

# CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 25 July 2019 at St Martin's

## Those present:

Mr S Fenn	Mrs A Orsborne	Mrs J Austin
Mr D Loades	Mr B Wigg	Mrs M Howard
Miss A Cottingham	Mr D Orsborne (Chair)	Dr P Beazley
Mr P Bennett	Mrs J Boyle	Mr M Brown
Ms A Coghlan	Mr N Dawson	Mr J Hodgkinson
Mr R Loten	Mrs S Morter	Mr T Morton
Mrs M Pallister	Mr S Purslow	

## 1. WELCOME AND APOLOGIES

Apologies were received from Revd W Warren, Revd J Hodgkinson, Mr D Masters, Mr D Anderson, Dr R Beare, Mr R Hopkins, Mr J Platten and Miss S Wells.

## 2. OPENING WORSHIP

Prayer, worship and a reading and reflection from Hebrews 12 were led by David Orsborne and Simon Purslow.

David Orsborne explained that, because of Revd Will Warren's appointment as Priest-in-Charge, this was probably the last time that he would regularly chair PCC. For this reason, he had asked if he might lead tonight's worship.

The reflection included the following points:

- We are not alone and we are not the end (verse 1)
- We are not to allow ourselves to be hindered (verse 1)
- Jesus established the course. We must follow Him (verses 2 and 3)
- We are not to grow weary or lose heart (verse 3)
- However we've felt over the last few years our troubles have been a fraction of what many persecuted Christians experience (verse 4)
- Hardship, troubles and discipline are evidence that God is treating us as His children. Discipline is for our own good. (verses 5-11)
- We need to persevere in unity (verses 12 – 13). This flows from God's grace but also requires an act of will (verse 14)
- We should commit ourselves afresh, "Looking unto Jesus" (verse 2) as we enter a new era with Will at the helm.

## **Opening Business**

### **3. DECLARATIONS OF INTERESTS NOT PREVIOUSLY RECORDED**

As members of staff, Simon Fenn and Sarah Morter would leave the meeting during item 7, Mid-year Finance Review and Projected Outturn.

### **4. MINUTES OF THE MEETING OF 27 JUNE 2019**

The minutes of the meeting of 27 June 2019 were agreed as a correct record after the following amendment was agreed:

Item 19, Correspondence and Dates should read: “the Parish Safeguarding Officer for Vulnerable Adults has dealt with an issue raised by a member of the congregation. have dealt with an issue raised by a member of the congregation. The notes from the subsequent meeting have been put in the confidential file. At present, no further action needs to be taken”.

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

Cromer Peregrine Project (CPP): the following update had been received from Trevor Williams and circulated electronically.

1. The anticipated behaviour of the Peregrines from now until the next potential breeding cycle starts again in February, given to us by Peter Merchant and summarised in my note to you on 28th June, appears to be holding good. Having found a successful nest-site it is now thought highly unlikely - barring an accident or significant disturbance - that the female will leave the tower over the winter. In the interests of the birds, access should continue to be limited to planned maintenance etc. to avoid any wilful disturbance of a schedule 1 breeding bird at the nest-site
2. Due to the likely local dispersal of the juveniles in the coming weeks the watch-point will be closed down (Friday 2nd August) and the live TV streaming in the church turned off. It is hoped that a short video, featuring the 'Peregrine story', can be installed on the monitor until the cafe closes.
3. Resulting from the various activities of sponsorship, donations and sales CPP anticipate being able to present the church with a cheque for £1500 to help off-set the loss of income from closing the tower to the public - CPP will retain some core funding to enable security and equipment enhancement and merchandising costs in the event of a future breeding attempt. To maximise this off-setting funding stream, in future years CPP would encourage a coordinated and expanded approach to sponsorship and merchandising - potentially focusing on the church and one designated 'preferred seller' on the high street. CPP would be happy to lead on this initiative, using its considerable experience from Norwich and other charity retailing expertise. It is strongly recommended that only approved 'CPP branded' goods are available for sale in the future.
4. To improve nest-site monitoring and security in the future CPP would like to investigate the possibility of creating limited live streaming, utilising the existing WiFi facilities in the church. We do not however propose extending live streaming to the general public as to do so would negatively impact on church visitor numbers.

5. Limited cleaning, maintenance and potential re-positioning of the box will have to take place in the late autumn. We recognise that the current box location impedes access across the 'bridge' to some extent. Should it be deemed necessary to relocate the box CPP will be happy to provide the expertise and resources to do this work - in consultation with the relevant church authorities. However, the orientation of the box, now established, must be retained or we risk the birds abandoning the site.
6. CPP - itself a successful collaboration between church, local birders and national expert interest groups - strongly believes that the whole Cromer Peregrine experience has brought a focus and joy to the town - informing, entertaining and educating both residents and visitors alike. An experience we are very keen to perpetuate.

