

St Paul's Church Dorking PCC

Monday 16th November

2020 at 7.45pm

By zoom

Chair: Paul Studley

Minutes: Caroline Rose

Minutes

New members of the PCC joined a short Induction meeting before the main meeting to look at the Purpose and Responsibilities of the PCC .

1. The meeting was opened with Prayers and a short Agape communion led by Alex Cacouris

2. Apologies for Absence Catherine Barker, Catherine Carter Shaw

Present: Sarah Beasley, Annabel Blanch, Alex Cacouris, Lawrence Comber, Graham Everness, Jenny Firth, Oli Fricker, Jackie Gardner, Maggie Hill, Ceceile Johnston, Emily Lissaman, Caroline Rose (minutes), Paul Studley (Chair), Sue Swain Fossey, Becky Taylor, Andy Thompson, Karen Wheatley, Nick White.

3. Welcome to new PCC members and election of officers

Paul Studley welcomed the new members of the PCC.

The following were elected unopposed to serve as officers of the PCC for 2020-21

Vice Chair **Paul Studley** Nominated Sarah Beasley, Seconded Sue Swain Fossey

Secretary **Caroline Rose** Nominated Jac Gardner, Seconded Sue Swain Fossey

Treasurer **Oli Fricker** Nominated Jenny Firth, Seconded Annabel Blanch

Electoral Roll Officer **Jo Cassidy** Nominated Graham Everness, Seconded Karen Wheatley

We can have up to 2 coopted members; the PCC agreed Steve Henwood is retained as a coopted member which leaves one vacancy.

Membership of the PCC Standing Committee : **2 Wardens:** Paul Studley and Sarah Beasley,

Associate Minister: Alex Cacouris, **PCC Secretary:** Caroline Rose and **PCC Treasurer:** Oli Fricker

Proposed: Maggie Hill , Seconded: Lawrence Comber

4. Election of Sidepersons:

It was noted that under the Church Representation Rules 2020, the responsibility of appointing Sidespeople now falls to the PCC.

The PCC was asked to appoint the following nominees as sidespeople for 2020-21. Sue Higham, Peter Bamber, Steve and Heather Goddard, Jo Rodgers, Christine Riley, Sue Beckett, Coleen Risness, Felicity and David Charles, Jane Hall, Anne and David Holman, Guy Blair, Lawrence Will, Sylvia Melchonne, Tim McIntire, John Firth

Proposed : Sue Swain Fossey **Seconded**: Paul Studley

These nominees were appointed as sidespeople for the year 2020-21 unopposed.

5. Minutes of the last meeting September 21st and matters arising not taken elsewhere

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

Proposed: Jac Gardner **Seconded:** Lawrence Comber

Church Suite : Emily Lissaman gave an update on the progress of PHASE 1 of the changeover from Church Insight to Church Suite as our chosen software for the database and communications : five members of staff who will be using the new software have been trained by a trainer from Church Suite , 7 hours of training footage have been prepared for use by church members , and several 1:1 training sessions have taken place in Church and now under lockdown , on zoom. This week PCC members will receive an email inviting them to view ' My Church Suite' and check their personal details held by the church ahead of the launch to the rest of the church family. Emily confirmed that the Church Website will, for the immediate future remain hosted by Church Insight but that a Phase 2 project could be implemented to change to Church Suite hosting. Paul thanked Emily for her work on Church Suite

Interim Plan: PCC was informed that all the Interim group leaders had been contacted to ask for their feedback but that pre organised dates for their meetings meant that in some cases their final recommendations would not be available until nearer the end of the month . Final reports from all four groups will be sent to the PCC. Lawrence and Nick White were thanked for their report already submitted.

6. Wardens ' Report :

Sarah informed the PCC that she had taken over the responsibility from Ian Poole as Warden ' to have oversight of Safeguarding' on behalf of the PCC and will join Steve Henwood, Anna Mercer and Penelope Arnold at safeguarding meetings held 3 times a year. Alex clarified the position regarding responsibility for DBS checking; it was noted that Marie Goddard had given notice that she is keen now to step down from this role which she has had for seven years, over which time the job has changed considerably now involving much more online work. Alex thanked Marie for her loyalty and dedication to this role and said that he will be meeting with Marie to discuss how the position might be filled, either by another volunteer or staff member.

Sarah brought to the attention of the PCC, that whilst the programme for services over the winter and in particular over the Christmas period were uncertain, it was not easy to gain commitment from deputy wardens for future services.

