

CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 28 February 2019 at St Martin's

Those present:

Revd J Hodgkinson	Mr S Fenn	Mrs A Orsborne
Mr D Loades	Mr B Wigg	Mrs M Howard
Miss A Cottingham	Mr D Orsborne (Chair)	Mr D Anderson
Mr J Attfield	Mrs J Austin	Dr P Beazley
Mr P Bennett	Mrs J Boyle	Ms A Coghlan
Mr N Dawson	Mr G Fitt	Mr J Hodgkinson
Mr R Loten	Mr T Morton	Mr J Platten
Mr S Purslow	Miss S Wells	

In attendance:

Revd Will Warren, Interim Minister
Revd Paul Wilkinson, Interim Minister

1. WELCOME AND APOLOGIES

The meeting was chaired by the Lay Chair, David Orsborne. He explained that there were a number of recommendations from Action Groups and Leadership Teams on the agenda. These would be raised when the notes from the relevant groups were received.

Apologies were received from Mr M Brown, Mrs P Draper and Mrs S Morter.

2. SUNG WORSHIP AND BIBLE READING

The meeting began with sung worship led by Simon Purslow, a reading and reflection on 1 John 3 from J B Phillips' New Testament in Modern English, and a time of prayer.

Opening Business

3. DECLARATIONS OF INTERESTS NOT PREVIOUSLY RECORDED

There were none.

4. MINUTES OF THE MEETING OF 24 JANUARY 2019

The minutes of the meeting of 24 January 2019 were agreed as a correct record and signed by the Chair.

5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

- a) Several actions had been identified to be taken forward by the Wardens. Because of current pressure of work they had not yet been addressed. This included a composite email received from Lea Jamieson about the Prayer Chapel and the need to convene a meeting between those involved in various aspects of Health and Safety.
- b) LifeLight: Simon Barker of Scripture Union would be meeting with Jackie Austin,

Simon Fenn and David Orsborne on 02 March to discuss how we might move forward.

6. TO RECEIVE THE MINUTES OF THE STANDING AND FINANCE COMMITTEE OF 13 FEBRUARY 2019

The minutes of the Standing and Finance Committee of 13 February 2019 were received. The following matters were arising:

- a) Discipleship – next steps: Revd Will Warren, Simon Fenn and Sue Wells would work with David Masters with the aim of bringing a report to June PCC. They were thanked for their willingness to undertake this work.
- b) Letter of complaint: a letter of apology had been sent, Revd Jennie Hodgkinson had produced a protocol and steps were being taken to work with the complainant who remained unsatisfied. PCC members were asked to pray about the situation.
- c) Proposed cessation of Welcome Sheet: a concern was expressed about church members who didn't have computer access and would not be able to receive the Weekly Update electronically. Assurance was given that extra paper copies of the Update would be produced.
- d) Pantomime: Chrissie and John Drury had requested permission to explore the possibility of putting on a pantomime in late January/early February 2020. Staff team had discussed this and fully endorsed this project. S & F agreed to recommend this to PCC who **AGREED to support the staging of a pantomime in late January/early February 2020.**
- e) Request from the Diocese for clarification regarding transfer of funds: the Treasurer had expressed his disappointment to the Diocese that this was necessary. In the capital programme there was a major lighting scheme for the Parish Church. This had been designated for funding from the Clarke Fund, half of which was held by the Diocese. The Treasurer and PCC Secretary would produce a report explaining this for the Diocesan Board of Finance via Fabric Action Group (FAG).

Church Life and Growth

7. VISION ACTION PLAN PRIORITIES (Action Plan, All)

The Vision Action Plan priorities had been discussed by PCC in October 2018. Some of the ideas from that meeting had been incorporated into the current draft. The Action Plan had come back to PCC tonight because it was hoped to share it with the church family prior to the APCM.

PCC broke into smaller groups to discuss each element and to consider what should be continued, consolidated, implemented or investigated for the future. After 35 minutes key points from the group discussions were shared:

- a) Discipleship
 - A discipleship course would be useful but it was essential that it should be a catalyst for change. A culture change was needed if growth was to be encouraged and sustained.
 - Church leaders might visit Small Groups to talk to them about what discipleship would look like.

- b) Mission
 - We needed to work out the next steps for people who came to Christmas events. This should include events like the Christmas Tree Festival and refreshments on New Year's Day.
- c) Families, Youth and Children
 - We should consider how we move forward with youth ministry and how it fits with the work with children and families.
 - Consider how we will proceed with LifeLight.
- d) Leadership
 - There should be inclusive clear communication.
 - The review of services should be inclusive.
- e) Structures
 - Sarah Morter and David Orsborne were working on information about the Action Groups and Leadership Teams and their membership. This would come back to PCC.
 - Structures didn't have a Leadership Team. We needed a group that would look at the strategic use of our church buildings.
 - Future intentions for structures needed to go back to "investigate" status.
- f) Facilities
 - Build on the success of Cornerstone in church and make it better, e.g. installing glass doors to the Parish Church.
 - Refurbishment of the Parish Hall and leasing of office space could not realistically happen this year or, possibly, next.
 - It was suggested that a group could be formed to lead the refurbishment of the Parish Hall.
- g) General observations
 - The wording used in the original Vision document needed to be revised so that there was greater clarity. Big words put people off.
 - Don't use acronyms.
 - All the headings weren't mutually exclusive.
 - There had been, as yet, no feedback from the Vision forums. For this reason, the next round of forums might need to be renamed.
 - Review of the Vision needed to go back to "investigate" status.

