

## **Minutes of PCC Meeting**

**Monday 17<sup>th</sup> July 2017**

### **Present**

Marc Baker (Vicar and Chair), James Hills (curate), Sue Adams, Heather Alford, Jan Allen (arrived late), Peter Auger, Richard Card, Ben Goddard, Sian Goddard, Maggie Heddon, Graham Loveland (Secretary), Maureen McNally, Hilary Rowe, Kirstin Schuh, Peter Short, Alan Stanhope, Jean Stanhope, John Taylor.

### **1. Opening Remarks and Prayer**

Marc commenced with thanking people for their various recent contributions: Alan Stanhope and the "Fit for Purpose" group, Sian Goddard and the "Staffing" group, and Trevor Grose and others for their role in regard to the fête.

Marc referenced the conference he had attended the previous week which had provided alarming statistics on conflict and drop-out rates in churches and thanked members of the PCC for their attendance and support.

He also referred to his weekend visit to Mountain view Church in Madrid, and the current tensions within the church there, and emphasised the need to "speak the truth in love" even when we disagree.

Marc then prayed for the meeting.

### **2. Apologies for Absence**

Jan Allen (expecting to arrive late), Ruth Bridle, Dave Cummins, Trevor Grose, Jonathan Larkin.

### **3. Minutes of PCC Meeting of 8th May 2017.**

Approved and Signed.

### **4. Matters Arising**

#### **4.1 Bishop's Conference**

Marc reported on the Bishop's Conference on 10<sup>th</sup> July regarding Kea Church's Development Plans at which a representative from each congregation had presented their plans. The response from the Bishop had been favourable, with sympathy for all the objectives, including those relating to staffing and buildings, and encouragement to proceed, but no specific commitments had been made of Diocese funding. Nevertheless the Bishop was due to discuss with others very soon the issues both of a building in Truro and a curate in 2018. It was hoped to hear a response

soon. The document presented would be put on-line in the PCC area of the church website and converted into a progress plan for members of the PCC to access and monitor progress.

**Action: Marc Baker to put the plan online as a live document.**

#### **4.2 Risk management – Reports on progress on mitigating risk**

**4.2.1 Employment.** Sian Goddard said not much could be done till decisions on future staffing had been made. The Admin Assistant's job description had been rewritten to better reflect the absence of a supervising Operations Manager, and Sian was in regular contact with the Assistant. Sian was also conducting an Exit Interview with Sarah Thrift to see what could be learnt.

**4.2.2 Loss of income.** John Taylor said he had addressed the issue in his Treasurer's report. Giving is regularly and closely monitored and the Treasurer views the overall situation but there is little that can be done to control the level of voluntary giving.

**4.2.3 Safeguarding** (particularly of vulnerable adults). Alan Stanhope commented on the increasing complexity of the task and drew attention to the DBS Checklist, emphasising the necessity to comply with its provisions, notably the creation of a written job description for every role. Alan said he could not be confident that full compliance was occurring since he, as Verifier, had not been seeing all the appropriate documents. Better communication between Team Leaders and Alan as Safeguarding Officer was required.

It was noted that in the light of the difficulty in obtaining DBS clearance for one individual it was necessary to remove their name from the list and for them no longer to serve.

**Action: Marc Baker to link team leaders with Alan.**

**4.2.4 Other risk issues.** Alan Stanhope had updated several risk scores. A remaining concern was the area of Volunteer Competencies

**Action: Alan Stanhope to keep the scores under review. As previously agreed this issue would be monitored and reviewed at every PCC meeting.**

#### **4.3 Lone Worker Policy**

Ben Goddard reported that he was working on a further draft which would clarify that the policy was designed to present options for safety in the event of lone working rather than a prescriptive list of requirements.

**Action: Ben Goddard to present a revised draft.**

#### **4.4 Data Protection.**

Trevor Grose had previously agreed to review what the role involved. Although unable to be present in person, he had sent a message via Maggie Heddon that he was willing to take on the role. This was gratefully accepted by the meeting.

**Action: Trevor Grose to pick up the role.**

#### **4.5 Communication of PCC papers**

Graham Loveland asked whether members found it useful to be immediately notified as new documents were uploaded to the PCC area of the website or whether they would prefer just one notification as a PCC meeting approached. The clear preference was for the former.