Jackie Austin informed PCC that she and Sue Wells would be working closely with the birding community. The Tower would not be open this year. Other options could be considered next year.

## **6. TO RECEIVE THE MINUTES OF THE STANDING AND FINANCE COMMITTEE OF 10 JULY 2019**

The minutes of the Standing and Finance (S & F) Committee of 10 July 2019 were received.

- a) In response to a question from the Treasurer, the PCC Secretary explained that she had circulated a second version of the minutes because a first draft had inadvertently been included in the agenda pack. The second version had several minor amendments. She would circulate a third version, showing tracked changes, so that PCC members could clearly see the amendments.
- b) Responding to a question from Sarah Morter, the Lay Chair said that Revd Will Warren had not seen the minutes because he was on holiday. They had been sent to PCC members to prevent an unacceptable delay but would not be signed off until the September meeting of S & F, when Will would be present.
- c) Financial Guidelines: the Finance Working Group had discussed this by email and were of the opinion that the Guidelines were ready for circulation. The Treasurer was advised to do this without further delay and to seek the support of the Finance Working Group in helping everyone understand and apply the guidelines.
- d) Free drinks for volunteers on duty: emails explaining the position had been sent to the Cornerstone and Holiday Ministry teams.
- e) Data Protection Policy: this work was part of a process to ensure that the relevant policies were in place for our staff. Other policies were Whistleblowing and Equal Opportunities. A half-yearly appraisal of staff had been carried out by the Wardens. Revd Will Warren would now be their line manager after an extended period without anyone formally in the role.
- f) CAP laptop: Revd Will Warren would discuss this with those concerned on his return from holiday.

- g) Friday night youth club: the need for Christian input was being flagged up to PCC via the S & F minutes. Simon Fenn offered to talk to Mike Brown about some concerns regarding the setting-up of the Friday night club.
- h) In response to a question from the Treasurer, John Hodgkinson explained that he was concerned about people's perception of the running costs of Cornerstone because the set-up cost of £6,000 had been included in the Cornerstone figures for this year. He asked that the £6,000 should be accounted as a Vision expense. Pete Beazley agreed that we should support John and make it clear that Cornerstone was being run successfully. When Revd Will Warren returned from holiday there should be a discussion, to include the Wardens, the Treasurer and John Hodgkinson, to decide how the figures should be presented.

### **Church Life and Growth (Finance, Action Plan, All)**

#### **7. MID-YEAR FINANCE REVIEW AND PROJECTED OUTTURN**

This item was led by the Treasurer. The report advised PCC of the Budget situation at 30 June 2019 and an estimate of the position at 31 December taking into account all known factors.

In November 2018, PCC had approved a balanced budget which was dependant on an increase of 5% in Gift Aid giving. The reality was a projection by the end of the year for a fall of 23%. There had also been a reduction in loose change giving and absence of any income from tower climbing.

Cornerstone was doing well and budget officers were keeping spending under control, although the cost of staff expenses and repairs and maintenance had increased. By the end of the year the Treasurer predicted a shortfall of £50,000.

The Treasurer advised PCC that there were two main areas of expenditure which could be considered for reduction – Mission Partners and Parish Share – and advised talking to the Diocese again so that we could explain our difficulties. He believed that we paid more than we received.

#### **Discussion**

Simon Fenn and Sarah Morter left the room at this point.

- a) Alison Orsborne said that the Parish Share paid by large churches helped smaller churches in the Diocese. This was mission and she couldn't support any argument for reducing Parish Share payments on the basis that we gave more than we took.
- b) Simon Purslow said that the figures were a real cause for concern. As trustees, we should talk to the Diocese. He would find it hard to support legacy money in reserves being used to pay bills. We had a legal responsibility to pay our staff and a moral responsibility to pay Parish Share. We were doing everything in our power to reduce expenses. Recently we hadn't had a full contingent of clergy so could argue a case for a reduction in Parish Share. We should pray about the situation but also think about a solution. As a PCC we should continue to operate under sound business principles.
- c) There was £135,000 of legacy money in the Project Fund.
- d) PCC was asked to consider:

