

Werrington Parish Church
PCC Meeting

(PCC meeting, Thursday 11th July 2024 at 7:30 pm in St John's)

Present: Sue Bennett, Rev Sue Fear, Rev Kevin Fear, Stuart Lidgett, Rev Ali Williams, Mark Tabor, Jackie Cooke, Mike Whitaker, Natalie Platts (minutes) Jo Oldaker, Rick Trounce, Brian Hunt, Jan Lowe, Robert Gregory Smith, Michael Horspole, Paula Greaves, Chloe Hill

	ACTIONS
1. Welcome : Prayer & Purpose Statement - lead by BH James 2.14-19 reaching out to the community is a practical demonstration of faith.	
2. Apologies: Peter Dalrymple, Alex Benoy, Frank Smith	
3. Minutes of 16 th May 2024 approved	
4. Matters Arising	
A Scouts & Guides Lease (MH) MH asked for permission to send an email making a complaint and asking for the matter to be escalated. Seconded by SB. All voted in favour.	MH
B St John's broadband update (MW) should be completed in the next month.	MW
C Pro Presenter & new computer/software update (TC & MW) MW now takes sole responsibility for this item.	MW
Rev SF proposed purchasing office 365 subscription. MT seconded. All voted in favour. SL will liaise with Tony Styles and Sarah Painter regarding number of licences needed etc. Funding will be from the money MW donated.	SL
D LLF course (Rev KF) Proposing saturday mornings so that it can be in addition to discipleship groups.	KF
E PCC groups update - incomplete. Proposing further discussion after people have had the opportunity to study it, at the PCC training.	ALL

F Reader & Lay Ministry training & costs update (SF) Diocese has notified us that the costs have increased by £30 for each person per year. Rev SF proposed, SB seconded. All voted in favour, with two abstentions. MH asked about travel expenses. Agreed to cover the cost for one car share, to be submitted as an expenses claim. MH proposed, MT seconded. All voted apart from two abstentions. G WPVC – ICO registration & GDPR policy update (MH) We are now registered with the ICO. Rev SF is the data controller. H Rev KF has sent the doodle poll for the PCC training date.	MH
5. Approved by email to be minuted (i) Adoption of Dignity at Work Policy SL proposed that the policy is adopted but there is a covering note to explain some of the references are for the diocese and do not apply to our setting. SL offered to do this and circulate via email. All agreed to accept the policy. (ii) Electrical work in St John’s - has been completed	SL
6. Beacon Steering Group report (Rev AW/Rev SF/SL/MH/MT) Architect has now been chosen. Thanks to the group for their work in dealing with multiple firms to find the most suitable. Rev AW proposed having a key holder policy. AW will check with Sarah Painter	Rev AW
7. Ministry Reports (Rev SF & Rev AW) Conflict of interest Policy - Rev SF circulated a draft document. Rev KF suggested having a list of conflict of interest items separate to the minutes. NP will create a form to make a list. (i) Ministry Experience Scheme (AW) 9 interns based in the diocese, 4 in the deanery, shared between parishes. Starting Sept 2nd. (ii) HR Task group (SF) Have met to look at policies and appraisals. By law we need to have specific policies if there are over 5 employees. Rev SF has contacted Archdeacon Alison. (iii) Flourish pilot – children and families (SF) This had a launch last week. Partnership between the church and the school to establish a new worshipping community. Charlie Nobbs will be working with us on this. Will be having an information day on a Saturday. It was suggested Children and Youth should be a regular item on the agenda. Agreed to include it under ministry reports. NP to liaise with Sarah Painter.	NP
8. Health & Safety – ANNUAL REPORT (RGS) The ‘orange’ items are recording that there are outstanding actions. Proposed RGS, seconded MW, All voted in favour. RGS presented for PCC approval the updated Health and Safety policy which needs to be approved annually by the PCC and signed by the Co-chairs. Proposed RGS, seconded BH, all voted in favour. RGS presented the updated Health and	Rev SF, Rev AW, BH, SB

Safety Arrangements document for the PCC to note, which was duly accepted with a correction to change The Lighthouse to The Beacon. Rev SF proposed sending our thanks to Richard Sharman for his input. Also thanks to RGS. SB is happy to do this.	SB
9. Safeguarding (SB) - DBS records are now up to date. Training records are almost up to date. Agreed to make the policy more prominent on the website. SL will action.	SL
10. Deanery Synod Report (FS) - no report, have not met	
11. Finance Report (MH) Mission partners have been paid. Accounts were presented and approved by PCC.	
12. Standing Committee Report (SF) no report, haven't met since last PCC	
13. Warden Reports (SB/JC/BH) Question over putting out chairs at Emmanuel until new caretaker starts in Sept. It was suggested that it is not overly onerous and we could do it, with two parish wide services at St Johns (18th and 25th August) This would then leave only a couple of weeks. No service on 13 Oct as it is the Great Eastern Run.	
14. Mission Committee report (PD/JO) PD has put some information up on the notice boards. Rev AW asked about updating boards with photos. PG and SB will work together to update them with photos.	PG/SB
15. Fabric Committee report - not met	
16. WPVC Task Group - no report. In future to be called management group	
17. AOB and Closing Prayer	
18. Close Next meeting 12 September chair: Rev AW Prayers: JC	

