

Kea Church PCC Standing Committee (SC)

Minutes of Meeting held Monday 12th June 2017

Present: Marc Baker (chair), Sian Goddard (SG), Jonathan Larkin (JL), Graham Loveland (GL), Peter Short (PS), Alan Stanhope (AS), Jean Stanhope (JS).

1. Apologies for absence

John Taylor (JT).

2. Approval of Minutes of meeting of 18th April.

Approved and signed.

3. Matters Arising

3.1 "Fit for Purpose Group"

Alan Stanhope reported on progress:

- Clarity on the role of the PCC: Now achieved with the PCC having agreed the paper "The Role of the PCC at St. Kea/draft 3" dated May 2017.
- Beliefs/values/behaviour. Progress achieved towards an agreed paper for presentation to the PCC
- The practical issues of "how". The most difficult area, covering topics such as entry to the PCC, empowerment of the LTs, PCC agendas, relationships between staff and LTs.

Action: MB to seek to finalise papers on the second area above for the July PCC meeting and the working group is meeting again on the 27th June to discuss third area.

3.2 WGs and LTs – progress with appointments

MB reported that all members of the PCC have now been allocated to a WG or LT except Jan Allen. Jan has an interest in focusing on building issues. Following a broad ranging discussion actions were agreed:

Action: JL to ask AHLT to create a specification of what is required for AH, leading to...

Jan being asked if she could help deliver on the specification - exploring engaging an appropriately experienced architect to draw up options and obtain indications of cost

MB to talk to Maureen McNally re the work on funding and possible involvement of Jan in this area as well.

3.3 Staffing Group

SG reported on feedback from the meetings of PCC members in small groups. Broadly these were in line with previous soundings. SG had presented the Staffing Group's thinking of:

- Apparent lack of support leading to lack of giving leading to inability to fully fund all three potential posts (new style OM, YM, AM)
- Focusing first on the Youth Minister role, with a target appointment date of January 2018. This should be a developmental role, for an experienced and mature person, strategizing and supporting volunteers rather than doing all the work.
- That no need is seen for recruiting a full time replacement to do what Diana did, but that there was a need for someone to act part time in a paid developmental role which would deliver results. In subsequent discussion AS suggested there needed to be three elements to such a role:
 - Compliance – focusing on the “Must do areas” required by law
 - Communications – facilitating communications in both directions
 - Co-ordination of the devolved structure
- That a focal minister for Truro should be appointed in due course but that this was not seen as an immediate priority (not least because James Hills is still performing that role)

It was agreed that there could be certain cross-overs of role.

SG said the group needed to meet again in order to prepare a proposal to bring to the July PCC meeting.

Action: SG to seek to contact for their views those members of the PCC who had been unable to be present at the meetings (Dave Cummins, Mauren McNally, Kestin Schuh, Peter Short).

SG to call a further meeting to formalise a proposal for the PCC

MB/SG to discuss allocation of names and timings to the 20 point plan in the light of thinking regarding staffing

3.3.1 Youth Leadership and a SWYM worker

With a target date of January 2018 for employment of a Youth Minister how could the youth work be kept going in the autumn term following Sarah Thrift’s departure? MB reported that:

- (1) Sam and Lorna Trenchard from the Truro congregation had agreed to take the lead during this interim period but they would need assistance from AH,
- (2) Highertown will have a SWYM worker from September at an annual estimated cost of £6k. MB had suggested that Kea might share 50/50 in the costs of such a worker, with guaranteed access to them for Fridays amongst other times. This proposal had been accepted by the Vicar at Highertown. The meeting agreed with this proposal subject to the need to agree with Highertown how to manage the worker.

Action: MB to talk further to Vicar of Highertown

3.4 Bishop’s Conference and Associated Project Plan (10th July)

- A representative of each LT would present their aspirations from the 20 point plan, including implications for staffing.
- MB would report on progress with whole church working.
- A preparatory meeting with the Archdeacon would take place in advance.

3.4 Joint working with other Anglican churches in Truro/BMO

MB reported on a meeting with the Archdeacon and Julian Briscoe concerning the Diocese's plans to create Resource Hub churches in each town, commencing with Falmouth in early 2018 and then proceeding to Truro, possibly in early 2019. It is the desire that the Truro congregation of Kea morphs into that Resource Hub.

