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**Minutes of PCC Meeting**

**Monday 11th November 2019**

**Present**

Marc Baker (Vicar and Chair), , Jan Argall, Stephen Baird, Neil Bridle (Churchwarden), Richard Card, Jo Craze, Peter Emms, Trevor Grose, Martin Handford (Churchwarden), Will Harwood (Curate), Maggie Heddon, Graham Loveland (Secretary), Julie Le Masurier, Steve Murray (Associate Minister), Natalie Russell, Alan Stanhope, Richard Stovin-Bradford.

Ex officio: Sian Goddard (Strategic Operations Manager), John Taylor (Treasurer).

**1. Opening Remarks and Prayer**

Marc welcomed all to the meeting and thanked them for attending. We had been praying for the life of Kea and our congregations before the meeting began.

**2. Apologies for Absence**

Heather Alford, Ben Goddard, Jonathan Larkin.

**3. Minutes of PCC Meetings of 9th September 2019**.

The Minutes were approved and signed.

Martin Handford mentioned that there was no reference in the Minutes to the content of “below the line” reports. Marc reminded members that the aim of these reports was to allow any questions to be raised in advance, thus making the most of the limited time at actual meetings. It was agreed that In future these would be mentioned in the Minutes with a reference to their presence on the PCC area of the website.

**Action: Graham Loveland as Secretary.**

For the record, “below the line” reports were received at the September PCC meeting for the following items:

* Buildings.

*[Secretary’s note: At the foot of these Minutes I have also appended a list of all the various papers that were submitted for the meeting, not just those that relate to “below the line” items. All these papers are on the PCC area of the website and I will similarly append a list to the Minutes of future meetings]*

**4. Finance**

**4.1 Update on 2019/4.2 Budget for 2020**. A report containing an outline of the financial outlook and containing both financial and procedural recommendations had been circulated in advance of the meeting. John Taylor (Treasurer) opened by reminding PCC members of their role as charity trustees in the light of a difficult financial outlook. Although previous budgets had projected a declining cash balance, with this budget things would become serious, with cash balances falling to unacceptably low levels, and remedial action would be necessary.

The budget for 2019 had anticipated a deficit of some £30k. In the event this was more likely to turn out at around £11k due to underspending on various categories. Giving had held up well through most of the year, close to budget expectations, but from October the impact of some people leaving the church was beginning to be felt.

For 2020 John presented two cases:

* a “Rollover case” based on giving as in 2019 but adjusted (downwards) for known losses through people leaving, with spending based on estimates provided (where available) from budget holders. This resulted in a deficit of some £48k which would imply cash balances falling to some £55k before the end of 2020, below the PCC’s agreed minimum level of £60k, and on this basis would be approaching zero by early in 2022.
* a “Treasurer’s case”, with the same giving level as in the “Rollover case” but with spending reduced, partly based on discussions with budget holders and partly based on the Treasurer’s own judgments. This resulted in a deficit of some £35k which would imply cash balances falling to some £67k, by the end of 2020; still above the agreed minimum but uncomfortably close, especially with the modest assumptions made for premises expenditure, which could easily turn out higher. Even in this case cash balances would go on to fall well below the minimum during 2021.

John said that both of these cases were unsustainable and that it would be prudent to seek to reduce the end-2020 deficit to a maximum of around £20k. Remedial measures had to include some mix of increased income and reduced expenditure. As regards income, some smaller items could be increased but much of the income was outside PCC control, being either a result of demand (e.g. fees from weddings) or the result of voluntary giving. Here the problem was the dual effect of established givers leaving whilst new attenders have proved slow in commencing regular giving. As regards expenditure, although it would be necessary to maintain tight control on budget holders’ expenditures, 84% of spending was accounted for by two major items: staffing costs and the Ministry and Mission Fund (MMF) contribution.

John said that in his view it would be deleterious to the mission of the church to consider cuts to staffing and therefore the onus had to fall on the MMF contribution, in which Kea had consistently “punched above its weight”, especially as contributions made had considerably exceeded costs. John concluded with a reminder that the PCC’s primary responsibility was towards St Kea as its trustees and not towards the Diocese.

