

St Andrew's

CULLOMPTON

Minutes of PCC Meeting held on Monday 20th September 2021

Present: Rev Ed Hobbs (EH), Ed Thompson (ET), Beth Collier (BC), Richard Shere (RS), Adam Brooks (AB), James Wakefield (JW), Philip Cornish (PC), Sue Risdon (SR), Keith Rushforth (KR), Sarah Robinson (SRob), Chris Cozens (CC), Sarah Stuchbery (SS), Martin Smith (MS), Steve Foster (SF), Olly Mears (OM).

1. **Apologies:** Jo Bailey, Amelia Jerreat, Celia Fox, Kayleigh Duke,

Rev Ed Hobbs opened the meeting with prayer.

2. **Declaration of any Conflict of Interests (ET)**

Chris Cozens declared an interest in the agenda item regarding the bells and bell tower as both the Tower Captain and an employee of a company which carries out such works.

3. **Matters Arising from the last meeting (10/05/21)**

- a. **Church Time Away/ Fun Day.** EH reported that difficult decisions had needed to be made and that due to logistics it had proven more complicated than had been hoped. He advised that a youth weekend was scheduled to take place in November, Spree would be held next Summer and new wine/creation fest were also scheduled to take place. This would enable people to attend these events where everything is already provided.

- b. **Church Office Rent Review.** ET confirmed that work was still going on in the background regarding the church office rent review.

- c. **Josh Baldwin.** Following some confusion, it had now been confirmed to Josh that his contract was permanent and he had accepted the permanent contract. EH to organise annual review in the next couple of weeks, a second member of SLT would be present at the review.

ACTION: EH to organise annual review for JBaldwin.

- d. **Ramp.** BC confirmed that the work on the ramp was not completed yet, due to a period of furlough followed by annual leave. They are now back to work and playing catch up and have confirmed that we are on their list. MS commented that the handrail was very floppy, ET confirmed that that was on their list of things to be fixed.

- e. **Accessible Seating.** BC reported that it was a tricky situation as space had been made for coffee at the back of church, children/youth were being checked in in the porch and the children's play area had now moved to the left to be more inclusive whilst the creche was not running. This meant that if anyone arrived in a wheelchair, they would need to go near the front pillar, in lanes aisle or at the back of the church, none of which were ideal and they were aware of that.

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The situation needed to be resolved, BC stated that any suggestions would be gratefully received.

ACTION : SLT review accessible seating provision

4. Finance Update (BC/ET)

- a. The amended finance report had been circulated shortly prior to the meeting.

BC shared the management report on screen. Income as at 31/7/21 was £155,231. CAF bank balances; General Deposit Account was £164,929, Platinum Account stood at £20,381.20 and General Cash £610. Total £185,920.99. Expenditure to 31/7/21 stood at £176,940, down from budgeted expenditure of £178,213.

2nd page – Designated Fund Financial Activity. BC explained that Designated Funds are anything that the PCC have budgeted for and would like to allocate money to that specific area.

3rd page – Restricted Funds – BC advised that different rules apply to Restricted Funds and that they can only be used for the purpose they are intended.

4th page – Fund Balances. BC stated that she had held an encouraging chat with Tory (accountant) who said that the finances were in a really great position. BC had attended a Treasurer/Finance course and Neil Williams said of course that churches need to make sure they are spending their reserves as ‘today is the rainy day’. Neil Williams would be confirming what the Common Fund will be by November, but it has gone up. It was £131,000 this year, EH thought that it would be between £140,000 and £150,000. EH had reported back to them that it was not a good time to be asking for a large increase. Need to revisit this discussion in November.

BC commented that the average spend per month was £20,000-£22,000 and that the Charities Commission recommend having a backup fund of 6 months' worth. St Andrew's had £110,000, but should have £120,000 - £132,000.

BC confirmed that she had spoken to the grant people and they had confirmed that we could retain the Youth Trips grant Dan Maynard had applied for that had not been used for youth. The total amount left available in the pot was £4,601; this is a combination of the remaining Space Fund (Youth Trips) and Archdeacon's Grant. They had confirmed that they were happy for it to be used to subsidise a youth weekend away in November and suggested that St Andrew's also apply for another grant from another pot of money that they have. Keystone had £3,455, and the latest grant, Willats Trust was £45,000 over 3 years.

