

**St Paul's Church Dorking PCC**  
**Monday 1st June 2020 at 7.45pm**

Chair: Paul Studley

Minutes: Caroline Rose

**Minutes (final)**

. The meeting was opened in Prayer by Malcolm Boother

**1. Apologies for Absence**

Apologies had been received from: Lawrence Comber

Present: John Arnold, Catherine Barker, Sarah Beasley, Annabel Blanch, Malcolm Boother, Alex Cacouris, Catherine Carter Shaw, Alison Everness, Graham Everness, Simon Feraday, Jenny Firth, Oli Fricker, Jackie Gardner, Steve Henwood, Maggie Hill, Dawn Lucas, Katie Mackay, Ian Poole, Caroline Rose ( minutes), Alison Studley ( for Item 2), Paul Studley (Chair), Karen Wheatley, Nick White.

Alex Cacouris was invited to open the meeting to give an overview of the forthcoming weeks as we enter a period of Vacancy which begins officially when Ruth resigns. He focused on three areas

1. How services are delivered as welcome out of lockdown: the need to be creative in exploring how we can bring people together again, how we will use the church buildings, but be cautious and careful not to lose the benefits of the online worship.
2. Pastoral Care: The need to care for all who will bear responsibilities, staff and those who lead or support ministries and thus the need to share responsibilities and look after each other.
3. Evangelism: Creative and innovative ways for people to seek God: eg.community suppers

Providing mental health support as people suffer increasing anxiety. Alex stressed the need to listen carefully to God and discern what the Spirit is leading us to do.

In answer to questions the wardens and Alex confirmed that:

During the vacancy no material changes can be made to our normal operations, however our present unique situation some changes are inevitable.

That there would be a distribution of duties during the vacancy which Alex will discuss with the staff team and the ministry heads.

We need to be mindful of inclusion, particularly those who have no internet provision as we plan service provision and communications to the church family.

**2. Church Nursery.** Alison was thanked for her comprehensive report circulated before the meeting in which the preparations and plan for the reopening of the nursery on June 8th was detailed. The tireless support given by Jacqui Bonsey , Acting Head , working alongside Alison and Jeremy was acknowledged as indispensable. The PCC was asked to pray for the safety of the staff and the children over the coming weeks.

In answer to questions Alison confirmed that:

- Tanya's inclusion in the furlough programme, eligible under the government guidelines was at no cost to the nursery and that this would cease at the end of July.
- In drawing up the plan, government guidelines had been followed with regards to health and safety.

- The safety of CPR had not been considered but that all the staff were trained in paediatric first aid.
- Attendance at the Nursery was dependent on full agreement by parents that they accept the plan in place but that the Insurance position of the Nursery and the Church had not been considered should a child contract Covid-29 as a result of attending the Nursery. The Nursery Management Committee would check the insurance position and Public Liability Cover.

The PCC agreed that it was to the immense credit of the nursery team that so many families wanted their children to return to nursery and that the plan should be approved.

Proposed: Sarah Beasley Seconded: Katie Mackay . Agreed unanimously

### **3. Minutes of the PCC Meeting March 16th**

The minutes of the meeting held on March 16th were approved as a true record of the meeting

**Matters arising:** the PCC Secretary advised the PCC that the document : Appendix 4 PCC endorsed activities presented before the meeting was the updated and corrected version ( as of March 16th) as promised. It was noted that as an organic document it would need regular updates. There was a discussion about the need for the inclusion of the new online CYM and adult activities introduced due to the present lockdown and the inclusion of some ministry meetings e.g. World Church and whether the PCC should approve these activities at the time of their inception.

**ACTION:** PCC secretary will investigate the extent of the activities to be included in this document and how the PCC should manage the document.

Appendix 4 was accepted as correct as of March 16th 2020.

### **Minutes of the PCC Meeting May 4th**

The minutes of the meeting held on May 4th were approved as a true record of the meeting

#### **4. PCC Pre Vacancy Meeting Tuesday May 19th**

Paul Studley reinforced the following points:

- The Vacancy does not formally start until Ruth resigns which will occur when she is consecrated Bishop of Horsham. Her consecration due to take place on June 24th has been postponed and it is hoped that it will be reorganised for a date in the near future.
- Three parties are involved in the appointment of a new incumbent: the PCC, the Patron and the Archdeacon.
- The first stage of the appointment is the creation of the Parish Profile which will involve wide consultation, followed by distillation by a smaller group and finally a Section 11 meeting which is held to gain PCC approval of an agreed Parish Profile.
- Mike Duff and Martin Breadmore , having looked at the paperwork relating to the Group Ministry and agree that the final draft Parish Profile document would be shared with the Group Ministry as part of the consultation , before the Section 11 meeting.

### **5.Wardens Report**

Ruth's departure and the arrangements for the vacancy: The uncertainties of the official beginning of the Vacancy were regretted but Paul's encouragement that it was sensible and wise to move forward was well received. He cited as an example, Sarah Beasley's co-option to the PCC following her agreement to stand

as a candidate to replace Ian Poole as Churchwarden at the next APCM. Sarah will bring wisdom and experience to the PCC and continuity after the APCM.

