



## Kea Church PCC Standing Committee (SC)

Minutes of Meeting held Monday 11<sup>th</sup> February 2018

**Present:** Marc Baker (Chair), Neil Bridle, Sian Goddard, Trevor Grose, Jonathan Larkin, Graham Loveland (Secretary), Alan Stanhope, John Taylor.

### 1. Opening

Jonathan Larkin opened in prayer.

### 2. Apologies for absence:

None.

### 3. Minutes of the Meeting of 8<sup>th</sup> October 2018

were agreed and signed.

### 4. Matters arising:

4.1 DBS forms and the difficulty in obtaining one from one person. Now resolved.

4.2 Children's data on ChurchSuite.

**Action: Follow up at next meeting**

4.3 Reconstituting the CAP Working Group. Marc said someone had been approached with a view to chairing the group and a response was still awaited.

**Action: Marc Baker to progress.**

4.4. Modified approach to PCC meetings and agendas. It was generally agreed that the new approach made for greater efficiency in a number of ways and allowed more time for a focus on key issues at PCC meetings. Concerns remained however in several areas: that “routine” items would drop out of sight, also the late or non-production of brief written reports. Although there was no evidence that anything had been inadvertently overlooked nevertheless the PCC as a corporate body is responsible for trustees’ issues; there is a danger that this corporate trustee oversight would be lost as members effectively delegate all responsibility for certain areas to individual members.

**Action: Continue with new approach but with plenty of reminders where appropriate.**

4.5 Communications issues re the Three Next Steps. No further actions were seen as required.

4.6 Provision of central Kea finance to OK development. Agreed and auctioned.

4.7 NB to contact his MRT acquaintance re possible involvement with Kea’s fundraising. Neil Bridle and Sian Goddard had met with Steven Potts, and Steve Murray had provided details of plans for the youth work. A date for a further meeting was awaited. Alan Stanhope queried

whether the use of a fundraiser represented good value but it was felt that on the terms offered it did.

**Action: Sian Goddard/Steve Murray to follow up.**

## **7. Finance (Item taken out of order as the request of the Treasurer)**

**7.1 Update.** John Taylor provided figures on the preliminary view of the outturn for 2018, showing a surplus of some £23,000. The issue was raised of how to help church members to understand that giving still needed to increase despite an end-year surplus. John Taylor said that he would emphasize at the APCM the underspend on staffing in 2018.

The issue with PGS over post-hoc redirection of giving had been resolved. It involved an administrative error on the part of PGS and it was hoped that the issue would not arise again.

Data on the breakdown of giving was also provided, which positively showed a slight lessening of the extent to which the church was disproportionately dependent on small number of large givers.

**7.2 Funding the organ.** John Taylor expressed his concern that the current pipe organ might be disposed of with no financial compensation to Kea. There has been a number of multi-lateral communications from which a high degree of confusion and conflicting reports existed. A written estimate of costs for various options had been sought from Father Willis but had not yet been received. It was clarified during the discussion that ownership of the organ rested with the Diocese and any actions undertaken would need to be with the full agreement of the Diocese through the DAC process. The need to maintain good relations with the DAC and its organ advisor was emphasized.

**Action: Alan Stanhope to discuss with Sian Goddard how he might be involved with a view to obtaining some clarity.**

## **5. Safeguarding issues**

Alan Stanhope initiated a discussion on safeguarding issues in the context of national investigations into safeguarding procedures, as a consequence of which tightening regulations and procedures were being implemented, requiring additional training of all those having contact with children or vulnerable adults.

**5.1 Formal requirements.** At a national level the Church of England has agreed with the Charity Commission new procedures for the reporting of Serious Incidents, both for Safeguarding and Non-Safeguarding incidents and since 1<sup>st</sup> January 2019 these new guidelines should be followed. In order to implement these new procedures certain formal actions are required to be taken by the PCC:

1. To appoint someone from within Kea to take responsibility for the reporting of non-safeguarding serious incidents. Sian Goddard agreed to take on this role.
2. For the PCC to pass a formal resolution (a) to delegate to the parish's Safeguarding Officer authority for reporting of serious safeguarding incidents to the DSA and (b) to also delegate to the DSA responsibility for handling further reporting, if considered necessary, to the CC.
3. For the PCC to pass a formal resolution (a) to delegate to the Officer selected as per 1 above (or a sub group of trustees) authority for reporting of serious non-safeguarding incidents to the Charity Commission.
4. For the PCC as trustees to be made aware of the procedures.

In practice this does not involve any real changes to what happens currently except in the area of the formal separation of the two kinds of Serious Incidents. It would be desirable for the PCC to make these formal resolutions at the March PCC meeting if practicable but given that that meeting will be dedicated to consideration of the architect's proposals on All Hallows this may not be feasible. Nevertheless any reporting of Incidents should now be done in accordance with the new guidelines.