It was confirmed that Hannah Dimmock had been accepted as a Foundation Governor at St Paul's School but that a further vacancy has now occurred as Liz Yorke stands down having completed her three year term of office. PCC members were invited to think of candidates: those who could bring their skills and talents to this role, those with young families beginning their journey as parents of schoolchildren, or someone with time and experience to offer...

Paul confirmed that the agreement of the Diocese to rent the vicarage during the Vacancy has enabled the Fricker family to move in and that it will be their home until Oli moves to a new Church to take up his Curacy in the summer.

7. Written reports

Standing Committee: *New branding* : PCC's attention was drawn to Chris Lissaman's work on new branding for our church communications which he has used in the preparation of the Parish Profile circulated before the meeting. The PCC was asked to approve his designs which would then be adopted by the Church.

Proposed Maggie Hill Seconded: Nick White All in favour.

There were no questions raised regarding this report

Fabric : With reference to his report circulated before the meeting Paul explained further the work was required on the church roof. He confirmed that he is currently seeking quotations for the erection of scaffolding for safe access to the roof to replace tiles. This is likely to be expensive, so that any other non urgent work as outlined in the Quinquennial report 2019 , or other problems discovered when the roof is accessed would be dealt with whilst the scaffolding is up.

Andy Ruddy was thanked for his hard work in the maintenance of the Church garden and more recently in the Vicarage garden where a working party made a significant difference to urgent tidying and renovating.

Health and Safety: Steve Moggs was thanked for his report and his dedication to his role as our Health and Safety officer. There were no questions about this report.

Diocesan Synod: Graham updated the PCC on Diocesan and Deanery news as follows:

Diocesan News (meeting held November 14th)

- Budget 2021: There are significant financial problems in the diocese with many parishes unable to pay their parish share. The diocese will be carrying out a Health and Viability review of Diocesan parishes considering what makes a missionally and financially viable parish which will include churches in our deanery.

- The Year of Children and Young People (2021): Churches are to be judged not on level of youth activity but how well engaged it is with valuing and involving young people.
- Responding to the *Living in Love and Faith* (*Christian teaching on identity and marriage*). We will receive a resource kit and will need to consider how we will engage with this in our parish.
- The Diocese is committed to meeting a target of carbon net zero by 2030 and monitoring their progress in achieving this.

Deanery News

Deanery Synod will meet 17th November when the renewal of the funding for the Priory School Chaplaincy from Deanery churches will be discussed. This will cost each parish £265. Jenny Firth impressed on the PCC the significance of this provision and thus the importance of maintaining the funding.

Graham was thanked for his energy and wisdom as Lay Chair of our Deanery Synod.

World Church: The world church team was thanked for their fundraising efforts this Autumn: the Quiz and scavenger hunt raised just over £1000 a comparable sum to the usual fund raising ventures.

Karen talked to her budget request submitted before the meeting explaining:

- that funding to our mission partners would increase by £100 to £4500 a year with the exception of that to Stuart and Jenny Oliphant who will get a reduced increase as Stuart has part time paid employment as a counsellor.
- Contributions to ARocha are for the first six months of 2021 in line with the decision made last July to fund them until July 2021 before reviewing our partnership with them.
- Money was also being allocated in response to immediate need, for example Penny and Juan Carlos in Lima and their emergency food distribution during COVID 19 crisis.
- The bin twinning project with areas where there is no rubbish collections

Karen was thanked for her report and the ongoing work of the world church team.

8. Treasurer's Report and the Presentation of the Draft Budget for 2021

Oli talked to his budget notes distributed to the PCC before the meeting .

1.Narrative Summary.: Oli reminded the PCC of our healthy financial position over the past three years and the then agreed plan to employ more staff and run a deficit budget in the

shorter term before bringing spending back into line with income. He summarised the 2021 budget as one based on our current situation of government restrictions and vacancy, and as cautious in terms of income, £326k and expenditure, £371k as detailed in his notes. He cautioned that regardless of proposed cuts in expenditure, we will still have a budget deficit of £45K which we cannot sustain beyond 2021. Urgent action will be needed to reduce this deficit by 2022, by either major stewardship campaigns or make major savings. Oli emphasised to the PCC the urgency of the need to act in the Spring of 2021 in this respect. The PCC members were invited to ask questions and comment on this summary and current trends.

There was general agreement with Oli's view that a revision of this budget could and should be made when our situation changes post Covid when expenditure and income will both change.