Opening of the Church Buildings: Paul confirmed that in line with the Church of England's instructions we are not able to open the buildings at present although he was trying to facilitate access to the buildings through the Operations Manager and Caretaker for those who need to collect resources. It was acknowledged that whilst church buildings can be used to 'run services'. Alex and the wardens explained that we are not taking advantage of this at present, as, with the exception of the celebration of Communion our online practice was generally better than filming in church.

The appointment of the Curate: Paul confirmed that Ruth, after much negotiation has secured Becky Taylor's appointment as a curate at St Paul's. Becky will serve part of each week with a hospital chaplain who will be her training incumbent until the appointment of our new vicar, at which point, she will become a full time member of the St Paul's staff. Becky feels very much drawn to St Paul's and has much to offer. She will arrive at the end of June taking up her free accommodation provided by a church family.

## 5. Written reports

(i) **Standing Committee:** There were no questions raised about this report.

(ii) **Fabric:** Paul Studley responded to concern that the quote of £12,000 received for building a new patio at 6, Falkland Road was very high,, explaining that this was the only price received at the time of writing and that this and other quotes would be examined critically before any decisions are taken.

Jackie Gardner asked that consideration be given to varnishing the double outer doors to the church which are now badly weathered.

(iii) **Health and Safety:** There were no questions raised about this report.

(iv) **Deanery Synod.** In relation to the update given, Graham asked for PCC prayers regarding the selection of the new Area Dean.

to pray for guidance as to how this matter was to be taken forward.

(v) **World Church:** Karen Wheatley outlined the proposal for new mission partnership for our outward giving which has a creation focus and is UK based: To support Dave Bookless, International Director of Theology for A Rocha and Kailean and Kim Khongsai, who work for A Rocha in Southall which would be subject to review after one year. She drew attention to the benefits of this partnership detailed in her written report to the PCC which Alex reminded the PCC fits well with the agreed vision for outward giving outlined at the March meeting. There was unanimous agreement to support this proposal subject to review after one year.

## 6. Financial report : Oli spoke to his report circulated before the meeting.

Oli reported a healthy income during May forecasting only a slight fall below budget over the rest of the year and that optional expenditure remains negligible. He struck a note of caution regarding the bleak economic outlook and should therefore be careful with our expenditure.

**Staff remuneration:** In view of the current church income levels and the increasing work demanded of the employed staff as lockdown is eased, together with the imminent closure of the government furlough scheme, the **PCC agreed as asked to approve the current approach ( to be reviewed by 15/09) to staff remuneration.**

In answer to questions Oli confirmed that the current approach included the contracted staff . It was noted

that the caretaker was fulfilling duties each day now. There were views expressed that Helena and Ian Twentyman deserved more than their usual remuneration to cover the extra hours spent during lockdown to provide music for the 9.00am services. Alex confirmed that the Standing Committee were mindful of this point and that Helena had been asked to keep a diary of hours worked.

**Curate Living Allowance :** Oli explained that although Becky was due to arrive at the end of June, her stipend would not begin until September . He outlined the Standing Committee request that the PCC offer her a grant for basic living costs during July and August if she chooses to live in Dorking during these months. Subsequent discussion reflected a view that as she is unable to work during this time, this was the right thing to do. We should look after her and that such support should be part of our warm welcome.

**PCC was asked to authorise the Standing Committee to approve a summer living allowance grant of up to £1000 total to our incoming curate. Proposed : Ian Poole Seconded: Dawn Lucas Agreed unanimously**

**Extending Outward Giving:** Graham Everness asked that given the level of reserves and the desperate needs of many charities, thought could be given as to whether we should ,as a church, be giving more generously. It was acknowledged that we had given extra support requested by the Marces' to fund food parcels for desperate church families but that had been funded from the world church budget. It was agreed that we should return to this issue, but that in the meantime Karen Wheatley and John Arnold could monitor our existing partners for immediate needs and that all PCC members should bring to Oli's attention any charities we could support.

7. **APCM 2020 Preparations** The PCC secretary advised the PCC that the final Annual Report for 2019, for the 2020 APCM was not complete and that it would be forwarded to them as soon as possible for approval. Concern was raised that the report was still pending and needed to be completed as soon as possible particularly in view of the impending vacancy.
8. **Correspondence:** There was no correspondence to note since the last PCC Meeting
9. **CYM Off-site visits:** there are no CYM offsite visits planned for the future at this point.
10. **AOB:** Alison Everness asked that it be noted the sterling work being done on a daily basis to keep all CYM groups going during lockdown. The PCC extended its thanks to Steve , Andy and all the CYM team for their dedication. Steve acknowledged the thanks for his team and added that they were already trying to plan how CYM would operate over the coming months and to judge what the new normal would be.

**Jenny Firth closed the meeting in Prayer at 21.16**

### **Dates of the Next Meetings**

Monday July 13th

Monday September 21st

Monday November 16th

Monday November 30th ( if needed to set the Budget)

**Thursday October 15th APCM**