

St Andrew's

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Minutes of PCC Meeting held on Monday 15th November 2021

Present: Rev E Hobbs (EH), Ed Thompson (ET), Amelia Jerreat (AJ), Beth Collier (BC), Phil Cornish (PC), Jo Bailey (JB), Marilyn Sanders (MS), Keith Rushforth (KR), Adam Brooks (AB), Sarah Stuchbery (SS), Sue Risdon (SR), Kayleigh Duke (KD), Richard Shere (RS), Martin Smith (MS), Steve Foster (SF), Chris Cozens from 8.40 pm (CC)

1. **Apologies** – S Robinson and J Wakefield

Rev E Hobbs opened the meeting with prayer.

2. **Declaration of any Conflict of Interests**

Jo Bailey and Ed Thompson both declared an interest in the item concerning the Community Centre as members of the IMG. Martin Smith also declared an interest in the same item. Beth Collier declared an interest in the items concerning staff pay award and staff Christmas meal as a member of staff.

3. **Confidentiality**

ET reminded all present of the need for confidentiality and also that there are occasions when sensitive things must not be disclosed even after the minutes are made public.

4. **Matters Arising from PCC meeting 20th Sept**

a. **SLT review accessible seating provision**

Not undertaken yet, to be discussed at next SLT meeting.

ACTION : SLT review accessible seating provision

b. **EH to discuss treasurer role with potential candidate**

EH reported that this was looking promising and that EH & BC had both spoken to the prospective person. EH to follow up with them. He reported that he had also been approached by someone else who has done it elsewhere in the past, but are relatively new to St Andrew's.

ACTION : EH to follow up with prospective treasurer

c. **BC/RS/KEYSTONE - Commence recruitment process.**

BC reported that the advert was now out on social media and there had already been two enquiries. SM was trying to word a document to go with pack to inform candidates of what Keystone was all about which had not been received yet. BC had found the project proposal which went to PCC at an earlier meeting which may be able to be adapted for the purpose.

ACTION : BC/SM complete recruitment pack

d. **Church Bells**

CC reported that he was in the process of drawing up documents and will be approaching people for quotes in the early spring.

ACTION : CC obtain quotes and report back to PCC

5. **Review on discussions held at PCC meeting in January on 'The role of the PCC in relationship to strategy' – (see Appendix A)**

JW had approached both EH & ET asking what progress has been made since his paper in February 2021. JW was going to lead the discussion on this agenda item but was not able to be present. ET had offered to postpone the agenda item to the next meeting, but JW didn't want discussion deferred. The question was whether the PCC was fulfilling its role of providing input, direction and performance management.

The PCC split into breakout groups to discuss. Group 1. ET, EH, AB, SS. Group 2. KR, AJ, PC, MS. Group 3. MS, SR, KD, RS. Group 4. JB, BC, SF.

a) **Is the PCC currently fulfilling its role in providing input and direction into St Andrews strategies?** SF/BC reported that Group 4 felt that they were in some things, but not in others. PCC can't be involved in every decision on operational level, but could be on a strategic level. PCC should provide support for SLT but also challenge for SLT if necessary. He stressed that the PCC trusts SLT to make decisions on many things without issues, but if they see a wrong decision they should ask to talk about it. AJ queried whether SLT should be thinking about whether something is operational or strategic when discussing things? BC agreed that SLT should look at whether things are triaged properly? SF stated that he didn't know if that was strictly necessary. ET felt that it was about closing that loop and may well be necessary. ET commented that when operational things are being discussed people want to be a lot more involved in the decision making. It was noted that SLT haven't always been good at feeding back what they have implemented or decided.

