

CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 29 April 2021 at 7.30, via Zoom

Those present:

Revd W Warren	Revd J Hodgkinson	Mrs J Austin
Mr I Kimble	Mr D Masters	Mr D Orsborne
Mrs M Howard	Miss A Cottingham	Mr D Anderson
Dr R Beare	Mr P Bennett	Mrs J Boyle
Ms A Coghlan	Mr J Hodgkinson	Mr R Hopkins
Mr T Morton	Mrs A Orsborne	Mrs M Pallister
Mr J Platten	Miss S Wells	

1. WELCOME AND APOLOGIES

The meeting was chaired by the Vicar, who welcomed Ivan Kimble to his first meeting and thanked David Loades for serving as warden for the past 4 years.

Apologies were received from Mr R Loten and Mr S Purslow.

2. OPENING WORSHIP

The Vicar began the meeting with prayer and a reflection on John 1:14, "The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the one and only Son, who came from the Father, full of grace and truth".

God had become a human being and because of this we could see His glory. We should be encouraged by this. Despite all the changes of the past year, the Gospel hasn't changed.

Opening Business

3. DECLARATIONS OF INTEREST NOT PREVIOUSLY RECORDED

None.

4. MINUTES OF THE MEETING OF 25 MARCH 2021

The minutes of the meeting of 25 March 2021 were **AGREED** by a show of hands as a correct record.

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

5. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

None.

6. MINUTES OF THE MEETING OF STANDING AND FINANCE ON 14 APRIL 2021

- a) Livestreaming: David Orsborne said that the project team would find it really helpful to have input regarding what, if anything, to do about the projectors.
 - b) The minutes of Standing and Finance had referred to a possible issue regarding people being caught on camera before the service began. David explained that this was not an issue as there would always be material, such as rolling slide shows, to put on the screen.
 - c) David said that it was important to learn to use the system so that the people in church had as good an experience as those watching at home. John Hodgkinson said that it was important that the sound and vision was good for those in church and suggested the use of smaller LCD monitors fixed on each pillar so that the service could be seen no matter where people were sitting in the church.
 - d) David Masters expressed concern about interim shots during the sermon, rather than permanent focus on the preacher. David Orsborne explained that the Team were still trying to work out the best way to film the preacher and said that David Masters' comments were helpful. Comments received via email from Mary Pallister had also been helpful.
 - e) David Orsborne asked that PCC members should email him with any other ideas they might have.
 - f) The Vicar thanked David Orsborne and the Project Team and asked PCC if they were happy to approve further work being done by the Team. This was agreed.
 - g) Organ Recitals:
 - i. David Shippey was now fully freelance but had asked if he could draw up a provisional recital programme with a projected start of the first Tuesday in June. He was doing this as a volunteer.
 - ii. There was a significant financial cost to this, which hadn't been budgeted for, because recitalists were paid expenses and income from recitals didn't cover this in recent years, even after a fee scale had been agreed by PCC. Fewer people were coming to church because of the pandemic, and this could affect attendance at recitals. The Vicar and Wardens believed that recitals should be self-funding in our current financial situation.
 - iii. As there was no money in our budget for Sunday Club and Crafts2Share, it seemed wrong to subsidise organ recitals and would be seen in a bad light by the church family.
 - iv. Responding to a suggestion from Anne Cottingham, the Vicar said he would produce a letter explaining to the recitalists why there would be no recitals this year.
 - v. Sue Wells asked if expenses could be reduced if only local recitalists were invited. The Vicar explained that travelling and subsistence weren't the only outgoings, as professional recitalists would expect a fee.
 - vi. Sue suggested that local amateur musicians and groups might be invited. This happened at Roughton Church. It was also outreach as people came into church for the recitals.
 - vii. Because of our financial circumstances, we needed to accept the recommendation, but we could look at other options for next year, bearing in mind that there could sometimes be an issue with rehearsals while Cornerstone was open.
 - viii. This topic would be put in the diary for PCC discussion in January 2022.
1. It was **AGREED** by a show of hands to receive the minutes of Standing and Finance 14 April 2021.