Before opening a discussion on the budget and on the various decisions that had to be taken Marc briefly clarified certain elements of the picture, specifically:

* What the MMF covers
* How the Deaneries allocate the call from the Diocese among parishes (a formula based on size of congregation, diocese cost of ministry, reserves and annual income.)
* What the implications would be if contributions continue to fall below the total call (as they have in recent years, with Power Deanery some £100k below its call in 2019, leading to the loss of two clergy posts)
* Although the Deanery indicates a share to each parish, the actual contribution made is a voluntary decision made by each PCC.

In a wide-ranging discussion the following points were made:

* The need for better and more frequent communication to the church not just of the financial situation but of the wide scope of all that the church does, of which many church members were thought to be unaware. This point was made by many members, in different ways, and several volunteered to be involved in a renewed effort at communication.
* That although gift days can be useful, reliance on them to support regular expenditure rather than one-off items makes budgeting very difficult
* The need to continue in fervent prayer, possibly including another day of prayer and fasting
* That giving is a Biblical responsibility on all believers
* Drawing the attention of the Truro congregation to the presence of the offering box.

Of the smaller specific items within PCC control:

* It was agreed to increase cottage rent by 2%.
* It was agreed to increase staff pay by 2%.
* It was agreed to leave the hall hire charges unchanged.

Discussion moved to the size of Kea’s MMF contribution. Marc said that the actual call on Kea would not be known till December but that it was expected to be of the order of £98k, a 24% increase from the figure requested in 2019 and an increase on the contribution actually made (some £82k). Many C of E churches in the Diocese had elderly and declining congregations, which implied that larger churches such as Kea would end up bearing an ever greater share of the total. Kea was reported to be the largest contributor in the Powder Deanery and the fourth largest in the Diocese as a whole.

The actual costs of ministry to the diocese as assessed by the Diocese/Deanery formula are around £63k and there was general agreement that it would not be appropriate to give less than that, however there were differences of view and a variety of arguments advanced as to where to pitch the donation as between that minimum and the potential maximum of some £98k.

Maggie Heddon proposed, Trevor Grose seconded, that the donation be set at 2019’s level augmented by an inflationary increase. This was put to the vote and defeated by 3 for, 11 against with no abstentions.

An alternative proposal, flowing out of the discussion, was proposed by Neil Bridle and seconded by Martin Handford. This was that Kea should agree to pay, as a minimum, its costs, and that the Diocese should be informed of this, but that the PCC should undertake a discussion about (a) wider issues of how we support the work of the gospel, (b) what place our giving to mission partners and our youth work should play in deciding on the level of MMF contribution, (c) what criteria we should adopt in deciding on the level of the MMF contribution. This was put to the vote and carried by 12 for, 2 against, with 1 abstention. Marc suggested that it would be helpful to produce before Christmas papers to explain further the background on the MMF and on our mission giving. A discussion could then take place at the January PCC meeting.

**Action: Marc (to work with Paul Salaman, Missions Working group Chair) to produce a paper on the MMF/supporting the wider work of the gospel and missions giving.**

The procedural recommendations in the Treasurer’s report were accepted without discussion.

**4.3 Acts 435**. John Taylor introduced a proposal (paper circulated in advance) that the church appoint Liz Baird as an advocate for operating the Acts 435 scheme specifically and exclusively for CAP clients. John explained that the scheme operated under the governance of churches in order to ensure accountability, but that there would be no costs for the church other than those of bank charges. Following clarifications on how the scheme operated, Alan Stanhope proposed that we go ahead for 1 year and then review, and that Liz Baird be asked to report in 12 months time. This was agreed.

**Action: John Taylor to set up a bank account, inform Liz, and ask her to report back in 12 months time.**

**5. Vicar’s Report.**

**5.1 Plans for the New year**. Marc outlined plans for the first half of 2020:

* To run a marriage course in the spring. Leaders would be encouraged to be on the first course in order to underline that this was about investing in healthy marriages and not just for those whose marriages were facing pressure.
* To run an outreach course in the summer.
* To continue with Starbucks sessions on a termly block basis, in partnership with other churches. Ideas for topics for the summer block were sought.

