

## **PCC Meeting**

### Minutes of the meeting of the Parochial Church Council



#### **Thursday 11 November 2021, 7:30 pm. At back of church.**

**Present:** David Aspinall, Norma Bates, Joan Carnaffin, Dick Forsyth, Ashley Henderson, Beverley Moore, Amanda Nicholson (PCC Secretary), Helen Platts, Janet Thompson, Shanthi Thompson (in the chair), Ann West.

#### **1. Opening Prayers**

Shanthi opened the meeting in prayer.

#### **2. Apologies**

Apologies were received and accepted from Dot Yates, Anne Underwood, Kate Wright, Liz Lockwood, Deborah Horsmann, Mandy Fox, Anita Peat, Sam Willacy.

#### **3. Minutes of PCC meeting held on 9th September 2021**

The circulated minutes were accepted as an accurate record of the meeting and no factual changes were requested.

#### **4. Matters Arising**

##### *i. Covid update*

Ann West explained that no new guidelines had been issued from the Church of England and services at HTK were proceeding as before, with the main aim to keep people safe. The Ministry team meeting on 2<sup>nd</sup> November had raised the queries about whether there would be a return to collections and communion in both kinds.

**Collections:** The offertory procession will be re-started. Bread and wine will be brought up by members of congregation, organised by the wardens at the start of the service.

It was agreed that the collection plate would not yet be circulated during the service for donations. The donation plate is at the back of church for people to donate. The donations given via the plate do not contribute very much to church income. The following ideas were discussed but no conclusions reached.

- leaving a note in pews to encourage people to donate to the plate at the end of the service
- a card for regular givers to place in the plate stating the donation was given via standing order

**Communion in both kinds:** Some churches are offering communion wine given by intinction by the priest. This has only been observed in small churches. The PCC agreed that with Christmas approaching, with the likely increase in communicants, this would not be taken further at this time.

*ii. Volunteering*

Dick reported that the spreadsheet of volunteer roles available/ needed within the church was some way from being completed. He asked for suggestions of people to contact outside the PCC who assist the church e.g. flower arranging – so that all roles are captured. The spreadsheet should include all current volunteers as well as the unfilled roles.

Anita has written some thoughts about how to use the information and ask people to volunteer. There is a need for discretion and care about safeguarding requirement. She will be asked to prepare this as a document for the next PCC meeting.

Not all roles will raise safeguarding issues so the possibility of two sheets was raised, with one for less sensitive roles e.g. tea/coffee; sound; flowers.

**ACTION:** PCC members to complete spreadsheet and send to Dick, with suggestions for other people for Dick to contact.

Shanthi - Anita to be asked to prepare item for next PCC meeting.

*iii. Live Streaming*

Graham Moore, Dave Aspinall & Stephen Lockwood are meeting with Shanthi to discuss the future of live streaming.

*iv. West Door*

Dot had asked for this item to be discussed. The West Door is currently left open when the church is open, to welcome visitors. This means the church is cold and increases our heating costs. The PCC agreed if the West Door is closed, even with a notice on the door, visitors will be deterred. It was agreed to purchase blankets for welcomers to use to keep warm.

**ACTION:** Bev to purchase four fleece blankets ~ £10 each. .

*v. Income from funerals*

Dave asked about the comment in 6. *Finance* about the drop in income from funerals. Helen said she would investigate further to fully understand why the church was receiving less from funerals held in church

**ACTION:** Helen to investigate and report back.

## **5. Worship and Ministry**

*i. Ministry Team (MT) report*

The publication of PCC minutes had been raised at the MT meeting. Preparing a summary of the meeting will lead to unnecessary work and minutes or a summary cannot be published until they are approved at the next PCC. This means that minutes are up to two months out of date. It was agreed that the agenda of upcoming PCC meetings would be published on the website/ weekly handout so that people were aware of what was to be discussed.

**ACTION:** Shanthi/ Norma to give to the PCC agenda to Janet Henderson.

*ii. Services*

Shanthi ran through the arrangement for the services to early January as listed in the Ministry Team minutes.

- Remembrance Sunday: Beverley and Graham Moore have prepared a recording of the names of fallen which will be played on loop in church during the afternoon.
- 21st Nov – celebration of Helm Mission Community. The Mission Community was launched during covid but has not been well understood. Shanthi needs two volunteers for the service to speak about things they are thankful for and things to pray; Plus there will be act of commitment to community.
- Blue Christmas service – 21<sup>st</sup> Dec. This is a new service for those who will find it difficult to celebrate this Christmas.
- Epiphany carol service. It may not be possible to have a formal carol service, due to lack of time to prepare the choir.

*iii. Courses*

Clive will be leading an Alpha course in the Spring. Helen asked about how this was to be advertised outside the church. Shanthi hopes to use contact at Radio Cumbria for this.

Living in love & Faith (LLF) is a major initiative within the church to encourage discussion and learning about relationships and sexuality. There will be a 5 week course hosted by Deanery from 12<sup>th</sup> January which is to be held at KPC on Thursdays. Shanthi emphasised that the course will not lead to definitive conclusions but was an opportunity to explore the scriptural background and listen and understand other views. We will need to move PCC 13<sup>th</sup> & S&F meetings on 27<sup>th</sup> January.

