. If you have managed to look at the survey results, do you see any standout results for you? 2. How soon do you feel that Sunday morning groups need to come back and is it important that all restrictions are gone before we do that?

The meeting was then split into breakout groups for further discussion.

### **Feedback from Breakout Groups**

**Group 1** - Steve Foster (SF) stated that his group felt that Sunday morning groups should resume. They were aware that some volunteers may not be around to help yet and others may be reluctant to send their children/young people along. However as other youth work, schools and clubs were now re-opening it was felt important that the church followed suit. SF asked for clarification on what format each group took. Josh confirmed that Tuesday evenings were covering what Sunday morning normally would do, so when Sunday mornings resumed Tuesday evenings could possibly become more of a bible group, like a home group. Friday evenings was more of a social event.

**Group 2** – Martin Smith (MS) commented that their group felt that it is very often difficult for parents to help in groups that their own children attend, but that they could help out in other groups. It was felt to be very important to help them develop friendships with each other that will last when they go elsewhere. They were aware that with covid a lot of young people were feeling vulnerable about making friendships. It was also suggested that any material that we can give young people so that when they leave St Andrew's they have already had discussions that will crop up with groups such as atheists and humanists so they will be prepared. This could form part of Sunday mornings.

**Group 3** – Jo Bailey reported that they felt it was important that there would be consistency with volunteers used on Sunday mornings, as the young people needed to be able to develop relationships with leaders. Therefore they felt that a small core group would be good.

### **Worship**

Josh advised that the difference between his worship role and his youth role is that even though services have looked different since September, there has been a band in church and they have been able to meet, practice and build relationships. What he had found tricky was growing relationships with people as the worship pastor, as a single guy etc, it has taken a while but now feels that relationships have got to a good level. Since starting he was trying to keep practice night consistent, but is also flexible if need be. He had tried to introduce songs at

consistent intervals, new renditions of songs etc. A new stage was now in place which had meant it is easier to set up and pack down and more space, is was a big win. Livestreaming audio had been a great addition, very fortunate that yesterday was one of the only times there had been issues. He reported that Ben Gaskin had done good job of building up a team and training them up. Over next 3 months Josh would be looking at growing the worship leaders that we have, there were 10 people he felt capable of being worship leaders. However, he was also aware that this needed to be done sensitively, making sure not to over expose people too soon. He was aiming to do more of the whole group music videos, like the death has been arrested one, involving more people. Questions for the PCC to consider – 1. What ways can a congregation be involved with the musical and sung worship apart from singing? 2. Has there been a stand out song that Josh, Ant or Jayne or anyone has introduced over the last few months?

ET expressed thanks on behalf of the PCC for all that Josh has achieved since his arrival. He had joined at a challenging time, it was his first real job and due to COVID had joined at a time when it was difficult to build relationships. He was building on a good foundation and taking it forward. ET thanked Josh for his leadership and said that it was about Josh leading and enabling the group. Richard Shere asked when the 6pm service was likely to restart? Josh advised that this was a discussion that he would resume with EH., no answer at the time of the meeting. Jo Bailey said that what had stood out for her was the breadth of people used in worship both from 9.30 am and 11.00 am, eg Richard, Sue, Andrew etc all mixing together with the 11.00am team had stood out and was a very positive move. Celia Fox (CF) commented that it was really striking how much Josh really engaged with the 9.30am service, not just in tech, but in music and how much he involves older people with the young people in asking them to talk with the young people. Martin Smith (MS) queried about a vision EH had involving ripples for Cullompton rolling out. He asked 'When it would be time to let them spread out and help lead worship at other fellowships?' MS also expressed thanks to way Josh had stepped in to lead at St Andrew's. Josh commented that he was not in a position to answer to that.

James Wakefield (JW) mentioned that Josh had stated he only had 3 months left on his contract, EH and ET both commented that there was no intention of letting him go, but things had to be done formally. JW queried what was the ideal split between the 2 different roles. Josh replied that 50/50 was the best way to go and that it was not necessarily about where he was most comfortable but both are important and if more time devoted to one than the other, one will suffer. Weeks can change according to what is happening in any one week. Chris Cozens stated that he often listens to the service again while cooking lunch to listen to worship again and queried whether there was any way money could be made out of it. Josh felt that this was a really good question and reported that there were usually about 100 views to each video. He said that it was probably unlikely, but if there was an Media & Communications manager there could possibly be a way.

