

CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 04 November 2021 at 7.30 via Zoom

Those present:

Revd W Warren	Revd B Rogers	Mrs J Austin
Mr I Kimble	Mr D Tuthill	Mrs M Howard
Miss A Cottingham	Mr D Orsborne	Mr D Anderson
Dr R Beare	Mr P Bennett	Mrs J Boyle
Mr R Hopkins	Mrs A Orsborne	Mrs M Pallister
Mr S Purslow (for items 1 - 8)		

1. WELCOME AND APOLOGIES

This was the October meeting, postponed because of half term, and it was chaired by the Vicar. He welcomed members to the meeting and reminded them that, because we were meeting via Zoom, decisions would have to be ratified electronically.

Apologies were received from Mrs B Stibbons, Revd J Hodgkinson, Mr J Hodgkinson and Miss S Wells.

2. OPENING WORSHIP

The meeting began with a reading by the Vicar from Hebrews 4: 14 - 16, followed by a time of prayer.

Opening Business

3. DECLARATIONS OF INTEREST NOT PREVIOUSLY RECORDED

Mr P Bennett declared an interest in item 8(d). He is a trustee of Cromer Cares.

4. MINUTES OF THE MEETING OF 23 SEPTEMBER 2021

The minutes of the meeting of 23 September 2021 were agreed as a correct record.

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

Mission Partners: we needed to do some consultation with the church family. This would be added to the agenda for 25 November.

6. MINUTES FROM THE MEETING OF STANDING AND FINANCE 13 OCTOBER 2021

The minutes were received.

7. NOTES FROM FLT 20 SEPTEMBER 2021

- a) The recommendations from this meeting were agreed by PCC on 23 September and had been put in hand.
- b) The new boiler had been installed for the Parish Church Lounge.
- c) The wrong heaters had been delivered to St Martin's. The work was now rescheduled for week commencing 15 November. Some fan heaters had been supplied to St Martin's in the interim.

Church Life and Growth

8. FINANCE

- a) We had paid all our Parish Share. Responding to a question from Mrs M Pallister, the Treasurer said that, at the moment, our Share would not go up because of Roughton and Felbrigg, but this might change. The total amount for the Vicar and Associate Vicar was £112,000 but Roughton and Felbrigg would have to pay some of it, which would slightly reduce what we paid now. The Diocese should work out how the total was broken down and the Treasurer would contact the Director of Finance. Mr R Hopkins suggested using a 3/2 ratio formula to calculate the Share.
- b) In his report, the Treasurer had shown capital expenditure in a different way and aimed to designate funds according to the things we wanted to do.
- c) The Treasurer could now access Barclays and NatWest online. He needed to complete forms to get Ivan Kimble added to signatories and was aiming to get the name of the accounts changed to Cromer PCC. It was **AGREED** by a show of hands

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

- d) Poor Fund: the Vicar was the sole trustee. The following advice had been received from the Diocesan Registrar: *"I have looked at the register of charities and can't see that 'Cromer Cares' is registered as a charity. It may be that if it has been set up only recently it has not yet been registered, but I don't think the money could be given away unless to a charity with objects similar to those in the Will. If the donee charity had a wider range of objects than those in the Will you might want to specify that the donee should hold and use the money for the restricted purposes set out in the Will. However, if the Webb Collison money is less than £10,000 and produces income of less than £1,000 a year, you could simply wind up the charity and donate the money wherever you wanted for charitable purposes, and I think this could include giving the money to the Town Council if they are running Cromer Cares (which may be the case – see <http://cromercares.org.uk/>). You could still specify restricted use for the money (capital or income) e.g. for the relief of poverty amongst those in the parish over the age of 60. So I think you may have quite a bit of flexibility about how you wind up the fund if the amounts fall below the thresholds mentioned above"*.

This seemed a good way forward and an opportunity to help people in the Parish, especially those over 65 and in fuel poverty. Mr P Bennett confirmed that Cromer Cares had recently attained charity status.

It was **AGREED** by a show of hands that the Webb Collison Poor Fund be wound up and the money given to Cromer Cares with the proviso that it be used for those over 65 and in fuel poverty.

