



**Minutes of Parochial Church Council Meeting
Tuesday 19 July 2022 7.30pm**

Present: Janet Chalmers, Pat Clayton, Peter Frere, Martin Garrod, Ben Green, Cheryl Homer, Adrian Jones, Becky Parnell, Graham Romp, Kate Routley, Amanda Smart (secretary), Ellie Wallace-Howell

Apologies	
Previous minutes	Minutes from the meeting on 17 May were agreed as an accurate record and were signed by Graham Romp.
Finance Report and items of agreement	<ol style="list-style-type: none"> 1. Stripe – PCC were asked to approve that we sign up for a new card payment service. The parish buying scheme has negotiated a good rate and it is required to enable us to get the best out of churchsuite. This was approved by PCC. 2. Following the APCM Adrian suggested that we need to amend our bank mandates and we need formal resolutions as proposed below: <ol style="list-style-type: none"> 1. On our CCLA/CBF accounts The PCC resolved to <ol style="list-style-type: none"> a. remove Cathie Bartlam as a signatory b. add Revd Ben Green as a signatory 2. On the Co-Op bank account The PCC resolved to <ol style="list-style-type: none"> a. Add Janet Chalmers b. Add Martin Garrod as authorised signatories 3. Adrian reported, regarding the legacy from someone who had been a member of Lunch Club, that he had pushed the solicitors for an update and we have been given a ball park estimate of £60K for the legacy. The solicitor has said that she will be writing to us shortly and she referred to “considering any options”. Adrian was unsure what that will mean so suggested to PCC is that they resolve to delegate to Standing Committee any decisions that may need to be taken before the September PCC after we receive a formal update from the solicitors handling the Estate. This was agreed by PCC.
Governance Updates	<ol style="list-style-type: none"> 1. Safeguarding – The Safeguarding Action Plan had been circulated. PCC approved six activities as a complete list. 2. GDPR <ul style="list-style-type: none"> • Nothing to report.
Staffing Update	<ol style="list-style-type: none"> 1. Caretaker contract – Sam has been working as a contractor but will move to a zero-hour contract as requested by Sam. This will give him flexibility and he can accrue holiday. This was approved by PCC.

	<p>2. Youth Worker –PCC approved the proposal that the Youth Work section of the CFM contract be changed from 1 September 22.</p>
AOB	<p>1. Revised Service pattern – Ben asked PCC to approve a change to the service routine: Communion to move to the fourth Sunday from third so that Chris T is available and a new, bigger team to run creative all age/family services on the second Sunday. The first, third and fifth Sunday will be Morning Prayer. The 9am service will move to fourth Sunday. PCC approved this.</p> <p>2. Cost of living crisis – support for the community –Ben suggested that between November and February Lunch Club and Coffee Mates will be free with PCC covering the cost similar to the Place of Welcome model. Becky suggested we open up one evening a week to provide warmth, company and food. There will be a cost to this. Calculated on current numbers at Lunch Club and Coffee Mates (these may of course expand) a budget of £2.5K would be needed. PCC agreed to ear-marking up to £2.5K in addition for a hardship fund for anyone who is struggling. Therefore, this is approximately £5K in total to support people over the winter. PCC approved in principle the £5K support package.</p> <p>3. Chair expenditure – Ben proposed the replacing the chairs in the blue hall with folding chairs that stack onto a trolley. PCC approved the expenditure.</p> <p>4. Officers and Sub-committees – The Vice-chair, Secretary, Treasurer and Safeguarding lead were re-appointed. The Standing Committee was reappointed and includes the Vicar, Church Wardens, Treasurer and Pat. The Finance Committee includes the Church Wardens, Vicar, Treasurer and one other; Martin Garrod was elected.</p>
Dates for 2022 meetings	<ul style="list-style-type: none"> • Tuesday 20 September 7.30pm PCC meeting • Saturday 24 September PCC/leadership Away Day • Tuesday 22 November 7.30pm PCC meeting