

# CROMER PAROCHIAL CHURCH COUNCIL

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

## Those present:

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

## In attendance:

Revd Will Warren, Interim Minister

Trevor Williams, Chairman of the North East Norfolk Bird Club, for items 1 – 5(a)

### 1. WELCOME AND APOLOGIES

The meeting was chaired by the Lay Chair, David Orsborne. He explained that Trevor Williams, Chairman of the North East Norfolk Bird Club, was in attendance to talk to PCC about the peregrines and that this would be taken at item 5(a) of the agenda.

Apologies were received from Revd J Hodgkinson, Mr S Fenn, Mr J Attfield, Mr J Hodgkinson and Mrs P Draper.

### 2. SUNG WORSHIP AND BIBLE READING

The meeting began with sung worship led by Simon Purslow, a reading and reflection on Colossians 1, and a time of prayer.

### Opening Business

### 3. DECLARATIONS OF INTERESTS NOT PREVIOUSLY RECORDED

There were none.

### 4. MINUTES OF THE MEETING OF 28 FEBRUARY 2019

The minutes of the meeting of 28 February 2019 were agreed as a correct record and signed by the Chair.

### 5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

#### a) Update on the peregrines by Trevor Williams

- i. That afternoon there had been a site visit regarding the peregrines believed to be nesting near the tower. The visit had been attended by representatives of the Bird Club, the Hawk and Owl Trust and the church.
- ii. A pair of peregrines had been observed mating on the tower since early in the new year. Considered opinion was that egg-laying was imminent. It was unlikely that the birds would nest on the ledge running around the tower as there wasn't a gully. It was more likely that they would nest on the roof. If that was the case, the law would require that

there be no disturbance to the peregrines with access to the roof prohibited until July.

- iii. The local birding community would prefer the installation of a temporary nest tray on the roof until Easter and sought permission from the PCC. The nest tray would be inspected 2 or 3 times a week. The birding community would offer a viewing point which would increase the number of visitors. The church would be the sole beneficiary of any donations.

#### The proposal was discussed

- i. Sue Wells said she was a birder and had connections with the Bird Club through Loose Ends and Birding Walks. She believed that if the nest tray was installed it would enrich relationships with the local community, including the birding community. She considered that people coming to see the peregrines would increase the footfall into Cornerstone and that God would provide for any financial loss incurred from closing the tower for a few months. Sue also expressed concern that the church could attract adverse publicity if we chose not to co-operate with the local birding community.
- ii. In response to questions from Mike Brown, Trevor Williams explained that the peregrines would nest out of view. No action would be visible until the chicks hatched. Cromer Museum had offered to host a watch-point because it was likely that the birds would nest on the east side of the tower. In years to come, closed-circuit cameras could be installed, and it was conceivable that this could happen this year. There was no expectation that the church would fund anything. That would be the responsibility of the birding community.
- iii. To a question from Jackie Austin it was explained that peregrines only laid once a year with a 10-week incubation period before hatching.
- iv. Replying to a question from Tim Morton, Trevor Williams said that there was evidence that peregrines returned to the same site. The birds could live for 10 – 15 years and Cromer could be a permanent breeding point.
- v. Simon Purslow said that although tower climbing had raised £11,000 in 2018 this shouldn't influence our decision. Sue Wells explained that the tower would only be closed until the end of July at the latest. The Treasurer reminded PCC that revenue from the tower went towards the running of the church, not the maintenance of buildings.
- vi. Trevor Williams agreed with Sue Wells that there could be negative reactions by unattached members of the birding community if the Bird Club's preferred decision was not taken.
- vii. In response to a question from Revd Will Warren, Trevor Williams said that peregrines were tolerant of bell ringing.
- viii. Sarah Morter reminded PCC that the peregrines were God's creatures.

It was unanimously **RESOLVED** to:

1. Facilitate a temporary nest tray.
2. Close the tower until at least Easter when there would be more clarity on the situation.

Trevor Williams was invited to come back and talk to PCC about the next step. Alison Orsborne and Sue Wells would be the channels for communication with the birders.

#### b) Other matters arising from the minutes of PCC 28 February 2019

- i. The meeting regarding the Prayer Chapel hadn't taken place yet.
- ii. The Health and Safety meeting had taken place with valuable input from Revd Paul Wilkinson. Some areas of non-compliance had been identified. There would be a further

meeting in the week commencing 1 April. The matter would be referred to FAG who would make recommendations to PCC. If anything was too urgent to wait until May, it would be dealt with by Standing and Finance.

