

Minutes of PCC Meeting - Monday 13th November 2023

Present: Beverly Watson (Chair), Marguerite Barclay, Robin Holdsworth, Carys Lodge, Julie Lodge, Carolyn Nicholls, Peter Nicholls, Paddy Payne, Sophie Robson-Bravery, Trish Tye (Secretary), Martyn Whiteman.

Apologies: Henrietta Harding, Katherine Hopwood, Annie Twidell, Andy Wells.

Not in attendance: Rob Crossingham, Ed Gillett, Alison Moulden.

1. Approval of minutes

The minutes of the meeting held on 19th June 2023 were approved.

The action log was mentioned, and it was agreed that each action should include an 'Action by' date.

Action Trish: To add an 'Action by' date to the log by the end of November.

2. Standing Committee Notes and Approvals

The notes of the meeting held on 17th October 2023 were noted.

Action Trish: to correct typo of Marguerite's name (immediately)

There was a short discussion on whether our 'Transforming Church Plan' is our 'Church Development Plan', as required by the Diocese or if we need an additional document.

Action Beverly: By the next PCC meeting, to clarify, with the Diocese what document we need to have.

Marguerite asked about the Volunteer Driver form and the process alongside it. Julie explained that a role description and a risk assessment is to be written.

Action Julie: By Christmas, to write a role description and a risk assessment for volunteer drivers.

3. The Big Build Update

Beverly gave an update to the meeting and began by reminding the PCC that Trish records a summary of every Big Build meeting on the website, and that Robin writes a regular update for the magazine. People should also be encouraged to speak to the steering group members to understand more about the project.

With regards to finance, we're looking to raise £25,000 to cover the various initial professional fees. We're holding a Gift Day on 26th November as a

launch event. Beverly plans to start to disseminate the information this Sunday as well.

The Big Build Steering Group is going to divide into three smaller groups to cover:

- Events\Fundraising\Communication
- Finance
- Building

The group is also starting to plan a Community Audit where we will listen to key members of the wider community to understand what the needs of our community are. Paddy Payne and Simon Doran are starting to look at the questions we'll ask.

Marguerite asked that we take care to ensure any communication is available to those without access to the internet.

Martyn offered thanks to all those involved in the steering group.

4. Vision Groups

4.1. Finance

Beverly gave the Finance update as chair of the Finance Vision Group.

Chris Lambert is stepping down as PCC Treasurer after nine years of faithful service. This has posed some difficulties. However, Eve Gunn has taken the role of Bookkeeper, Peter Nicholls continues to do the banking and Trish is paying the bills. We're therefore managing on a day-to-day basis.

Unfortunately, we don't have the skills available to produce the third quarter accounts.

This Saturday, Beverly, Trish, and Eve are meeting with Mary-Jane Crump (former PCC Treasurer and our Independent Examiner) to talk us through some of things we're unsure about. We're hoping that Chris might be well enough to do the year-end accounts.

Going forwards, we have realised that the software that Chris has been using is no longer adequate and has put us in a vulnerable position. We have now got ExpensePlus, a cloud-based finance package designed for churches and charities. It has excellent reviews. We've started to configure it for use for the 2024 financial year. Dan Bishop, the Operations Manager at St Saviour's, uses the software and has had a Zoom call with us to talk us through a few elements. We might need some expert support as we start to use the software and to ensure that we're using it in the best way.

With regards to the Big Build finances, we plan to keep the money in the same bank account but represented as a 'restricted fund' in the accounts.

Beverly explained that we still need to find a PCC Treasurer. Eve will continue to do all the data management, and the accounts will be in ExpensePlus to view at any time. The PCC Treasurer role will therefore be at a higher level than previously with fewer tasks. We're hoping that a member of the Finance Vision Group will hold this high-level role.

Martyn asked if our level of income has remained in line with the budget over the past three months. Beverly replied that Richard Pointer has made some comparisons, and he thinks we might be approximately £6k ahead of budget.

The PCC would like to record immense thanks to Eve, Trish and the Finance Vision Group.

4.2. Events

Beverly explained that we are still in need of an Events Vision Group chair. We have several group members, with more added after Volunteer Sunday. Paddy, Sophie and Jo will be taking an overview of events as part of the Big Build project.

