

Minutes PCC 24th May 2023 – Meeting at Good Shepherd

Item	Subject	Decision/Type
1	Welcome and opening prayer	
2	<p>Apologies for absence</p> <p><i>Present:</i> Bridget Shepherd, Sue Tearle, James Murdoch, Adriaan Goosen, Peter Watson, Conway Tearle (online), Trudi Bramson, John Murray, Clare Johnson, Gladys Ekpo-Daniels, Louise Grace and Mia Hadfield-Spoor (online)</p> <p><i>Apologies:</i> Hannah Burns, Yi Baylis and Angela Stebbings</p> <p><i>Absent:</i> Sophia Duffy</p>	Information
3	<p>Declarations of interest</p> <p>None declared</p>	Information
4	<p>Acceptance of AOB</p> <p>Gladys had proposed an item re financial training for PCC members- accepted.</p>	Decision
5	<p>Approval of minutes of meeting of 16th March 2023</p> <p>One amendment was requested to include a subheading re ‘Update on the Weigall Road and the Curate’s Accommodation’.</p> <p>Approved: proposed Gladys, Seconded Sue. All present at the 16th March meeting in favour.</p> <p>It was agreed that Minutes would be held in future on Googledrive where they could be stored/update and viewed by all PCC members</p>	<p>Decision</p> <p>Action:</p> <p>John to set up (Lousie to advise of Record retention/deletion) and the Administrator/the new Secretary, Hannah, to implement</p>
6	<p>Matters arising from 16th March minutes</p> <ul style="list-style-type: none"> Re Eco-Church group, their ToR lack clarity on process for approving and executing projects – it was agreed that this is an action for Wardens/Staff Meeting 	<p>Action:</p> <p>Bridget to draft a proposal proforma to help the working group think through next steps for actions</p>
7	<p>Minutes of Vestry Meeting & APCM May 2023</p> <p>Four minor corrections were proposed and incorporated in the draft Minutes. These will now be held by Parish Administrator for approval at the 2024 APCM.</p>	Discussion

8	<p>Approval of minutes of PCC meeting of 14th May 2023</p> <p>One correction was made i.e. that Sophia Duffy was not present.</p> <p>Approved: proposed Gladys, Seconded Sue. All present at the 14th May meeting in favour. No matters arising</p>	Decision
8a	<p>Matters arising from 14th May Minutes</p> <p>The minutes note that the 2 year term PCC vacancy was not filled. An invitation had been made at the APCM to all church members to volunteer to fill this place.</p> <p>After the meeting, Pete Burns, a new member but an experienced PCC member in his last church, volunteered.</p> <p>The PCC could call a Special Parochial General Meeting to appoint for 2 years or use its power to co-opt a member for 1 year (we can co-opt up to 2 members) and re-elect at the next APCM in 2024.</p> <p>It was agreed to co-opt Pete Burns for 1 year: Proposed: Trudi. Seconded Adriaan. All in favour.</p>	<p>Decision</p> <p>Action: Pete Burns to be added to PCC</p>
9	<p>Standing Committee minutes & matters arising</p> <ul style="list-style-type: none"> • The main item was the appointment of a paid Bookkeep, Nat Morgan, shared with St Margaret's. Now in situ and new IT system is beginning to be used. • A number of questions were asked about the routine maintenance, especially the re-sanding of the hall floor. It was confirmed that it was necessary for the protection of the floor and would be done in the first week of September, after the Holiday Club and before the Autumn season of Hall bookings. The church floor may be a future item. • James reported that he had subsequently informed the Standing Committee, by email, that we have appointed Sharon Durdant-Hollamby, the arboriculturalist who usually works with the structural engineer, who has quoted £800 plus VAT, as part of our planning application for the Boundary Wall. 	Information
10	<p>Trustees paperwork</p> <p>All Trustees physically present completed the various qualification forms</p>	Action