## **5. PCC Vision Day Follow Up Actions**

### **5.1 Fit for Purpose Group.**

Alan Stanhope reviewed work by the group. As a first stage a paper on The Role of the PCC had been agreed at the PCC meeting on 8<sup>th</sup> May. As a second stage, and following input from members of the group, Marc had coordinated the compilation of a statement of Beliefs, Values, and Styles which should govern all we do across the whole church. This document was agreed. Marc said a preaching series in November would pick up on the themes of the section of Beliefs.

**Action: The office to format in Kea Church brand and to be launched as part of said teaching series. It will also be publicly available on the website.**

The third stage involved the relationship between the PCC and its “servant” groups, the Leadership Teams and Working Groups. This was all about delegation and empowerment. Various proposals had been included in the group’s paper to the PCC and each proposal, set out in detail in the paper, was considered in turn as follows:

Proposal 1: All Chairs of groups to be offered training on “How to be a good Chair. Agreed.

Proposal 2: Feedback by Chairs of groups to full PCC, in writing and briefly at PCC meetings. Agreed. The need to follow up on the recommendation for team training was emphasised.

**Action: Marc to consider how and who will do this?**

Proposal 3: To re-designate the CAP Working Group as a Leadership Team. Agreed, though it was noted that the group is currently in abeyance.

Proposal 6: To introduce an annual cycle under which each team presented plans for the following year to the September PCC meeting. The Budget for said plans should be agreed in the November PCC. The following PCC meetings in the cycle are to review progress. The agenda of PCC meetings would be structured to cover as efficiently as possible those issues which the PCC as a whole could not delegate, whilst leaving more time for review of plans of the Leadership Teams and Working Groups.

Proposals 4 and 5, relating to empowerment and membership of Leadership Teams provoked more discussion and elicited some concern, notably at leadership teams being comprised of non-PCC members. Marc sought to clarify the thinking behind the proposals: that the aim was to move from working groups and committees to recognizing who are the spiritual leaders of each congregation and asking them to actually lead in that role. The gifts, abilities, and skills required to provide spiritual leadership are not the same as those required to function as overall managers of the church’s life and as its charity trustees and it would not necessarily be the case that members of leadership teams would also be members of the PCC. Marc noted that no-one felt that the proposals were heading in the wrong direction but it was accepted that further clarification of the intended change was required.

**Action: Alan Stanhope/FFP group to revisit the wording of the proposal.**

Proposal 7: Reducing the size of the PCC from 15 to 12 and informally suggesting that candidates be elected to specific roles on the PCC, though this could not be formalised. Linked with Proposals 4 and 5 this was also greeted with some scepticism as to its usefulness. Marc requested it be minuted that it was not his proposal; he was agnostic about it and did not believe it would make much difference: it would only reduce the overall size of the PCC from a

potential 26 (2 Clergy, 2 Wardens, 5 Deanery Synod members, 15 PCC members, plus a currently non-elected but co-opted Treasurer and a Youth Rep.) to 23, still a large body in which it was difficult to have meaningful discussions in which all could take part. It was suggested that with the increased role of (larger) Leadership Teams the PCC could be smaller; however it was felt that this needed to be revisited in connection with the redrafting of Proposals 4 and 5.

**Action: Alan Stanhope and the FFP group to consider further the implications of this proposal following the re-drafting of Proposals 4 and 5.**

## **5.2 Staffing Group**

Sian Goddard restated her willingness to brief those PCC members who had been unable to attend the small group discussions.

Sian reviewed the outcomes of the various stages of discussions both within the Staffing Group and in the small group meetings of PCC members convened to enable more open conversation. In summary:

There was clear support for the role of a youth worker albeit with different views on the balance of the role and whether it should be full or part time.

There was some uncertainty over the necessity of an admin role of some kind to replace the former Operations Manager. The Staffing Group saw a need for a higher level “Development Lead” role to facilitate the various upcoming areas of the Development Plan, notably in turn the employment of staff and potential work on buildings. It was intended to advertise internally first.