MS agreed that they had great confidence in the Senior Leadership Team and it's staff. Strategically they were hoping SLT continued to pray about what direction everything should go in. RS pointed out that he and SS were both encouraged to come on PCC as reps of 9.30 am congregation, but several people were unaware that he was on PCC and what that meant. The subject of feedback is missing. It was suggested that maybe PCC could contact various parts of congregation asking how they feel about things and whether they felt their gifts being used. It was queried whether the congregation all knew what PCC is and stands for as if not from Anglican background they may not do so. It was suggested that a slot could be done in both a 9.30am and 11am service, explaining what PCC is including it's role and objectives, PCC members could go up the front so the congregation know who they are and who to raise issues with. ET stated that a good PCC should be able to go and talk to members of the church as MS has said. MS said that doing this would let the congregation know that their opinions are valued. RS stated that in the past, photographs have been taken of PCC members and placed on the board so that everyone would know who they were. EH suggested that it would be good to do this annually post APCM and to get whole PCC at both services to raise the profile of PCC.

KR stated that looking at these things now was unfortunate timing as it was not a fair test due to the way things have been for the past 18 months. EH reported that a church in Weston Super Mare had 5 key values and that was what they used to measure. AJ felt that it would be useful to put KPI's on as measure. EH suggested that PCC meetings revert back to business. He suggested having two meetings a term, one about strategy and the other about business. He pointed out that it would mean there would be a longer gap between the business meetings, so PCC would be trusting SLT more. ET replied that SLT would need to feedback to PCC on what they had done between business meetings. BC commented that she liked the idea of SLT feeding back to PCC more. MS commented that PCC meetings used to start at 7pm -7.30 pm prayer and

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worship before meeting, Coffee 7.30 pm and meeting starting at 7.45 pm. He liked that as it put everyone in the right mindset for the meeting. It was agreed that it may be good to restart this.

ET stated that during the last 18 months some very good things have happened including the £53,000 BC applied for, and that PCC were involved in shaping and deciding how it could be used. KR agreed that is the main thing we have achieved. BC commented that we had also had a restructure. ET reminded the meeting that there was also a successful vision morning last June which produced the 3 key aims. There are several instances where there has been good input where PCC have helped shape the strategies. He also felt that the PCC needed to be more public about what happens and need to think on how we communicate. He stated that it was not the vicar's job to do that. MS queried how much from the vision day have we been able to feed back to the congregation? EH replied that he did give some feedback in church the following Sunday. ET mentioned that the outcome was also there in the series of sermons that had been held which people seemed to have been enjoying. MS commented that we need to keep dropping in conversation that we are acting on the priorities, for example mentioning that EH was going on the youth weekend as that was one of the priorities.

b) What input and direction would you like to have and is that happening? How does it relate to SLT? Is it currently fulfilling its role in measuring performance?

MS said that he would like to know the number of new faces that come more than once. Not sure how to do that and whether welcome team would help? BC explained that we have a newcomers flow in Churchsuite, Marilyn collects the welcome cards from the postbox at the back of the church, office staff then put the information into Churchsuite and it goes into the flow. The flow includes things like invitation to connect supper, connecting them to a house group and more. EH stated that a good thing to come out of a vision day next January would be to decide what the measurable things should be and how to measure them. SF felt that there are already measurables, but also that a lot of things more difficult to measure such as 'are people coming in door to get free coffee and have good time or are they being transformed and benefitting from coming'. He used Marilyn's first talk as an example as he had felt that it was fantastic, but didn't fill in feedback form, so no one would have known that he had thought that and what the impact on him and his life was. Just because we can't measure something very easily it doesn't mean that it doesn't have equal value to something that you can. Amelia suggested that we could put up sign saying please give us your feedback. EH pointed out that some churches have an annual survey asking for feedback, AJ replied that the problem is that people quite often can't think of things like that when they need to. ET said that when the vision day early next year has been held the subject can be progressed further. All agreed that getting feedback from SLT to PCC is important

It was also mentioned that the beginning of PCC meetings used to start with an encouragement of some sort.

ACTION : PCC/SLT discuss further following January Vision Day including spot on PCC and PCC members in the morning services.

