

CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 28 November 2019 at St Martin's.

Those present:

Revd W Warren	Mr S Fenn	Mrs J Austin
Mr D Loades	Mr B Wigg	Mrs M Howard
Miss A Cottingham	Mr D Anderson	Dr R Beare
Mr P Bennett	Mrs J Boyle	Mr M Brown
Ms A Coghlan	Mr N Dawson	Mr J Hodgkinson
Mr R Hopkins	Mr T Morton	Mrs A Orsborne
Mrs M Pallister	Miss S Wells	

1. WELCOME AND APOLOGIES

The meeting was chaired by Revd Will Warren. Apologies were received from Revd J Hodgkinson, Mr D Masters, Mr D Orsborne, Dr P Beazley, Mr J Platten, Mr S Purslow, Mr R Loten and Mrs S Morter.

2. OPENING WORSHIP

Prayer and a reading and reflection from Matthew 1 were led by Revd Will Warren.

The names for Jesus told to Joseph by the angel:

- a) Jesus, Greek version of the Hebrew Joshua – God is our rescuer.
- b) Immanuel – God with us.

The people had been waiting for a rescuer, but they never imagined that God Himself would come to earth. We need to ponder on this as we approach Christmas.

Opening Business

3. DECLARATIONS OF INTERESTS NOT PREVIOUSLY RECORDED

None.

4. MINUTES OF THE MEETING OF 31 OCTOBER 2019

The minutes of the meeting of 31 October 2019 were agreed as a correct record, after an amendment requested by the PCC Secretary to meet the requirements of the Town Council who needed to know the number of votes.

Item 13, DAC Application by Cromer Town Council: the decision was amended to “**PCC RESOLVED UNANIMOUSLY to support Cromer Town Council’s DAC application subject to confirmation of whether building consent and planning permission are needed from NNDC**”.

5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

6. TO RECEIVE THE MINUTES OF THE STANDING AND FINANCE COMMITTEE OF 13 NOVEMBER 2019

The minutes of the Standing and Finance Committee of 13 November 2019 were received. The following matters were arising:

- a) Hire of bouncy castle by Take-a-Break Too: Simon Fenn had followed this up and discovered that it had been paid for from cash takings. He was pastorally seeking practical solutions to help the team manage income and expenditure within the framework of the Financial Guidelines. It was suggested that monies and receipts from Take-a-Break Too could be brought down to the Parish Church each week with the Sunday collection.
- b) Update on Giving: there were now 11 new givers, 15 existing givers had increased their giving and 1 existing giver had decreased their giving.
- c) The 2 employees who earned the True Living Wage would receive the increased rate with effect from 01 January 2020.

Church Life and Growth (Action Plan, Structures)

7. LEADERSHIP TEAMS

- a) The Wardens had been tasked with looking at the remits of the old Action Groups and drawing up Terms of Reference for the Leadership Teams.
- b) The former Prayer Leadership Team was a Prayer Team because they didn't cover every aspect of prayer, some of which came under Revd Jennie Hodgkinson. It would be necessary to decide where the Prayer Team fitted in the Structures diagram. The Wardens would discuss this with Revd Will Warren.
- c) There were 5 Leadership Teams. Their terms of reference – based on the former Action Groups – were compiled in the document circulated to PCC. It was a working document and would be reviewed when a year's cycle of meetings had been completed.
- d) Leadership Teams were people of action, but with a strategic role. The system enabled church business to be shared. Leadership Teams could make recommendations to PCC which, in turn, could set tasks for the Teams.
- e) The Leadership Team Members document would be finalised early in January and, until 31 December, there was an opportunity for PCC members wanting to join a Team. After this, those wanting to join a Team could only do so via the Incumbent. A good balance between PCC and non-PCC members was aimed at. Children and Families Leadership Team had more non-PCC members because they headed up specific ministries.