Mr P Bennett had declared an interest and abstained from voting.

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

- e) To date, we had been unable to submit our 2019 and 2020 Final Accounts to the Charity Commission. A Treasurer's Report was required for the 2020 accounts. Larking Gowen could produce this at a cost of £50.

It was **AGREED** by a show of hands that Larking Gowen should produce our Treasurer's Report for 2020 at a cost of £50.

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

Budget 2022

- a) Gift Aid and Standing Orders was an area where we could have some certainty.
- b) Estimates had been received for 2022 from Cornerstone and the Bookstall.
- c) Gift Box had been doing well so the Treasurer had topped up the amount expected.
- d) Lettings: a nominal figure based on past receipts had been put in.
- e) There was nothing in the budget for baby/toddler groups. At the moment there were no active groups, but a sum of £1,000 should be allocated for toddlers (the same amount that was allocated to other age groups).
- f) Office costs mainly comprised photocopier, broadband and website. It was understood that we were tied to the photocopier contract until 2025, but this merited investigation. £1,000 had been allocated for stationery. Larking Gowen's charges were £2,500. A sum needed to be allocated for DBS checks. Alison Orsborne believed that they cost in the region of £12 each and would include more information in the November Safeguarding report.
- g) Responding to a question from Mr R Hopkins, the Vicar said that the Worship line included costs associated with services.
- h) The Treasurer intended to split Utility Bills so that the costs for each building could be clearly seen.
- i) Funding for the lighting project would come from CCLA, which was held by the Diocese. Miss A Cottingham asked that this should be made clearer in the document.
- j) Organists' fees: another line would be added to Salaries as an honorarium.
- k) Organ maintenance should stay in the budget as an annual service and some repairs were essential.
- l) CLT had asked for a budget of £1,500 to enable them to have the new logo professionally designed and to buy some stock photos for the Vision document.
- m) The document was very clear and a good starting point.

9. PROJECTOR AND MICS FOR THE PARISH HALL

- a) There was a need for a new projector and mics for the Parish Hall, especially for Blokes Brekky, the Wellbeing course and lettings.
- b) We need to think about our sound systems and their suitability for older members of the congregation.

- c) Dr R Beare said that it was really important for a speaker to have a good microphone and suggested ordering a spare bulb with the projector.
- d) The old equipment is so archaic that it won't plug into a modern laptop.
- e) It was **AGREED** by a show of hands to purchase a new projector and microphones for the Parish Hall at a total cost in the region of £600.

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

- f) Ivan Kimble would check the microphones with Phil Broughton before ordering.

10. THE VISION

The Vicar had collated the work done at the PCC Away Day on 11 September. Some good work had been done and it was a fruitful day.

SWOT analysis

- a) Going out: the word "Christian" should be used in full for wider distribution. "Climate" was a typo on the same page.
- b) We are buying Christmas books for all the local schools.

Goals

- a) The following was received by email from Mrs J Austin:

Goal

3. BeachFest Sustainability

How does this progress our vision?

Gives families the opportunity to engage with the Gospel and to see lives transformed

How does this reflect our values?

Open Bibles - Plan each event on a Bible passage and have activities linked to it

Open voices - Ensure the whole group input is delivered well and creatively

Open hearts - Aim to deepen friendships and connections with families

Open ears - To listen and respond to the needs of families

Open doors - To provide a place of welcome and fun

What specific steps etc

Plan a summer holiday flagship BeachFest event

Plan one BeachFest Extra event each half term

Network with local schools and the Incredible Kids Club to work together to provide good events for families

Continue to welcome new volunteers to the already well established BeachFest Team

- b) We had a confirmed timetable for BeachFest and BeachFest Extra in 2022 and we already had a team.
- c) Young people: some of the steps had already happened. The Youth Group was up and running with a team of volunteers and a regular core of attenders. Something to aim for would be a weekend away.
- d) Small Groups: there had recently been a good meeting of Small Group Leaders. We wanted our Small Groups to reflect the Vision priorities. There is some work to be done under multiplying. A daytime group in the church is being considered for people who can't manage evenings.
- e) We wanted to engage people to live for Christ beyond Sundays (Monday to Saturday). This point could be clarified.