1. Should we talk to the Diocese?
  2. Would we be prepared to re-designate some of our funds to clear an end-of-year deficit?
  3. Can we do more to control expenditure?
  4. What should be our approach to adjusting the balance between running costs, paying staff, Mission Partners and Parish Share?
  5. What can we do to ensure that our giving returns to a level that meets our needs?
- e) Jackie Austin said that staff were not on short-term contracts. The Vision required the right staffing structure and we needed our staff. This was non-negotiable and she was concerned that people might think otherwise because of the unsettling effect this had on staff. Nathanael Dawson supported this. The Vice Chair said that PCC could rule out further discussion of this subject but would need to ensure that we could identify how these posts could be funded. Ray Loten supported not discussing staff. They needed the support and assurance of PCC.
- f) Pete Beazley said that we had realised that Discipleship and Giving went hand-in-hand. We should consider how to motivate people to give. The Treasurer told PCC that the top 10 givers contributed 45%. Our focus should be addressing this issue.
- g) Perhaps some people needed a gentle nudge about giving. Recent publication of figures might help them realise the position. Ray Loten suggested that this might include people who had stopped giving. Anna Coghlan said that it would be helpful to make more figures, especially percentages, available to the wider church family. This should be discussed with Revd Will Warren. PCC members could talk to people generally about the situation. Small Groups were also a good place to discuss giving.
- h) There would be a Giving Day in October.
- i) John Hodgkinson reminded PCC that we had hoped for an Associate Minister in the future. Would we be jeopardising this if we talked to the Diocese about a reduction in Share? Jackie Austin said that we needed to talk to Revd Will Warren about our staffing structures. There was a definite need for more staff. This would come back to PCC at a later date. In response to a question, it was explained that Cromer Church wouldn't get a curate in the near future because we didn't have a Training Incumbent. However, because the Deanery had paid Parish Share in full, a curate had been allocated to Trunch benefice.
- j) John also reminded PCC that increasing generated giving had not been considered. Our income was relying heavily on receipts from Cornerstone. The need for church family members to staff Cornerstone should be communicated.

It was **AGREED**:

- 1. Not to discuss staffing again, except as a last resort.**
- 2. To seek a meeting with the Diocese.**
- 3. To discuss payments to Mission Partners after meeting with the Diocese.**
- 4. To ask budget holders to review their budgets.**
- 5. To continue focussing on Growing, Serving, Giving.**

Finance would come back to September and October PCC, with the 2020 budget being agreed in November.

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

8. Deanery Synod 19 June: the presentation by the Open the Book teams had been inspirational.
9. Children and families Leadership Team 24 June:
  - a) Incredible Kids Club: in response to a question, it was explained that families received bags of groceries.
  - b) Take-a-Break Too: Ann Graveling needed support. This was important. Joyce Richardson had stepped back from her responsibilities with the Tuesday Take-a-Break, so help was needed there also. PCC members were asked to pray, to respond personally if appropriate and to talk to others.
10. Safeguarding: Alison Orsborne hoped to have talked to Tim and Frances Britton before the next Small Group Leaders meeting, so that they could talk about C2 training. Revd Will Warren was still hoping to organise Deanery-wide training.
11. Dignity in Ministry Policy: this item was presented by Jackie Austin.
  - a) This Diocesan policy dealt with the way that staff and others were treated
  - b) It gave examples of unacceptable behaviour. Sadly, some of these things were happening in our church and needed to be addressed.
  - c) Staff were now keeping logs of unacceptable behaviour.
  - d) The Policy needed to be adopted by PCC and used as a teaching document.

It was **AGREED** to adopt the Dignity in Ministry Policy.
12. Report on re-launch of 2020 Beach Mission: the report was received.
13. Electoral Roll update: the figure remained at 293.
14. Discipleship Working Group: due to holidays and other commitments the group had not met since the last PCC. Mary Howard had collated the comments which the PCC made in their group work in June. Sue Wells had reported that they would be discussed at the next Working Group in September.

## Closing Business

### 15. CORRESPONDENCE AND DATES

Two items had been forwarded from Fabric Action Group, which had met on 22 July. Agreement was needed tonight so that the work could be put in hand.

- a) Decorating in the Parish Hall: at the request of the Wardens, a quotation had been requested from Denny's Construction to carry out the additional preparation necessary to paint the dado and boarding below, together with the skirtings, as opposed to re-varnishing. The quote had been received and the additional cost was £982.00 +VAT. The Treasurer advised that this would still result in the overall cost for the flooring and decorating being within the budgeted cost for Parish Hall for the present financial year. It was **AGREED** to proceed with the work.
- b) Lighting in the Parish Church Lounge: Cromer Electrical had been asked to repair one of the light fittings to the Lounge. They reported that the clips securing the fittings were generally perished and that any attempt to re-fix a fitting in need of re-securing, was likely to result in other clips becoming damaged. They advised that the panel fittings were of a type and age which were no longer made, and for which spare parts are no longer available. The diffusers were of a type which would no longer be recommended. Cromer Electrical were therefore requested to provide a quotation to replace all six of the panel light fittings in new LED panels, for which they have quoted a cost of £725.00 + VAT. It was **AGREED** to proceed with the work.

### 16. CHAIR'S REMARKS

PCC members were thanked for their enthusiasm and commitment in navigating the past year. We were driven forward by the Vision and had made good progress in some areas. Other areas were a challenge. We needed to persevere in solving the problems ahead of us.

Jackie Austin, on behalf of PCC, thanked David Orsborne for his commitment as Vice Chair and encouraged us to pray for Will as he takes things forward.

The meeting closed with the opening verses of Hebrews 12 and the Grace at 9.35 p.m.