

St Paul's Church Dorking PCC
Monday 12th March 2018 at 7.45pm

Chair: Ruth Bushyager

Minutes: Alison Everness

MINUTES

1. The meeting opened with a reading from 2 Thessalonians.

2. **Apologies for Absence**

Apologies: Graham Everness. Laura Parker, Peter Nevins, Malcolm Boother

Present: Dawn Lucas, Katie Mackay, Steve Goddard, Jon Ruddock, Juliette Lister, Simon Feraday, Ian Poole, Jeff Yelland, Jonathan Papworth, Ros Mulholland, Alex Birch, Maggie Hill, Jenny Firth, Steve Henwood, John Arnold (from 19:53), Chris Ellis (from 20:08)

Rachel Hopper was also present as an observer. Anna Mercer was present for item 5

3. **Minutes of the meeting on 18th January 2018**

There were no matters arising from these minutes. The minutes were approved unanimously (Proposed: Steve Goddard, Seconded: Katie Mackay)

4. **Correspondence/AOB**

The PCC approved the following motion :

"We will continue to support Graham Everness in his ministerial training and will welcome and support him in his ministry as LLM in the parish of St Paul's Dorking"
(Proposed: Juliette Lister, Seconded: Jeff Yelland)

The licensing of new LLMs will take place at St Paul's Saturday 23rd June at 5:30pm.

The PCC and other church members are encouraged to attend to support both Graham Everness and Graham Day, currently on placement at St Paul's.

Ruth is meeting with another person who is considering LLM training to start in September 2018. If they proceed with this, the PCC will need to commit to their financial support (around £1000 pa) at the May PCC meeting .

5. **Safeguarding Report**

Anna Mercer spoke to her report which is included in the meeting papers. She confirmed that all DBS checking is up to date with no problems raised. "Light Touch" Safeguarding Training has been delivered to leaders in new groups.

The PCC agreed that as well as receiving regular reports from the Safeguarding team, it needs to support the team effectively. Katie Mackay agreed to take on the role of link person between the Safeguarding Team and the PCC, to help facilitate this support as well as enabling the PCC to give robust scrutiny to the work of the team, particularly by knowing what questions the PCC should be asking of the team. A full report from the Safeguarding team will be presented to the PCC each year (in March). Safeguarding will also form part of the annual CYM report to the PCC (currently in May). In addition the PCC/Safeguarding link will be asked to report twice a year on the effectiveness of the Safeguarding Team.

The PCC expressed its thanks to Anna, and also to Marie Goddard and Jackie Gardner who are involved with the DBS checks.

A Safeguarding Officer with responsibility for Vulnerable Adults still needs to be appointed. Jenny Firth indicated that she is attended training related to Vulnerable

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Adults and she will report back on the to PCC Exec. The need to fill this post will be included on the agenda for the May PCC.

The PCC Safeguarding statement (Appendix 1) was agreed and adopted by the PCC. (Proposed: Jonathan Papworth, Seconded: Jon Ruddock) and other documents were signed as required.

6. World Church Team

An update on plans for overseas mission trips in 2018 is included in the meeting papers.

Jonathan reported that so far interest expressed in mission trips was as follows:

Lille - 8 people; New Hope Orphanage - 8 people; India - 3 people; Kenya - 1 person. There have been some other expressions of potential interest and an offer has been made to pay for a young person to go on one of the trips. The Calais collection is going well and 2 drivers will go.

The Kenya trip dates are not yet confirmed as awaiting response from Joshua Opondo, but could be last two weeks in August. The availability of a bursary fund will be important (see item 7)

Ruth agreed that refreshments provided for WCT events can be covered by the Vicarage Hospitality budget. Jonathan is stepping down as leader of the World Church team and Karen Wheatley will take over.

The PCC expressed its thanks to Jonathan for his passion and commitment in leading this team.

7. Finance

The Finance report is included with the meeting papers. Chris highlighted that although the income and expenditure figures are healthy, 2 months' figures are not sufficiently representative to extrapolate for the whole year.

The PCC Exec had agreed to some minor revisions to the 2018 budget. Chris is confident that we can cover the additional expenditure required for the Facilities Manager.

Following the discussion at the PCC in January, the PCC Exec have agreed that the legacy from Peter de Jong should be split between 3 areas.