**ACTION:** Shanthi and Norma to review diary and suggest alternative dates.

*iv. Choir*

The return of the choir was welcomed by the PCC.

*v. House-groups*

Dave asked whether house-groups were still running since the pandemic. Shanthi reported that two house-groups were still functioning. It is hoped new house-groups may be set up after LLF course has been run. Their importance for fellowship and support was noted.

## 6. Finance

### *i. Standing & Finance committee report*

The S&F minutes from August had been circulated. It was clarified that it was acceptable to circulate unapproved S&F minutes to PCC to avoid time-lag.

**ACTION:** Amanda to circulate October S&F minutes.

#### From Aug 2021 S&F minutes.

- Shanthi raised the problem of continuing children's work with no dedicated worker since Libby's departure. Helen noted that £4,900 was available but additional funding was needed. The Diocesan Growth fund was mentioned but it was thought that this could not be used for salaries.
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- Shanthi mentioned that her husband John (Diocesan Steward Office) may be able to get us an additional contactless donations unit to try at no cost as part of a trial. This was welcomed and the PCC agreed.

**ACTION:** Shanthi to ask for a trial unit

- The purchase of a contactless card reader (SUMUP) was authorised - for coffee or mulled wine etc. It will be useful for Christmas tree festival. Cost was £39 to buy and then 1.6% commission on sales but only if used.

**ACTION:** Janet Henderson to organise

### *ii. Budget*

Helen summarised the circulated document on previous years finance and the budget for next year (2022).

- 2019 & 2020 – KPC more or less broke even, due to furlough payments and insurance money.
- 2021 – a predicted £5,300 deficit
- 2022 - a predicted £10,937 deficit.

This budget is for our basic running costs and does not include fund raising for major building works. Helen pointed out we should not use fund raising from events such as the church fete to cover everyday costs, which should be covered by giving.

Helen noted that we **must** raise more income -from visitor income, congregational income or legacies. Ultimately, we need more people in church. She noted that the Church of England

receives little from legacies compared to other charities and this could be included in a future stewardship campaign.

Helen proposed that the PCC agree this deficit budget and we could review mid-year in 2022. If giving cannot be increased, then future expenditure will have to be reduced.

Helen will present pattern of giving next PCC, ready for a stewardship campaign in Spring.

**The PCC approved the budget.**

**ACTION:** Helen to present pattern of giving at January PCC.

### **7. HR sub-committee**

Norma reported that she and Ann had met with office staff to discuss their pressure of work. They will prepare a report with recommendations for Shanthi to consider.

### **8. Safeguarding**

Janet summarised the circulated Safeguarding report.

Leadership training dates were now available and three KPC members had managed to get a booking.

Janet asked for PCC approval to sign up to DBS online. Diane will be helping with this and there will be help for those who struggle to access internet. **The PCC agreed this.**

### **9. Choir - update**

Jonathan Bielby is working as interim choir director. All the safeguarding and application paperwork is completed/ in progress.

### **10. Building Group update**

- Norma reported that legal debates about liability for the porch repairs were continuing. The repairs are essential and will cost in the region of ~ £70,000.
- Helen confirmed that the £25,000 grant towards the work on the windows has been paid, after various queries and issues were resolved.
- Helen reported that her funding bid for the pinnacles/porch had been unsuccessful.
- The Bellingham roof survey has been done and we are waiting for the report.
- Condition surveys were essential to plan the overall building strategy and were also useful for funding bids.

### **11. Deanery Synod (DS)**

The DS Minutes had been circulated. Shanthi reported that the meeting was focused on LLF.

### **12. Christmas Tree Festival**

Norma reminded the PCC they have made a commitment to help run this festival. There will be appeals for help in the coming weeks. The Festival starts Friday 3<sup>rd</sup> and runs for three week-ends. All takings go to charity.

### 13. AOB

- Shanthi reported that Amanda has announced that she is stepping down as PCC secretary. Shanthi will circulate details of the role so PCC and others can consider whether they would be able to serve in this capacity. Dave asked that the thanks of the PCC to Amanda were recorded. stepping down.
- Defibrillator David Donnison had submitted his report on a suitable defibrillator to be situated in the church . Dave has also researched this for a housing association and will send his finding to Dick.

**ACTION:** Dick and Dave to discuss

- Shanthi reported that ground was broken in the cemetery yesterday as part of the Environment Agency (EA) floodworks. She had held a service with EA staff and the architect to mark this occasion. Plans are in place so that any human remains found are treated with utmost respect and will be re-buried when works allow.
- Dick offered congratulations to Bev for her lockdown exhibition. This was very well-received.
- Ashley expressed concern about the impact of the EA use of the “church” carpark on congregation members and the risk to older members of slipping on leaves on the walk from alternative parking. The situation is far from ideal, but Norma explained drop-offs were still possible. EA staff are helping with clearing leaves and were on hand to help with people being dropped off.

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The meeting ended with PCC members joining together in the Grace.

**Date of next meeting: - to be confirmed**