**5.2 Eight Saints Cluster**. Marc reported that the vicar of the Eight Saints cluster had resigned following a moral lapse, and encouraged members to pray for him and his family, as well as for Jonathan Rowe who is serving his curacy there.

**5.3 The wider work of the Gospel in Cornwall.** At a recent meeting the Peninsula Gospel Partnership in Cornwall was relaunched with leaders meeting to pray, discussing plants that have begun and how to support them and to work towards more church plants. In this connection it is hoped to establish in Cornwall by September 2020 a training hub for those who for various reasons are not able to undertake formal residential training. Distance learning could facilitate the teaching but the need would be for a local group for mutual encourage and support with the help of local mentors.

**6. Progress Update on Development Plans**

**6.1 All Hallows.** Martin Handford reported that the change of service time had gone well with good feedback. There was still some fine tuning to do. 12 new people had joined over September/October.

**6.2 Truro**. Stephen Baird briefly mentioned the main foci of activities: Skyriders, Starbucks sessions, schools work and focus on children and young families, being a community, Christian Ministry Training sessions run by Marc on a Wednesday morning and attended mainly by Truro people. On the possibility of a permanent venue Alan Stanhope reported that he would soon be meeting a quantity surveyor appointed by Truro City Council to produce a costed estimate for refurbishment of the Moresk centre.

Stephen also said that the Truro Leadership Team were looking at succession planning and the longer term outlook for the Truro congregation in the light of the limited duration of Will Harwood’s curacy. Also what the Truro congregation might look like in the longer term future (say 15 years hence) against the background of the wider work of the Gospel in Truro and Cornwall and what other churches are doing.

**Action: Marc to work on and report back to the PCC by mid 2020 on models for sustainability of each congregation at St Kea, against the backdrop of wider developments in Truro and the growing gospel work across Cornwall.**

**6.3 Old Kea.**  Jan Argall read from her report on developments at Old Kea (copy of report on the website). Key points in relation to the Development Plans were:

* Funding has now been achieved for the toilet and access. Ground clearance has been done, though more will be required in the spring, and a survey carried out. Malcolm Henderson is dealing with issues raised by the survey. It is hoped to start work in February with completion in April.
* Quotes for heaters are being obtained and funding may be (partly) covered by donations.
* Seeking funding for repair of the pillars is ongoing.
* Historic England have been approached with a view to putting the tower on their At Risk register. If successful this should help raise more funding for repairs in future.

**6.4 CAP/Lanterns**. A report from Natalie Gavan, CAP Centre Manager was circulated.

**7. Approval of various draft policies**

Graham Loveland reviewed the status of the main policies of the PCC. Most were up to date and subject to annual review. Of those that had not yet been fully updated:

**6.1 Complaints Handling**. This had been agreed at the September meeting subject to a minor change in the wording. The revised version was agreed.

**6.2 Lone Worker**. (Drafted by Sian Goddard). This still awaited modification as agreed in the September meeting as per text below:

“Sian emphasized that adoption of this policy would entail changes in the way people worked, notably in cases of making solo visits. However there was some concern as to whether the policy as worded might not simply create bureaucratic procedures that would not usefully contribute to safety, especially with informal or social visits. It was agreed that there was a need for the policy to be more precise with regard to those circumstances in which it was viewed as applicable and distinctions drawn between when people were acting formally on behalf of the church and merely as friends of fellow members/attenders.”

**Action: Sian Goddard to provide a revised draft to the Secretary for circulation.**

**8. Closing Prayer -** Marc

**9. “Below the line” and other reports**

The following reports were received for this meeting and are filed on the website:

* Acts 435 proposal
* Buildings report
* Budget report and spreadsheet, plus note from the Senior Operations Manager on the budget
* CAP report
* Health and Safety report
* Old Kea staged plan
* Old Kea report

**Action: reports on Deanery, Data Protection, and Risk were requested for the January meeting from Trevor Grose and Sian Goddard**

**10. Next meetings**

* Full PCC: Monday 13th January, 9th March
* Standing Committee: Monday 10th February
* For your diaries: the APCM will take place on Wednesday 25th March