

St Paul's Church Dorking PCC
Monday 16th March 2020
at 7.45

Chair: Ruth Bushyager

Minutes: Caroline Rose

Minutes (Final)

Welcome and prayer : Ruth Bushyager opened the meeting with a reading from Psalm 18 and prayer

Present : Catherine Barker, Annabel Blanch, Ruth Bushyager, Alex Cacouris, Graham Everness, Alison Everness, Simon Feraday, Jenny Firth, Steve Henwood, Dawn Lucas, Katie Mackay, Ian Poole, Caroline Rose, Alison Studley (for item 2 only) Paul Studley, Karen Wheatley, Nick White

(3 clergy, 2 wardens, 3 deanery synod, 15 elected =23; 2 places for co-opted members)

1. Apologies for Absence : Lawrence Comber, Malcolm Boother ,
Jac Gardner, John Arnold: Oli Fricker: Catherine Carter Shaw : Maggie Hill

2. Nursery Update: Financial report:

Ruth welcomed Jeremy Hall to the meeting and extended the PCC's congratulations to the Nursery management and staff for achieving an OUTSTANDING OFSTED report on all counts as a result of inspection in February.

Jeremy reported

- a £1500-£2000 profit for the Nursery at the end of the Spring term after fundraising .
- He predicted a small profit at the end of 2020 despite the reduced income in the Autumn term as 20 new children make a gradual start to Nursery and places that must be left vacant for January starters.
- If the nursery currently suspended due to suspected COVID-19 infection does not open in the summer term , profits will be lost and it was confirmed that the Nursery Insurance will not cover that closure.
- Compulsory School closure: PCC was informed that SCC has not yet provided information about possible funding should schools be closed nor firm information regarding staff pay.
- PCC were advised that Closure for the whole term would cost £22,000 of which £4000 would be covered by reserves. JH and AS asked the PCC to underwrite the nursery costs should there be a forced closure next term. Alternatives could also be considered for example asking staff unpaid leave.

It was agreed that we need to wait until the situation became clearer and know how the government was going to deal with what would be a catastrophic problem countrywide before making any decision.

Alison gave the PCC the following Nursery staffing update:

- Jacque Moulder to be Acting Head and Katie Davies Acting Deputy Head for the summer term

- Facetime interview has been held for the fixed term (summer term) position 2 hours a day nursery teacher
- Advertisements for permanent Head and Deputy Head positions for September are being drawn up.
- Staff acting up will not get paid at their new rate until one week into the new term should the nursery open.

Jeremy was thanked for his report and the huge amount of work done to bring order to nursery finances and present them so effectively and Alison thanked for her outstanding leadership, in addition to, her skilful chairing of the Nursery AGM on March 12th and Tanya's leaving celebration.

It was confirmed that the Church would not now be able to celebrate the Nursery's Outstanding OFSTED report and mark Tanya's departure at the Mother's Day service on March 22nd due to restrictions placed on Church services as a result of the Covid-19 pandemic.

3. Safeguarding:

In Anna Mercer's absence Ruth, as a member of the Safeguarding Advisory Group, presented the Report on Safeguarding of Children and Vulnerable Adults and requested approval of the Annual Policies for adoption. All of these documents were circulated in the bundle of papers for this meeting.

She spoke to the report highlighting the appointment Penelope Arnold as representative for the Safeguarding of Vulnerable Adults; DBS checks and St Paul's participation in the Diocesan Past Case Review both of which presented no concerns for St Paul's; the focus on Safeguarding in both morning services during September 2019.

PCC attention was drawn to the new national guidelines which require many more of our volunteers to undertake higher level safeguarding training. Looking to the coming year Ruth advised the PCC, that whilst an excellent training day was held in February attended by 21 people more will need to be done over the coming months: further training opportunities including training in dealing with domestic abuse; writing role descriptions including safeguarding responsibilities for volunteer leaders e.g. homegroup leaders, SPOT and earlybird volunteers as well as ensuring that all CYM volunteer leaders have read the handbook accessible on the website, which includes their safeguarding responsibilities. PCC members were encouraged to offer help in writing role descriptions.

Ruth acknowledged that the demands on churches regarding safeguarding were growing, but that the Diocese was mindful of this. Churches were being encouraged to prioritise and it was recognised that it would take many months to comply with the guidelines.

The PCC agreed to endorse and adopt the Appendices as follows:

Appendix 1 : St Paul's Church Dorking: PCC Safeguarding Statement

Proposed: Annabel Blanch

Seconded: Dawn Lucas

All in favour

Appendix 2: Parish Safeguarding Responsibilities:

Proposed: Nick White
Seconded : Ian Poole
All in favour

Actions: Appendix 2 to be signed by the Incumbent, Churchwardens and safeguarding representatives.

It was noted and agreed that we need to post photographs of the Safeguarding Team on the church website.

Appendix 3 Policy statement for the safeguarding of Children and Vulnerable Adults

Proposed: Catherine Barker
Seconded: Katie Mackay
All in favour

Action: Appendix 3 to be signed by the PCC Secretary.

Appendix 4: PCC Endorsed Activities

Ruth explained that our responsibility with regard to safeguarding did not extend to all activities within the church or activities with which St Paul's had an involvement in the community. Such events/ activities are listed separately at the bottom of Appendix 4. Several small factual errors and omissions were pointed out but the document was accepted on the understanding that the necessary corrections would be made and the document represented to the PCC.

Proposed: Katie Mackay
Seconded: Annabel Blanch
All in favour

Action: corrections to be made to Appendix 4 and represented to the PCC.

4. Minutes of the meeting on January 20th 2020

The minutes of the meeting held on January 20th 2020 were approved as a true record of the meeting. There were no matters arising not taken elsewhere.