6. Update on Focus Priorities (EH) (see Appendix B)

a. Refresh – Reconnect, Renew, Release

EH felt that the series had been well received and had been gathering momentum through the term. The series was finished in the morning services, but there was one more to go in the evening. EH

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said that he would be grateful for suggestions for next term series and that he would be preaching on visioning/giving early in the new year.

b. Children and Youth (especially youth)

EH reported that this was building but that it would take a while as they were some of the groups affected the hardest. Pre lock down there was just under 100 attending, currently just under 30. About half the number of children/young people than pre-covid. Youth weekend coming up is part of trying to prioritise it, it was being heavily subsidised due to a grant. At the time of the meeting there were 24 booked to go which was very encouraging. He stated that rebuilding numbers would be a long job. All agreed that Josh's report was very helpful.

c. Prayer

EH stated that this is the priority where the least amount of work has been done on so far. EH/MS have had conversations on where to go. The 6 service was partly achieving it and they were also to set up a prayer station in church. He was looking at some form of new prayer meeting in new year. There had been a night of prayer planned, but it didn't happen, so will be looking at it going forward. Tony Bryant's report was very helpful identifying both his passion and the challenges. MS commented that TB had a real passion which he has shared a bit before. ET then handed over to MS to lead the next part of the discussion on prayer. MS reported that 6-7 years ago when Saxon Fields was completed, Judy had been involved with traumas some families had been having and as a result got involved with families. About 4 yrs ago on a Love Cully weekend they had put on a barbeque at no cost and had built lots of relationships. Although the estate was attractive it had no centre or focus. The Scout Hut was located in middle of the top part of the estate. Judy had a vision of using the Scout Hut to get people on the estate together. The Monday morning prayer meeting was now meeting there, 15 had attended that morning.

On a Sunday early in November someone had had a vision of a clock with the time coming up to midnight, they had taken that as a message that now was the time for action. 10-12 people were willing to put on a coffee morning and would just say come and meet together if would like to. No input would be needed by PCC, people could then be signposted to St Andrews if PCC want to rubberstamp it to make it a St Andrews event. Possible opportunity for craft work, but not really sure going forward. Scott had confirmed that he would be happy to go along in case his Keystone activities could be useful. **He asked if the PCC would like to support it in principal.** KR mentioned that seven years ago they were thinking of it as a 'church plant'. MS mentioned EH's vision of ripples going out and wondered if this is one of the ripples. PC thought that the Coffee morning was a brilliant idea. AJ asked how often they were thinking of holding it. MS replied that Nikki Morgan wanted to start on 4/12 as Richard had the day off. Then probably nothing until after Christmas, but it would depend on the outcome of the first one as to how often they would be held. EH mentioned that they were in the process of getting credit card fliers done with details of Christmas Services which may be useful for them to have some of. It was felt important that the committee who would be running it felt part of everything and not that they are out doing it on their own. JB commented that they would then come back to PCC to discuss next steps. MS advised that they were not being charged for use of the hall for prayer meetings. KR pointed out that as the discussion would be minuted, the activity would be insured as a church activity. BC agreed to discuss publicity with MS separately.

PCC agreed happy for it to go ahead. MS was asked to feedback how it went to next PCC meeting and keep informed in meantime.

ACTION : MS/Committee to organise coffee morning for 4th December 2021

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BC to talk to MS re publicity

MS to feedback to PCC on how it went and proposals for going forward

7. Ministry Reports

The following Ministry reports were circulated prior to the meeting:- Children and Families, Youth, Worship, Comms and Media, People Matter, Prayer Ministry, Debt Centre, Silver Tops, and Coffee morning. A report had not been received from Keystone, but the minutes of the last support group had been circulated. All agreed reports were very useful. R Smith to send thank you emails to all. It was also suggested that the reports be put on the website, R Smith also to request permission for this from the report authors. BC suggested that there could be cards so people can access the scanned reports.

ET asked who PCC felt should be invited to the next meeting? Keystone, People Matter and Youth/Worship have already attended. AJ suggested that this decision wait until after the January vision meeting when it can be more strategic. KR mentioned that it would also be good to think about length of time slot individually, according to the ministry as some would need longer than others.

