

## Summary of PCC Meeting held Wednesday 15<sup>th</sup> December 2021

**Area Dean Rev Louise Shaw** attended the meeting to discuss the procedure to be followed to appoint a new incumbent. Rev Louise explained that we are unlikely to have a full time minister, but be part of an oversight area. She is currently looking at where the oversight area may be, which churches we could work with missionally and share resources with. There is greater enablement of leaders in oversight areas. Once the oversight area has been decided, then how a minister's time is allocated between parishes can be determined and what other support they would need, e.g. curate(s); lay readers etc. When Rev Louise has a proposal for an oversight area, she will talk to the churches about what they do and don't have in common and how they can work together. She will also look at each church's Transforming Church Action Plan. Once agreement is reached with all Churches involved, Rev Louise will then seek approval from the Archdeacon for the Oversight area. A decision will then be made about what clergy/lay people will be required for the oversight area and an advert will be placed for an oversight minister.

**Parish Profile** PCC were presented with a draft Parish Profile in preparation for when the advert goes out. There are still a few items to be added and a few tweaks to be made before formal approval from PCC.

**Health & Safety Officer** - as we currently have only 1 warden PCC are looking to appoint a Health & Safety Officer to assist Lisa with these matters. If anyone has experience in this area and would like to take on this role, please contact Karon Ward

**Tower Sway** – monitoring of the handling of the bells was carried out on 3<sup>rd</sup> December and we await the results.

**Legionnaires Survey/Report** – survey is due to be carried out on 17<sup>th</sup> December

**Repairs to Church Roof** – Lisa informed PCC that repairs have been made to the roof where we had had a leak and all the downpipes have been cleared.

**Electrical Work** – the fixed wire test revealed some urgent work that needs to be done, PHS has quoted £733+vat to do the necessary work. Lisa is trying to get other quotes. This work needs to be carried out as soon as possible.

**Green Energy Audit** – we are still awaiting the report – David has chased it.

### Back to Church Strategy

**Choir** –Choir are to return to the choir loft. They will remove masks to sing but wear plastic visors. The 2 rows of pews immediately below the organ loft are not to be used

**Wearing of Masks** - masks must once again be worn at all times in Church as per latest government guidelines.

**Sides people/AV Volunteers** – although we have a rota in place for fulfilling these duties, it would be nice to have a few more volunteers so that no-one needs to be on duty more than once a month.

## **Transforming Church**

**Live Events Diary** – Wedding, Baptism and hall bookings are now being processed through the Live Events Diary. The next steps are to gather all contacts details, to be stored on the system using encryption and password protection. Once all the details are imported, and an updated GDPR statement is on our website, everyone will be sent either email or letter with a GDPR statement and asked opt-in or out of their information being stored for the purpose of contact for Church business. There is also a plan to set up an online ticket process whereby we can issue tickets for free or paid events and take online payments following agreement with the finance team

**Transforming Church Action Plan** - the vision day for details of the Action Plan to be shared and approved by PCC will be held in February.

## **Financial Update**

**Accounts** – the accounts up to 31<sup>st</sup> October show that the General Account is still running at a loss although the loss has reduced slightly.

**Payment of Common Fund** - this will be reviewed when the figures for the year end are available.

**Contactless Pay Unit** – this should be up and running in January.

**Marriage/Funerals/Internment Payments** – David explained that these fees are still being partially paid in cash for distribution to choir, organist, bell ringers etc. In future all payments should be banked in full and these payments made by cheque.

**Wedding & Funeral fees**- the diocesan fees have been increased by 4% and therefore we needed to look at fees. It was agreed that the bell maintenance fee be reduced from £60 to £50 and a £50 organ maintenance fee be introduced and all other fees increased fees by 4%.

**Safeguarding** - Karon reported that she had attended Parish Safeguarding Officer Induction session at Diocese in November. There are some records that she needs to check and will be doing that in January.

**Church Warden Business** – Lisa informed PCC that she was working on clearing the Bradford Pews, returning hymn books and kneelers to pews and taking unsold items left over from last fete etc. to the tip.

**Date of next PCC meeting** – Wednesday 23<sup>rd</sup> February 2022

There will be additional meetings to discuss the Profile and agree on the Church Representatives in the next stage of the vacancy process, date(s) to be agreed.