

St. Paul's Church Dorking PCC
Monday 15th May 2017 at 7:45pm
Minutes

Chair: Ruth Bushyager

Minutes: Alison Everness

Present: John Arnold, Alex Birch, Malcolm Boother, Ruth Bushyager, Alison Everness, Simon Feraday, Oli Fricker, Steve Goddard, Steve Henwood, Maggie Hill, Dawn Lucas, Katie Mackay, Ros Mulholland, Peter Nevins, Laura Parker, Ian Poole, Jeff Yelland

The meeting began with a service of Holy Communion.

1. Apologies for absence

Apologies were received from Chris Ellis, Graham Everness, Juliette Lister, Jonathan Papworth, Jon Ruddock, Amanda Tucker. Ruth welcomed new members to the PCC.

2. Minutes of the meeting on 13th March 2017

Item 8, Health and Safety Policy and Risk Assessment, had not been approved by the PCC at the March meeting. The document will be revised and brought back to the July PCC

3. Co-options and Elections

The following co-options and elections were carried unanimously

Co-options: *Steve Henwood* - nominated Katie Mackay, seconded Ian Poole
 Jeff Yelland - nominated Ruth Bushyager, seconded Peter Nevins
Elections: PCC vice-chairman: *Jon Ruddock* - nominated Ian Poole, seconded Jeff Yelland
 Treasurer: *Chris Ellis* - nominated Oli Fricker, seconded Laura Parker
 PCC secretary - *Alison Everness* - nominated Steve Goddard, seconded John Arnold
 PCC Executive (including Standing Committee):
 Ruth Bushyager, Peter Nevins, Jon Ruddock, Ian Poole, Chris Ellis, Alison Everness
 Electoral Roll Officer : *Judith Ellis* nominated Katie Mackay seconded Laura Parker

4. Correspondence / AOB

Ruth has written to residents in the immediate vicinity of the church (St Paul's Rd W, South Terrace, Upper Rose Hill) to invite them to attend the Good Neighbours Group (GNG) AGM on 15th June 2017. The GNG exists to promote good relations between the church and its immediate neighbours and it is particularly concerned with ensuring compliance with the Section 106 agreement, which formed part of the planning consent for the construction of the church centre.

[Action: AE to circulate copies of the S106 agreement to all PCC members for information.](#)

5. APCM and matters arising

PCC members were invited to submit any comments on the draft minutes of the APCM by email to the secretary.

The APCM this year had a different format from the previous year, being held on a Thursday evening rather than after a combined Sunday morning celebration service. 75 people attended this year's meeting. PCC members were asked for their views on mid-week evening vs Sunday morning APCM. It was agreed that the celebration service is very important, whether or not the business part of an APCM follows, or even precedes, it. However, the business part of the APCM is also valuable for people's ownership of and engagement with, for example, the financial management of the church. Also the chance to ask questions is important

Confirmation of terms of office for new PCC members

3-years to 2020: Alison, Katie, Malcolm, Simon, Dawn

2-years to 2019: Ros

1-year: vacant

There were no matters arising from the APCM.

6. St Paul's School Foundation Governors

Mark Brookman is stepping down as a Foundation Governor. Adam Tucker has offered to stand, proposed by Peter Nevins, seconded by Jeff Yelland, approved unanimously. There will be a need for a further foundation governor in the coming months. Ruth outlined some of the pressures the school is currently facing and urged PCC members to consider who might be a suitable person to take on this role.

Action: RB to circulate person specification for school governors

7. **Communion Assistants**

The list of names of those individuals authorised to assist in distributing the sacrament in accordance with Holy Communion Regulations was approved. Pat Goode is stepping down from organising this team and Ruth has someone in mind to take over.

8. **Properties Manager**

Following Paul Studley's retirement as Property Manager, the role has now been split in two, with John Pilkington serving as Facilities Manager and Alan Clarke as Properties Support Officer. See the Fabric Team written report for further details.

9. **Preparation for the Vision Day**

The aim of the Vision Day is that by the end of the day we will have what we need to come up with a draft Mission Action Plan (MAP) ready for the July PCC.

37 people will be coming to the Vision Day on Saturday 20th May. Bishop Andrew will be speaking about the church in Antioch.

Laura Parker has received some feedback from small groups and individuals regarding the questions and issues raised in Ruth's APCM address and sermon on 30th April. Laura will summarise this.

Laura gave PCC members a sheet (copy attached to minutes) listing the 12 goals from the diocesan Transforming Church, Transforming Lives document. PCC members were asked to rank these 12 goals in order of importance and to give a score for each as a measure of how St Paul's is doing in each area. There was then an opportunity to discuss in small groups and feed back.

10. **Other Written Reports**

10.1 World Church

This focussed on the Wheatley's visit to Lisle and Peter's trip to Burundi.

10.2 PCC Exec

John Arnold had looked at the Parish Buying Energy Basket and expressed concern that there did not appear to be a "Green" option. Annabelle South has offered to research options further.

Action: John to liaise with Annabelle.

10.3 Finance Report

Expenditure on Quinquennial repairs and 6 Falkland Road have been inevitable, but resulted in spending some of the reserves built up in 2016. Ruth drew attention to a diocesan meeting taking place at St Paul's on Wednesday 24th May. PCC members are welcome to attend this meeting, which is mainly for incumbents and treasurers, and will explain the changes being made to the way the Parish Share is calculated.

10.4 Fabric Team

Jon Ruddock proposed a scheme of delegated authority for spending on the fabric, details of which are in the Fabric Team report. The PCC agreed this proposal as it provides a workable way for the maintenance budgets to be managed on a day-to-day basis within the overall budget set by the PCC, plus a policy of multiple quotes for more costly pieces of work aimed at getting best value. Any request for an increase in the overall budget would still have to be brought to PCC or Exec.

10.5 Section 106 Compliance 2016-2017

Looking at the list of events which have taken place in the 12 months since the beginning of June 2016, we are underfilling our quota of one off events. This is good for our relationship with our neighbours, but there is capacity to increase eg concert bookings. The lettings policy will be reviewed at the July PCC meeting.

11. **Prayer**

Peter Nevins closed the meeting in prayer at 21:40.

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

Leadership Vision Away Day Saturday 20th May 2017

PCC meetings Mondays: 17th July, 18th September, 13th and 27th November 2017

PCC meetings start at 7:45pm unless otherwise advised.