ACTION : PCC Secretary to email thanks to report writers

PCC secretary to request permission for reports to be put onto website

PCC, after vision day, to discuss who to invite to PCC meeting

CC joined meeting at 8.40 pm.

8. Finance (BC)

a. 2022 Draft Budget Proposal

The draft budget was circulated prior to the meeting. Bank balance as at the time of the meeting stood at £708.30, there was £155,871.45 in the gold account, the 30-day account stood at £20381.71. KR asked whether higher interest was paid on the gold account. BC replied that yes we did, but still not very high. BC pointed out that the balances did not include assets. She referred to the Fund Balances sheet which was distributed prior to the meeting (will get a new one every 6 weeks in SharePoint); Designated fund £322,118 total, restricted funds £483,018 total. BC advised that Neil Williams had advised to keep funds low and spend where we could. BC pointed out that there a few pots that had quite a lot of money in that could do with spending. PCC as trustees are responsible. She reported that the car park fund had £1,500, Outward giving account =£12010 which included carryover from last year. BC advised that it was essential to give away the carryover by the end of the current year. Restricted fund – People Matter stood at £12,744 and they have just secured grant £2,500 for vouchers for Christmas. BC queried who was responsible for spending People Matter money and how it was being spent. She advised that although it was PM money, the PCC as trustees were still responsible for ensuring it is spent correctly. Coffee morning fund was a designated fund, not restricted and stood at £1,135. BC advised that the money comes into the General Fund, and is not restricted so PCC can choose where it is spent. But Coffee Morning have their own committee so they tell us where they want the money sent to e.g. air ambulance. Just found out it is not restricted, so who is in charge of where it is going? Where is the governance? They want to give £100 per month to the centre, but the centre invoice them for use of the centre, so they cannot give to the centre due to charity commission regulations. MS proposed that the PCC delegate distribution of the coffee morning funds to the coffee morning committee as they see fit. BC replied that a solution was not needed tonight, but need to think about it. ET – could delegate but they would need to report it back, would need to run it past the accountant, same could apply to People Matter. He stressed that PCC need to make sure financial procedures are followed correctly. SR suggested

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that coffee morning could put a note up by the collection pot saying where money is going each week. It was advised that they used to put in annual report who money had been donated to. BC asked whether the issue could be revisited. ET proposed that SLT could come back with a proposal.

BC reported that since September, giving was down by £500 per month, including new givers. Gift aid to Sept = £106,000. Total, including non-gift aided is £160,000. So about 4% down. (ET). Toddlers received £500 grant from Action for Children for toys. Arnold Clark Community fund had given People Matter a grant of £2,500. There was also a £10,000 legacy due in 2022 that was not restricted.

Draft budget 2022 £23,600 short including the £10,000, but doesn't include the extra £10,000 due to be paid to the Common Fund.

ACTION : SLT to come back to PCC with proposal re coffee morning/people matter funds

b. PCC revisit common fund allocation (£140,842 requested for 2022)