5. Vicar's Report :

- Covid-19 Corona Virus:

Ruth outlined the **Phase One** actions in line with the Diocesan instructions including the end to all hospitality, the closure of the church kitchen, the impact on services : arrangements for Holy Communion, The Peace and the consideration for plans to worship at home and the importance of clear communication via the website.

She advised that **Phase Two** already underway, would involve assessing community needs, both within the church family and the parish and mobilizing necessary volunteer helpers as well as our pastoral assistants. What would be permitted regarding church services was unclear but that the staff team were discussing plans for outdoor worship, smaller gatherings with well spaced chairs and communion by faith.

Phase 3 was anticipated to include arrangements for funerals and plans for coping with increased need for pastoral care should debt and unemployment become problems, as well as mobilising help for those who need to rebuild businesses.

PCC was unanimous in thanks to Ruth for her pro active approach and all that had already been achieved. Ideas for communicating with and supporting the parish were discussed and it was agreed this should be a focus.

The opportunities of the present circumstances were discussed including: creative and inspiring ways to engage and support the community e.g.Podcasts and online services. The need to be outward looking and to demonstrate that our services may have stopped but our faith is still strong was expressed.

- Mick Taylor's appointment as Church caretaker was confirmed.

6. Written reports

a. *Standing Committee* :

The PCC was asked to agree to two proposals detailed in this report circulated before the meeting.

Nursery funding

- Monthly contributions from the Nursery could be stopped from March and replaced by a single payment in December. Should the nursery finances be healthy we would expect the full amount owed to be paid.
- To ease cash flow should it be necessary, we loan the nursery up to £10,000

New Wine Bursary Fund : To extend this fund by £500, so we can provide necessary finance to support another family with particular needs. This money would come from surplus budgeted funds allocated to now completed building works.

PCC agreed to both these proposals.

- b. *Fabric*: there were no questions related to this report.
- c. *Health and Safety* : There were no questions related to this report.
- d. *Deanery Synod* : There were no questions related to this report.
- e. *Finance*: There was no written Finance Report presented..Ruth reported a positive financial position but counselled that we would have to monitor the impact on finances of restrictions imposed by the Diocese (based on Church of England guidance) on use of church buildings and changes to the way we will provide worship due to Covid 19.

7. World Church and Social Justice: A review and vision going forward

MAP 2020-21

Alex outlined a vision for the future (already discussed with Karen Wheatley and John Arnold) which would bring Social Justice and World Church ministries together with shared action areas identifying what we are passionate about as a church. He gave the example of Eco Church :Local: household and Mole Valley initiatives;International: Rocha

The benefit will be a more coordinated approach in terms of Strategy, Finances and Impact, building on our strengths and utilising the gifts and resources God has blessed us with. This new approach would be reflected in our MAP and would require us to reassess our outward giving.

Alex shared with the PCC his plan for developing this vision identifying the awayday on May 16th as a starting point: exploring our areas of skill, our passions as a church before praying and distilling from a wider list to identify action areas.

In preparation for this Alex asked the PCC to consider some questions which we had no time to discuss at the meeting. It was agreed that these would be forwarded to the PCC (see Appendix 1 attached to these minutes)

John Arnold who was unable to attend the meeting was thanked for his written report which was submitted to the PCC before the meeting.

Karen Wheatley delivered the World Church summary for 2019-20 based on her report circulated before the meeting which was supported with a short film. Six partnerships were highlighted : Kenya, India, Syria, Peru, France and UK based ventures with an international outlook as well as the toilet twinning project. Karen explained that the World Church team worked hard to encourage the church to be involved: receiving information through newsletters , provide ways to engage and pray : encourage homegroups to partner individual missions, feedback slots in services , holding special fundraising events and giving prominence to mission partners visits, this year Juan Carlos and Penny Marces and sending teams to the mission field. The world church team was widely praised for their work this year.

9. APCM 2020 Preparations

- Ruth reported that we have a strong candidate who is prepared to stand for the vacancy of Churchwarden but encourages PCC members to forward any other possible strong candidates for the position.
- She thanked all PCC members whose term of office ends this year and encouraged all to approach members of the church family who could bring wisdom and skills to the PCC to complete nomination forms for election.
- Similarly she asked the PCC to encourage members of the church family to stand for Deanery Synod rep vacancies. The crucial importance of representation on the Deanery Synod was emphasised as members will have an influence on who is sent for election on the General Synod at a time when there are crucial debates concerning orthodoxy.

The PCC Secretary drew attention to the Draft of the Annual report for 2019 circulated with the papers for this meeting. She apologised that it was not yet complete for approval for the PCC and that they would receive a completed copy in due course.

11. Correspondence/AOB

There was no correspondence to report

12. CYM Off-site visits

Given the present restrictions any planned events are suspended. Steve Henwood did report that the Base camp event of March 13-15 was a resounding success.

13. AOB

There was no any other business

the meeting closed at 9.30

Dates of future meetings

Next PCC Meetings: Tuesday May 19th,

Monday July 13th

Monday September 21st

Monday November 16th

Monday November 30th

Monday January 18th (TBC)

APCM Thursday April 30th . 8.00pm

PCC Away Day - 16 May, The Dell, Ashted Church (morning and Lunch)

PCC meetings start at 7:45pm unless otherwise advise

Appendix 1

Q 1: What areas of ministry / groups we have served / causes we have committed to, have you seen St Pauls historically having a positive impact with? (i.e families work, prayer, refugees, bible teaching, environment,etc) please try and be as specific as possible.

Q2: What areas, service, causes do you feel God is calling us to in this next stage of our life here? If you can think about inward and outward please, and as specific as possible.