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**Minutes of PCC Meeting**

**Monday 12th March 2018**

**Present**

Marc Baker (Vicar and Chair), Sue Adams, Heather Alford, Jan Argall, Ruth Bridle, Ben Goddard, Sian Goddard (Strategic Operations Manager), Trevor Grose, Maggie Heddon, Jonathan Larkin, Graham Loveland (Secretary), Maureen McNally, Alan Stanhope, Jean Stanhope, John Taylor.

**1. Opening Remarks and Prayer**

Marc opened by welcoming PCC members and thanking all for their attendance and service.

Marc said that Jan Allen had resigned from the PCC as she felt she could not be fully behind the decision to work towards appointing extra staff rather than spending any available money on improving the building at All Hallows. Jan had agreed to be part of the group working to redesign All Hallows. Marc then read from Col.3:12ff encouraging wise speech as we discussed issues on which we were not necessarily all agreed.

**2. Apologies for Absence**

Hilary Rowe, Peter Short.

**3. Minutes of PCC Meetings of 8th January and 12th February 2018**.

The Minutes were approved and signed.

**4. Matters Arising**

4.1 Preparation of Job Descriptions for PCC and Deanery Synod members. This had been done but had not yet been circulated to PCC members.

**Action: Graham Loveland to circulate.**

4.2 Training for group Chairs and members. This had been held up by the inability of the members of the All Hallows Leadership Team to agree who should chair the team. A Chair would be sought from outside the team. Once this had been agreed training for all Chairs could commence.

**Action: AHLT.**

4.3 H&S Issues 1. Ben Goddard had met with the leader of Stay and Play and would work towards meeting with other groups’ leaders to remind them of H&S issues.

**Action: Ben Goddard**

**5 Finance**

5.1 Update. John Taylor, Church Treasurer, outlined the key issues in the final 2017 budget statement previously circulated.

Income, in total, was very close to the original budget. He explained that the changes between giving and gift aid tax reclaim was due to the move to the Parish Giving Scheme whereby gift aid was collected on our behalf and included in the monthly sum remitted to the church. This will continue to change as more givers move across to PGS.

Total income was £200,076 compared with a budget of £200,535.

Total expenditure was £214,881 compared to a budgeted sum of £233,997.

This gave a deficit of £14,805 compared to an anticipated £33,462.

The main variances were as a result of substantial maintenance on the cottage and a significant underspend in respect of staff salaries.

The accounts had now taken in accruals and, whilst there may be some adjustments following the independent examination these would be "non-cash" and would have no effect on the cash held.

With regard to the underspent mission budget, the underspend would be rolled forward and be available to be used in either the current or future years. This would ensure compliance with church policy.

Marc asked when the finalized accounts would be available for PCC approval. John Taylor said that he would be meeting the Independent Examiner within days but that the timing of finalization depended on the Examiner. Assuming that the final accounts differed only in details from the version circulated at the meeting it was agreed that PCC approval could be done by email.

**6 Development Plan Progress**

Marc reviewed progress with each item of the Development Plan.

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| **Item** | **Status** |
| K2 | SG working. |
| K4 | Summer 18. |
| K3 | Teaching series done. In pledge process. |
| S1 | Done. |
| S3 | 2019. Optimistic. |
| S2/4 | To church to assess support. |
| F1 | Design and faculty not yet. To church to assess support. |
| J2 | Not needed yet. Possibly by September. |
| J3 | Didn’t happen due to no youth worker. |
| J4 | Done. |
| M1 | Autumn 18. |
| F4 | Ongoing meetings. To church to assess support. |
| G2 | TYW in the College and Richard Lander ongoing through other churches. Nothing at Penair which Kea had been covering. |
| G1 | Happening. Need increased buy-in from other churches. |
| F3 | Moving into fund raising stage. |
| F2 | In research phase. |
| H1 | MB teaching. Publicity waiting on SG. |
| H2 | No progress due to NG recent illness. |
| H3 | Need to confirm a long term manager. |

Graham Loveland said that potential PCC members were being asked to be supportive of the plan but were not able to see it as it only appeared on the PCC are of the website. Marc said that the PCC document with all it’s details was not appropriate for the open website, and a suitable form would need to be found.

**Action: (decided subsequent to the meeting) Graham Loveland to prepare an edited version for the open area of the website.**

**6.1 3 Next Steps**

Sian Goddard led a discussion. Sian said that with a range of projects in view it was important to put the whole plan before the church family in order both to ascertain for which aspects of the plan there was support and buy-in and in order to quell the many rumours that seemed already to be circulating. Once the level and direction of support had been ascertained then more detailed plans could be worked up and presented to both the PCC and the church to review.

