

**Leamington Priors St Paul's – Parochial Church Council**  
**Minutes of the meeting held on Monday 16<sup>th</sup> April 2018**

<p><b>1a</b></p>	<p><b>In attendance:</b> Rachel King (RK), Judith Linnell (JL) , Martin Haywood (MH), Rob Sciacaluga (RS), Pam Snape (PS), Tony O'Brien (TOB), Lewis Stephenson (LS), Gethin Jones (GJ), Pete Wallis (PW), Roger Penney (RP), Katrina Bush (KB), Jonathan Morgan (JM), Andrew Rolls (AR), Adam Nelson (AN), Graeme Pringle (GP), Jonathan Jee – chair (JJ), Tim Traynar (TT), Adam Tams (AT)</p> <p><b>In attendance - Jan Pringle (JP)</b></p> <p>Charlie Crow (CC) – arrived in item 1b with apologies for late arrival  Simon Brown (SB) – arrived in item 1c with apologies for late arrival</p> <p><b>Apologies:</b> Helen Perryman (HP) Carolyn Davey (CD) Simon Wallis</p> <p>Sarah Darren (SD) –had resigned from the PCC between meetings</p> <p>JJ Opened the meeting in prayer and as this was a meeting of a new PCC since the APCM each member introduced themselves, with those arriving late introducing themselves as they arrived.</p>
<p><b>1b</b></p>	<p><b>Bible reading, prayer &amp; worship</b></p> <p>JJ shared Proverbs 16:9 'in their hearts humans plan their course, but the Lord establishes their steps' – and shared that whilst we must use our own understanding to make decisions, that the Lord is sovereign over these steps.</p> <p>As an example, JJ shared that despite several expressions of interest, two people had applied for the Associate Vicar role, but the shortlisting panel had decided not to shortlist either for interview. The church had 'planned' to appoint, but this feels like the right decision from the Lord's leading at this time. We will try again soon. We have planned our course, but need the Lord to establish our steps.</p>
<p><b>1c</b></p>	<p><b>Elections</b></p> <p><b>Secretary:</b> As Sarah had resigned, JJ asked for anyone with an expression of interest to be secretary to let themselves know to JJ. The suggestion was that anyone willing would take it in turns to take minutes for the time being, AT would take them on this occasion.</p> <p><b>Treasurer:</b> Andrew Rolls was elected</p> <p><b>Electoral Roll Officer:</b> Caroline Castle was elected</p> <p><b>Standing Committee:</b> The group which look at how the PCC will work going forward would meet in July. JJ proposed that in the meantime, the SC continued to operate as it had with JJ, AT, MH, CD, AR, and JP in attendance. All were in agreement</p>

	<p><b>Deputy Chairs:</b> This is traditionally a member of the SC</p> <p><b>Safeguarding Advisory Group:</b> This is currently, JP, AT, JJ, Jess Tams (Deputy SO) Carolyn Stone, CD, Carol Clarke (Diocese Safeguarding Advisor) TOB asked if consideration needed to be given to JP's role as Safeguarding officer, aware that the PCC had previously agreed to review this. This would be considered as part of item 5a later.</p> <p>The proposal is that the group remains the same - Approved</p> <p>PCC to appoint JP and Caroline Castle to act as DBS administrators. – Approved</p> <p>MH asked about the HR group and how they were appointed. JJ proposed that this was brought back to the next PCC meeting, together with new terms of reference.</p>
<b>1d</b>	<p><b>Minutes from the last meeting</b></p> <p>Approved</p>
<b>2a</b>	<p><b>HR and Safeguarding</b></p> <p><b>Safeguarding Update</b></p> <p>This was sent out in advance; the Church of England has brought out a new policy which the diocese is adopting. The SAG will look at this before it comes to the PCC.</p>
<b>2b</b>	<p><b>Update on Interns</b></p> <p>Two unpaid interns have been appointed from September. Lydia Brennan (3<sup>rd</sup> Year at Warwick) and Jeremy Wardle (3<sup>rd</sup> Year at UCL). They will have a general role across the church, Lydia will likely work with Children, and Jeremy will add into the youth and student teams.</p> <p>HR and SC had agreed to employ Timmy Jee for a short-term project (over the website and database) during the summer. It is hoped that a large proportion of this cost would come from a grant from Exeter University.</p>
<b>2c</b>	<p><b>Outsourcing of HR and policy scrutiny</b></p> <p>HR and SC had agreed to instruct Keeley's solicitors (a firm of solicitors based in Lichfield who specialise in Charity and Churches) to assist us with our Policies and contracts. TOB asked if the agreement could be sent to the PCC.</p>
<b>3a</b>	<p><b>Finance report</b></p> <p>AR had sent an update in advance which included a revised budget including the impact of employing a new Operations Manager. In light of the non-appointment of an AV, the Associate Costs would be lower this year.</p> <p>RK asked about 40 LS and the plan for this. Currently work is being done on it, and a decision would need to be made once this work has been done.</p> <p>CC asked about the drop in Insurance/Utilities – this largely was due to revisions of utility contracts.</p>