**Action: Graham Loveland to take appropriate steps to inform all PCC members of the new situation and to schedule the resolutions for the March 2019 PCC meeting.**

5.2 Administration of Safeguarding issues at St Kea. Alan said that there are two areas to be considered: DBS certificates and training.

5.2.1 DBS certificates. Record keeping for who had a DBS certificate was fully under control but the on-line application process required Alan to specify the role of the applicant; this was difficult without proper job descriptions for all roles.

**Action: As part of the Safer Recruiting process Job Descriptions should be passed to Alan Stanhope for all those roles for which a DBS certificate is required. (After the meeting it was agreed Marc, Sian and Alan would meet to ensure there is this level of connectedness).**

5.2.2 Training. There is some confusion as to whether training is up to date as no mechanism exists to keep it under review. Some information is held on ChurchSuite as part of the Safe Recruitment process and that Sian Goddard and Ruth Putnam had partially reviewed the status of training.

**Action (1): Sian Goddard/Ruth Putnam to review who is still actively involved with Children or Vulnerable Adults and cross check this with their DBS status and reception of training.**

**Action (2): Action (1) above to result in a report to PCC from Sian/Ruth/Alan on the status of Safer Recruitment and Training together with a list of necessary actions to resolve any shortcomings.**

**Action (3): Sian Goddard/Ruth Putnam to arrange dates with the Diocese for training.**

## **6. Development Plan**

6.1 All Hallows redevelopment.

6.1.1 Organ. Sian Goddard said that the digital organ would be in the building till end February. The organists are happy with the performance of the proposed instrument although there is some concern over the robustness of the case. Sian sought a decision on when to bring the issue of whether to purchase the new instrument to the PCC for a decision.

Jonathan Larkin suggested that any decision over the organ should be viewed as part of the wider programme of improvements to the All Hallows building and therefore any decision should only be taken once the full range of modifications and the associated costs was clear. This approach was unanimously accepted.

6.1.2 Meeting with the architect. Sian said that a surveyor would shortly be measuring the building in order to provide precise measurements to the architect and that the latter would visit the March PCC meeting to present his initial proposals.

6.1.3 Fundraising. Sian said that a decision was required on whether to approach the national Lottery Heritage Fund. As this was viewed as an ethical decision it would be brought to the March PCC meeting for a decision. Sian reported that a member of the All Hallows

congregation had professional expertise in Lottery Funding and was willing to help Sian and a volunteer whom Sian hoped to recruit.

## 6.2 Truro building.

6.2.1 Ownership. Alan Stanhope reported that progress with the transfer of the ownership of the building from the County Council to Truro City Council was slow and behind the expected schedule.

6.2.2 Governing Trust. A single purpose Trust would be compiled which would list the purposes for which the building could be used. Seven Trustees would be appointed representing Truro City Council, Churches Together in Truro, St. Mary's Parish, Young People Cornwall, Age UK, plus two others who would be appointed for the expertise they would bring.

6.2.3 Wider church considerations across Truro. Marc reported on the various other church building development plans that are under consideration for Highertown, the Baptist Church, and the Methodist Church. It was noted that there remains a tendency for each denomination to "do its own thing" and thereby potentially duplicate what others are doing rather than to agree to work together for the Gospel. The need to pray in to this was noted.

In this context Marc clarified that the Bishop's Mission Order to facilitate the work at Penair was never formally implemented because of willing co-operation between the Anglican churches in the area. This left the work at Penair potentially vulnerable to a change of heart on the part of St. Clements. A BMO may be considered again as part of the Transforming Mission work for Truro.

## **8. Buildings**

Jonathan Larkin reported that the stonemason's initial work on the pillars at Old Kea had revealed that full replacement of the pillars might be necessitated. A full report is awaited but a potential cost of around £20,000 in total for all three pillars might be involved.

## **9. Conflict of Interest issues.**

Following the Secretary's circulation of an updated proposal on the Conflict of Interest policy a discussion was held around what kinds of conflict might arise. It was accepted that there is already sensitivity towards potential conflicts involving money or staff but it was felt that there may not be full understanding of how potential conflicts can arise where members of the PCC are involved in/owe loyalty to other bodies, and that when acting as members of the Kea PCC they must put the interests of St Kea Church above other relationships.

This was not seen as a major issue but it was agreed that some definitions of what could constitute a conflict of interest would be attached to the policy in order to aid understanding and raise awareness

**Action: Graham Loveland to add an addendum to the policy document.**

## **10. Matters for the March PCC Agenda.**

If there is sufficient time:

- Formal resolutions re Serious Incident reporting (see Section 5 above).
- Approval of policies on Conflict of Interest (see Section 9 above) and Lone Working.

**10. Closing Prayer:** Neil Bridle.