

**St. Paul's Church Dorking PCC**  
**Monday 17<sup>th</sup> July 2017 at 7:45pm**  
**Draft Minutes**

*Chair:* Ruth Bushyager

*Minutes:* Alison Everness

**Present:** John Arnold, Alex Birch, Malcolm Bother, Ruth Bushyager, Chris Ellis (from 7:55), Alison Everness, Simon Feraday, Steve Henwood (from 8:15), Maggie Hill, Juliette Lister, Dawn Lucas, Katie Mackay, Peter Nevins, Jonathan Papworth, Laura Parker, Ian Poole, Jeff Yelland

The meeting began with a Bible reading and prayer

**1. Apologies for absence**

Graham Everness, Steve Goddard, Ros Mulholland, Oli Fricker, Amanda Tucker

**2. Minutes of the meeting on 15th May 2017**

Matters arising not taken elsewhere

Item 6 St Paul's School governors

Fiona Ruddock has offered to take over from Richard Tanton; Richard is to become an associate governor

Proposed: Peter Nevins; Seconded John Arnold; Carried unanimously

All tasks highlighted on the minutes have been completed.

**3. Correspondence / AOB**

Ruth has written to thank Martine Brewer for many years serving as treasurer and bookkeeper for the Nursery

There has been much correspondence relating to the proposal for the St Paul's Road Residents' Association becoming a Limited Company. Mark Brookman is now dealing with this on behalf of the church and the matter will be brought to a future PCC meeting.

NB the Residents' Association is a completely separate body to the Good Neighbours Group.

**4. Health and Safety**

Ian Poole was appointed as the new H&S officer; Proposed: Laura Parker; Seconded Maggie Hill; Carried unanimously

Ian reported that the H&S policy has now been updated in line with comments from PCC meetings and PCC members had been given a list of changes made.

A few further amendments and suggestions were made:

Remove references to tombstones on p3

Kitchen hygiene procedures need to be clarified (separate from this policy)

Add location of additional first aid boxes on p7

A list of named first aiders is needed (separate from this policy)

References to "Property Manager" should now read "Facilities Manager"

The PCC approved the policy subject to the above changes being made.

It was noted that, where appropriate, ministry leaders need to make sure that their teams are aware of the requirements of the H&S policy and that those requirements are being followed.

**5. Nursery**

A report from Laura Parker, chair of Nursery Management Committee had been circulated to PCC members

Laura spoke to this report and the PCC thanked her for her work with the Nursery

**6. Safeguarding**

There will be a Diocesan-led Safeguarding Training session on Monday 9th October which PCC members are encouraged to attend if they have not had recent Safeguarding training.

The Annual Safeguarding Review had been circulated to PCC members. Ruth emphasised that we can be confident that we have robust Safeguarding procedures in place and have been commended by the diocese in this respect.

[Alison to send all PCC members link to Safeguarding on diocesan website](#)

**7. Lettings policy**

The Lettings Policy, which will form part of a pack of information for prospective hirers, has been revised by Penny, liaising with Ruth and PCC Exec.

Final clarification on wording in points 11 and 12 relating to sound, multimedia and lighting is needed.  
10 of PAT testing is only required for **mains** electrical equipment  
16 Re serving of alcohol: this is a proposed change to the previous policy which had not always been effectively implemented.

[Penny to be asked to find out about any limit on the number of temporary licences which can be granted in any one year.](#)

[Final version of policy to come to September PCC for approval](#)

## 8. LPA training

Amanda Tucker is applying to train as a Lay Pastoral Assistant, beginning in Jan 2018. This would commit the PCC to an expenditure of £480 in 2018  
The resolution, as on the form to be returned to the diocese, was approved unanimously.

*At this point the meeting paused to pray about the items covered so far*

## 9. Mission Action Plan

The draft Mission Action Plan (MAP) had been sent to PCC members and copies were available at the meeting..

Ruth outlined the process which had been gone through to produce the current draft MAP, consolidating ideas from PCC awayday, small groups and individuals and working out how to structure priorities.

The 4 priorities which emerged were: Believing; Becoming; Children & Youth; Resource Church

This can be summed up as "Increasingly Courageous for Christ"

The meeting then broke into small groups to discuss the following questions

What resonates for you in the MAP?

What excites you?

What will challenge us most as a church?

How can we best present it to the wider church?

It was agreed that the PCC support the draft MAP and thanks were expressed to Laura Parker and Simon Gardner for the part they had played in putting it together.

## 10. Finance

The Treasurer reported on half-yearly income and expenditure against budget. Some significant one-off gifts have boosted income above budgeted level for the first half of the year.

Changes to bank signatories and online authorisers were approved. The full lists to be as follows:

Cheque signatories: Alison Everness, Chris Ellis, Ian Poole, Jon Ruddock, Ruth Bushyager, Sue Swain-Fossey, Jeff Yelland

On-line authorisers: Alison Everness, Chris Ellis, Ian Poole, Jon Ruddock, Sue Swain-Fossey

[Cheque signatories:](#)    [add Alison Everness, Ian Poole](#)  
                                  [remove Diana Pledge, Pat Goode](#)

[On line authorisers:](#)    [add Ian Poole](#)  
                                  [remove Megan Hill](#)

Internal Financial Controls Self Assessment has been completed. Most areas are strong, but some things can be improved and measures are in place to do this. Financial scrutiny of charities is very much on the agenda at the moment.

Chris has completed the Charity Commission Annual Return and the PCC noted and approved its contents.

Thanks was expressed to Chris for all his hard work and expertise.

The matter of allowing for depreciation of equipment was raised. This could be considered when preparing the 2018 budget,.

## 11. Other Written Reports

The following matters were raised in addition to what was covered in the written reports:

- a. Eco church: Excellent report from Annabelle. There will be an Eco focus for Harvest this year.
- b. World Church Team: International trips to France, Kenya, India in the pipeline for the next 3 years
- c. PCC Exec: Exec are aware of need to consider implications of the General Data Protection Regulation which comes into force in May 2018. Various church members have expertise in this area.
- d. Fabric Team: Extra money added to budget to cover essential structural work on the bathroom at 6 Falkland Road. Jon Ruddock will circulate a list explaining who to contact regarding maintenance issues..

- e. Deanery Synod
- f. Health & Safety: The lights at the edge of the church drive have given rise to a few problems. A solution is being investigated.

The meeting closed at 9:40 after a time of prayer.

**Future meeting dates** (for the diary)

PCC meetings: Mondays 18<sup>th</sup> September, **9th October (Safeguarding Training)**, 13<sup>th</sup> and 27<sup>th</sup> November 2017

PCC meetings start at 7:45pm unless otherwise advised