Income: The effects of COVID are reflected in a reduction in giving ; a reduction of £5-6K per month in planned giving and much reduced unplanned giving (church collections.) , although it was noted that the income had thus far held up well given the national situation and that a drop of £21,000 in income over the period of 'church closure' was countered by a £22,00 fall in expenditure.

Concern was expressed that Oli's general analysis of the profile of regular givers revealing that a disproportionate amount of income comes from those aged 45+, is a situation that needs addressing.

The loss of £420 a month in rent from the Nursery was noted. (the Nursery would as agreed last year pay what they could in December)

Expenditure Budget: with reference to specific lines of Budget expenditure Oli gave details of the Parish Share, which he had been advised was unlikely to change next year. Note this has to be paid in vacancy.

There was a request that the budget decisions related to Gifts, Prayer and Para Church giving be reconsidered. Oli agreed to take these requests back to SC for discussion.

Oli requested that any further detailed feedback on the 2019 budget be sent to him after the meeting as it was not possible to scrutinise the figures line by line in this meeting.

Staff members on the PCC stepped out whilst the Ministry and Admin staff section of the proposed budget was discussed.

Ministry and Admin Staff: There was agreement to the proposal to offer no pay rise to staff who all received an above inflation rate rise of 2.5% last year.

The cost of staffing was considered carefully alongside respect for and appreciation of the work done since March under lockdown and the long term staffing plan in place to achieve the Action Plan for St Paul's as a resource church. It was acknowledged that a longer term plan would be revisited once a new incumbent had been appointed . To sustain the employment of a large staff team our income will have to increase. Paul emphasised that a

staff review as stated in this budget statement would be essential as part of any plan to make major savings unless we can increase our income. In order to be fully informed in the shorter term, Oli agreed to revisit the provisions of the Coronavirus Job Retention Scheme for consideration.

There were no further questions related to the proposed expenditure budget.

Options to address the deficit.

It was agreed that it is now more difficult to achieve our planned budget strategy of reducing the deficit and there was a positive response from the PCC to the five recommendations given by Oli in his report as to how to address the deficit.

It was agreed that a decision as to how we move ahead will have to be made by March. The PCC acknowledged the need for a strategy as we (hopefully) come out of COVID and a vision to encourage the Church family to give is needed, as well as much thought given to prudent expenditure. Oli encouraged a stewardship campaign at a time 'when the urgency is evident', to which he felt the church family would respond. It was agreed that the PCC would return to this issue in January and establish a smaller subgroup to take the plans forward.

Oli was thanked for a detailed and well presented report, and it was proposed that the PCC accept the 2021 budget as presented to the meeting.

Proposed: Nick White

Seconded : Graham Everness

Agreed unanimously.

9. Correspondence/AOB: There was no correspondence to note since the last PCC Meeting
Extended Pastoral Care: Alex C outlined a plan that has been drawn up with Dawn Lucas and Steve Goddard to extend pastoral care to all on the Electoral Roll who are not in a home group or do not receive any pastoral care within the church : Volunteers some of which have enrolled on the Diocesan befrienders course will be responsible for ringing 5 people once a month to make sure they are alright. Training will be provided for those doing the supporting. Thought has been given to reimagining small groups and establishing prayer triplets and pairs is being considered. It was acknowledged that coordination of support was essential to ensure that it was not overlapping with existing support.

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

Alex Cacouris stepped back from the meeting at this point

PART 2

11. Preparation of the Parish Profile :

PCC were reminded:

- that the Section 11 meeting was planned for Monday November 30th at which they would be asked to approve and adopt the Parish Profile and appoint two Parish representatives to be part of the team responsible for the appointment process. PCC members were invited to come forward if they wished to be considered as a representative. It was noted that both wardens were prepared to represent the parish in this respect if none else came forward.
- The position would be advertised in the Church Times and the interview date was already set for 25th February to accommodate the availability of Bishop Andrew.

The PCC thanked for their constructive feedback regarding the draft profile which was circulated to members a few days before this meeting. Paul informed the profile had also been shared with the the Patron, Mike Duff (CPAS) , Archdeacon Martin Breadmore the Area Dean who would coordinate a response from the Group Ministry,

12. Closing Prayer : Sarah Beasley closed the meeting in prayer

Dates of Future Meetings

Monday January 18th 2021

Monday March 15th 2021

APCM Thursday April 29th 2021 8.00pm

