

## St Andrew's Church

### PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 27<sup>th</sup> April 2021 via Zoom

Present: Rev. Dr. Steve Griffiths, Paul Edwards, Adele Barwood-Symmons, Barry Snelgrove, Dinos Kousoulou, Claire Reilly, Rob Barwood-Symmons, Emma Oppong-Addai, Ruth Mackay, John Tanner, Paul David, Tony Leach, Laura Bruce, Lekish Atkinson, Lowri Banfield, Tracy Jenkins, Alison Paing, Sue Saull and Luis Sear.

#### 1. Opening Prayer

- 1.1. The Rev. Dr. Steve Griffiths opened the meeting with prayers. Steve welcomed those returning to the PCC and the new members. Steve noted that there were many external rules and regulation governing Church activity which will take time to understand but the key was that they all contribute to the Glory of God.

Locally, the 2030 Vision Action Plan is the key document and he encouraged everyone to review the plan and confirmed that the PCC was the main decision-making body.

2. Appointment of PCC Secretary. Dinos Kousoulou confirmed that he was prepared to continue as PCC Secretary, providing nobody else wanted to take this role. As there were no other nominations, Dinos was confirmed as Secretary for the next year.

Rev Steve Griffiths thanked Dinos Kousoulou for continuing in the post and also thanked John Tanner who had been the previous Secretary.

3. Apologies for absence received from: Illy Duce, Richard Berndes.

4. Declarations of Interests. Dinos Kousoulou outlined the need for any PCC Member to declare any interest that could lead to any personal benefit or could benefit a relative as a result of any decisions made by the PCC. This can be completed as a declaration that lasts for the term of the PCC or relates to an individual decision.

John Tanner made a declaration relating to his employment in the Gambling Commission that has responsibility for Lottery Fund Decisions.

5. Introductions. Each member of the PCC introduced themselves and their connection to St Andrew's

6. Minutes of the meeting held on 2<sup>nd</sup> February 2021

The minutes of the meeting of 2<sup>nd</sup> February were approved by those members who were in attendance and will be signed at an appropriate time.

7. Matters Arising and Actions and Decisions.

6.2 Draft Budget. It was noted that Catherine Holton had not passed on the information regarding the commercial cleaning of the Church to Laura Bruce. This will now be pursued under any plan to reopen the Church.

8. Safeguarding Issues. Dinos Kousoulou reported that he was not aware of any safeguarding issues having been reported since the last meeting.

9. Safeguarding Policy. Rev Steve Griffiths confirmed that the St Andrew's Safeguarding Policy was posted on the website and reflected the Diocesan Policy, the policy needs to be adopted and confirmed annually by the PCC.

**It was Proposed by John Tanner and Seconded by Emma Oppong-Addai that the Safeguarding Policy as published on the Church Website be adopted by the PCC. This was carried unanimously.**

10. Roles and Responsibilities of the PCC. Two documents had been circulated prior to the meeting from the Diocese and the Charity Commission. Dinos Kousoulou explained that the document from the Diocese was the more relevant as it was PCC specific. The Charity Commission Document was a more general one relating to the role of Trustees. Dinos encouraged everyone to read the whole of the Charity Commission document which is available online. The key issue is that as PCC members each member is a Trustee and St Andrew's is a stand-alone Charity operating as part of the Church of England and is registered both with the Charity Commission and Companies House. As Trustees there is a financial liability which is limited to £1.00.

Dinos asked everyone to confirm that they were in a position to sign the 2 declarations that had been circulated regarding eligibility to serve on the PCC. Everyone confirmed that they would be happy to sign the documents. These should be returned to Dinos when we are able to meet in person.

DBS checks. Following a query from John Tanner, Dinos Kousoulou contacted the Diocesan Safeguarding Team who confirmed that a very recent change had taken place and that the Charity Commission had advised that all Trustees of Charities should now be DBS checked. Simon Berndes will arrange for the checks to be completed, however; specific information needs to be supply to Simone. Dinos will circulate an email outlining the documents that need to be shared. Rev Steve Griffiths agreed to copy these documents and should be contacted to arrange this.

11. Appointment of Officers.

Dinos informed the meeting that it was necessary to make appointments to the following posts: Safeguarding Officer, Additional Needs Advocate and Treasurer.