	<p>AR updated the PCC that payroll would now be outsourced.</p> <p>AR – Page A12 of the Annual accounts included an error. The property fund only included the expenditure, meaning the General Fund was down for £2.5k and the property fund was up by £2.5k</p>
<b>3b</b>	<p><b>Local giving</b></p> <p>Currently St Paul's gives £5k per year to The Well, CAP, Foodbank and Thrive Youth Ministries. SC proposed that we agree to give at least this amount annually to these 4 mission partners and that if we intend to reduce it, we will do so gradually, giving at least 6 months' notice. AR Proposed, AT Seconded – All in favour except TOB who abstained (as a trustee of the Well).</p> <p><b><i>Praise in the Park</i></b></p> <p>AN asked who decides which charity gets the money, AN asked if the other churches knew that we operated this at a loss. JJ informed the meeting that as we underwrite this, we have decided – and other churches donate towards the cost knowing the loss.</p> <p>JJ had made the decision on which charity had received the collection in the past, inviting input from other churches. CC suggested that SC do this, and the meeting agreed that until a Praise in the Park team existed the SC would make this decision, with advice from other churches.</p> <p>SC proposed that we give away all the collection at Praise in the Park each year – Proposed by Roger Penney, Seconded by Martin Haywood – All in favour. We agreed to review Praise in the Park.</p>
<b>4A</b>	<p><b>NCD Report</b></p> <p>This was sent in advance for information and would be discussed in due course.</p>
<b>5a</b>	<p><b>JP and GP left the meeting before this item was discussed – Confidential to PCC</b></p> <p><b>HR – Operations</b></p> <p>PS introduced the paper explaining that JP's role had expanded significantly over the years, especially as capacity was needed in light of vacancies in other areas. JP was able to grow into areas of strength but this left too much under her responsibility and the HR group agreed that her current role was unsustainable and should be split into two. This would involve JP moving into the role of 'Senior Lay Minister' (Largely responsible for high level admin tasks, alongside some pastoral work). The PCC would then advertise for a new Operations Manager. PS then invited questions.</p> <p>CC – What's the timescale on this role and the role of AV. AT responded to say that someone would ideally be in place by September for the Ops Role. JJ confirmed that he and CD would meet with Morris Rodham to discuss the timescale for the Associate Vicar role and the possibility of a curate instead.</p> <p>MH – Is this pastoral or administrative? JJ Responded that this is a primarily senior admin, but within the pastoral areas of the church, with some traditional areas of</p>

	<p>pastoral care, although this is not a 'director of pastoral care' role with main responsibility for pastoral care.</p> <p>CC – Is it likely the roles will step on one another's toes. AT confirmed that similar roles had existed in a previous church, and they had managed to work well together.</p> <p>SB – What happens if we don't do this. JJ and AT spoke into the urgency of need to cover operations to release themselves and JP who were currently over burdened.</p> <p>TOB, asked a number of questions including what is happening with Youth roles? We were waiting for the Associate Vicar position to be clarified, and so needs to be looked again. Why do we not have a lay led pastoral team? JJ needs the time to invest in it. He also asked detailed questions regarding Salary and Job Descriptions. Where do we stand in moving JP across to a new role but not advertising it? CC suggested this should not be a concern.</p> <p>RK wasn't clear on what the Senior Lay Minister role is, as the job description isn't included. AT and PS had met with her to discuss the role – and each element has been allocated an amount of time. As a consequence, it was clear that for the moment, at least, a full time person was needed to cover this role.</p> <p>Pam Snape proposed the PCC agree in principle to us creating two new roles of operations manager and senior lay minister.</p> <p>For 14 Against 3 Abstaining 2</p> <p>TOB proposed that SC is delegated to agree the details and advertise ASAP – All in favour</p>
<b>6a</b>	<p><b>Closing - Matters Arising</b></p> <p>Assistant Children's Minister Post update – currently being advertised.</p> <p>CC had asked about liability for PCC members and had received a document confirming that we would only be liable personally if we go outside of our roles and responsibilities.</p>
<b>6b</b>	<p><b>AOB</b></p> <p>Elect Hester Meacock as a foundation governor for the School. JJ proposed, PW seconded All in favour</p>
<b>6c</b>	<p><b>Confidentiality and Communication</b></p> <p>JJ will communicate to the church regarding the two roles later this month.</p>
<b>6d</b>	<p><b>Prayer</b></p> <p>The meeting ended with prayer at 10pm</p>

	PCC meetings: July 2 <sup>nd</sup> , Sept 10 <sup>th</sup> , Nov 12 <sup>th</sup>
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