Beth Collier (BC) and Jo Bailey prayed for Josh – BC & Jo B. ET expressed thanks to Josh for the very informative session. Josh left the meeting at 8.25 pm

#### **4. PCC business**

##### **a. DBS Update (BC)**

BC commented that it was incredible to have a full team for the first calendar year. She reported that RS was getting things up to date. However, the Diocese were moving goalposts, so some people may need to be asked to reapply for their checks.

**b. Office 365 (BC)**

BC explained how the PCC make use of office 365 and that everything used at PCC was stored on 365. She advised that if anyone needed anything and couldn't find it, they were welcome to get in touch and ask.

**c. Deanery Synod Member (ET)**

Richard Shere, Martin Smith and Keith Rushforth were the existing Deanery Synod members and there was one vacancy. Members were asked to contact EH if they were interested in becoming a deanery synod member, it involves 3 meetings a year. EH advised that it was an opportunity for St Andrew's to have an influence in bigger area as the Deanery was Tiverton and Cullompton. There would be many big decisions coming up in future years. Members also get the opportunity to vote for Deanery Synod and Diocesan Synod members.

**Actions: EH/ET To sort Deanery Synod Member**

**d. Diocesan Synod Rep**

Andrew Southall was rep until end of July. But it was explained when his term finishes, the PCC don't get the right to elect someone, it has to come from deanery synod. EH advised that anyone can stand, they don't have to be deanery synod member and that once elected, they are automatically members of every branch below.

**5. Finance (BC/ET)**

**a. Update on Budget 2021**

BC shared screen and pointed out that she was not the treasurer. There had been an increase in monthly givers. Giving had been consistent, but was not quite up to date in April, due to stripe. More people had changed to stripe which made administration easier and quicker. TA/BC would like to send out a monthly report to PCC from quickbooks which would highlight larger income and expenditure amounts. BC reported that the Venturesome Loan had been accepted and that it could be drawn down when ready for it. She reminded the PCC that £30,000 was a loan and £10,000 was a grant. There was £1,600 income left to come in from stripe for April. Income is quite consistent.

Expenses – A lot of the expenses figures had been clouded by Cultural recovery fund (£52,000 which went through various budget lines) BC advised that a breakdown was available if anyone wanted it. BC agreed to email the document which was shared to PCC and advised that it was already in the sharepoint folder. Things were running roughly at £10,000 loss, although this was better than it was originally predicted. ET commented that it was encouraging that membership are signing up to give and that it had been challenging for EH to do giving talk when not in building. SF queried whether using Stripe was worth it as he understood they took 1.4% of every transaction? BC replied that for those who want to use it, it is really convenient and it also saves a significant amount of admin time. She reported that TA/BC want to investigate contactless giving, but would need the PCC to discuss it as there could be objections, but people are now use to contactless. When BC did the finance when Wendy Jelly had been off she spent 50-60% of her time counting cash, reconciling cash etc. The quickbooks software was now in use which had transformed things and does automatic bank reconciliation. SF agreed that if it is saved that much time then it was worth it. BC spoke about the envelope scheme and advised that there were 15 envelope givers left, numbers had reduced dramatically. BC would be encouraging PCC to get rid of envelope scheme. SF agreed that a contactless machine was a good idea. ET stated that he had spoken to one or 2 smaller

companies and they had informed him that contactless does cost as they take 3-4%. Sarah Stuchbery (SS) felt that envelopes need to be continued for many of the ladies that attend the 9.30 am service as they would not change to another way of giving. She queried whether it was something that we can afford to give up at this stage if they would not give any other way. CF also mentioned that some people will pass on envelopes to others to hand in if they are not able to get to church. EH stated that he thought contactless idea is good for the future as not so many carry much cash these days. CC reported that a lot of churches where they have card readers say the benefit is from people who pop into church in the week when it is unlocked rather than the regular givers

**b. Treasurer**

ET asked EH if there had been any progress on a treasurer. EH would like to approach a number of people already on PCC to see how they felt about it and advised that it was now more of a financial oversight role. It was not an accountant role it was more of a chief financial officer role. EH to approach a couple of people on PCC, but advised that if that doesn't work out the PCC can co-opt people onto PCC to do it.