At this meeting, Sophie expressed her wish to be the vision group chair and would like to talk to Eve to find out more.

Beverly offered thanks to Carolyn who has stepped in to take an overview of events, including the Harvest Supper & Quiz and the Bonfire & Fireworks event.

5. Safeguarding

Julie updated the PCC and explained that she had fallen a little behind on updating the action plan. Going forward, Julie plans to update the action plan during the PCC meeting. Julie assured the PCC that we're not falling behind on the actions, just on their updating in the portal.

Safeguarding information online has largely moved from the Diocesan website to the Church of England website.

There are three levels within the Safeguarding Portal; we have finished level one and are working on level two.

Carolyn and Julie have recently reviewed training needs per role (which have been revised). Julie will be sending out training emails soon and will request that training is completed by mid-December where possible. This will enable Julie to analyse the training data required by the Diocese.

Martyn raised whether Julie should do the Safer Recruitment training. Julie explained that this was an error in the plan.

Martyn asked if the safeguarding link on the website is prominent enough.

Action Julie: By the next PCC meeting, to consider if the safeguarding link on the website is prominent enough.

Julie needed the PCC to review the list of 'Church Activities'. The PCC agreed with the following list:

- Children & Young People's Church
- Youth Group
- Toddler Group
- Young Adults Group
- Barnabas Group
- Sharing & Learning Group
- Friday Group
- Men's Coffee
- Hard of Hearing Group
- Wednesday Lunch Group
- Prayer Breakfast
- Women's Bible Study & Prayer Group
- Adult's Confirmation Group
- Aspects of Later Life Course

Sophie commented that Annie Twidell had suggested that there is an opportunity for those attending the Aspects of Later Life course to be part of a small group. Beverly said she is intending to cover this at the next session.

Julie explained that she would be talking about the Emergency Contact form at the 10am service this weekend.

Beverly offered her thanks to Julie.

6. Vicar's Report

Beverly updated the PCC on key points since the Standing Committee meeting on 17th October 2023.

- The Archdeacon's Visitation went well. He was very pleased with how we're doing and commented that we're one of only two churches in the Diocese to have grown to beyond pre-covid numbers, including children and young people. The Archdeacon was also impressed with the progress that we have made on the Big Build project.
- Tomorrow, we'll be holding the last meeting of the 'Aspects of Later Life' course. More than 35 people have attended every Tuesday afternoon. The sessions have been beautifully hosted by the pastoral team. There has been a mix of church goers and non. Tomorrow the

attendees will be asked to fill a feedback form so that we can learn how to improve any future courses.

- Volunteer Sunday has yielded some new people and we're gradually filling gaps. All Saints has a phenomenal number of volunteers which is very healthy.
- The adult's confirmation course is up and running with three participants. Paul Fenner and Beverly have both been leading. The confirmations will take place either on 4th February at St Nicolas, or at Guildford Cathedral on 30th March.
- The Patronal Festival went well with Altogether Worship in the morning and then, later, a lovely choral evensong followed by drinks and nibbles.
- Remembrance Sunday with the uniformed organisations went well with a full church. Alison gave a great talk that really resonated with the children.
- Beverly commented that she is spending much more time on finance and buildings than usual, but she is very grateful to the occasional preachers. It's a great help for Beverly to have sermon preparation time released.

7. Calendar

7.1. Updated 2024 Calendar

Godparents Sunday has moved to 7th July.

Action Trish: By 15th November, to move the Pet Service to 14th July.

8. Review of the Action Log

- 14/11/22: Phone use:
Julie has emailed Jane Huttley and will check on CofE site before chasing.
- 16/01/23: Shell Grant:
Eve Gunn to check if the grant has been represented correctly in the accounts.
- 24/04/23: Role Description for Children's Church helper.
Julie is working on this now and it should be done by Christmas.

- 19/06/23: Use of the common cup.
Action Trish: to add the decision on the common cup in the December magazine.

9. PCC decision by email

The document recording email approvals was reviewed and noted.

10. Dates of future meetings

Standing Committee – 12th December, 8.00pm, The Vicarage.

PCC Meeting – 8th January, 7.30pm, The Vicarage.

PART 2 (Confidential items)

None

Minutes approved on 8th January 2024

Signed:

Note: The [Parish Safeguarding Handbook](#) is referenced here for your convenience