Discussion focused on a few key areas:

Internal reorganization of All Hallows versus an extension. Some felt that an extension would have significantly greater benefits than could be provided by an internal reorganization on the current building’s footprint. Others anticipated that an extension would entail further delays with objections from English Heritage, as previously, and saw the cost and likely delays as major hurdles, especially as growing attendances meant All Hallows was already effectively at capacity.

Financial resources. Some expressed doubts that the necessary finance would be forthcoming, especially in the light of successive deficit budgets. Others felt it was a matter of proceeding in faith that God would provide, whilst also seeking to bring the church on board with the ideas.

Outreach Strategy. Marc said that the plan was based on the conviction that church planting was the most effective model for outreach and growth. In the longer term more plants might require buildings but in Kea’s geographical situation a Truro city centre location would be strategically significant.

The tone of communications. Some felt a concern about the tone of communications: that anyone not enthusiastic was presumed to be not hearing from God and that guilt was being laid on people. Marc said that was definitely not the intention and did not feel that he had given rise to that understanding.

Use of existing financial reserves. John Taylor cautioned that drawing down the reserves to the minimum would be detrimental to cash flow, and anyway as costs increased the reserve would need to rise.

Sian said it was recognized that members of the church had a heart from different things and Marc summarized that the purpose of the pledge form was to allow members of the church to express their support in terms of money/time/skills. PCC members should invite church members to share their thoughts with Sian who would collate all responses, together with the outcome of the pledges, and circulate a précis to PCC members.

**Action: Sian Goddard**

**6.2 Old Kea**

Maureen McNally said that since the paper on funding had been put the website for this meeting there had been a further change, viz that some funders will only recognize actual cash donations for the purpose of matched funding. Some £6000 worth of pledges of work in kind would not be recognized hence more cash support would be required.

Jan Argall sought PCC approval for a series of fund raising events including a cream tea and an art exhibition, and that the latter should remain on display during August. This was agreed but issues of security would need to be considered.

**Action: Jan Argall to liaise with Sian Goddard over timing of these events and communication.**

**Jan Argall to consider issues of security for items on display.**

**6.3 Kea Truro**

Nothing to add.

**6.4 Kea All Hallows**

Nothing to add.

**6.5 CAP/Lanterns**

Marc reported that Natalie Gavan, Centre Manager, was now back to her full hours of three days a week. He said that Sue Adams as Chair of the CAP Working Group had asked for clarification on the role of the group but that he had not yet had the time to do this.

**Action: Marc to clarify ToR for the CAPWG.**

**6.6 Missions Working Group**

Maggie Heddon queried the suggestion in the most recent Minutes of the MWG that we would not give financial support to a the persecuted church at the moment. Marc said that this query should be held over till Hilary Rowe, as chair of the MWG was able to respond, but that in principle the aim was first to build deep relationships with a small number of partners and that in due course the number of missions supported could be expanded.

**Action: Hilary Rowe to respond to Maggie**

**7 Vicar’s Report**

**7.1 Overview of the Year 2018**

Marc circulated a revised timetable in which the whole July PCC meeting would be given over to a presentation by Leadership Teams of their plans for the coming year. Following consideration, finalized plans would be agreed at the September PCC meeting.

Marc registered thanks to Dave Cummins, Kerstin Schuh, and Peter Short for their service on the PCC over the past three years. At the 2018 APCM there would be 2 vacancies to 2020 and 5 vacancies for the period to 2021. There were also 2 vacancies for Deanery Synod representatives.

**7.2 Reconfirmation of Malcolm Henderson as a Reader.**

Agreed.

**7.3 Reconfirmation of those approved to administer the chalice.**

Subject to the removal of the name of Adam Thrift, who had moved away, the list on the website papers was agreed.

**7.4 Churches Together and the wider picture**

At the moment we are in the middle of a year of prayer for Truro towards our vision that everyone who lives and works in Truro and the surrounding localities will have the opportunity to hear the gospel from someone who loves them. The final beacon even will be this Pentecost. A churches together away day had to be cancelled (because of the snow) this is being rescheduled. The day will work towards sharing the next development following a year of prayer.

A new Bishop of Truro. A panel had been appointed to represent Truro Diocese in the selection process and a Statement of Needs produced. A long list of possible candidates had been received. Members of the PCC were invited to make it a matter of prayer that the right person was appointed.

A further week of prayer would be planned for 2018 Thy Kingdom Come.