**ACTION: EH/ET to sort treasurer**

**6. Outward giving**

**a. Update on OGT**

EH advised that as the 2020 giving wasn't signed off until November 2020, 2021 had been signed off at same time. The proposal for 2022 had now been drawn up. There were some changes. Looking at strengthening links with overseas partners, Matt Jerreat was producing an online form and £1000 had been put aside to help people visit each of Kenya and France to visit Ben, Brian and Chris Clarke and Bulgaria had also been added to it. As at 31<sup>st</sup> December there had been £29,600 in OG fund. £22875 transferred for 2020, £6725 underspend over a few years. Some had been kept back for trips, some just not spent. 2021, £21120 assigned for paying out now, TA started paying out, list in APCM booklet. £1000 Love Cully for Bulgarians won't be paid out until needed, if at all. EH will post proposal for 2022 in PCC sharepoint. If interested in being on OG team, let us know. Meet couple of times a year and also help raise profile of the different groups they support.

**ACTIONS: EH to post proposal for 2022 OG in PCC sharepoint**

**b. Budget**

BC to Share updated pdf

**ACTION: BC to share updated budget with PCC**

**7. Weekend Away (EH)**

EH reported that things were still being investigated and that there were a number of options. EH had been out to farm and BC had booked to go out to the farm. One of the issues being investigated were their insurances. EH asked do we think camping is a great, fun idea? Do we think doing a weekend is stretching to far, or should we do just a day? Should it be just a fun weekend or bible input too? SF queried where the farm was, EH advised that the location would be near Broadhembury. As this was local if did do a weekend, those that didn't want to camp could come out and join in during the day if they wanted. Date probably last weekend of July/August. Could be issue livestreaming Creationfest there. Could be held on a different weekend but it was felt that it would be good to line up with Creationfest. JW advised that

would be same weekend as altitude, EH replied that the Isaacs had stated that most weekends overlap with something. Keith Rushforth (KR) said that he was in favour of camping. JB felt that it was an amazing idea, but also mentioned that due risk assessments that would be needed and the logistics side also thought that it was a lot of work in terms of capacity of staff team to fulfil it etc. She stressed that she was not wanting to be negative, but thinking about a team who have worked flat out for over a year now. EH commented that there were are other things could be done eg through summer holiday, when allowed more than 30, on a nice day have picnics in the churchyard. CC queried how many people would come this year with everything that has gone on and asked whether something on a smaller scale, locally could be done this year eg making use of churchyard, cca fields and then to get a small team to start planning next year now. EH stated that there was a bonus this year in that people would not be going to New Wine this year, so ideal to do it this year, but could do local if feel it would be better. He wouldn't take it personally if we couldn't do it or thought that people wouldn't want to do it or if too big a thing to organise now. But had mentioned it as if going to do it, need to start organising it now. ET stressed that organisation of the weekend cannot fall to the operations team to organise/deliver and that it would need a team from PCC and other church members. EH asked that if anyone is keen to see it happen and help, please let him know. BC agreed to do a brief report following her visit to the farm and advised that one of main reasons for the visit is to test wifi. They also hoped to have heard from the insurance company etc by then. She felt that it was doable, but was a case of how doable in time we have got. Martin Smith stated that he felt it was a bit soon, he would love to do it, but next year.

**ACTION: BC to do and circulate report following her visit to the farm**

#### **8. Community Centre Update (JB)**

A report was distributed prior to meeting. JB commented that it was an interesting and exciting time. IMG wanted Cullompton Community Centre (CCC) to be a bridge to church, benefit to local community and that is at heart of what they are trying to do. They were in a phased reopening and were not open to all yet. They were making decisions on what is right to have in centre at moment. Lot of repairs and maintenance had been carried out, banks sorted, legionella training undertaken. It had been exciting to see toddlers and debt centre started and now the first paying clients had been in. It was great to be open for elections as lots of people had been through the doors. People running the elections had been very positive. There was a need to secure short-term staffing and an advert was out for a part-time short term contract. In process of thinking about future governance. Andrew Southall had originally wanted it to run as a charitable organisation, but diocese weren't keen so this could be revisited. IMG is interim, not permanent so there was a need to look at how goes forward with new directors etc. There was a need to establish a new client base to get money coming in as well as from the church use. ET reported that one of things under discussion was running costs and this had been taken to the SLT. Focus is the need to clean down after every event to maintain covid clear environment so a COVID premium had been introduced for all users. It worked out at about £5. As consistency was needed, the centre staff need to do it after church use too. EH advised that when centre was first set up, an agreement was in place between the Church and CCC giving use of 2 mornings, 2 evenings and a number of Saturdays without church paying as the Church had put a lot of money and time into the building of the centre. Outside of that time the Church was looking at extra room rental as the number of activities it uses it for won't fit into the free time. Ministries had confirmed there were happy to pay and it was right that we should pay for covid cleaning. EH commented that some staff felt that it was nice at end of a 3hr session not to have to clean. Costs would be about £2000 room costs and £2000 cleaning costs each. EH confirmed that the IMG/SLT were also looking at rent review for the church office space as the current level of rent had been fixed for a number of years, when it is negotiated they will attempt to fix it again. BC expressed thanks to JB and Mark Bailey for all the