- iii. LifeLight: Jackie Austin, Simon Fenn, David Orsborne, Simon Barker (Scripture Union) and Hannah Beal (LifeLight leader) had met on 2 March. It had been a positive meeting which had turned out well for all concerned. A group needed to work over the summer to consider what it would mean for Cromer Church to work with the other local churches to take over the event. This year's LifeLight would be the last in formal partnership with SU and would be a celebration of Beach Mission in the past with a re-launch as a Cromer Church event in 2020. A celebration of 150 years of Beach Mission would be the theme of this year's summer exhibition. PCC had expressed the need for sensitivity in working with Hannah Beal. She had expressed willingness to lead this year's event.
- iv. The Treasurer asked that there should be a review of Scripture Union as a Mission Partner. This will take place in the normal course of such reviews.
- v. Welcome Sheet: Mary Pallister had produced a draft of the new publication which, it is hoped, would be launched at the beginning of the summer season.
- vi. Review of HR Policies: Bruce Hemmant had offered to help but other volunteers were needed from PCC.

## **6. TO RECEIVE THE MINUTES OF THE STANDING AND FINANCE COMMITTEE OF 13 MARCH 2019**

The minutes of the Standing and Finance Committee of 13 March 2019 were received, after correction of a drafting error. The following matters were arising:

- a) The letter to Philip Sapwell would be despatched.
- b) Final accounts Note 11: debtors had been reduced to one fifth, not by a fifth as stated in the minutes.

## **Church Life and Growth**

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

Since the last PCC, further work had been carried out by Jackie Austin, David Orsborne and Mary Howard before the Action Plan had gone to S & F on 13 March.

In response to a question from Gavin Fitt, it was explained that under Facilities, the item concerning refurbishment of the Parish Hall was an option to investigate and referred to the possibility of a major scheme in the future. It was independent of the item in the capital programme for redecoration of the Hall. Routine improvements could continue to be carried out in the usual way.

It was **RESOLVED** to adopt the 2019 Vision Action Plan

### **8. ARRANGEMENTS FOR THE APCM (Action Plan, All)**

The APCM would be held on 28 April after a United Service in the Parish Church. It would take place in the Parish Hall and be chaired by David Orsborne as Lay Chair. Only those on the electoral roll were entitled to attend and vote, although anyone could attend the Meeting of Parishioners for the election of churchwardens. This year there would be 7 vacancies for PCC – 6 for three years and 1 for one year.

## **Finance (Action Plan, All)**

### **9. DRAFT FINAL ACCOUNTS**

The Treasurer went through the draft documents, highlighting the main points:

- a) Policy for holding reserves: this section listed our reserves and what they were used for. The Clarke Buildings Fund was now an unrestricted fund. As a result of research to clarify the purpose of the Webb Collison bequest it had now been divided into the Webb Collison Church Fund (under the control of the Vicar and Churchwardens) and the Webb Collison Poor Fund (solely under the control of the Vicar). The Project Fund was our largest reserve, courtesy of 2 generous bequests.
- b) Financial uncertainty: the budget for 2019 was balanced and therefore the current balance on the General Fund of £17,143 provided modest cover should there be an excess of expenditure over income. However, this was dependent upon maximising receipts from Cornerstone and a 5% increase in giving. PCC was aware of this situation and had built into its stewardship a review of all budget headings in July 2019.
- c) The section on Pensions was new and was a statutory requirement.
- d) Treasurer's Report: 2018 had been a better year than we had anticipated. PCC had demonstrated responsible leadership regarding finance.
- e) Final accounts:
  - i. The figures showed that income had increased, but this was because of a legacy.
  - ii. The figure for rent included income from 17 Meadow Close. The actual lettings from church buildings were down.
  - iii. There had been less income from the Bookstall and Cornerstone, probably because there had been less footfall in church because of the hot weather. Income from Cornerstone was up because of the success of Cornerstone in Church.
  - iv. Expenditure was down, except for the Parish Hall kitchen which was a Vision-related project.
  - v. Debtors were down. This was partly because of the use of ChurchSuite and partly because of diligent follow-up.

It was **RESOLVED** to adopt the 2018 Final Accounts.

The Treasurer and his team were thanked for all their work, and PCC was thanked for their engagement with financial matters.

### **10. TREASURER'S UPDATE**

At the end of March total income was at 16% rather than the projected 25%. Loose change giving had fallen by 20% and planned giving by 10%. Takings from Cornerstone were also down. Expenditure hadn't reached 25% but this still meant a deficit in the region of £12,000. PCC needed to be aware of this and to face the challenges with faith and optimism.

### **11. REVISED FINANCIAL GUIDELINES (Version 7)**

This item was introduced by Peter Beazley, Chair of the Finance Working Group. He explained that the Finance Working Group had been meeting since November 2018 and had undertaken specific work on the Financial Guidelines as well as discussion of wider ranging financial

issues. The Group had been through the Guidelines line by line, revising them where necessary to ensure they were fit for purpose. The section on tenders was completely new and might need revision once the Guidelines were in use.