BC confirmed that the CBuild loan had come through and that a direct debit had been set up for payments. ET reminded the PCC that the suggestion was to use some of this towards repairs to the church roof. The possibility of using the Restoration Appeal Fund had been discussed, Tory had confirmed that it could be used for the roof, if the PCC approve it. BC advised that the bid for the 2nd round CRF grant had been unsuccessful.

ACTION: PCC revisit common fund allocation

b. Parking Charges Update (BC)

BC advised that it was proposed to increase the cost of each space for 2022 from £237.50 + VAT = £285 per vehicle to £245.83 + VAT = £295 per vehicle (people who have to move their vehicles on a Sunday). The Jerreats are charged £279.16 + VAT = £335 for each of their two spaces (do not need to move vehicles on a Sunday) and it was proposed to increase the cost of these to £285 + VAT = £342. This was agreed unanimously. It was reported that there was a waiting list for spaces and also that outside pressure was being applied concerning the car park and state of it. ET confirmed that SLT are dealing with this should anyone ask. SLT were looking to make some improvements, possibly with help from council. It was pointed out that the church does get an income from car park, £2,458 had been received this year to 31/7/21. BC advised that there was a budgeted amount of £1,600 for improvements to the car park, BC asked whether this amount was for the carpark behind the Community Centre or the Queens Square carpark, ET confirmed that the funds could be used for Queen Square.

ACTION: BC to inform TA of PCC decision

c. Update on appointment of treasurer (EH)

EH advised that he had held a conversation with someone who had asked him to talk to them again later in year.

ACTION: EH to discuss treasurer with potential candidate

d. Outward Giving Loan (EH)

EH reported that the committee had met the previous Thursday and that a written report had gone to SLT. He agreed to bring the report to PCC in November. He stated that items discussed included; Ideas of how to raise profile of organisations we support, Potential link with Kenya, possibly divide Christmas collection if PCC happy. A request had been received from Bread of life, asking for help to tie them over pending receipt of a successful grant bid. Half the amount requested was this year's normal amount, plus next year's amount early, plus an extra amount as a loan which could be repaid. EH advised that this had been agreed by SLT.

5. Keystone (SF or CC)

a. **Grant** to celebrate SF confirmed that a grant of £45,000 over 3 years had been awarded and that this was a great cause for celebrations and answer to prayer.

b. **Proposal to recruit a second member of staff.** A written proposal was circulated prior to the meeting. The proposal was to have an additional worker, preferable female, for 12 hours a week to work alongside Scott McJohnston. MS reported that when working as a school pastor he had bumped in to a lady who attended the ladies group who had said that the work had made such a difference to her life, they were also looking into the possibility of selling what they make. MS stated that he was happy to support making it a post. C Clarke, Angela Ford and Judy Wincott had all been very involved and PCC wished to formally record their thanks to them all. EH agreed to send thank you cards on behalf of PCC. ET commented that there had previously been quite a few problems in the lower part of carpark and the Keystone team had been working on that area over the last few months to tidy it up. CCC were very grateful for that as it had been causing a problem. ET requested thanks are passed on to keystone groups. All agreed in favour of proposal.

ACTION: BC/RS/KEYSTONE – Commence recruitment process

6. Community Centre Update

a. Governance Model

A report had been circulated prior to meeting. ET confirmed that finances were holding up really well. £63,000-£64,000 on balance sheet. A lot of work had been done around the facilities and in the building itself. Good feedback had been received from users on how clean and tidy it us. Usage increasing at a manageable rate, bearing in mind there is not a full staff complement.