Conversations and notes made would be consolidated into the revised Action Plan. Notes should be given to the PCC Secretary at the end of the meeting and any further comments by the middle of the following week. S & F would be asked to do the revision but it was requested that a couple of PCC members should work on the responses in advance of S & F.

8. SUMMER EXHIBITION (Action Plan, Facilities, Mission)

This item was introduced by Jackie Austin.

The exhibition tended to be mounted at the last minute, but it would be better to do it earlier. A small group of people was needed to put it together. Those interested should contact Jackie who would also welcome ideas for the theme. The exhibition should be up as soon as possible after the early May Bank Holiday.

Finance (Action Plan, All)

9. RESOLUTION FOR NATWEST

NatWest required a resolution from PCC to authorise provision of debit cards.

It was RESOLVED

- 1. To approve Rachel Walker be added to the list of Church approved authorised signatories for the NatWest Business Account.**
- 2. Agree to be bound by NatWest business debit card terms and conditions**
- 3. Agree, for the provision of business cards, to allow NatWest to accept and act on instructions from any one nominated cardholder.**
- 4. Sarah Morter - Church Administrator, John Hodgkinson - Catering Manager, and Rachel Walker - Bookstall Manager are authorised to apply for business debit cards and to accept the business debit card terms and conditions on behalf of the PCC.**

10. TREASURER'S UPDATE

- a) The Independent Examiner had agreed the figures and it was hoped to have the final accounts in time for S & F on 13 March. PCC would adopt the accounts on 28 March. They would then become our accounts and we would support the Treasurer as good advocates at the APCM.
- b) The first review of the budget was due in May. However, there were some discouragements with loose change and planned giving down on last year's figures. The Treasurer had budgeted for a 5% increase in giving but although 5 regular givers had increased their giving, 5 had decreased and 6 had stopped giving.

Reports (Action Plan: All)

11. NOTES FROM FINANCE WORKING GROUP 11 JANUARY 2019

The Financial Guidelines had been consolidated with all the updates and members of the Finance Working Group were working on them. A meeting dedicated to signing off the Guidelines would be convened.

12. NOTES FROM MISSION LEADERSHIP TEAM (MLT) 16 JANUARY 2019 AND 06 FEBRUARY 2019

- a) A verbal report from the meeting of 16 January had been received by PCC on 24 January.
- b) Street pastors: a meeting would take place on the evening of 06 March for those interested.
- c) To broaden membership of MLT: those who felt they had something to offer to this Group or had suggestions for additional members were asked to speak to Simon Fenn.

13. NOTES FROM COMMUNICATIONS LEADERSHIP TEAM (CLT) 08 FEBRUARY 2019

- a) It had been the intention, when the Weekly Update was first introduced, that it would be the main vehicle for news and information for the church family. The Welcome Sheet was to continue but be mainly aimed at visitors. CLT considered it was time for another campaign to get church family members to sign up for the Update so that it would be possible to phase out the Welcome Sheet in its current form and produce, instead a Welcome Document for visitors and new members of the church family, and for use in Cornerstone etc. This would need to be carefully communicated to the church family and extra copies of the Update would be printed for those without internet access.

It was **AGREED**

- 1. That the church family should be encouraged to regard the Weekly Update as the main vehicle for information and to sign up to receive it either via email or in print.**
 - 2. To discontinue the Welcome Sheet in its present form and replace it with a leaflet for visitors, to be in place in time for the start of the summer season.**
- b) Welcome and information desk: the original proposal had gone to PCC in July 2017 and been approved in principle. The Communications Action Group at the time had been asked to do more work on it but, for practical reasons, there had been no further progress. CLT wanted to revisit the project as it was in the Vision Action Plan. It was recognised that there was no money in the budget to carry out any work this year.

It was **AGREED**

- 1. To revisit the project proposed in July 2017 to create a Welcome and Information point at the back of church.**
 - 2. To come back to PCC with a costed proposal.**
- c) Who's Who posters for both Worship Centres and identifying key people in Small Groups and ministries: there had previously been a lot of this information on display, but it had to be taken down in response to concerns about the public display of personal information. CLT considered that contact information would need to be kept

to a minimum but that it would be useful to provide information about key individuals and Small Groups to enable people to connect well with us.

- d) PCC members thought that Leadership Teams should also be included, but a concern was expressed about providing a location map of Small Groups.

