

## PCC Minutes May 15<sup>th</sup> 2019

**Present:**

James Kennedy (Chair) <b>(JK)</b>	Martha Simpson <b>(MS)</b>	Mary Smith (MSm),
Peter Williams (Secretary) <b>(PW)</b>	Graham Povey <b>(GP)</b>	David Bishop <b>(DB)</b>
Nicola Riley (Lay Chair) <b>(NR)</b> ,	Mark Knight <b>(MK)</b>	Jamie Bell <b>(JB)</b>
Tim Woolcock <b>(TW)</b>	Chris Mitchell <b>(CM)</b>	David Bishop <b>(DB)</b>
Jos Grant <b>(JGr)</b>	Toby Artis <b>(TA)</b>	

1. **Communion** JK led a communion service in church to mark the beginning of a new PCC year.
2. **Apologies:** Bill Rees **(BR)**, Robert Freeman (Treasurer) **(RF)**, Kathryn Walton **(KW)**, Jo Graves **(JG)**

JK welcomed the re-elected and new PCC members, **NR, DB, KW, JG**  
Alistair Ewer **(AE)** would be joining the meeting for update on building progress (Item 8.7).

**3. Notification of any other business**

- a) Church Furniture **(GP)**
- b) Letter of appreciation

**4. The Minutes of the PCC Meeting on 11.3.19**

The minutes, previously circulated, were received and signed as a correct record.

**5. Notification of any RIDDOR reportable incidents since last PCC meeting - None**

**6. Conflict of interest for any PCC member involving any item on this agenda – None**

**7. Safeguarding – Serious Incidents - None**

**8. Items**

**8.1 Elections of Officers**

- a) **Lay Chair** Nicola Riley
- b) **Treasurer** Robert Freeman
- c) **Secretary** Peter Williams
- d) **Planned Giving Officer** Jen Williams

e) **Electoral Roll Officer** Emma Bayley

## 8.2 Treasurer Authorisations

It was reaffirmed that **Emily O'Shea** be authorised both as St Mary's Gift Aid Officer and HM Revenue and Customs Finance Officer.

The finance papers and notes **RF** had circulated prior to the meeting were received.

## 8.3 Benefice Council Elections

The following were elected: Graham Povey, Jo Graves, David Bishop.

## 8.4 Committees of the PCC

Changes in the committee membership sheet, previously circulated, were noted and approved.  
(See attached)

- 8.5 a) **Safeguarding Policy and Practice - Diocesan**  
b) **Annual Review of Safeguarding Policy – St Mary's**  
c) **Safeguarding Serious Incident Reports Delegation to the Diocesan Secretary Resolution**

**This item was moved to the PCC agenda for July 2019.**

## 8.6 a) Gift Day 2019

c) **Fundraising Strategy Group Report** (See also Treasurer's notes to the meeting.)

**JB** reported on the group's meeting the previous week.

- There was much confusion amongst the congregations about how staff salaries were being paid – 3 workers from CNACT.
- It was difficult to know how to present the situation to avoid confusion and to limit complication.
- No Gift Day but gear up for the main project – “Building to Serve”.
- “Building to Serve” to include the building and the staff salaries of those who work in the buildings.
- Suggestion again to move to offering Direct Debit as opposed to Standing Order with the possibility of giving the recipient authority to take an annual increase in line with inflation. Offer it this year.
- Only 1 person was noticed to increase their Standing Order last year.
- Operated by the diocese and saves us in admin.
- How do we encourage a re-examination of giving in the light of the new project?

- Need to distinguish between
  - A) regular expenses and DDs
  - B) extra – the project – the buildings and salaries
- Query % of giving to the local church as opposed to other agencies/societies.
- Will continue to try to raise salary money for CNACT.
- Incorporating income and CNACT wish to see the PCC with authority to dispense where the need is.
- Need for CNACT to continue as at the beginning esp. when raising funds which may not include specifically “church” and also possible requirements in the long-term future.