2. It was **AGREED** by a show of hands to authorise the Livestreaming Project Team to undertake further research on the projectors and screens.
3. It was **AGREED** by a show of hands that, in light of our current financial situation, we don't hold organ recitals this year but discuss other options for recitals in January 2022.

These decisions were subsequently ratified electronically in accordance with Church Representation Rules.

7. NOTES FROM THE MEETING OF MISSION PARTNER CHAMPIONS 19 MARCH 2021

It had been good to exchange views and have open discussion. One outcome had been the use of the month of April to have updates on all the Mission Partners.

It was **AGREED** by a show of hands: **to receive** the notes from the meeting of Mission Partner Champions 19 March 2021 This decision was subsequently ratified electronically in accordance with Church Representation Rules.

8. NOTES FROM THE MEETING OF MISSION LEADERSHIP TEAM (MLT) on 07 APRIL 2021

- a) It was good to see that planning for a June Activity Day was taking place.
- b) Richard Beare reported that General Richard Dannatt would be speaking at the Bokes' Brekkie in July. This would be in the Parish Hall. There had never been any intention for it to be held outdoors.

It was **AGREED** by a show of hands: **to receive** the notes of MLT 07 April 2021 This decision was subsequently ratified electronically in accordance with Church Representation Rules.

9. NOTES FROM GENERAL SYNOD 27 FEBRUARY 2021

PCC noted the document which had been provided by Caroline Herbert.

10. NOTES FROM DIOCESAN SYNOD 20 MARCH 2020

- a) The Venerable Dr Jane Steen would be consecrated Bishop of Lynn at Norwich Cathedral on 23 June.
- b) Clergy Wellbeing would be discussed by PCC at the June or July meeting. David Anderson would send the relevant documents to the PCC Secretary.

PCC noted the document.

11. THE MINUTES OF THE VESTRY MEETING 15 APRIL 2021

It was **AGREED** by a show of hands that the minutes of the Vestry Meeting of 15 April 2021 were a correct and accurate record of the meeting. This decision was subsequently ratified electronically in accordance with Church Representation Rules.

12. FINANCE

- a) Doug Tuthill was attending Sheringham APCM and sent his apologies. There was nothing he wanted to raise.
- b) Despite Brian Wigg's best efforts with the External Examiner, the final accounts weren't ready and we would need an extraordinary meeting of PCC to adopt them. Members were asked to keep 13 April at 7.30 free.
- c) We were in the process of getting the bank mandates changed.

13. VOLUNTEER POLICY

- a) The Volunteer Policy was something that Jackie Austin, in particular, had been working on.
- b) Mary Pallister had sent a comment by email: "Under the final heading "All volunteers are expected to" is it intentional that there is no mention of volunteers having a living, growing faith of their own? Perhaps it is intended to include that in the actual role descriptions? I seem to remember that previous volunteer role descriptions for Sunday Club team did list having a living, growing faith as a requirement" The Vicar and Jackie assured her that this had not been deliberate and that there was no intention of dropping a requirement for our volunteers to have a "living, growing faith". It would be added to the "expectations" section.
- c) John Hodgkinson asked for clarity on accepting volunteers from the community. Jackie explained that we didn't want to discourage volunteers, but it depended on the role to be filled. The policy was aimed at those heading up activities. They would have others under them, some of whom might be drawn from the community, if appropriate. Sue Wells said that it was a fine line deciding who was and wasn't a Christian. We had to be really careful about not putting people off who wanted to help. Revd Jennie Hodgkinson said that Standing and Finance had advised the wording "roles could be advertised in the community where appropriate". She reminded the meeting that Simon Fenn had come to faith through helping with a church youth group. Mary Pallister said that we shouldn't feel embarrassed to say we're a church. Jon Platten suggested the wording "sympathetic to the values of Cromer Church" which made it clear what was required but didn't exclude anyone.
- d) Alison Orsborne advised that the policy should include "undertake to follow the Parish Safeguarding Guidelines".
- e) Anna Coghlan said it was essential that each volunteer had a clear remit so that they weren't put into situations which weren't appropriate.
- f) Recruitment and selection: Anna asked what the rigorous and thorough process would be. Jackie said that the wording of the policy mostly derived from the Church of England website. We needed a process where people understood what we want from them and vice versa. This would start with the people who headed up the teams, then they would carry out the process with their volunteers. There would also be support for those heading up activities.
- g) Anna asked how we would recruit people to fill a key role. Jackie said we would make sure the church family was aware of the need. Communication was key. Anna said that mention should also be made about discernment of gifting.
- h) Referring to the Safer Recruitment Course that the clergy had attended, Revd Jennie Hodgkinson said that there was an interview process that should be followed and that new volunteers needed 2 references. Some insurers wouldn't insure a volunteer who hadn't undergone this process.
- i) In response to a question from Alison Orsborne about a review process, Jackie