Appendix 1

PCC Meeting Conduct

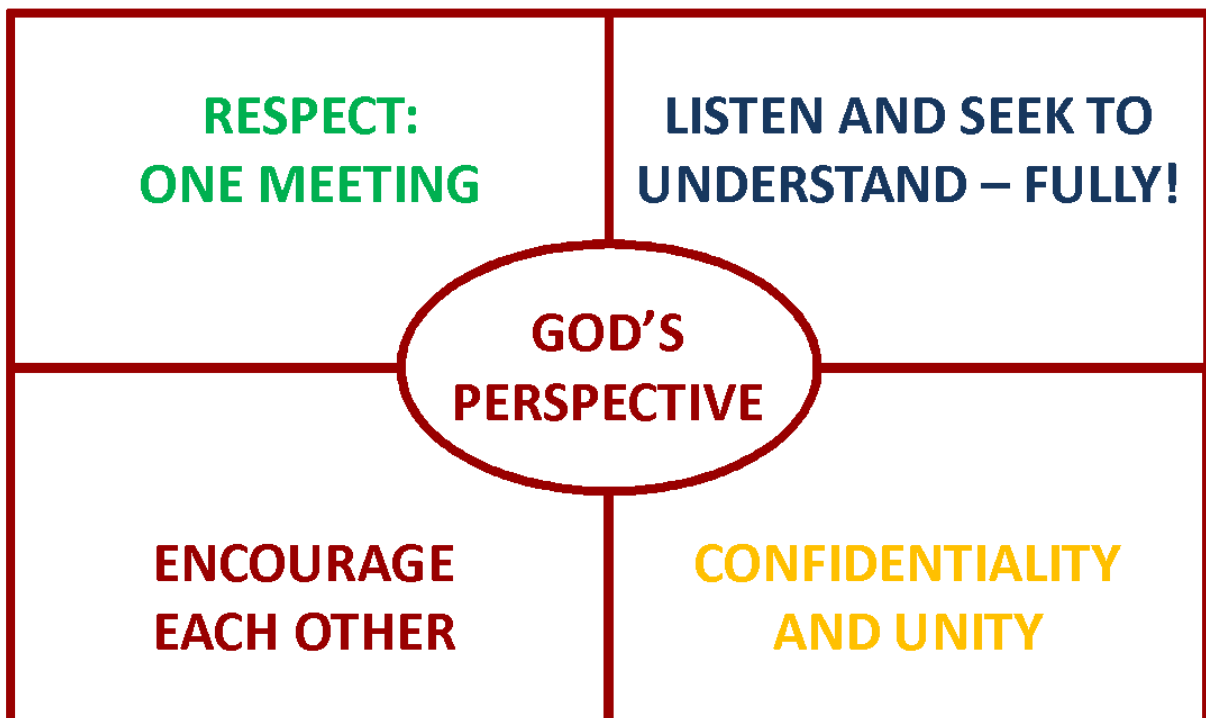
- Ensure pre-reading is done properly and questions are ready
- Be on time, start on time and stick to agenda timing
- No mobiles to be used in meetings unless absolutely urgent
- One meeting - no over-talking or “meetings within meetings”
- Healthy debate is good – be honest, respectful and succinct
- Don’t be afraid to pray and/or refer to scripture during the meeting
- Propose a motion and take a vote when needed to move forward
- PCC decisions are decisions

... unless there is significant, later, new information

- Maintain confidentiality and unity behind decisions at all times

Werrington
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Ground Rules



Werrington
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Proposed agenda items (including background information and proposals) to PCC Secretary	Draft agenda discussed and finalised at Staff Meeting	Ministry & Warden Reports deadline	Agenda plus reports and pre-reading sent to PCC	PCC Meeting
1 st Jan	2 nd Jan	3 rd Jan	4 th Jan	11 th Jan
4 th Mar	5 th Mar	6 th Mar	7 th Mar	14 th Mar
29 th Apr	30 th Apr	1 st May	2 nd May	9 th May
1 st Jul	2 nd Jul	3 rd Jul	4 th Jul	11 th Jul
2 nd Sep	3 rd Sep	4 th Sep	5 th Sep	12 th Sep
4 th Nov	5 th Nov	6 th Nov	7 th Nov	14 th Nov

PCC/sub-group meeting frequency

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|-------------------------|---|
| ▪ AGM | Apr |
| ▪ Main PCC | Jan, Mar, May Jul, Sep, Nov
2nd Thursday from Jan 2023 |
| ▪ Standing &
Finance | in diary for Feb, Apr, Jun, Oct, Dec
and cancelled if not needed |
| ▪ Mission &
Fabric | Feb, Apr, Jun, Oct, Dec |