Focus needed to be on agreeing the Governance structure first. The community centre was the trading arm of the church, set up as a maintenance and operations limited company with 2 shares. The churchwardens are the named shareholders. ET explained that the structure placed limitations on the possibility of applying for grants as it does not have charitable status. Neil Williams (Exeter Diocese) had given advice and also passed it onto Alison Stott (Registrar) and whilst they understood the reasons for making this change it was concluded that to change from LTD to a charitable structure was too complicated and time consuming. ET confirmed that the IMG have therefore agreed to put that option aside for now, SLT have also supported that decision. This meant that the structure would be staying as it was. OM queried whether there were any other charitable possibilities – ET replied that advice given was that this wasn't available.

b. Recruitment of Directors

ET advised that IMG had spoken to former directors asking how they were recruited and what their role descriptions were and there seemed to be no previous formal process in place. As shareholders, the concern was that this meant that there was nothing to hold directors to account on. The report circulated prior to the meeting had been put together in response to that concern and made it quite clear that Directors would be accountable to the shareholders. One suggestion was that there would be 5 directors, 3 from St Andrew's Church and 2 from the community. The PCC were asked to discuss this in breakout groups. There were also asked to discuss their views on whether to use an organisation to help them recruit. (SHINE)

The meeting then split into breakout groups

The meeting then reconvened and reported back on their discussions.

ET Group – MS stated that they had felt that having 5 directors, 3 St Andrew's, 3 Non- St Andrew's was a good suggestion, but also felt that there was a need to stress the vision of the centre being bridge between Church and Community. They felt that there was a danger that if people from community were recruited that they may not adhere to the idea of the ministry. SR had suggested– perhaps invite members from other churches in Cullompton, but vision for the centre should be in the document.

Group 4 – Agreed that 5 was a good number but felt that this would depend on the relationship with majority rule. If 3 St Andrews, will decisions be ratified on majority, 2 thirds or unanimous votes. He felt that if land is owned mostly by the Diocese, and a large portion of the building by St Andrew's, decisions concerning building needed to be made with a degree of Church authority. ET confirmed that in the information pack, they would cover the relationship between Church and the Centre, what the vision is and accountability. Andrew Southall was working on a document

KR – advised that he could see the logic in using external consultants for those outside of the church but wasn't sure if there were enough suitable people within the church who are willing to or have time to become a director. He queried whether the Chair would be a church person as this would help to keep ethos as they would have a casting vote as Chair. ET expressed thanks to KR for a very valid point. He stated that the roles of directors were not defined yet but agreed that the Chair would be a church person.

OM – reported that their group were interested to know how much using an outside agency to recruit directors would cost but felt that it would probably not be worth it if 3 were coming from St Andrews. They also felt the other 2 would be coming from a very limited pool from the Cullompton area and would probably already be involved in community projects. OM felt that it would be good for PCC to see the document that Andrew Southall was producing – ET agreed to circulate it to PCC when completed.

EH – advised that his group were open to having SHINE involved, if realistic costs as could help draw in fresh blood. Internal candidates were more difficult as limited pool. He mentioned that it may be worth having a phrase in saying ‘need to be sympathetic towards the church beliefs and values’ for the ‘outside’ candidates in any advert. Need to be sympathetic to mission of the church.

ET reported that if use SHINE – if no recruitment is made through them, they don’t get paid. The cost would be £500 per director. Jackie Dawkins, director, was very happy to get involved in recruitment of all 5 or of just the external 2. IMG were unanimously happy to use SHINE, they felt that they would have a much wider pool to cast into. ET commented that the original report did state there may be some individuals/organisations who we would prefer not to be involved, therefore a general announcement/ad might not be a good idea. MS felt that praying them in may be more effective than using external consultant.

It was agreed that work should commence with SHINE. It was also agreed that the comments regarding role descriptions, relationship with church & sympathetic approach to be fed back to IMG.

ACTION: ET – to have preliminary discussion with SHINE and feedback PCC comments to IMG

c. Recruitment of Staff

ET confirmed that they needed to think about 3 permanent posts, at a cost of approximately £35,000. It was queried how that would compare with previously. ET stated that previously the centre had staffing of 105 hrs, costing around £80,000 pa. which is not affordable. Part of the Managers responsibility would be to generate business perhaps once this happened, working hours could be increased. ET asked whether PCC were agreed that IMG can start the recruitment process? MS was concerned that new directors may find it difficult to accept a new manager that they hadn’t been involved in recruiting and wondered whether there was a way of overlapping? ET replied that IMG had discussed the possibility of IMG starting the process and perhaps new directors then getting involved in the later stages. KR stated that there was a need to get a couple of church directors in post. It was commented that there was a general problem getting church volunteers at the moment, but that ideally that is definitely what was needed. S Robinson reported that Nick was quite happy to do a talk on volunteering if it might help, from his personal experience. ET stated that circumstances may dictate what we can and can’t achieve. PCC agreed that the recruitment process should be started.