EH reported that whilst St Andrew's had previously benefitted from a positive negotiation with the Diocese, the proposal for 2022 was that we had been moved from band B to band A. EH had already complained about the impact of this on church finances. NW admitted that if the bands were based on finance only, St Andrew's would go down about 3 bands. EH had looked at participation numbers again and was at 250 pre-covid. The reality of people returning is that the 9.30am service numbers have held up well. However, the 11.00am average is now 140 instead of over 200. The criteria is that people must attend at least once a month. EH would like PCC support to go back to Neil saying we have evidence, post covid that participant number should drop by about 50. Costs £600 for every participant, so if 50 were taken off this would save £30,000 over 3 years. EH stated that it was a 3-year rolling figure and now he has evidence to reduce it. Neil was already aware that larger churches are feeling post covid bump more than smaller churches. Larger churches have a lot on the fringe, who attend without giving in any serious way. EH would like to organise meeting with Neil. BC advised that £600 per person pa, was £11.54 pw per person and we are not getting that in. RS also queried how many churches provide both Youth and Childrens' facilities? EH stated that if we were to pay Common Fund in full, the only way to do that would be to not have Childrens/Youth worker which isn't feasible. Reducing participant number doesn't have any other impact other than on the Common Fund. If we paid 100% of Common Fund the deficit would move from £23,000 to £34,488, not including the £10,000. It had already moved from £126,000 to £130,500 and had already been increased to this in budget, but has now been increased to £140,842. EH wants to go back to him and say this but not pay it all. EH stated that this is the rainy day to spend some reserves, want to say that St Andrew's are happy to pay our share, but not right to go up £10,000 whilst numbers and income going down. The problem is that the more you grow the more you pay. ET and EH commented that there was a need to be wise and not blow all the reserves in year 1 of the tricky time, but to save some. EH asked whether PCC were happy for him to go back and have a robust discussion with N Williams re CF. All agreed EH to do. JB commented that an acknowledgment from diocese was needed that we have worked really hard to keep paying in full etc. EH stated that St Andrew's was about the only church that had managed to carry on paying in full.

ACTION : EH to get back to NW re Common Fund

- c. **Salary increases** – BC had discussed salary increases with Tory who advised that if increased by 2% there would be an additional cost of £2,003.66. Paid staff would have the increase from 1/1/22, if not resolved by then it would be backdated.

ACTION : BC to contact Tori concerning impact of increasing wages in line with Real Living Wage

d. Fees for 2022

The Schedules were sent out prior to meeting. It was advised that they moderately affect what is charged for weddings and funerals. If we kept fees as at 2021 level, would be more in line with discovering shouldn't have been charging VAT. It was agreed to keep fees unchanged. A discussion was held regarding the charging of VAT. RS had asked other bell ringers and only one other charged vat. EH replied that it was linked to an issue with the Centre and the church had needed to register. ET advised that advice had been received by the CCC regarding any risk with regards to having to repay the vat relief and that this was ok as the time limit was 10yrs which is where we are right at this point. BC stated we should draw a line in sand. She also advised that Tory was also anxious that if we draw attention to it, we may end up paying back some for this year. BC to discuss with Tory. ET told BC to ask him is she needs further assistance on this as he has contacts given by Neil Williams

ACTION : BC to contact Tori re VAT and whether to de-register

e. Outward Giving for 2022 (Appendix C)

Report distributed prior to meeting. EH advised that the next meeting was due to take place in early December. Some money deliberately sitting there as they would like to help fund some trips when they are allowed to places St. Andrew's supports abroad. Also, in the past some gap years have been funded which obviously haven't happened in last 2 years. Always keep a little bit back. BC queried whether it was wise to fund Keystone and People matter due to state of current state of their finances. BC agreed to send report back to committee with comments prior to their next meeting. Tory had also queried how can the Outward Giving committee give to internal committees? EH advised that in the case of Keystone they did not feel that they could give to Bread of Life and not Keystone just because one was a church ministry and the other wasn't.

ACTION : BC to send report back to Keystone with comments

f. Recipients of this year's Christmas collections

EH reported that they would love to fund a project in Kenya where they are training up workers who go into the slums to speak to people and could also split with Bread of Life if PCC felt this would be a good idea. All agreed that it should be split between Kenya and Bread of Life.

g. Staff Christmas Meal

BC had declared an interest in this item so did not vote. ET reported that SLT would like to propose that PCC fund a Christmas meal for the staff out of PCC funds. Probable cost £250 - £300. This was agreed.

