****

**Kea Church PCC Standing Committee (SC)**

**Minutes of Meeting held Monday 8th April 2019**

**Present:** Neil Bridle (Churchwarden-elect, Chair), Sian Goddard (Strategic Operations Manager), Trevor Grose, Martin Handford (Churchwarden-elect), Graham Loveland (Secretary), Alan Stanhope.

**1. Opening**

Trevor Grose opened in prayer.

**2. Apologies for absence**: Marc Baker, John Taylor.

**3. Minutes of the Meeting of 11th February 2019** were agreed and signed.

**4. Matters arising:**

4.1 Children’s data on ChurchSuite. Sian Goddard reported that there are now details of 76 children recorded on ChurchSuite. Most of those who attend are now included however concerns remain over the availability of information, such as contact numbers, for those not recorded and whose parents may not attend the church. A related concern is over those who may attend the new children’s mid-week groups and where a child may be collected by someone different from the one who brought them. A system using tokens was suggested.

**Action: Sian Goddard to ask Steve Murray what systems are in place and to ensure appropriate measures are installed.**

4.2 Reconstituting the CAP Working Group. Marc had indicated that he was still in conversation with someone over chairing the group and a response was still awaited.

**Action: Marc Baker to progress.**

4.3 Use of a fundrasiser for children’s work. Sian Goddard reported that contact had been made with Steven Potts, that further information had been requested and been provided and a response was awaited. It was noted that help is being sought in connection with the wider range of youth work associated with the putative Youth Hub, rather than just for work at Kea.

Steve Murray’s impact on youth and children’s work in the church was noted, with some 300+ children from 12 local schools visiting the church recently for a talk about Easter, and in the cross-church youth event which, though poorly attended, was felt to be a worthwhile move in terms of making wider contacts.

**Action: Sian Goddard and Neil Bridle to contact Steven Potts re progress.**

4.4 Obtaining clarity on organ costings. Alan Stanhope had approached an alternative organ builder and established that his costs would be broadly comparable to or even exceed those from Father Willis, especially as storage costs would be involved till St Mary’s Penzance would be in a position to receive the instrument. The next step would be to request a Faculty to cover the replacement of the organ and the AV system; other aspects of the redevelopment would be covered in a separate application. This was waiting on Sian’s time. In anticipation of a possible visit from DAC members it was appropriate to review exactly what had been said regarding the removal of the choir stalls.

**Action: Sian Goddard to follow up with Jonathan Larkin.**

4.5 New procedures on reporting serious incidents. Graham Loveland reported that the Diocese had put on hold its previous instruction and further advice was awaited.

4.6 “Safer recruiting” and job descriptions. Alan Stanhope reported that it was not possible currently to process DBS applications owing to a lack of job descriptions. It is the responsibility of team leaders to ensure that every member of their team who needs a DBS certificate firstly has a job or role description, which can be very brief but is essential, and secondly undergoes a recruitment interview.

**Action: Sian Goddard to chase team leaders to ensure they understand the process and that all necessary paperwork is in place and recorded.**

4.7 Safeguarding training.Sian Goddard reported that a review had established that some 70 out of 88 people involved with children or vulnerable adults required training. A date had been arranged for C1 level training, necessary before C2 level is undertaken. It is the responsibility of team leaders to ensure volunteers in their teams have received suitable levels of training.

**Action: Sian Goddard to ask Ruth Putnam to email via ChurchSuite those requiring training to alert them to the need and to inform of the dates arranged.**

4.8 Conflict of Interest Policy. Graham Loveland said that an explanatory paragraph had been added to the policy.

**5. Development Plans**

5.1 All Hallows Redevelopments. Sian Goddard presented new plans (version 9) that reflected the latest thinking of the Buildings Group and the architect. These were discussed with a view to establishing whether the Committee felt that these satisfactorily fulfilled the various aspirations to be achieved in the redevelopment before putting them to full PCC and subsequently for wider consultation in the church. There was broad agreement that the latest version represented an improvement over the version previously presented to the PCC. Some concerns remained over the space available to bellringers and whether an additional toilet could not somehow be arranged. Sian said that the architect did not envisage problems for the bells and that the desirability of a second toilet was recognized but is felt to be infeasible.

A further meeting of the Building Group was planned for early May with the intention that this version of the plans, possibly tweaked in minor ways, should be put to the May PCC meeting for agreement that it thereafter be put to the church for consultation.

5.2 New base for work in Truro. Alan Stanhope reported that a meeting had been arranged to clarify management and governance issues for the use of the proposed building. A new legal entity on behalf of Churches Together in Truro (CTT) would be required to be set up to sign any agreement with the Council. Rev. Jeremy Putnam, Chair of CTT, was working on this. Alan said that progress remained slow and that it was not possible to put a date on when the building might be available for use.

**6. Finance**

John Taylor had reported that progress was proving slow in encouraging members to move their giving from existing bank accounts to the Parish Giving Scheme. No existing bank accounts would be closed till the situation was clearer.

**7. Buildings**

Neil Bridle said that it had not yet been possible to arrange a full Wardens’ meeting with Marc and that the issue of responsibility for buildings, and the role of Jonathan Larkin therein, remained to be discussed.

**Action: Wardens to discuss, including clarifying with Jonathan Larkin what role he anticipated fulfilling.**

**8. Matters for the May PCC Agenda.**

8.1 Whether to apply to the Lotteries for funding. Sian commented that the Lotteries tend to be the most likely sources for large sums, but it was acknowledged that opinions on this may differ within the PCC making the matter one requiring both sensitivity and prayer.

 In connection with seeking funding the role of church member Mrs. Jenny McIndoe, who is professionally involved with writing funding bids, was discussed. Sian said she had already been very helpful but it was agreed to be important not to take inappropriate advantage of her voluntary input in a capacity in which she earned her income. Ensuring written bids are both professional and comprehensive was recognized as important and it was agree to ask Mrs. McIndoe whether she would be willing to be involved on a paid basis.

*[Secretary’s note: It is my understanding that it is the responsibility of the Archdeacon to advise on state aid grants such as from the Heritage Lottery Fund.]*

**Action: Sian Goddard to approach Mrs. McIndoe.**

8.2 Various administrative issues. Graham Loveland said there were a number of issues needing to be addressed (these were not specified at the meeting but include):

* Review of the status of, and responsibility for overseeing, various policies
* Membership of the Standing Committee for 2019-2020
* Whether to co-opt additional members to the PCC to fill vacant places
* Appointment of an alternate Chair for the PCC in the event of the Vicar being incapacitated
* Obtaining signed declarations of non-disqualification from PCC members.

**9. Closing Prayer**: Neil Bridle.