Small memorial item(s)

Bursary fund for Mission experience

Support for Mission at The Priory School

A small group of PCC members is needed to take this forward, considering detail, time scales etc and volunteers are asked to contact Chris at the earliest opportunity.

The PCC Exec has agreed to use Transferwise as a means of making regular payments overseas to Joshua Opondo, following research by Chris as to the risks and benefits of this.

There will be a change to pension contributions change next month for staff, in line with statutory requirements..

Chris announced his decision to stand down as Treasurer with effect from September 2018 as he feels his work and family commitments no longer allow him to devote enough time to the role. Judith Ellis and Colin Taylor will also step down from the Finance Team. The PCC expressed its thanks to Chris for his hard work and diligence as Treasurer

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8. APCM

The PCC agreed to the removal from the Electoral Roll of 7 names of those who no longer attend St Paul's. The Electoral Roll is due for a complete revision in 2019, at which point a new Electoral Roll Officer will be required as Judith Ellis has indicated that she will be standing down.

Comments were invited on the draft Annual Report. Alison and other contributors were thanked for their work on this document. It was noted that this is a legal report required by the Charity Commission. While a more visually appealing document could be produced, this would need to involve other people in its production and is not seen as a current priority. It was agreed that a few paper copies would be made available at the back of church along with a list to sign up to request a copy if none are left. Alison asked that any errors be highlighted to her at the earliest opportunity. Ruth drew attention to the encouraging membership and attendance figures which indicate that some newcomers being retained and new people seem to arrive every week. There is still a need to encourage all to connect, serve, give and Welcome Lunches play an important part in this.

The PCC accepted the Annual Report, subject to any amendments required by the Independent Examiners of the Accounts (Proposed: Jeff Yelland, Seconded: Ian Poole)

The PCC were reminded to consider who could be approached to stand for the 5 vacancies on the PCC. Completed nominations forms must be passed on to the PCC Secretary. Oli, Juliette and Alex standing down at the APCM and they were thanked for their service on the PCC..

9. Vicar's Study Leave

Ruth gave a brief outline of her plans and arrangements for the time of her study leave (2nd April to 2nd July).

- OT study
- Write short leadership booklet on becoming an incumbent
- Retreat

During Ruth's study leave, the Wardens are in charge (as in a vacancy). Ruth's "Out of Office" email reply will detail whom to contact for various things.

10. CYM Off-site visits

Steve Henwood highlighted the following planned events:

- Walking as a group to The Point (Crossways Church) on a Friday evening;
- TBH at The Vicarage during the 10:30 service on 3rd Sunday of month
- Soul Survivor 18th - 22 Aug

All were approved

11. General Data Protection Regulation

Ian and Brad are to review data audit. The Diocese are running some workshops which may be helpful. The issue of the security of Google Drive was raised.

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12. Other written reports

- a. *Fabric:* A written report is included with the meeting papers.. Ashwani Stevens is now in post as Facilities Manager. This is a paid role of up to 15 hours per week. The installation of LED bulbs has much improved the lighting in the church. There are several minor works in the pipeline. An old building requires much work.and the PCC expressed its thanks to Jon and also to Philip Ellis and Andy Ruddy.
- b. *Exec:* In addition to the written report included with the meeting papers, Ruth highlighted the need remember that in summer 2019 Tom and Peter will both move on. Ruth is considering applying for another curate, but also the possibility of appointing an Associate Vicar (ordained and experienced). There is already provision in the 2018 budget for the appointment of a Worship intern from Sept 2018. The costs of any Associate Vicar would have to be met by the church.
- c. *Health and Safety:* A written report is included with the meeting papers. There have been no major accidents, just a few bumps and bruises in CYM activities,. H&S inspection will take place later this month. Risk Assessments ongoing for insurance purposes. PAT testing is progressing with Philip Ellis working on this. A Manual Handling online course has been done by some and posters displayed. Steve Moggs agreed to take on role of H & S officer.

AOB

It was proposed Rachel Hopper be approved as a Communion Assistant, and this was agreed unanimously.

Close of meeting

Meeting closed at 9.30pm

Dates of future meetings

PCC meetings: 14th May, 16th July, 17th Sept, 12th Nov, 26th Nov (if needed)

PCC meetings start at 7:45pm unless otherwise advised

APCM: Thursday 26th April (*note change from date in January minutes*)

These minutes have been approved as a correct record of the meeting.

Signed _____

Date _____