

# CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 25 May 2017 at St Martin's

## Those Present:

Rev Dr J Porter (Vicar)	Revd Dr P Herbert	Revd J Hodgkinson
Mr S Fenn	Mrs A Orsborne	Mr D Loades
Mr D Masters	Mr B Wigg	Mrs C Herbert
Mrs M Howard	Miss A Cottingham	Mr D Orsborne
Mr J Attfield	Mrs J Austin	Mrs J Boyle
Mr D Broughton	Mr M Brown	Mr J Hodgkinson
Mr R Loten	Mrs M Nash (for items 1–6f)	Mr S Purslow
Miss E Smith	Miss S Wells	Mr P Bennett

## 1. WELCOME AND APOLOGIES

The Vicar welcomed members to the meeting.

Apologies were received from Mr J Bell, Mr G Dickenson and Miss L Jamieson.

## 2. SUNG WORSHIP, BIBLE READING AND PRAYER

The meeting began with sung worship, led by Simon Purslow, a reading from Colossians 3: 1 – 17 and a time of prayer.

## 3. ELECTION OF OFFICERS

- a) It was **RESOLVED** to elect the following officers for the year 2017/2018: PCC Secretary – Mary Howard and Lay Vice Chair of PCC – David Orsborne.
- b) Co-option of Treasurer: Brian Wigg was happy to continue as PCC Treasurer but was no longer an elected member of PCC. If PCC chose to co-opt him then he could take part in meetings rather than just come to give finance reports. It was **RESOLVED** to co-opt Brian Wigg to PCC for 2017/2018.
- c) Membership of Standing and Finance Committee: at present this was the Vicar, Revd Dr James Porter, Churchwardens, Alison Orsborne and David Loades, PCC Secretary, Mary Howard, PCC Treasurer, Brian Wigg, Curate, Revd Dr Peter Herbert (for continuity and as part of his training) and an elected member of PCC, David Orsborne. It was **RESOLVED** that the membership should stay the same for 2017/2018 although PCC might wish to review this during the year. Members of PCC wishing to observe a meeting of Standing and Finance should be able to do this in the interests of transparency. Anyone wishing to do so should notify the PCC Secretary in advance.
- d) Electoral Roll Officer: John Hodgkinson would continue for another year if no one else came forward. It was **RESOLVED** to elect John Hodgkinson as Electoral Roll Officer for 2017/2018, subject to someone else being willing to take on the role. The Vicar would check if this role had to be undertaken by a PCC member or if it was open to the wider church membership.

Time was spent in prayer for the newly elected officers.

## 4. DECLARATIONS OF INTEREST

Mr D Masters declared an interest in item 7 (a), Business, Recommendation from Mission Action Group, because 2 members of his family had made grant applications.

## **5. MINUTES OF THE MEETING OF 23 MARCH 2017 AND 6 APRIL 2017 AND MATTERS ARISING**

### **23 March 2017**

- a) Safeguarding: training was yet to be arranged. It was hoped that Sue Brice from the Diocese would come in the autumn. The frequency of training depended on the level at which volunteers were involved. It was possible that training could be shared with other benefices in the Deanery.
- b) Installation of Wi-Fi in the Parish Church: a grant of £600 was received from the Good News Fund. Installation has been completed and we are just waiting for WiSpire before it goes live. We now have to consider how to use it well in promoting the mission of the church.