## 8.7 a) Buildings Update

The Project Status Report, previously Circulated, was received and AE further explained the contents of the report.

- The long-awaited communication from the diocese had been received that day.
- Contracts expected to be exchanged by end of the month.
- Change of name to The Old Bank.
- Communication needed for congregation update.
- Information already on the website.
- Communication needed both ways – PCC important in feeding comments – how is it going? How is it being received? Important to feed back to the centre and helping to keep everyone ‘on board’.
- **AE** talked us through the three possible designs as they stood at that moment.
- Discussion ongoing with architects emphasising our needs v showcase.
- Desire to discuss services required e.g. laundry/wet room/changing rooms. Just how accessible do we wish to make the building? Discussions already had but more needed by wider group?
- Lift to all floors.
- Desirable to have all public spaces on one level.
- Versatile space that can be adapted according to need – multiple use. Functional space not functional room.
- Garden space essential.
- Cost carefully but also bearing in mind how St Mary’s brings glory to God.
- Space for youth does not mean for all youth activities.
- Natural light so very important.
- Whole building is listed but the state of it and so many previous alterations probably indicates little problem with planning as long as front façade remains relatively the same, (even this has changed several times).
- We are using experienced heritage architects.
- Thanks were expressed to JK for the endless time he has spent so far in trying to bring the details together. Following the purchase **JK** will step back. This is not a clergy project – team responsibility led by **AE** to whom questions/comments etc. should be made.

**The PCC gave approval to instruct Environmental Engineering Partnership to carry out a mechanical and electrical survey at the quoted price of £3950.00 + VAT.**

**AE** left the meeting at 8.35 p.m.

- **MSm** was about to meet the following week with Gina Orchard (**GO**) to discuss the role of Fundraising Manager.
- This would be a paid position reflecting the requirement for focus and intensity. They would be considering a job description.
- The manager working with **MS**, **RF** and **AE** we would hope to launch the campaign in early July.
- **GO** had worked previously with Tearfund and she had a strong support network. Although this would be her first time in such a role, she would have the team sharing the responsibility and noting progress.
- One benchmark salary obtained (Shelter) was £32,000 full-time – this would be a two-year part-time contract.
- **MSm** would ascertain the level of support/training required.
- An advert would be placed in both our notice sheet and on the website.
- **AE** would be line manager and the person appointed would report to him.
- Staff appointments are managed by **E.O'S** our administrator.
- Any contract drawn up would be passed by **NR**.
- A six-month probation period was suggested.

#### **b) Fundraising Feasibility Report**

The report had been distributed before the meeting.

- It was agreed that the best time to look in more detail at this would be when a fundraising manager was in post.
- If we went for Option 3, we would need the funds before we begin – there would be no building to utilise in the meantime.
- After looking round the building, encouragement from one donor – “I want you to go for your dream. I want to see it happen.”
- Reason for optimism – talking about High Stakes!
- Lots of encouragement from people in the town, from potential users of the building and for people to be in further contact with.

<b>8.8 Reports</b>	
a) Vicar	The report, previously circulated, was received.
b) Churchwardens	No Report
c) Fabric	No Report
d) Worship	No Report
e) Children and Families	The report, previously circulated, was received.
<b>7.8 Any Other Business</b>	
a) Church Furniture	
	<p>The PCC discussed the fixing of an item to the sanctuary wall. This had been done without discussion, without a faculty and in contravention of a previous minute of the PCC that no additional items would be fixed to the walls in church without the permission of the churchwardens. Other requests had been made in the past when permission had not been granted. <b>(MS)</b></p>
b)	The PCC received a letter of appreciation from Emma Kennedy.

**The meeting closed with the Grace at 9.20 p.m.**

**Dates of next bi-monthly meetings:**

**3<sup>rd</sup> Wednesdays,      July 17<sup>th</sup>,      September 18<sup>th</sup>,      November 20<sup>th</sup>**

**Signed .....**      **Date .....**