

## PCC Minutes July 17<sup>th</sup> 2019

**Present:**

James Kennedy (Chair) <b>(JK)</b>	Martha Simpson <b>(MS)</b>	Toby Artis <b>(TA)</b>
Nicola Riley (Lay Chair) <b>(NR)</b>	Mark Knight <b>(MK)</b>	Jamie Bell <b>(JB)</b>
Tim Woolcock <b>(TW)</b>	Jos Grant <b>(JGr)</b>	Jo Graves <b>(JG)</b>
Kathryn Groves <b>(KG)</b>	Bill Rees <b>(BR)</b>	
Emma Kennedy <b>(EK) (p/t)</b>	Emily O'Shea <b>(EO'S) (p/t)</b>	Linda Carpenter <b>(LC) (p/t)</b>

1. **Worship** JG read a short poem "The Difference" emphasising the need to start the day with prayer and also a passage from Ecclesiastes. She then opened the meeting with a prayer.
2. **Apologies:** Peter Williams (Secretary) **(PW)**, Robert Freeman (Treasurer) **(RF)**, David Bishop **(DB)**, Graham Povey **(GP)**, Mary Smith **(MSm)**, Chris Mitchell **(CM)**, Judith Marshall **(JM)**

**NR** welcomed the PCC members and thanked **JK** for the refreshments provided for the meeting which opened at 19:40.

3. **Notification of any other business - None**
4. **The Minutes of the PCC Meeting on 15.05.19**  
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 Emma Kennedy's Update

**EK** expanded on her written report circulated in advance of the meeting. She noted that there had been increased outreach activity as the summer holidays approached and vulnerable families were starting to feel the pinch with children being at home.

**EK** was pleased to report that the new head of Top School has changed their working methods to incorporate the new nurture room and keep vulnerable children (at risk of exclusion) in school. The school has already identified 16 children moving into year 7 as being at risk of exclusion, 9 of whom were moving up from St Mary's Primary.

'Feast and Fun' is taking place on 5 days during the school holidays. **EK** expects to cater for up to 80 people and 50 have already signed up. The event is being organised by **MS**.

The outreach network refers the most people to the CAP Lifeskills course.

Oxfordshire CC has granted £12,480 to assist in covering the cost of Becca Sterry and Catherine Spring's roles.

We are through to the final round of assessment for funding by the Willats Trust even though they normally only make grants to inner city areas.

The PCC thanked and commended **EK** for her considerable efforts, the work she is doing and the outstanding results achieved with relatively little funding.

**JB** prayed for **EK's** ongoing work and God's continued provision in this area.

## 8.2 Safeguarding Policy (Linda Carpenter)

**LC** attended on behalf of the appointed Parish Safeguarding Officer (PSO), Jill Hannington (**JH**).

The Parish Safeguarding Policy was circulated in advance of the meeting.

**LC** noted that national data published recently for 2018 shows an increase in cases of vulnerable adults being the subject of safeguarding incidents.

A pamphlet recently sent to all PCC secretaries by the diocese is available on the Oxford Diocese web site

**LC** stressed the importance of the appointment of the PSO and the prominent display on posters in church buildings and on the church web site of how to contact her.

An e-mail address has been set up (safeguarding@.....) specifically for the purpose of reporting safeguarding concerns. Access to the e-mail address has been granted to the church volunteers with safeguarding and administrative responsibilities (**LC**, **JH** and Lynne Chamberlain).

**NR** suggested that **EO'S** should also be given access as a paid member of St Mary's staff.

**LC** passed around copies of a C of E National Safeguarding Team leaflet entitled 'Know your Safeguarding Role' detailing the responsibilities of the PSO, PCC, incumbent, churchwardens, leaders and helpers.

Adoption of the Parish Safeguarding Policy was proposed by **BR** and seconded by **TW**.

Those present voted unanimously to adopt the policy which was then signed by **JK** and **TW**.

## 8.3 Reports

a) **Vicar** - The report previously circulated was received.

### b) **Treasurer**

**EO'S** attended the meeting on behalf of **RF** who had sent his apologies.

**EO'S** noted that the loss on the general fund in the year to the end of May was nearly £2000, which was almost £500 more than anticipated and that if this overspend continued to the end of the year the total loss for the year would be in the region of £3000.

In his report to the PCC **RF** has proposed a formal resolution that the Parish Giving Scheme (PGS) described in the leaflet circulated prior to the meeting (and discussed at previous PCC meetings) should be adopted to replace the current standing order scheme. **EO'S** reiterated the advantages to St Mary's Church (administered by the diocese at no cost to St Mary's, improved cash flow, ability to increase giving by an annual inflation rate etc.).

The resolution was proposed by **EO'S** and seconded by **MS**.

The meeting voted unanimously to adopt the PGS.

An 'electronic offertory plate' has been ordered whilst there was a special offer on the charges ('fee free' for a year). This will enable visitors to the church to leave donations by contactless (debit) card. In due course it will be possible to collect donations during services via this method but this will not be implemented until the PGS is up and running.

**JK** has requested that St Mary's part-sponsors the mission to be run by the North Cotswold Gospel Partnership in spring 2021. This would involve a donation of £500 per annum for 3 years. The motion was proposed by **NR** and seconded by **JB**. The meeting voted unanimously to sponsor the mission.

**c) Churchwardens – No report**

**d) Fabric Committee**

The report, previously circulated, was received.

**MS** stated that several complaints had been received that the hearing loop in church was not working during recent Sunday services. **TW** stated that the cause had been identified and rectified a couple of weeks ago and the hardware has been checked and confirmed to be functioning correctly.

**e) Pastoral and Outreach**

The report, previously circulated, was received.

A successor to Becca Sterry's role was discussed as her 2-year contract expires in September. **JK** noted that there are a number of other parishes within a 20 mile radius who will be looking for personnel with similar skills at the same time as St Mary's.

**JK** noted that the staff team had yet to work out a role description for the role.

PCC members confirmed that they would be happy to receive e-mail communications on this subject if required before the next scheduled meeting in September.

**f) Youth - The report, previously circulated, was received.**

**8.4 Buildings Update**

The Project Status Report previously circulated was received.

**JK** noted that although the church solicitor had now completed his paperwork for purchase of the bank building there had been some last minute comments by one of the lenders which had resulted in a further delay.

The team were still hoping to complete the purchase in the very near future.

Whilst a number of interviews have been conducted, the role of Fundraising Manager has yet to be filled and it may be necessary to split this into two positions depending on personnel availability.

The team is currently planning for a fundraising launch towards the end of September, the precise timing yet to be determined.

**8.5 AOB**

Prior to the meeting the PCC secretary had circulated a letter from the Bishop of Dorchester regarding a proposed sabbatical by **JK** next year.

The PCC unanimously approved the proposed sabbatical from 4<sup>th</sup> May to 23<sup>rd</sup> August 2020.