ACTION: IMG start process for recruitment of staff

d. Finance

ET confirmed that finances were ok. IMG thought that there needed to be a year’s worth of working capital which was £60,000 – £80,000. They had approximately £63,000, £30,000 of which was a business bounce back loan. £30,000 was needed to support the centre going forward. IMG had looked at applying for an additional loan from Funding Circle, but had been advised that they didn’t meet the criteria for the loan. Need to consider how to make sure there would be enough working capital in place. Generally Ltd companies would look to the shareholders, which in this case is the church. The Diocese did loan the centre some money, it was uncertain whether this was through the church and they weren’t sure if it was right to approach the Diocese. It was agreed to revisit the issue of whether it was right, as shareholders, to bridge the £30,000 gap at next meeting. It was agreed that once they commit to running the

centre, they would need to have something to fall back on. It was suggested that if £30,000 was needed people could be asked to underwrite it, eg 30 x 1,000, but not have to come up with it, eg bank at current rates so wouldn't need to part with money unless it was needed. EH stated that the church had underwritten loans to the community centre before, that the Church had quite substantial reserves and that IMG were quite within their rights to come to the Church, as shareholders, to ask church for a loan. Need to consider whether to make £30,000 from our reserves available or individuals as per KR suggestion, in the hope that it is never needed.

MS commented that the role of manager is absolutely crucial in this. EH stated that the first time the Church loaned £120,000 which was paid back

BC suggested that they could do match funding – OM thought that was a good idea and would be developing KR's suggestion, but felt that there was a need to pray for a Christian manager. BC commented that the church family probably had no idea of the challenges at present and PCC's role is to communicate that effectively. All agreed important they are made aware. BC – suggested EH interviews ET or JB about what is going on with centre for the church family to see, incorporating good bits such as now open, people coming in as well as the needs.

ET – stated that there was no doubt that the business acumen of the previous manager was good, but that perhaps some community groups had been marginalised as a result. He said that there is a need to get that balance right and ensure that community groups do get the opportunity to make use of the centre at an affordable rate.

SS – agreed that communication was essential as there could be someone watching who is the right person. BC – discussed having a job board in the porch, as happened in the past, for volunteers needed and other jobs. BC suggested that she sat down with 'team' re jobs that could be displayed on the board.

ET- stated that there may be some of the new families coming in who we could talk to regarding the director role. ET requested that if anyone thought of anyone to please get in touch with ET.

ET agreed to put a short paper together regarding the finances so that in November a decision could be made on whether it was right for the church to provide a loan to the community centre.

ACTION: ET to put together short paper re finances for PCC to discuss at November meeting

7. Priorities Update (Prayer, Children & Youth, Renew, Refresh Agenda – EH)

EH reported that he was hugely encouraged by last 2 Sundays. 15 people had joined church during lockdown, not including Alpha group. Vicarage suppers were restarting. Children & youth leaders have been driving that hard, EH trying to help with Carrie a bit, toddlers was a challenge to get up and running. Using finance to help with youth weekend is critical, maybe EH needs to go to show it is important and to support it. Lost connection with young people particularly over lockdown, so it was agreed that it would take a while to rebuild. Prayer - was originally going to do half a night of prayer on weekend away, plan now to do it on one of the 6 services, probably in October. It was recognised that people have struggled as a church family in engaging people in prayer, happens in house-groups and other groups, but not generally.