Tracy Jenkins indicated that she would be prepared to stand as Safeguarding Officer.

Clair Reilly confirmed that she is happy to continue as the Special Needs Advocate and

Laura Bruce confirmed she is prepared to continue as Treasurer.

**As there were no other nominations, all 3 were appointed unanimously to their respective positions.**

Dinos Kousoulou informed the meeting that in addition to the 15 Lay Representatives, the PCC could appoint up to 2 co-opted members.

**It was proposed By Paul Edwards and seconded by Emma Oppong-Addai that Dinos Kousoulou be appointed as a co-opted member of the PCC. This was agreed unanimously**

The meeting noted Rev Steve Griffiths' report that outlined the membership and roles and responsibilities of the Steering Group and other PCC Sub-Committees. Ruth Mackay asked that the information relating to the Pastoral Care Team be added Rev Steve Griffiths felt that the Pastoral Care Teams terms of reference needed to be reviewed.

## 12. Finance Matters.

### 12.1 - Management Accounts

Laura Bruce presented the Management Accounts for the period to April. The first quarter shows a surplus of £15,780. The notes on the accounts highlight any significant variations to the budget projections.

We noted that the variation of PCC income is as a result of payments not yet received from Funeral Directors. It was confirmed that there was an outstanding Gift Aid claim that would address the underachievement of income. The expenditure for the new MacBook needed to be reposted to Service Resources.

Rev Steve Griffiths confirmed that the Finance Advisory group would be making recommendations on the allocation of any surpluses to the Restoration Budget.

### 12.2 -2020 accounts.

Laura reported that there had been a significant number of additional questions being raised by the External Examiner on last year's accounts. She hoped that these had now all been addressed and that the draft accounts would be available shortly for the Finance Advisory Group to consider before they are presented to the PCC for approval.

## 13. Fabric.

Rev Steve Griffiths wanted to thank A & R Design for their continued support for the Church. It was noted that the Church was on the Heritage at Risk Register as a building of historic importance that is at risk - this will help in fundraising in the future.

It was noted that the responsibility for the repair and maintenance of Church rests solely with the PCC while the Vicarage responsibility is shared with the Diocese, the Diocese being responsible for major repairs minor repairs are the responsibility of the PCC.

The Quinquennial report has identified several issues that are assessed to be Urgent/priority 1. However, the cost of undertaking all of these works could amount to £500,000 so only the most critical will be undertaken. The meeting noted that in commissioning work, thought needs to be given to prioritising work that is unlikely to be grant funded, as well as those items that were likely to cause harm.

A summary report is available on the website but a full copy can be made available.

An approach has been made to the Diocese regarding a number of the issues identified as urgent, seeking approval for the work to be undertaken. The Diocese has asked for more detail on materials to be used etc, before approval is given to proceed.

Decisions on which works should be commissioned will be considered by the Restoration Steering Group who will make recommendations to the PCC.

## 14. Restoration Steering Group.

Dinos Kousoulou presented his report on behalf of the Steering Group. We noted the changes to the Project Management Structure with the PCC now acting as Project Sponsors and that the work on the drains has been completed.

The last quotes for specialist surveys have been received relating to building services and once these have been completed, it is hoped that the architects will be able to present final proposals for the Steering Group and PCC to consider in July.

## 15. St Andrew's Primary School update.

As Illy Duce was unable to attend this item was deferred to the next meeting.

## 16. Church Reopening.

The meeting considered the timescale for the church to be open for worship. It was acknowledged that a number of other local churches had opened already. However, there was still concern that a significant number of people had not been vaccinated, and that there were a number of practical issues that needed to be addressed before the

church could be opened. The next stage of the Government's easing of restrictions, which may result in greater flexibility, is scheduled for May 17<sup>th</sup>. It was noted that people could still have concerns about coming into church despite a relaxing of rules and that expectations needed to be managed.

**Paul Edwards proposed and Ruth Mackay seconded a proposal that church based services should recommence on 23<sup>rd</sup> May (Pentecost Sunday). This was agreed unanimously by the meeting.**

17. Vicar's Report

Steve presented his report and highlighted the achievement in progressing the Mission Action Plan.

Date of Next Meeting: 28<sup>th</sup> June 7.45

Dinos Kousoulou.