It was **RESOLVED** to approve the Revised Financial Guidelines (Version 7) and to put them into operation.

### **Reports (Action Plan: All)**

There were no specific recommendations to PCC and no advance questions had been received.

## **12. NOTES FROM CHILDREN, YOUTH AND FAMILIES LEADERSHIP TEAM, DEANERY SYNOD AND MISSION LEADERSHIP TEAM**

The following reports were received:

- a) Children, Youth and Families Leadership Team 25 February 2019.
- b) Deanery Synod 27 February 2019: "Setting God's People Free" was commended to PCC members.
- c) Mission Leadership Team, 06 March 2019: this included the Street Pastors meeting.

## **13. SAFEGUARDING**

As this was the last PCC meeting before the APCM, it was necessary to adopt the Safeguarding Policy and to approve the list of those with DBS checks (Minutes Appendix A) for working with children and vulnerable adults. There were still some people who hadn't completed the training and Rebecca was working on this.

- a) There was now one policy and one set of guidelines instead of two.
- b) The list of those with DBS checks (Minutes Appendix A) was now longer so that everyone was listed along with the reason why they were checked. Starting with the 2019/20 year, the PCC Secretary would be informed when people came off the list, as well as when they were added.
- c) The Parish Safeguarding Handbook was available in all the appropriate places.
- d) The documents were now simpler but there was still a requirement to understand their contents.

It was **RESOLVED** to adopt the Safeguarding Policy and to approve the list of those with DBS checks (Minutes Appendix A)

Alison Orsborne, Rebecca Westall and Sarah Morter were thanked for all the work they did on Safeguarding.

## **14. ELECTORAL ROLL UPDATE**

- a) There were 341 people on the Electoral Roll at the 2018 APCM. During the year 7 were added to the roll and 16 came off (8 died, 4 asked to be removed and 4 moved away).
- b) At the start of the Electoral Roll Review in March 2019 there were 332 on the roll. Of these, 86 did not reapply to be on the Electoral Roll. There was no single overarching reason for people coming off the roll. Some had simply moved away or otherwise lost contact with Cromer Church in the 6 years since the last Review.
- c) 42 new people had been added to the new roll. This was a cause of celebration, and brought the total on the Electoral Roll at the 2019 APCM to 288 people who understood our aims and were committed to them.

Jackie Austin was thanked for her work as Electoral Roll Officer which she had commenced at the challenging time of a complete revision of the Roll. Jackie thanked David Orsborne, John Hodgkinson and Mary Howard for their help with the process.

## **Closing Business**

### **15. ORGAN RECITAL PROPOSALS**

- a) This item had come to PCC because last year we had moved to a scheme of fixed fees, which had generally worked well. In addition, the total expenditure on recital fees required PCC approval.
- b) In response to a question, it was explained that the variation of some fees reflected the status of the recitalist and the relative cost of travel and other expenses.
- c) The Director of Music had put together a good recital series and it deserved to be well-supported.

It was **RESOLVED** to approve the Organ Recital Proposals.

### **16. TO NOTE REVISED PROTOCOL FOR FUNERALS**

The revised protocol, which had been produced by Revd Jennie Hodgkinson, was noted.

### **17. BILL AND VICKY HURT RETIREMENT**

Bill and Vicky Hurt had retired after many years of faithful cleaning at St Martin's. Mary Howard would send a letter of thanks on behalf of PCC.

### **18. CORRESPONDENCE AND DATES**

- a) Complaint from a visitor: a letter had been received from a visitor who had felt unwelcome at a recent church service. It was a timely reminder to us all about being a welcoming church and the church family should be reminded about the importance of showing welcome. Revd Jennie Hodgkinson had written a response to the visitor.
- b) A letter had been received from the Diocese thanking us for paying our Parish Share in full.
- c) A letter of resignation had been received from John Atfield who was standing down from PCC. We would miss him, and the PCC Secretary would write to thank him on behalf of PCC.

### **19. CHAIR'S REMARKS**

The following members had come to the end of their term on PCC: Jackie Austin, Jill Boyle, Gary Dickenson, Pam Draper, Gavin Fitt and Mary Howard. They were all, except Gary who had moved to Latvia, eligible to stand again, and it was hoped that they would consider it. Now was also the time to pray and prompt people to stand for PCC.

The Chair thanked PCC members for all they had contributed in a challenging time. The new PCC would have the challenge of continuing to create the structures, staffing and spiritual environment that would be needed to take the Vision forward, regardless of the outcome of the independent review.

The meeting closed with a time of prayer at 9.45 p.m.