**Action: Marc to liaise with Maureen McNally and Fenella Briscoe regarding co-ordination with church prayer meetings.**

Alan Stanhope asked about the status of diocesan finances. Marc said that the current shortfall against the call was around £1 million and this was obviously unsustainable in the longer term. See Deanery Synod Update.

**8. Deanery Synod Update**

At a recent meeting of Powder Deanery the Diocesan Treasurer gave a presentation on the new approach to the apportionment of MMF across the Diocese, which, subject to Synod approval will be introduced from January 2019.

The ‘call’ or demand on each Deanery would be based on cost. It was for the Deanery to determine how that cost was allocated across the different parishes and benefices in the Deanery. Deaneries will be expected to produce a Deanery Plan of the Ministry they want in their area. These plans should aim for each Deanery to cover its own costs and would be used as a guide for the future deployment and distribution of clergy in the deanery.

Deaneries will be required to allocate the full cost of ministry across their parishes.

**9. APCM 18th April**

Graham Loveland explained that the Charities Act 2016 imposed increased restrictions on who can serve as a charity trustee. As a consequence, following the APCM all members of the PCC would have to be asked to sign a declaration of non-disqualification from serving as a trustee. There are a number of reasons for disqualification, for example being an undischarged bankrupt, having been previously removed from office in a charity, or being on the sex offenders register. It was felt inappropriate to ask all candidates for election to the PCC to review the Diocese’s seven page document in advance of election, but candidates should be made aware that a declaration would be required and if they thought there might be a restriction on their serving then they should contact Graham Loveland for full details of the exclusions.

**10 Policies Due for Review**

10.1 H&S – Lone Worker. Ben Goddard to review where things stand.

**Action: Ben Goddard**

10.2 H&S – Hot Work. It had proved impossible to get the insurance company’s lengthy policy to appear on the church website. A note would be added to this effect inviting anyone interested to contact the office for a copy of the policy.

**Action: Graham Loveland**

10.3 Incorporation of CAP into the Volunteer Management policy.

Sue Adams said that CAP had its own Volunteer Management policy so no further action was required.

10.4 Conflict of Interest.

All members of the PCC were invited to review the policy and communicate any issues to Graham Loveland.

**Action: All to review the policy.**

**11 Data Protection**

Trevor Grose said that he, together with Ruth Putnam, would be attending a diocesan training session regarding the new GDPR regulations.

**12 Buildings Update**

Jean Stanhope reported that the boiler had been fixed.

Trevor Grose reported that the All Hallows lych gate was splaying. As a listed building it would need to be repaired. It was hoped that it might be possible to prevent further deterioration by the use of metal straps but failing this it would need to be rebuilt.

12.1 Options for a buildings advisor. Jean Stanhope said that she would be retiring as Church Warden at the APCM and someone else would need to take on responsibility for overseeing the buildings. It was pointed out that although the Warden takes responsibility for the buildings, nevertheless the Finance Policy referred in places to seeking the advice of the church’s “Buildings Advisor”, a suitably experienced or qualified person who would give the Warden professional advice. Dave Cummins had served in this capacity previously but was no longer available. The normal procedure, of employing the services of the quninquennial surveyor, was seen as an undesirably expensive option but John Taylor said that buildings are expensive and that this measure was for the protection of the PCC; the costs of employing the expertise of a suitable expert could potentially save thousands in future repair costs. A possible candidate had been approached, and Matthew Williams was suggested as another possibility.

**Action: Jonathan Larkin to speak to Matthew Williams and the other candidate**.

**13 H&S Update**

13.1 Removal of fallen tree. Ben Goddard reported that a large tree had fallen in the grounds of Old Kea, represented a danger, and needed professionally removing. Warning signs would be erected. There was a query as to how soon the preferred tree surgeon could be available.

**Action: Ben Goddard to ask the tree surgeon for a date and to erect warning signs**

13.2 Headstones in the church yard. John Glinn and Trevor Grose had surveyed the safety of headstones in the church yard and had concluded that a number were unsafe. The only economically viable and visually least unattractive solution for those where the family would not be contacted to take responsibility was seen to be to lay them flat and this course of action was recommended to the PCC. Agreed.

**14. Risk**

Nothing to report in the absence of Richard Card. Graham Loveland said that he had been unable to establish contact with Richard by email.

**Action: Graham Loveland to phone Richard Card.**

**15 Safeguarding**

Nothing to add.

**16 Correspondence**

None.

**17 Date of next meeting:** Monday 14th May 2018**.**

**18 Marc closed the meeting in prayer.**