It was **AGREED to proceed with the design and production of Who's Who and Small Group information at both Worship Centres.**

14. SAFEGUARDING

- a) Guidance had been received from the Diocese that church websites must be Safeguarding compliant with links to relevant safeguarding sites and details of the Named Persons. PCC members were encouraged to familiarise themselves with the relevant pages so that they could signpost people who needed guidance.
- b) It was essential that the "Promoting a Safer Church" poster was on display in all our buildings. Alison Orsborne should be informed if, for any reason, the poster was not there.
- c) 103 people in Cromer Church had DBS checks for work with children or vulnerable adults.
- d) Parish Safeguarding Manual: a spreadsheet was being developed to indicate what ministry areas people are involved in and why they needed a DBS check.
- e) We should be aware of the possibility of spiritual abuse when working with children. Prayer should be by invitation, e.g. "I'm going to say a prayer. You can join in if you would like to."

15. PROCESS FOR APPROVING NEW EVENTS, ACTIVITIES AND MINISTRIES

- a) Activity proposals could now be evaluated by means of a simple pro-forma, which considered health and safety, safeguarding, insurance etc. The form was included in the supporting papers for this meeting. Any comments should be notified to David Orsborne.
- b) No new activities should begin before the form was completed, although in practice, there tended to be some, at present, that were presented as a fait accompli.
- c) People might be encouraged to follow the correct procedure if they understood why it was important. For this reason, a preamble at the beginning of the form would be useful. There would also be a Volunteers' Tea later in the year when, among other things, the form would be explained.
- d) John Hodgkinson should sign off any activities which involved food. This would be added to the process.

16. TO IDENTIFY A GROUP OF PEOPLE TO WORK ON HR POLICIES

It was necessary to review our HR policies. Anyone with the relevant experience, or with suggestions of others who might help, should contact the PCC Secretary.

17. ELECTORAL ROLL UPDATE

Jackie Austin reported that there were currently 333 on the roll. Since the last report, 2 people had died and 4 people had asked to be removed. Some people had indicated that they would not go back on the electoral roll until the independent review was complete, so this might cause numbers to drop further.

Closing Business

18. TO AGREE THE FOLLOWING EVENTS AS OFFICIAL CHURCH ACTIVITIES FOR INSURANCE PURPOSES

It was **AGREED** that the following were official church activities for insurance purposes:

- a) Take-a-break Too Outing to the Archdeacon's Charge Family Day ~ Saturday 18 May 2019
- b) 40Acts:
 - Week 1 ~ Wed 6th March #Pledge >giving out Love Heart sweets outside the Parish Church to promote the 40acts Challenge.
 - Week 2 ~ Tue 12th March #ChocolateTuesday >encouraging people to bless their workplace/neighbourhood with a chocolatey gift.
 - Week 3 ~ Tues 19th March #PrayerCircle >provide a listening ear including an opportunity for prayer with hot refreshments outside the Parish Church and/or around Cromer.
 - Week 4 ~ Thur 28th March #CloseToHome >doing a beach clean that makes a positive difference and promotes community engagement
 - Week 5 ~ Sat 6th April #ClearTheDiary >Let other peoples' needs drive your day by offering practical help in the local community (TBC).
 - Week 6 ~ Fri 12th April #FoodbankFriday >encourage shoppers to give a little extra in support of their local Food-bank.
 - Week 7 ~ Sat 20th April #Delivery >promote Easter by giving away free Easter Eggs and inviting people to our Sunday services.

19. CORRESPONDENCE AND DATES

Peregrines: an update had been received from Trevor Williams, "Although there is a sub-adult female Peregrine still being seen regularly at Cley, there have been no recent reports from around Cromer church. I think it's increasingly unlikely anything will happen this year. I'd be grateful if you could convey the thanks of the Bird Club to the vicar and the PCC for their understand and, if they did consider that the benefits of nesting Peregrines on the church out-weigh the slight inconvenience, we'd be happy to discuss (in conjunction with the Hawk & Owl Trust) how we might go about erecting a nest box, for possible occupation in future years."

No further action was required at this time.

20. THY KINGDOM COME LETTER

Revd Will Warren hoped to have a prayer evening at Cromer on Ascension Day. This would be open to the other churches in the Deanery and the free churches. There would also be other events for the church family.

21. LETTER FROM DAVID ANDERSON

David Orsborne had met with David Anderson to discuss the letter. Although some of the points raised were covered by Church Representation Rules, it was in our remit to consider postal voting. This had been voted on at the 2018 APCM and defeated. PCC members were asked to decide in March if they wanted to revisit postal voting.

22. ACKNOWLEDGEMENTS FROM MISSION PARTNERS

Acknowledgements from Mission Partners since January PCC: Bible Society, CPAS, CMS, LCM, Michelle Proctor, Prison Fellowship, Tearfund. We had now received acknowledgements from all Mission Partners.

David Orsborne and Jackie Austin were discussing how to conduct the review of Mission Partners.

23. CHAIR'S REMARKS

None.

The meeting closed with the Grace at 9.50 p.m.