Questions and Discussion

- a) With particular reference to Fabric Leadership Team and the Lighting Project, David Anderson said he had understood that any PCC member could sit in on a Leadership Team meeting if a topic that they were interested in was being discussed. The PCC Secretary said that she had taken notes for the previous Action Groups and had never known this to be the case. Jackie Austin said that anyone with questions for a Leadership Team should go through the proper process, i.e. submit their questions to the Chair of the appropriate team, or the PCC Secretary.
- b) Mary Pallister asked if a young person might be included in the membership of Youth Leadership Team. Simon Fenn explained that he aimed to do this but was yet to find

- a young person who was willing.
- c) CFLT terms of reference: “Named Person for Safeguarding” should be changed to “Parish Safeguarding Officer”.

It was **AGREED** to adopt the Leadership Teams Remits and Terms of Reference.

The Wardens were thanked for all the work they had done in producing the document.

Finance (Action Plan, All)

8. FINANCE REPORT

- a) There had been no change since the report made to S & F on 13 November. The deficit forecast had been made prior to the problems with the heating.
- b) The Benefice Support Meeting had been attended by Brian Wigg, Revd Will Warren and David Loades. The Diocese had given us a fair hearing. They were impressed with how we had made use of our funds and we had communicated to them what things had been like in Cromer for the last couple of years. Cromer paid the third highest Parish Share in the Diocese, after St Peter Mancroft and Wymondham Abbey. According to the Diocese’s own figures, by 2020 we will have paid £271,203 more than we have taken out. We should learn the outcome of the meeting shortly.
- c) In response to a question from David Anderson regarding background details to the figures, the Treasurer said that the Diocese had been very impressed by the detail in the figures that PCC received. Richard Beare asked the Treasurer how he saw the purpose of presenting the figures. The Treasurer replied that it was to follow Diocesan best practice in informing PCC and to engage PCC in taking more ownership of the finances. Jackie Austin agreed that the Treasurer had helped us to become more knowledgeable about the figures. Roger Hopkins, who had been a PCC Treasurer in another benefice, said that he had never given such detail and that we were very fortunate to receive Brian’s reports. The Treasurer explained that the report was unique because it was based on a structured budget which reflected the Vision. Jill Boyle added that PCC was given information quite clearly when background information was requested.
- d) Jackie Austin said that the Treasurer always gave the opportunity to ask questions. Revd Will Warren reminded PCC that the Agenda instructed that questions should be addressed in advance of the meeting.
- e) In response to a further question from David Anderson, the Treasurer explained that an overspend on Children’s Outreach was because Take-a-Break had paid out some money to take children and families from Take-a-Break Too to the Archdeacon’s Charge.
- f) Anne Cottingham asked why enquirers’ courses were over budget. Simon Fenn explained that, as a new venture, the Alpha Course had been held in a coffee shop and this had cost more than had been budgeted for. However, as a result of Alpha, one person had joined a small group and three others had a connection with a small group.

- g) Anne Cottingham asked if it would be helpful to send the report on the Benefice Support Meeting to Philip Sapwell. Revd Will Warren thought it would be. The PCC Secretary and the Treasurer would discuss this.
- h) It was **AGREED** not to issue a debit card to the Bookstall Assistant because he was not on PCC, was not an authorised signatory and we were limited to 4 cards.
- i) Taking the 2020 Budget to PCC:
 - i. Further work was needed by 2 budget-holders.
 - ii. We didn't yet have the full results of Gift Day.
 - iii. We were waiting to hear from the Diocese about possible reduction of Parish Share.

For the above reasons, it was **AGREED** that approval of the Draft Budget 2020 should be deferred to January PCC.

- j) Resolution for the Diocese: The Treasurer had advised PCC on 24 January 2019 that in order to finance the major lighting project in the Parish Church there was a need to re-designate investments held by the Diocese of Norwich in the name of Cromer Church. The following minute was approved on 24 January 2019

'It was resolved that PCC authorises the Diocese of Norwich to transfer ownership of CCLA accounts 126001082S and 126001011F to its ownership to finance capital projects'.