9. Community Centre ET/JB (report circulated)

a. Update on recruitment to Directors and Posts

Closing date for employed posts was today 15th Nov. 8 applicants for manager. 10-12 for finance – more for other post. Shortlisting taking place on Wednesday. SHINE is making progress on directors.

b. Church Office Rent Review

A report was circulated a couple of months ago saying Church office rent had not increased for 6-7 years. It proposed that from 1st January 2022 office rent increased from £450 to £515 which is what it would be if had gone up each year in line with inflation. It will then be linked to inflation going forward. Room hire increases are also going up about 5%. JB & ET left the room at this point having declared an interest; PCC agreed to accept the office rent increase.

c. Working Capital Loan

ET reminded the PCC of a previous discussion when it had been advised that the Community Centre should have about 1 years' worth of working capital in reserve. About £72,000 coming in each year is needed. Need £60,000 reserve, but are £30,000 short. Could this be underwritten by church in reserves. IMG had compared costs with Beehive in Honiton and Newcourt in Exeter to ensure their charges were realistic. ET pointed out that the safety net might not be needed, and that the proposal could be underwritten but only drawn down if necessary. ET/JB left the room for discussion to take place. MS also declared interest and didn't vote. KR stated that he was in favour of St Andrew's underwriting the £30,000. EH pointed out that if they didn't and business goes under they stood to get a bankrupt building and its costs back. He said that the reality last time around was that St Andrew's pumped £120,000 into it and had got it all back over time. Now a lot more is known about how to make it work. Even with nothing going on in the building, costs were still about £2000 per month. KR proposed that PCC agreed to underwrite it and only give it if it is needed. EH stated that PCC need to be aware that they could lose it, but BC commented that could happen anyway. Churchwardens automatically go to shareholders meeting with the new board, so we will know what is going on. Agreed 11 voted in favour, MS abstain due to declared interest, ET/JB also abstained due to declared interest.

10. Safeguarding - Safer Recruitment and People Management

BC briefed PCC on changes to Safer Recruitment/DBS processes being implemented from 4/1/22. Responsibility for completing the DBS process was being passed from the Archdeacon to the ID Verifiers. SLT need to nominate a 'Lead Verifier' who will receive all the emails. BC also read out the list of everyone who needs to do the online Safer Recruitment Training including All line managers, ID verifiers, anyone involved in recruitment.

EH/BC advised that there were no 'Red' issues in our parish, but a 'Red' in another parish has come to them as an awareness.

ACTION : SLT to nominate either BC or RSmith as Lead ID Verifier

11. Health & Safety – view re Christmas & seating

JB advised that SLT had been discussing seating for Christmas services. EH reported that 9.30 am still going every other pew and that 11.00am is part every other and part every pew. JB commented that there are still people who aren't comfortable going every pew, and that they were especially thinking about pews for Christmas services for now; Traditional Carols, 2 Donkey Services and Christmas morning are the ones where there could particularly be an issue, EH stated that one option could be to do every pew and hand out masks on the door or could stick to every other pew. JB said that as it is 6 weeks away, could be different position by then. KR suggested that the restrictions on seating could be totally done away with. KD asked whether we limit how many services people can go to as last year? EH said that they could stick to part of the church being every other pew still. JB felt that by doing that it was valuing people by taking into account that not everyone wants to go every other pew. CC suggested blocking off every other pew in the two outside aisles and have the rest as every pew. MS suggested that the decision is delegated to SLT. This was agreed.

ACTION : SLT to decide seating provision for Christmas Services

12. Date of next PCC Meeting – 17th January 2022

Marilyn closed in prayer.

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ACTIONS:

- **SLT review accessible seating provision**
- **EH to follow up with prospective treasurer**
- **BC/SM complete recruitment pack**
- **CC obtain quotes and report back to PCC**
- **PCC/SLT discuss further following January Vision Day including spot on PCC and PCC members in the morning services.**
- **MS/Committee to organise coffee morning for 4th December 2021**
- **BC to talk to MS re publicity**
- **MS to feedback to PCC on how it went and proposals for going forward**
- **SLT to come back to PCC with proposal re coffee morning/people matter funds**
- **EH to get back to NW re Common Fund**
- **BC to contact Tori concerning impact of increasing wages in line with Real Living Wage**
- **BC to contact Tori re VAT and whether to de-register**
- **BC to send report back to Keystone with comments**
- **SLT to nominate either BC or R Smith as Lead ID Verifier**
- **SLT to decide seating provision for Christmas Services**