Austin said that it would be every 6 months along the same model as staff, as stated in the Management, Support and Supervision section of the Policy.

- j) The Vicar said the policy was a good piece of work, but it required some revision before PCC could adopt it.

14. PROFILE FOR THE ASSOCIATE VICAR

- a) The Diocese had approved, at senior staff level, the appointment of an Associate Vicar and were grateful for our financial contribution.
- b) The Profile needed a lot of revision since the pandemic. The Diocese would also want to add details.
- c) Anna Coghlan asked that reference should be made to seasonal variations and the Beach Mission/Fest background.
- d) The Job Description:
 - i. The title was Associate Vicar. This should be used consistently throughout the document.
 - ii. Sue Wells had concerns that too much was being asked of the candidate, but David Masters said this was better than understating the role. The Vicar said that the aim was to achieve a balance between what was essential and what was desirable.
 - iii. Anna Coghlan asked that we should be more specific about what the candidate would do themselves and what they would oversee.
 - iv. Anne Cottingham asked that reference should be made to the fact that we were getting a Curate. The Vicar explained that Mary Pallister had commented, via email, that no reference had been made to youth work. This had been deliberate because the Curate, (who had been a secondary school teacher) was likely to do the youth work. Sue Wells said that we must remember that the Curate was in a training position. The Vicar said that requirements for Curate Training were now more rigorous, and they couldn't just be used as an extra pair of hands.
 - v. There was no reference in the document to the Assistant Minister.
 - vi. Jackie Austin asked if the job description should be more specific about children's work. There was an opportunity for pioneer ministry.
- e) Further work would be done on the documents and the post would be advertised soon, in time to catch curates looking for a second job. PCC would be asked to agree the final documents via email to prevent delay.

15. APCM

- a) The APCMs for 2020 and 2021 would be on 27 May. It was hoped to have it in church, or possibly a hybrid meeting.
- b) Statutory reports for both years would be available.
- c) The notice of APCM and announcement in the Update and from the front would begin on 09 May.
- d) Nomination papers would be available in church. It would be made clear what was required of PCC and Deanery Synod members.
- e) Deanery Synod nomination papers would also be available in church.

16. SAFEGUARDING

- a) Alison Orsborne reported that DBS checks had been received for Heather and Ivan Kimble and Joyce Richardson (renewal). Sue Brocklehurst and Ivan Kimble were being checked by the Diocese. There had been a renewal for Elizabeth Bridger and checks were in the pipeline for Warwick Hooper and Sue and Peter Street.
- b) Alison's mobile number was published on the website. This was a security issue. She asked if PCC would consider a dedicated mobile phone for Safeguarding. The Sunday Club phone would be investigated in this context.

It was **AGREED** by a show of hands to investigate and acquire, if necessary, a dedicated phone for Safeguarding as a matter of urgency.

This decision was subsequently ratified electronically in accordance with Church Representation Rules.

17. HEALTH AND SAFETY

- a) Zoono had been reapplied in the Parish Church on 26 April.
- b) David Anderson would contact Nick Claridge to discuss a list of Health and Safety matters which he held.

18. ELECTORAL ROLL UPDATE

The review was now complete. We currently have 290 on the Electoral Roll of Cromer Church.

The changes made in the last year are:

- 3 people have died.
- 8 people have left by request.
- 4 have left to attend other churches.
- 4 have moved away.
- 5 people have requested to be added to the Electoral Roll.

19. CORRESPONDENCE AND DATES

Future meetings: Thursday 13 May at 7.30, via Zoom.

Thursday 27 May APCM

The meeting closed with the Grace at 9.28 pm.