**6 April 2017** - no matters arising.

## **6. CHURCH LIFE AND GROWTH**

- a) Wardens' Roles/PCC Roles and Responsibilities: these were documents to read and keep on prayerfully reading throughout the year. The Health Check, in particular, was commended as a regular assessment on how we conduct ourselves as PCC members. The Vicar, as Chairman, intended to enforce godly behaviour from members meeting as PCC.
  - Purpose, Beliefs and Values: our decisions as a PCC needed to be grounded in this.
  - Dates for 2017/2018: dates from September 2017 might possibly change to Monday evenings, and specific financial meetings were proposed for December (Budget) and April (Final Accounts). The reason for the proposed change to Monday nights was to prevent disruption to Small Groups with one or more PCC member. However, it was recognised that some people had prior commitments on Monday nights. 13 members voted in favour of trialling Monday nights from September – March. There was still a question about whether PCC should still be on a fourth week and how this would work with Standing and Finance. The PCC Secretary would consider this and report back to the June meeting.
  - Membership and structures: this was an update of a previous version. In response to a question about communicating this information to the wider church, the Vicar said that the Strategic Leadership Team document and documents relating to other groups could be published – in condensed form – in the Weekly Update. Some of the structure material could go on the website as well as being condensed in the Weekly Update. In response to another question, it was surmised that approximately two thirds of church members in the Directory had email addresses. 150 people had signed up for the electronic version of the Weekly Update. The Head of Mission suggested having photos of SLT and PCC members at the back of church, for identification and prayer. Badges could be another means of identifying people.
  - Worship Action Group: PCC needed to consider the right structures for worship and music.
  - Wardens' roles: PCC was asked to pray for the Wardens.
- b) Strategic Leadership Document for approval: the document had been discussed at March PCC and revisions made as a result. It now needed to be approved by PCC.
  - A question was raised about delegated authority. It was explained that PCC had the authority to delegate specific areas to other committees and groups. This already happened, e.g. Standing and Finance Committee and Action Groups. The important

thing was that these bodies reported back and had responsibility to PCC.

- A further question was asked about SLT's role in financial decisions. It was explained that, when PCC agreed the Budget in January 2017, it included £105k ring-fenced for the Vision. Any spend from this money would need the agreement of PCC. SLT only had a remit to make financial decisions within the Action Plan, within financial guidelines. To reflect this, the penultimate bullet point under the "Responsibilities" heading would be amended to "To have responsibility for taking financial decisions regarding priorities/goals and headline actions within the Action Plan, within the yearly budget agreed by PCC, *and in line with the church's financial guidelines*, in order progress the implementation of the Action Plan".
  - A list of the current membership of SLT would be provided. The roles, remits and membership of every sub-committee of the PCC should also be communicated.
  - It was not intended that membership of SLT should remain unchanged until 2025, nor that it should change every year. Membership might vary according to the expertise needed for a particular project but it was envisaged that it would be constant for the first few years. It was **AGREED** to approve the Strategic Leadership Remit document.
- c) Action Plan update: PCC members were urged to pray about the items on this document.
- Some actions had not been completed and it was acknowledged that there had been too much on the first year's plan.
  - PCC should be encouraged. A lot of good things were happening!
- d) Mission Leadership Team Roles and Responsibilities: It was **AGREED** to approve the Mission Leadership Team Roles and Responsibilities document. The Head of Mission could now gather members for the Team. Progress would be reported to June PCC.
- e) Youth Minister – future: the Youth Minister had been in post for 4 years, and his role was due to draw to an end on 31 August. He had been prayerfully exploring options and felt a call to ordained ministry, to serve God as a leader within the Church of England. As such, he was exploring this vocation with the diocese. Prayer was asked for him and his family. The information would go out at the weekend on the Welcome Sheet and in the Weekly Update.
- As a church we would not be looking for another Youth Minister for September.
  - We needed to sustain and build on the Youth Minister's work, using volunteers. As a church we should own the work. It was necessary to identify those in the church family who had the gifts to deliver it.
  - 17 Meadow Close: this might be a future subject for PCC discussion.
- f) Associate Minister – future: this would be an item for June PCC after it had been discussed at the Bishop's Staff Meeting on 7 June.
- g) Communion: the Vicar gave some training on administrating Holy Communion.

## 7. BUSINESS

### a) Reports

#### Standing and Finance Committee 15 May 2017

- Bright Map: the Vicar would speak to the Church Administrator.

- Children and Youth Project Workers: the Vicar was considering this option.
- The Organ: it was **AGREED** that Bower and Company refit the left hand stop jamb to make the stops (especially the swell Fifteenth and Mixture) cancel with the pistons; to attend for a day and remove the stop jamb, which involves considerable dismantling as each knob has to be disconnected as well as three wires per stop. Bower and Company to leave the organ so that knobs on the right hand side, great, choir and solo can be used if required; in the workshop to dismantle the machine and re-leather the movements with such as Equinox leather which is also stronger than the leathers available in 1985 when the machine was last re-leathered; then to carefully re-assemble the left hand jamb and ensuring it works well. The work will take a week or ten days, meaning that this side of the organ may be out of use for one Sunday. The 2017 cost of the work is assessed at £2,750 + VAT.

