

St Paul's Church Dorking PCC

Monday 21st September

2020 at 7.45pm

By zoom

Chair: Paul Studley

Minutes: Caroline Rose

Minutes

The meeting was opened with Prayers led by Malcolm Booter

1. Apologies for Absence

There were no apologies for absence

Present: John Arnold, Catherine Barker, Sarah Beasley, Annabel Blanch, Malcolm Booter, Alex Cacouris, Catherine Carter Shaw, Lawrence Comber, 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 Items 1-3), Paul Studley (Chair), Karen Wheatley, Nick White.

3. Nursery Update: Ali was thanked for her report circulated before the meeting. She talked to her report, clarifying points regarding staffing and finance. It was noted that the Nursery finances were healthier; Ali explained whilst the increase in the Government rate of funding of 8p per hour per child made little difference , SCC funding for a full nursery 5 mornings a week in the summer term, was a help and that when all new children had started the nursery would break even. Ali emphasised however that the SCC monies received, does not give the Nursery the funding it needs to operate how it would choose. Filling the afternoon sessions is therefore important in increasing the nursery income. Ali outlined changes in the way the Early Years curriculum is being delivered this year and how the nursery is managing and implementing the government guidelines regarding COVID 19. The strong staff team now in place with great leadership in challenging times was noted and applauded. Alex thanked Ali and Jacqui , new Headteacher for their work.

4. Minutes of the last meeting July 13th and matters arising not taken elsewhere

Churchsuite: A clarification of the discussion regarding Church Suite at the July meeting confirmed the PCC's decision to go ahead with Phase One of the project.

Proposed : Graham Everness Seconded: Katie Mackay

It was confirmed that we could continue to host the website on Church Insight or change to Church Suite as host.

Minutes of the meeting July 13th were approved as a true record of the meeting

Proposed: Paul Studley Seconded: Sarah Beasley

5. Wardens 'Report :

Staff: Wardens reported that Dawn Lucas , Becky Taylor and Samuel Latham are settling into their new positions. Samuel's valuable contribution to church technology in assisting Philip Ellis was noted.

Foundation Governor vacancy: The PCC were asked to approve Hannah Dimmock as a Foundation Governor of St Paul's School

Proposed: Paul Studley Seconded: Malcolm Boother

Agreement was unanimous

Interim Plan: Attention was drawn to the reports from the four working groups distributed before the meeting and the PCC advised that the groups would conclude their deliberations at the beginning of December and that the recommendations of the groups would then be considered.

6. Opening the Church:

Ian explained that we were following the Diocesan Guidance based on the Government regulations, that it was easier to live stream the 9.00am service than others and that there was a need to minimise the work required to continue all the services, so others will continue to be online Philip reports that the technology was working well.

7. APCM Thursday October 15th

The PCC were informed that:

- Plans are being drawn up to have a hybrid meeting ; with a number of people in church socially distanced and the rest hosted on zoom.
- Philip Ellis has confirmed that we can achieve this with the video and audio facilities in church and that everyone will be able to see, hear and be heard.
- Invitations to the meeting will be published in the Friday email offering the opportunity to reserve a place in church or following a zoom link
- Attendees will be encouraged to send questions in advance to facilitate the organisation of the meeting.
- Any voting would be difficult and that no method had been finalised.
- PCC was asked to send any further ideas to the SC and it was agreed that the PCC secretary would follow up suggestions to find out how other similar churches managed their APCM and ensure that our final arrangements met with Diocesan approval.

PCC members were asked to suggest to the wardens possible nominations for the vacancies on the PCC and Deanery Synod

Annual Report 2019: The PCC secretary reported that the Annual Report and Accounts presented to the PCC for their approval on July 13th (**Proposed Paul Studley and Seconded Karen Wheatley at that meeting**) could stand as there had been no requests for changes to the content of the report by July 31st. **Unanimous agreement** .

It was noted that the content of the 2019 report extended into 2020 due to the extenuating circumstances ; COVID 19 and Ruth's departure.

8. Written reports

- a. **Standing Committee:** *the PCC was asked to approve of the purchase of a green bell tent to enhance Forest School facilities (at Nursery expense) as long as it is within the terms of neighbourhood agreement.* After some discussion it was agreed that the purchase and erection of the tent could go ahead. As a non permanent and discreetly placed structure, it was felt that it was unlikely to cause concern to the GNG and was not against the agreement. Seeking GNG agreement was deemed unnecessary. Ian Poole agreed that he would liaise with Ali Studley to advise that permission was granted but also to communicate the need to be mindful of excessive noise as Forest School facilities were extended.
- b. **Fabric :** Paul Studley spoke to his report circulated before the meeting drawing attention to the ongoing work in the church gardens by Andrew Ruddy, the resolution of the church heating problem and the work required at the vicarage the costs for which will be shared with the diocese. It was noted that the diocese was sympathetic to the property being rented during the vacancy and that there was a possibility that the Fricker family may be able to move in. There were no questions raised about this report.
- c. **Health and Safety:** Concern was raised that Steve Moggs had not had access to the necessary information to complete his report regarding accidents due to the closure of the church centre. Ian Poole said that access to the premises to carry out necessary checks and to the accident books, as well as better communication with Steve Moggs regarding the arrangements made regarding health and safety in line with Diocesan regulations would be addressed at the forthcoming Health and Safety Meeting.
- d. **Diocesan Synod:** Graham Everness spoke to his report circulated before the meeting . He congratulated Peter Nevins on his appointment as Area Dean and emphasised the importance of filling our quota of 4 Deanery Synod reps at the forthcoming APCM ..
- e. **World Church:** Referring to her report circulated before the meeting Karen drew attention to the proposal, that due to the changes made by Tearfund regarding the management of donations that we would make out future donations directly to one of the partners, Oasis India. She stressed that Tearfund would not lose out. In answer to a question raised, Karen will find out whether the monies are sent via the UK or direct to the project.