work at the centre and stated what a difference it had made. EH confirmed the the IMG was an Interim and that it was not ideal long term for 2 members of SLT to be on both IMG and SLT. It was hoped that this would be resolved by end of year. ET and Andrew Southall would be talking to the diocese soon about a change in the operational structure as they needed to be involved, this would then help form the decision on going forwards as a community organisation which, in turn, will also open up opportunities to apply for more grants etc. EH stated that although big conferences did bring in money it didn't meet brief of being a blessing to the local community. It was a return to the original vision of the centre. ET advised that a lot of good income came from events like wedding receptions, private parties, other events etc which was serviced by volunteers and only one staff member. Will be remit of new board to look at this, however, IMG are not planning on going down that route, events were costly in terms of peoples time. JB commented that a lot of income also came from food, which at the moment is not being done due to covid and team not at capacity. MS stated that this was a great new opportunity as centre is now on much better financial footing with no outstanding debt, so can now afford to have a new vision of making it available to the wider community.

**ACTION: IMG/SLT review church office rent**

## **9. HR (BC)**

### **a. Extra Sunday (Ministry Team) and extra day (Operations team)**

JB proposed that, in recognition of time energy and extra things staff have put in over the pst year, they be offered an extra days leave during the current holiday year. Ministry staff could use this to take an extra Sunday off if they wish, others could have an extra days holiday. The PCC voted on this and it was carried unanimously.

**ACTION: Line managers to advise their teams of the extra day**

### **b. Staffing structure & hours**

BC advised that there was a need to look at a couple of contracts for September. If continuing needs to be made official, Josh Baldwin, the operations team restructure also needed reviewing/confirming. ET and BC to review and bring report to next PCC.

**ACTION: ET/BC to review Josh B and Operations Team contracts**

### **c. Furlough updates**

One member of staff on furlough, only 10 hrs furloughed now, working 30 hrs per week. EH to discuss with the staff member to look at whether furlough was still needed.

**ACTION: EH to review whether furlough still needed with staff member**

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

EH reported that there were no major issues, just a steady stream of minor things. Nothing causing alarm at moment. BC commented that the church saferecare programme was brilliant.

## **11. Health & Safety (JB)**

JB confirmed that all risk assessments had been updated for reopening. JB was meeting each ministry team lead as they restart. Work was still progressing re north door ramp, ET had chased last week and reported that work should be carried out in the next 3-4 weeks. Risk assessment will need to be reviewed once the work is completed. BC advised that EH/BC were looking at accessible seating as the stage and piano had impacted on this.

**ACTIONS: JB/AJ to review risk assessment once ramp installed  
BC/EH to review accessible seating**

ET confirmed that a gift had been given to M Cooper as thanks now that he had left.

SLT – to send list of sub-committees and who is on what to everyone, then all can think about what they would like to serve on.

**ACTION: SLT to circulate list of sub-committees to PCC**

## **12. Date of next meeting**

ET confirmed that EH is keen on Visioning session planning. Provisionally booked 26<sup>th</sup> June morning, gather PCC and staff to continue to plot way out of covid 8.30 – 12.30 approx.

**EH closed in prayer 9.40 pm**

### **ACTIONS**

- **EH/ET To sort Deanery Synod Member**
- **EH/ET to sort treasurer**
- **EH to post proposal for 2022 OG in PCC sharepoint**
- **BC to share updated budget with PCC**
- **BC to do and circulate report following her visit to the farm**
- **IMG/SLT review church office rent**
- **Line managers to advise their teams of the extra day**
- **ET/BC to review Josh B and Operations Team contracts**
- **EH to review whether furlough still needed with staff member**
- **JB/AJ to review risk assessment once ramp installed**
- **BC/EH to review accessible seating**
- **SLT to circulate list of sub-committees to PCC**