		Follow-up with Hannah Burns, Yi Baylis, Angela Stebbings, Sophia Duffy, Mia Hadfield-Spoor and Conway Tearle
11	<p>Review and approval of policies</p> <p>All policies can be found here: www.goodpeter.org.uk/pcc</p> <ul style="list-style-type: none"> • Safeguarding Policy (inc. the duty to ‘have due regard’) • Policy for responding to domestic abuse • Church of England Safeguarding Policy Statement • Whistleblowing Policy • Health & Safety Policy • Complaints & Grievances Policy • Parish Disciplinary Procedure • Privacy Notice <p>Information</p> <ul style="list-style-type: none"> • Re. external hall hire - it was confirmed that the responsibility for PAT testing items brought in by external hirers is the responsibility of hirers, and this is noted in the hall hire agreement. • The risk/reward ratio for using Mailchimp re use of foreign (US) servers was deemed acceptable. • Mia offered to do an online food hygiene course on behalf of the PCC to ensure we comply with our own Health & Safety Policy • Louise is trained as a Mental Health First Aider. • Safeguarding Policy is linked to the A Safe Church’ book/folder which we keep in the office, and which is can be accessed via the safeguarding page of the website. <p>Action items</p> <ul style="list-style-type: none"> • Volunteers needed for First Aid training (see Deanery) – dates TBC • HSE policy needs to refer to the Office Holder and not to Mandy, the previous Administrator • Complaints and Grievance Policy flowchart need to follow through on Clergy in the same way it does for Laity. 	<p>Action</p> <p>See column to the left</p>

	<ul style="list-style-type: none"> • We need to check/update data deletion in Privacy note to say that we will (rather than may) delete. • Generally, review dates need to be tidied up to current dates of policies. • Accident Books to be reviewed monthly by the Parish Administrator and significant items reported to the PCC. • Need to appoint a Health and Safety Officer. • Bridget to check with Diocesan Safeguarding Officer re Clare's query on Domestic abuse Policy and DBS <p>Subject to the actions, all the Policies were approved. Proposed Adriaan. Seconded: Trudi. All in favour.</p>	
12	<p>Deanery update</p> <ul style="list-style-type: none"> • It was reported that the Deanery Ascension Day service at St Mary's Lewisham had been a success and that a similar service would be held next year, probably at St Mildred's, Lee. • The next Deanery Synod meeting is on Tuesday 13th June and the Deanery reps will report back in July. • First Aid Training will be offered at a Deanery level in September/October. 	<p>Action</p> <p>First Aider training nominations</p>
13	<p>Charity Commission Serious Incident Reporting</p> <p>Trustees were reminded of their duty to report major incidents to the Charity Commission. The Diocese will report any qualifying Safeguarding incidents but we have to report Fire and Fraud (above £10k) directly.</p>	Information
14	<p>Safeguarding update</p> <p>Safeguarding is working well, and we are currently liaising with the diocese regarding two concerns.</p>	Information
15	<p>Health and safety update</p> <p>Nothing to report</p>	Information
16	<p>GDPR compliance</p> <p>We are looking at how to manage data systems incl rotas. It was reported that All Saints Blackheath have a software package designed specifically for churches and James will put John/Louise in touch.</p>	<p>Action</p> <p>Small team to investigate All Saints system – to be raised via Churchwardens' meeting.</p>
17	Correspondence	Information

	Nothing significant outside regular updates from the Diocese.	
18	<p>AOB – Finance Training</p> <p>Gladys asked whether there could be some training for Trustees on how to understand the accounts.</p> <ul style="list-style-type: none"> • Bridget passed around two leaflets: ‘A brief outline of what every PCC member needs to know about church finances’ and ‘Trusteeship, An Introduction for PCC Members’ • Conway (Treasurer) agreed to do a 15 minute explanation immediately before the next PCC 	<p>Action</p> <p>Finance Training session at 7:45pm on Tuesday 11th July in the Parish Room.</p>
19	<p>Date of next meeting</p> <p>PCC DAY – Saturday 10th June 10am – 3pm</p> <p>Deanery Synod – Tuesday 13th June, 7pm</p> <p>PCC – Tuesday 11th July, 8pm</p> <p>Standing Committee – Tuesday 29th August, 8pm</p> <p>PCC – Monday 18th September, 8pm</p> <p>Standing Committee – Monday 16th October, 8pm</p> <p>PCC – Wednesday 22nd November, 8pm</p> <p>PCC – Thursday 18th January, 8pm</p> <p>Standing Committee – Wednesday 21st February, 8pm</p> <p>PCC – Wednesday 13th March, 8pm</p> <p>Bridget also shared information that we will be joined by an Ordinand () on the Sunday 4th June and that our new Curate’s first Sunday will be 25th June (Chris Henriette).</p>	<p>Information</p>
20	Closing prayer	