8. HR (BC)

a. Policies to sign off

Annual Leave and Absence and Sickness policies have been circulated to PCC, BC confirmed that SLT have already looked through them and were now asking PCC to ratify, spellings, punctuation could be edited outside of the meeting. RShere stated that it would be worth saying all bank holidays in England, which would cover eventualities like next year when there is an extra day for the Queen's jubilee. It was pointed out that the first page stated that the responsibility for the policy was with SLT, but that PCC were being asked to correct it, therefore the front page would need altering. Policies both ratified and will be circulated to staff team.

b. Operations Staffing structure & hours

BC advised that R Smith had been offered and accepted a permanent contract. She also reminded PCC that they need to be aware that Ben Gaskin would be leaving within a year, so they needed to be thinking about the way forward if IT was to remain a priority.

c. Furlough updates

BC confirmed that CT was no longer furloughed and was back to full time hours.

ACTION: BC/RS – Tweak policies and distribute to staff

8. Youth Weekend Away (EH)

EH confirmed that a youth weekend away was planned for November the grant money already discussed would be used to heavily subsidise it. Although it could have been made free, it was not felt right to do that as good for people to make a commitment. Suggested figure was £20 per person, including activities. It would be publicised to people who used to come along but haven't been recently. Pre-Covid there would be up to 150 in youth, last Friday was 20 so it was hoped that the weekend may help build numbers back up again.

9. Church Bells (CC)

Review of tower and Bells – report was circulated prior to the meeting; CC had declared an interest in this item. Key thing is to create short-term projects and more long-term projects so that they can fund raise correctly. Plan is to try and review it all. CC would like to approach some businesses for quotes, diocese advisor would want contribution of costs for coming, if large costs, will ask permission first. MS stated that it was a very comprehensive report which demonstrated good forward thinking, and that CC should be commended. CC commented that the key thing short term is whether to ring out loud until 9pm or whether to stop at 8.30pm? There were things that could help reduce the noise and community might help financially. It was advised that there was £3,800 in restricted funds available but that this money could be needed for match funding. All agreed CC to carry on and approach people for quotes. CC declared he works for a company, so others will need to make the choice.

ACTION: CC to approach companies for quotes and report back to PCC

10. Illuminated Cross (CC)

Report circulated prior to meeting. – JW stated that the report was well written and suggested that in period 24/12 – 1/1 where is stated cross would turn off at 12.30, is it better to go to 1am as it would be nice for to be on when midnight mass finishes. MS – having experience how difficult it is to get it mk 2 cross up there he thought it was amazing and mk 3 cross is far superior, proposed vote of thanks to CC. EH suggest instead of 24/12 could it start same day that town lights get turned on. MS – agreed. All agreed, CC to amend to run from town lights turn on and off at 1am.

Thanks expressed to CC. All agreed that it was lovely to have a good relationship with bell ringers and that it was not taken for granted.

ACTION: CC to amend lighting of cross timings as agreed.

11. Safeguarding (BC)

EH/BC had met with James May and looked through their list, culled the list, were meeting with ministry leads to update them, ChurchSaferCare website had been updated, had made sure church notification website was working properly and things were now back on track BC reported that they were keeping an eye on 2 cases currently, (ambers) No reds currently. Training, James May had confirmed that the Diocese were currently updating how training would be taking place going forward, so hopefully will start to filter through.

12. Health & Safety (AJ) - COVID Risk Assessment for church and staff

BC read report from Amelia. EH had updated the risk assessment for coffee on Sundays as it had moved inside.

As it was OM's last PCC meeting, he was thanked for his valuable contribution to St Andrew's over the years. OM then closed the meeting with prayer.

Date of Next meeting: Monday 15th November 2021 – 7.30pm

Agenda Items to include: Prayer, draft budget for 2022 and Community Centre.

ACTIONS:

- **EH to organise annual review for J Baldwin.**
- **SLT review accessible seating provision**
- **PCC revisit common fund allocation**
- **BC to inform TA of PCC decision regarding parking charges**
- **EH to discuss treasurer with potential candidate**
- **BC/RS/KEYSTONE – Commence recruitment process**
- **ET – Have preliminary discussion with SHINE and feedback PCC comments to IMG**
- **IMG start process for recruitment of staff**
- **ET to put together short paper re finances for PCC to discuss at November meeting**
- **BC/RS – Tweak policies and distribute to staff**
- **CC to approach companies for quotes and report back to PCC**
- **CC to amend lighting of cross timings as agreed.**