9. CYM Report

Steve Henwood spoke to his detailed, comprehensive report circulated before the meeting which illustrated how much we do for our Youth and Children and how many changes have been made to meet restrictions imposed since March 2020. He praised the dedicated CYM team highlighting the work of Andy Thompson with Wednesday Night Youth; the preparation and delivery of activity packs for children who attend Saltmine groups by Katie Mackay and the writing of devotional material for secondary schools' CU's by our own young leaders.

Steve raised his concern that restrictions over the last 6 months has affected our connections with 'fringe' youth membership through our midweek groups and connections with schools. There is still a strong core of children and youth attendance where parents are church members but the bubbles of church families are represented in smaller numbers in certain age groups, presently noticeably less in Years 4/5 and 7/8 age groups.

PCC thanked Steve and his team for their work, expressing their commitment to support CYM in prayer.

10. Financial Update: Oli Fricker

With reference to his Update circulated before the meeting Oli reported:

- that taking into account reduced income and expenditure our year end position will be as much as £9k better than budgeted.
- His reasons for advising against a stewardship campaign this year as detailed in his report but instead the promotion of the Diocesan initiative 'Transforming generosity'
- The awarding of 2.5% pay rises to Andy Thompson and Emily Lissaman effective from 1 September as agreed by the PCC last November
- His inclination to set a cautious initial budget for 2021 which could be reviewed when current meeting restrictions are lifted.

The need to find someone to take up the Treasurer's position when Oli leaves next summer was noted, ideally enabling a good handover in the Spring.

Staffing : The PCC was asked to approve the following recommendations of the Standing Committee:

- *Emily Lissaman's fixed term part time contract (now expired) is now made a permanent contract. (28 hours a week)* The PCC was reminded that we did not have the funds to offer a permanent contract to Emily in 2019 but that now we are in a position to do so. After some discussion about Emily's role and recognition of her proven value as a member of the staff team an ongoing agreement was reached.

Proposed : Nick White Seconded: Jenny Firth All in agreement

- *To extend Emily Lissaman's contractual hours by 8 hours per week for one year, to take forward our social media presence at a cost of £1350 to the church . In*

discussion, the need to be cautious about additional expenditure was weighed up together with the missional value of improving our digital platform and making our website more attractive and accessible. PCC were assured that Emily already makes a well received contribution to communications and present personnel would welcome another member of the team.

Proposed: Katy Mckay Seconded: Jenny Firth All agreed

- *To engage Chris Lissaman who has a background in digital and graphic design , and pay him £500 to work on website redevelopment; to create sample designs to use on our website, flyers, notice boards etc.* Oli pointed out that funding from the monies from weddings and funerals which remains in our church account during vacancy would cover this cost. It was agreed that this was good value use of expertise and would have missional value.

Proposed: Sarah Beasley Seconded: John Arnold All agreed

Oli was thanked for all his hard work and his detailed report

11. Correspondence: There was no correspondence to note since the last PCC Meeting

12. CYM Off-site visits: there are no CYM offsite visits planned for the future at this point.

13. AOB

In answer to Catherine Barker's enquiry regarding the provision for 'social distanced in person fellowship' for both young people and senior citizens., the following points were made:

Regarding all age groups and worship opportunities we are bound by Government legislation and Diocesan regulation.

In relation to young people, we are bound by 3 pieces of key legislation (NYA guidance), which is different to the rules for schools. CYM is looking at what we may be able to offer in the future.

Worship opportunities are constantly under review but we must operate 'within the law' not least because we would invalidate our insurance if we did otherwise

Elderly People: PA's, 'Young at Heart' and others within the church are keeping in regular contact with our elderly folk. Singing and worship outside at Rose Hill Nursing home over the summer has been well received. Generally the feedback from all involved is that the elderly are grateful for the contacts but do not want to meet up . In relation to future plans, it was noted that the Community working group (Interim Plan) have identified isolation of people all age groups and would be making recommendations for future action

Alex Cacouris stepped back from the meeting at this point

PART 2

14. Preparation of the Parish Profile :

Part 2 of the Minutes of the Meeting July 13th were accepted as a true record of the meeting

Proposed : Sarah Beasley Seconded: Annabel Blanch

Paul Studley reported that the process for the preparation of the Parish Profile was moving forward in line with the planned timeline as follows:

- The wardens had met with the Patron and Archdeacon on September 3rd and it is hoped that after a further meeting with the Profile Team (who will be paying close attention to the Statement of Need within the document), the text will be completed by October
- Chris Lissaman will then be asked to work on the presentation of the Profile: layout, photos etc.
- Once we have a first draft of the Profile it will be shared with the Patron and Archdeacon, Area Dean and PCC for comment before going out to wider consultation: ie to our Group Ministry leading clergy, schools connected to St Paul's .
- Section 11 meeting will be held to confirm the acceptance and adoption of the Profile to go forward to support our advertisement for a new Incumbent.

Closing Prayer : Lawrence Comber closed the meeting in prayer

Dates of Future Meetings

APCM: Thursday October 15th

Monday November 16th

Monday November 30th