Relations among the clergy of the Anglican churches locally are progressing and joint activity is occurring on a number of fronts. The next stage of working together would need to see lay and PCC involvement and a sharing of individual plans under the AMD process.

MB suggested that we are proactive in all these discussions. A first step could be to identify non-controversial areas of common concern/common projects.

4. Finance

4.1 Update

JT had provided by email an update:

1. Buildings - as we know will blow the budget, but unavoidable. Some offset with staff savings but - see 2. Donations for cottage very little at present.
2. Savings on staff - useful but we should be careful with savings on youth as giving is specific. I need to do some analysis to ensure "youth giving spent on youth" - we may at some point try to "unhypothesize" this giving.
3. I put a note against mission giving as little has been sent out and I do not want this to distort the "bottom line".
4. Gift aid is quarterly in arrears so we have more to come in - it is always understated.
5. Bank balances - £139,455 - effectively no change from March.
6. Budget process - I will prepare for next meeting along with expenses.

JL commented that it was notable that, at 42% of the way through the year many, items were showing approximately 42% of income achieved or expenditure made. This raised a concern as to whether the figures presented were fully up to date or just reflected the budget in some areas?

Action: GL to check with JT

GL commented that the under-spend on Mission so far meant that the deficit was understated.

In the absence of the Treasurer from this meeting, as also from both the previous SC meeting and the last PCC meeting, there was concern that the PCC and the Standing Committee are not being fully briefed nor are they able either to ask questions or to satisfy themselves that systems of control are adequate. Examples were quoted suggesting controls are in fact inadequate.

Action: JL/MB to follow up with JT.

4.2 Expense Claim Forms

No information in the absence of the Treasurer.

4.3 Budget Holder Updates

No clear information in the absence of the Treasurer.

4.4 Budget Process 2017-2018

No information in the absence of the Treasurer.

Since the process needs to be well under way for a draft budget to be presented at the next Standing Committee meeting in October there was concern about completing the process on time.

Action: GL to email JT with a reminder of last year's timetable.

4.5 Video Proposal

JL commented on the frequency of problems with the visuals systems, due to old hardware unable to run the software. JL proposed the purchase of two new laptops at a cost of around £1000 each. All agreed this was necessary and approved the expenditure.

Action: JL to review quotes and purchase accordingly

4.6 Special Offerings

In a meeting of the Fit for Purpose Group MB had commented that regular expenditure should be covered by regular income. In response Maureen McNally, whilst agreeing with the principle, had suggested that at this time, when a number of unusual items of expenditure were anticipated, it might be appropriate to take special offerings and had asked for this to be considered.

MB suggested that when the PCC had agreed both the LT's plans and associated timing that it might indeed be appropriate to have some special offerings, maybe even then including a request for a one-off supplement to cover ongoing costs.

5. Buildings

5.1 Buildings Development Work Group

This was considered to have been fully covered under item 3.2 above.

6. Matters for the PCC Agenda

GL had circulated a paper on the status of Policies and which were imminently due for review. This provoked a wide ranging discussion. Issues to emerge were:

- AS said it was proving difficult to get a DBS check for one person. The need to insist on DBS checking was emphasized. There could be no exceptions.

Action: AS/MB to discuss this specific situation.

- Communion in the Home is due for re-approval at the July PCC meeting.

Action: MB/GL for July PCC Agenda.

- AS to examine those policies up for review at the September PCC meeting
 - Financial Procedures

- Investment Policy
- Risk Management
- Safeguarding

Action: GL to mention to JT the need for review of Finance related polices.

- All PCC policies should be transparent and visible to the PCC on the website.

Action: GL to ask the Admin Assistant to locate and put all policies on the website.

- The Volunteer Management Policy may still need to be adapted to take account of the particular circumstances of CAP.
- GL said the Charity Commission required a pre-election vetting process to be in place for PCC members/Trustees. In addition the Diocese asked for pre-election DBS checks for all potential PCC members. It was felt that latter was unrealistic as many PCC members have no involvement with the vulnerable. The normal vetting process was seen as adequate.

Action: GL to propose a new form for PCC nominations which will incorporate a suitable declaration.

MB closed the meeting in prayer.

GWL
13th June 2017