Bower and Company would be asked to tune the organ at St Martin's at the same time.

### **Minutes of the APCM 30 April 2017 and communication from member of the church family**

The Minutes were agreed as an accurate record (although they would remain in draft until approved by the APCM in 2018) after the following amendment to the first paragraph: "The Meeting was chaired by the Vicar, Revd Dr James Porter with 258 adult members of the Church Family present. Also in attendance were 54 visitors. 44 children, young people **and their adult helpers** left for their Groups after the Elections of Churchwardens, PCC Members and Deanery Synod Members".

- A concern had been raised that there had been no opportunity for discussion at the APCM. This would have been difficult because of the numbers who had attended. PCC members were asked to think about this before the June meeting and creatively consider how best to give opportunity to discuss the reports.

### **Report from Diocesan Synod 25 March 2017**

Caroline Herbert was thanked for her report. She was gifted at succinct expression of complicated matters.

### **Recommendation from Mission Action Group**

Two requests for short-term mission funding had been received in time for this meeting – Naomi Masters (placement in Tanzania with GOMAD) and Jo Masters (teaching at a Bible camp in the Ukraine).

It was **AGREED** to approve both applications and to grant £500 to Naomi and £230 to Jo.

## **b) Finance**

- The Treasurer thanked PCC for co-opting him and explained why he had chosen not to stand this year.
- He saw his role being to facilitate PCC's aspirations; to inform PCC; to ensure honesty and integrity of the accounts.
- His time commitment was ever increasing. Voluntary helpers had been invaluable but a more permanent arrangement needed to be in place by November.

- It was PCC, not the Treasurer, who had overall responsibility for finance.

### **Budget Monitoring Report**

- This was the first report for 2017. A similar statement would come to PCC each month until October, when the projections would begin.
- Giving was up by 1% but loose change giving was already down 30% on the 2016 figure. It was important that the Action Plan was costed. This would encourage people to give.
- Lettings were down 16% from 2016 and Cornerstone was down 15%.
- Mission Expenditure was 26% up on the budgeted figure. The 40 Acts activities had been financed from Local Mission. A review was needed.
- Administration costs were lower than expected and the Treasurer suspected printing was being undercharged. He would speak to the Administrator.
- Staff Training Budget: there had been more commitment to staff training this year.
- Heat and Light was up on last year. The Treasurer needed to investigate this.
- There was a shortfall of £16,400 for the first 4 months.
- It was essential that PCC members should be sensitive to the needs of our paid staff and be careful in the conversations that they had outside the meeting. It was important that, as a PCC, we communicated well, finding out facts and not letting inaccurate information go unchallenged.
- The Treasurer reminded PCC that we had paid the Parish Share in full. A certificate from the Diocese, with thanks from Bishop Graham and the Diocesan Secretary, had been received.

### **Designated Funds**

- The treasurer reminded PCC that he had rationalised the funds into 4 Designated and 4 Restricted.
- Bequest Funds: it was hoped that some could be freed up. The Treasurer believed that God would provide but not if we had money unused in the Bank.
- Alison Orsborne had done some research on the Webb Collison Fund and had found the following in the National Archive: "Extract from will of George Webb Collison, 1893, Relating to bequest to vicar, churchwardens and other trustees for distribution to the aged poor of Cromer at Christmas and in aid of church expenses, with resolution of vestry meeting".
- **Remembrance Sunday Collection:** to be deferred to June or July.

## **c) Correspondence and Dates**

### **I. Copyright**

Caroline Herbert had assigned to PCC her copyright in text she had written for a historical guide to Cromer Church. Caroline was thanked for this, as well as the work she had done on the guide.

### **II. Town Council application for faculty (War Memorial)**

It was **AGREED unanimously** to support Cromer Town Council's faculty application for restoration of the War Memorial, subject to the fourth bullet point of the specification being changed from "limewash" to "limewater"

A question regarding spaces for names of those who might die in subsequent conflicts would be referred to the Town Council.

- III. **DBS Checks:** Jane McNeilage (work with children) and Mike Brown (Open the Book)
- IV. The Vicar asked for prayer for a meeting he was due to have with Cromer VEO.

The meeting closed with prayer at 10.15 p.m.