It had been a long process and the Diocese had, inevitably, suggested an alternative whereby they would liquidate the 2 investments and transfer the proceeds to a new deposit account which they would open in the name of the PCC. As the lighting scheme progressed PCC would claim against the deposit account through the Diocese when invoices were presented by the contractor. In order to facilitate this the Diocese required a new resolution by PCC accepting this arrangement. It was therefore **UNANIMOUSLY AGREED by the 20 members present** that:

PCC confirms its wish to close CCLA accounts 126001082S and 126001011F as resolved on 24 January 2019 and requests the Diocese of Norwich to transfer the funds into a new deposit account from which invoices for capital works will be financed as they fall due.

Reports (Action Plan, All)

9. DEANERY SYNOD 09 OCTOBER

Mary Howard reminded everyone that 2020 was a Deanery election year and asked them to prayerfully think if they were being called to stand.

10. DIOCESAN SYNOD 12 OCTOBER 2019: the report was received.

11. COMMUNICATIONS LEADERSHIP TEAM 31 OCTOBER 2019: the notes were received. The meeting scheduled for 02 December had been postponed until January.

12. MISSION LEADERSHIP TEAM 06 NOVEMBER 2019: the notes were received. Revd Will Warren would be attending the meeting on 04 December.

13. CHILDREN AND FAMILIES LEADERSHIP TEAM 11 NOVEMBER 2019

- a) Concern was expressed that the leader of Baby Playtime had questioned if the church's original vision was still valid. This was noted. The Vision would be revisited in a way that was appropriate to the church family.
- b) Simon Fenn had been attending Baby Playtime and Take-a-Break Too. The leaders were in great need of help and had shared their concerns with CFLT.
- c) Simon Fenn thanked Alison Orsborne for her time of CFLT.

14. SAFEGUARDING

- a) C2 training would take place at St Martin's on Saturday 21 March 2020. Those needing to do the course were urged to sign up quickly before it was thrown open to the Deanery.
- b) The Parish Safeguarding Officers needed to know when people joined a ministry that required DBS clearance. Our process was robust, but all groups needed to be aware of it.

15. ELECTORAL ROLL UPDATE

The roll stood at 297.

Closing Business

16. TO APPROVE THE CAPACITY OF THE PARISH CHURCH FOR INSURANCE PURPOSES AND TO ENSURE THAT WE OPERATE SAFELY WHEN THE CHURCH IS FULL

It was **AGREED** to accept Simon Purslow's recommendation that 450 was the safe maximum number.

17. TO APPROVE ADDITIONAL COMMUNION ASSISTANTS

It was **RESOLVED** to approve Jane Sapwell, Vivienne Benford, Margaret Amis, Michelle (Shay) Nash, Mike Barker, Dick McNeilage, Jane McNeilage, Stuart Howard, Frances Britton, Bruce Hemmant, Tony Gates, Maureen Lees and Dave Walker to help with the administration of Communion.

18. CORRESPONDENCE AND DATES

- a) Data Processing Amendment to G Suite and/or Complementary Product Agreement: it was **AGREED** to accept the new terms, and the associated documents referred to in them, in order to be able to continue using Google's G-Suite service.
- b) Dishwasher at St Martin's: there had been a lot of problems with the machine in the past few months. Engineers had investigated the possibility of repair but had concluded that the dishwasher was obsolete. The machine needed to be replaced with a machine that pumped out and had an integral water softener. John Hodgkinson had obtained 3 quotes:
 - £2,323 + VAT, including 2-year parts and repair warranty
 - £3,000 + VAT
 - £3,225 + VAT

There would be an additional installation charge of £125 + VAT. John Hodgkinson recommended the first option. It needed to be in place as soon as possible.

It was **AGREED** to purchase the first option at £2,323 + VAT with an additional installation charge of £125 + VAT.

c) The following had been received from Alison Orsborne:

DBS received since the last PCC meeting on 31 October 2019

Simon Fenn: Employed Licensed Lay Worker

Maurice Fiddy: Visiting Team

Bruce Hemmant: Small Group Leader

Diana MacDonald-Smith: Sunday Club

The meeting closed with the Grace at 9.20pm.