

Werrington Parish Church PCC Meeting Minutes

Date: Thursday, 13th March 2025

Time: 7:30 PM

Location: St John's

Actions:

1. **MH** - Conclude Scouts and Guides lease and follow up with the Charity Commission.
 2. **RGS/Rev AW** - Complete risk assessments for William Law hire agreement.
 3. **Rev AW** - Address school responsibility for equipment at Flourish Church and finalise the responsibilities document.
 4. **MH & MT** - Draft a job description for the Booking Secretary/Lead for WPVC.
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Attendees:

Sue Bennett (SB) - Chair, Natalie Platts (NP) - Minutes, Michael Horspole (MH), Peter Dalrymple (PD), Paula Greaves (PG), Rev Kevin Fear (Rev KF), Brian Hunt (BH), Jackie Cooke (JC), Chloe Hill (CH), Jo Oldaker (JO), Rev Sue Fear (Rev SF), Mark Tabor (MT), Robert Gregory-Smith (RGS), Rev Rob Seaman (Rev RS), Alex Benoy (AB), Jan Lowe (JL), Rick Trounce (RT)

1. Welcome, Prayer, and Purpose Statement

The meeting opened with a prayer and purpose statement. Rev Sue Fear led the meeting, remembering Frank Smith for his service to the church and the PCC, and offering prayers for his family.

2. Apologies

Apologies were received from Stuart Lidgett, Rev Ali Williams, and Mike Whitaker.

3. Approval of Minutes (9th January 2025)

The minutes of the meeting held on 9th January 2025 were approved as a true record.

4. Matters Arising:

- **A. Scouts & Guides Lease (MH)**

A positive meeting took place with the Scouts and Guides regarding the Beacon proposals, which led to progress on the lease. The lease is expected to be signed by September. MH will follow up with the Charity Commission.

Action: MH to conclude the lease and chase Charity Commission.

- **B. St John's Broadband Update (MW)**

The broadband is installed and operational.

- **C. Pottery Shards Update**

This matter has been completed.

- **D. William Law Hire Agreement**

The hire agreement has been concluded. RGS raised a concern about missing risk assessments and is awaiting information from the headteacher.

Action: Rev SF to contact Headteacher with concerns raised by RGS. RGS/AW to follow up on risk assessments.

5. Mothers Union Insurance

All services conducted within the church are covered by the church's insurance (e.g. Storybirds). The Mothers Union is now part of the diocesan group, which means that trips and other activities should be covered under diocesan insurance.

6. Approved via Email

- **Staff Pay Increase**

Staff receiving more than the real living wage will not receive a pay increase in 2025.

- **Mission Budget Allocation**

The PCC agreed to allocate one-third of the mission budget for 2025 to internal mission activities. This allocation will also apply retrospectively to the £1,200 underspend from the 2024 mission budget.

7. Safeguarding Report (SB)

- A one-page summary of the Safeguarding Policy has been created for display. The full policy will also be available.

- The last line of the policy summary was amended to read "works or serves."
Proposal: SB, seconded by BH, all agreed.
 - **Dignity at Work Policy**
Proposal: SB, seconded by RGS, all in favour.
 - **Flourish Church Responsibilities**
The document lacks a version date, and the section regarding the school's responsibility for equipment is incomplete. RGS emphasised the importance of the school regularly checking their equipment.
Action: Rev AW to address missing information.
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8. WPVC Management Group Report

A report was submitted. Thanks were given to MT for his work as Booking Secretary/Lead, and it was noted that he will now step down. MT and MH will draft a job description for the role of Booking Secretary to assist in Safer Recruitment a new person. Details will also be shared in the newsletter/email.

9. Beacon Steering Group Report (Rev AW, Rev SF, SL, MH, MT)

No further updates were provided.

10. Ministry Reports

- **Children and Youth (Rev SF & Rev AW)**
Positive engagement with local schools and nurseries in Werrington. Relationships are developing well, with some involvement over Easter.
- **Flourish Church (Rev AW)**
Report submitted. Thanks to Rev AW for the update.
 - **Risk assessment and safeguarding discussed.**
- **Services and Outreach (Rev SF)**
- **Eggsplare event:** April 12th, 2-4 PM - Rev AW
- **Good Friday Walk of Witness:** Easter Prayer walk - Rev AW
- **Easter Sunday:** Easter Communion services at both SJ and Emmanuel in GIFT.
- **PRAISE service:** In the evening.
- **8 AM Communion service:** In view of the two Communion services and Praise taking place on Easter Sunday Rev SF asked whether PCC felt 8 AM service was needed. PCC approved the three Easter Services – 10am, 10.30am and 6.30pm.
- AB submitted a proposal regarding the use of recorded music during communion and other times. This could be used but not streamed if it was from You Tube, for

example. The decision will be left to the service leader in collaboration with the worship leader.

- **Ordination of Rev Rob Seaman**

The ordination service for Rev Rob will take place on Saturday, 5th July at 4 PM.

11. Health & Safety

RGS proposed that all stewards complete fire safety training within the next three months and that it be repeated annually.

Proposal: SB seconded, all in favour.

12. Deanery Synod Report (FS)

No meeting was held.

13. Finance Report (MH)

- **i. 2024 Accounts for Charity Commission**

MH provided a detailed explanation of the accounts. A query was raised about the £3,770 spent on equipment repair/renewal. MH will investigate and provide further details.

Action: MH to investigate and report back.

- Subsequent email - the £3770 was a typo from a previous spreadsheet and it should read zero.

- **ii. Mission Support for Young Person**

A proposal was made to allocate £1,000 from the restricted fund 'Alan Morrow' to support a young person going on a Latin Link trip. Some money from the Tuck shop would also be used.

Proposal: PD, seconded by MT, all in favour except one abstention.

- **iii. Update on Youth Giving Usage**

Half of the approached individuals have agreed.

- **Parish Giving Scheme:**

MH proposed that PCC introduce the Parish Giving Scheme for new Givers in the church. The scheme uses Direct Debit (DD) rather than Standing Orders (SO), and also includes Gift Aid. The donation amount will automatically increase each year in line with inflation unless the donor opts out. New and regular givers will be encouraged to sign up.

Proposal: MH, seconded by BH, all in favour.

14. Standing Committee Report (Rev SF)

No meeting has been held.

15. Warden Reports (SB/BH)

A report was submitted. SB announced she will not be standing for re-election as Church Warden at the AGM. The PCC thanked SB for her dedicated service in this role.

16. Mission Committee Report (PD/JO)

- **Proposed Budget**

Some adjustments will be made to the finances as the allocation has changed. The contingency fund will be forfeited. It was suggested that the cost of the William Law Bibles be paid from the outreach budget.

Proposal: PD, seconded by MT, all in favour.

17. Fabric Committee Report

A report was submitted.

- **Training for Wardens, Stewards, and Leaders on Evacuation Procedures**
- **St John's Roof Leaking**

Both issues were discussed.

18. Any Other Business (AOB) and Closing Prayer

- The piano keys were reported to be "sticky." The issue has been fixed, but it may need further attention. Suggestion to replace with electric piano.
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19. Close The meeting was closed at 9:50 PM. The next meeting is scheduled for **Thursday, 8th May 2025. Holy Communion & Chair**
Rev SF