Building one another up

- a) A feasibility study of our buildings had been delegated to FLT, who had asked for more direction from PCC about how we wanted to use our buildings, now and in the future. This should be made time-specific so that, as PCC, we could bring some ideas for discussion to the meeting on 25 November. The Vicar would send out a SWOT analysis grid which should be returned to the PCC Secretary when completed.
- b) A system for receiving people and following them up was needed.
- c) We should put on events that drew people into church.
- d) Alpha/Christianity Explored: the Vicar and the Curate were considering "Hope Explored" as a possibility for the new year.

Going out

- a) There should be clear discipleship for all age groups. The Vicar aimed to run a Discipleship Course in the next year or so.
- b) Evening service: a wider conversion was needed about services. Now was not the right time to start an evening service, but next year a monthly service could be considered, in a fresh format.
- c) Communications: some steps had already been taken including publishing the PCC Agenda in the Update.

Next steps in sharing the Vision with the church family

- a) The Vicar wanted to ensure that as many people as possible had an opportunity to comment.
- b) Small Groups might be used as a vehicle and the Vicar was willing to visit the groups, if possible.
- c) Informal events similar to the previous Vision forums could be put on. Personal

invitation and provision of food might help encourage attendance. However, we were restricted by Covid at present.

11. ASSOCIATE VICAR INTERVIEW

- a) We were now advertising for an Associate Vicar. As well as being part of the senior leadership, they would be providing specific pastoral oversight for St Martin's, and also Roughton and Felbrigg churches for a three-year trial period.
- b) Interviews would be held on 15 December. A venue needed to be found. Previously, a room had been booked at the Red Lion.
- c) The panel would comprise Bishop Jane, Archdeacon Ian, the Vicar, a Churchwarden and representatives from St Martin's, Roughton and Felbrigg. There would be no representative from CPAS.
- d) St Martin's representative: the congregation would be asked to nominate someone from their number.

12. SAFEGUARDING

The new Safeguarding Learning and Development Framework based the reason for safeguarding training on our faith. Everyone needed to do the components that were relevant to them.

13. HEALTH AND SAFETY

The report was received.

14. ELECTORAL ROLL UPDATE

The roll stood at 283.

15. CORRESPONDENCE AND DATES

- a) Letter from Nicholas and Elaine Lockett: A letter had been received from Nicholas and Elaine Lockett regarding mid-week Communion.
 - i. The Vicar said it had never been the intention to stop Wednesday Communion and it would be reinstated when the next rota was drawn up.
 - ii. Wednesday Communion and Cornerstone would complement each other, enabling the congregation to enjoy refreshments after the service.
 - iii. It would be good to reinstate Wednesday Communion as there may be people who couldn't come to other services.
- b) Letter from Paul and Janet Rosier:
 - i. We had a phased church opening programme for 2021 to ensure we abided by Covid guidance, hence not open on Saturdays.
 - ii. Church closure due to Cornerstone being closed actually only happened very few times, maybe three or four times at most. Church was closed on a number of other days for funerals and weddings as would normally happen during our

summer season. We opened for half a day when it was possible to work round these but if these services were at midday or so, which most were, it was difficult to open the church.

- iii. Our intention in going forward is that the church will be open six days a week from now on, regardless of whether Cornerstone is open or not, and there will be a full welcome ministry during the holiday season. To make this happen we will need a decision by the start of each week as to when Cornerstone is to be closed, so that we can make effective practical arrangements for security e.g. removing IT equipment and some gift items.
 - iv. A core team of cafe helpers and welcomers committed generously to filling rotas week in week out and we were very grateful for that. It would be lovely if a wider number of folk from the church family felt able to offer to serve regularly on the rotas or fill in gaps next season to ensure every area of holiday ministry happens every day during the summer.
 - v. Next year, all being well, we should be able to open Cornerstone from Easter.
- c) The PCC Secretary would reply to the above correspondents.

Date of next meeting: **Thursday 25 November at 7.30, via Zoom.**

The meeting closed with the Grace at 10.00 pm.