There was a lack of clarity and conviction over the necessity of an Associate Minister to lead the Truro congregation. Many felt that Marc could devote more time to Truro without harm to the All Hallows congregation and indeed if we don’t appoint a focal minister now the All Hallows leadership team will have to take on more responsibility for leading that congregation.

The proposal of the group plus the encouragement of the outcome of the Bishop’s conference was summarised as to seek to employ:

- A part time “Development Lead” from October 2017
- A full or part time youth worker from January 2018
- An Associate Focal Minister for Kea from April 2019

This presupposed the allocation to Kea Church of a curate from April 2018.

A wide-ranging discussion followed. Key points to emerge were:

### **Youth Worker:**

- The role would be focused on youth rather than children, though it would have oversight of the children’s work.
- The emphasis would be on strategising/developing/leading/inspiring and encouraging volunteer members of a team rather than on actually “doing” all the work.
- The appointment of a paid worker recognised the difficulty of getting volunteers to work with youth, that work in CUs, colleges etc. normally took place during the working day when most volunteers would be unavailable, and that setting up a Youth Hub In Truro (à la Bishop’s Den idea) would be a sizable undertaking.
- Sharing the employment of a youth worker with other churches was seen as mostly impracticable, although we will want to work with other churches in delivering youth

work. It was also noted there is a proposal to partner with Highertown for a SWYM (South West Youth Ministries) worker and the Youth Hub will also be a partnership project with other Anglican churches in Truro.

#### **Associate Focal Minister for Kea**

- Graham Loveland said that as the sole Truro member of the Staffing Group he accepted and supported the proposal as the only viable option given feedback from the various rounds of discussion within the PCC but nevertheless felt disappointed that the proposal would probably result in a gap in having a dedicated focal minister for Truro, necessitating Marc having to cover both congregations. James Hills also underlined that the Truro congregation already exists and that he foresaw a gap in being able to equip others in the congregation.
- Marc emphasized that he saw this arrangement as temporary. He said he needed PCC support and agreement in several areas:
  - Commitment to employ an Associate as the focal minister for Truro from April 2019. The Bishop has agreed to license someone for such a role.
  - Recognition that he will have to give more of his time to Truro as it is the congregation with less resources.
  - Recognition that he cannot lead four congregations, hence the need for a larger role for Leadership Teams.
  - Willingness to defend to church members his non-availability for various activities/occasions.
- In addition Marc said he had been asked by the Bishop to take on the role of Rural Dean for the Powder Deanery, a role which would take up one day a week and would add to the pressures on his time. Following consultations with a number of people he said he felt it would be challenging but still right to take up this role, conditional on gaining agreement from the Bishop on obtaining the right curate in 2018 and a focal minister for Truro in 2019.
- Alan Stanhope felt there was a need to “think outside the box” to consider ways to provide the necessary leadership for Truro.

#### **Development Lead**

- John Taylor wondered whether it might not be appropriate to employ the Development Lead on a fixed term contract. Sian Goddard said she thought that inconsistencies of approach over any handover at the end of a fixed term would impact adversely on the role.

Following the discussion the Staffing Group’s proposals was put to the vote. For: 13, Against: 2, Abstentions: 1. Agreed.

## **6. Vicar’s Report**

See comments above re the Rural Dean.

*[Note: owing to extended discussion of the above items, the following items were dealt with very briefly.]*

## **7. Finance Report**

The meeting agreed to the Treasurer's proposal in his report on ways to simplify the budgeting process and timetable.

## **8. Leadership Teams and Working Groups**

The meeting agreed to the appointment of co-opted members to teams:

Truro Leadership Team: Neil Bridle, Stephen Baird

Missions Working Group: Steve Adams, Polly Barton

## **9. Buildings**

Nothing to add to written report.

## **10. Communion in the Home**

The policy for this was due for re-approval. No changes were seen as necessary and the policy was re-approved.

## **11. Safeguarding Report**

Nothing to add to issues discussed under section 4.2 above.

## **12. Health and Safety Report**

Ben Goddard reported that someone had been injured on church premises. He would bring a further report to the next PCC meeting if appropriate.

## **13. Deanery Synod Report.**

Nothing to report.

## **14. Correspondence**

Nothing of significance to report.

## **15. Marc closed the meeting in prayer.**

**Next meeting: Monday 11th September.**