

## PCC Minutes November 20<sup>th</sup> 2019

**Present:**

|  |                            |                            |
|--|----------------------------|----------------------------|
| James Kennedy (Chair) <b>(JK)</b>      | Martha Simpson <b>(MS)</b> | David Bishop <b>(DB)</b>   |
| Peter Williams (Secretary) <b>(PW)</b> | Graham Povey <b>(GP)</b>   | Kathryn Groves <b>(KG)</b> |
| Nicola Riley (Lay Chair) <b>(NR)</b> , | Mark Knight <b>(MK)</b>    | Jamie Bell <b>(JB)</b>     |
| Tim Woolcock <b>(TW)</b>               | Chris Mitchell <b>(CM)</b> | Jos Grant <b>(JGr)</b>     |
| Judith Marshall <b>(JEM)</b>           |                            |                            |

**Emma Kennedy had been invited to the meeting.**

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|----|-------------------|---|
| 1. | <b>Worship</b>    | Peter led our worship with a reading from Hebrews 10 and a focus on the song "Beautiful Lord, wonderful Saviour". |
| 2. | <b>Apologies:</b> | Jo Graves <b>(JG)</b>   |

**NR** took the chair.

**3. Notification of any other business – Sermon Series "Creation Care" (MS)**

**4. The Minutes of the PCC Meeting on 18.9.19**

The minutes, previously circulated, were received and amended.  
The vote from Item 8.3 was revisited and amended to read

**" After our discussions were ended the PCC unanimously agreed that the developments contained in Option 3 should be actively pursued, subject to finance."**

The majority was in favour with one abstention.

**5. Notification of any RIDDOR reportable incidents since last PCC meeting - None**

**6. Conflict of interest for any PCC member involving any item on this agenda – None**

**7. Safeguarding – Serious Incidents - None**

**8. Items**

**8.1 Domestic Abuse – Emma Kennedy**

- Violence and sexual abuse 20% (NSPCC) nationally – we know this figure is higher in our Primary School and town

- 265 Violent or Sexual Offences committed in Chipping Norton in Oct 2018-Nov 2019 (making up 1/3 of all crimes in the town)
- Currently victims would be offered sporadically run (with long waiting lists) programmes in Witney and Banbury - difficult for vulnerable women, often with no transport and children to access
- Catherine Spring trained in Freedom Course, Recovery Toolkit and Children's Recovery Toolkit
- Nurture room she regularly works with children who witness domestic abuse
- Town council have made a grant of £1,000 towards work. Awaiting outcome of a further £10,000 funding from the Tampax Tax Grant - and two further applications in place if this not successful
- Referrals from Health Visitors and ourselves, in the future we will open this to other agencies, but currently are working with enough women ourselves
- Course running – 12 women invited, 8 attending. Hope to run 2/3 course a year
- Undisclosed location in Chipping Norton
- A creche of one paid and two volunteer workers is provided on site
- *Query responsibility for work CS is doing?* CS works alongside a fully trained DA supervisor
- *Cost?* The location is free, the cost involved are 3 hours of the supervisor's time and 3 hours of the lead creche worker per week
- All safeguarding, risk assessments and DBS are in place
- CS is receiving supervision and mentoring
- Our vision is to train a DA Champion in every organisation and agency working in Chippy (for Church, toddler groups, to schools and GPs). Will be rolled out throughout our network.
- The Church can "play it's part" by acknowledging the problem, and signposting anyone using the building to help - simply by putting up posters in all loos (men and women's). PCC agreed and EK will action.

## 8.2 Children and Families Worker Update

**JK** reported that 'we are increasingly recognising that our greatest likelihood of appointing a new Children and Families worker will come from identifying and encouraging an internal candidate. We are not overwhelmed with possible candidates, but one or two possibilities are being explored. In the meantime, we are also preparing to re-advertise (either a like-for-like post, or for a Sunday Ministries Leader) in the New Year. At the moment, much of the ongoing responsibility for coordinating volunteers is being carried by Emma Kennedy, but she is not able to sustain this much beyond the New Year. In any event, we need to have identified a successor before Emma joins James on sabbatical in May.'

**NR** hoped that some advertising could be available before Christmas to 'catch' visitors to the church.

## 8.3 Buildings Update – Alastair Ewer and Georgina Orchard

Update Papers from both **AE** and **GO**, previously circulated, were received. There had been an encouraging meeting with the Town Council that afternoon. The meeting the previous day with a potential donor had not been as encouraging but there was still a possibility for coming on board at a later date.

Two strong advocates who were championing the cause were planning January meetings to make appeals for large grants to their own contacts.

High level contacts were being targeted first.

No figures were available for personal donations.

There was further discussion about the best time to target appeal to congregations.

"The Branch" was, at present, the most favoured name for the 'old Bank'.

## 8.4 Budget

JK's report contained the following relevant information:

### Treasurer and Budget for 2020

Emily has been doing an incredible job managing our finances without the support of a treasurer since Robert moved to the USA. I have been actively trying to recruit a new treasurer, with a promising possible candidate currently in the frame, so please pray for that. Without a treasurer, though, we have not managed to finalise budgets to put before you this month as hoped, and so will need to schedule an additional 'Budget' PCC meeting next month. Apologies!

Current headline figures are that - having set ourselves a budget which depended on increased congregational giving through 2019 - we are approaching the year-end with a projected £6K deficit, which (if left that way) would also leave us with an overdrawn General Fund. This is obviously not an acceptable position to be in.

The projected shortfall has arisen on account of a drop in one-off gifts compared to last year, despite a modest increase in committed regular giving.

Emily has drafted a budget for 2020 along similar lines to 2019, but in the absence of any increase in regular giving beyond present patterns, this would again introduce the risk of an additional £6K 2020 year-end deficit.

In addition, despite having 2 curates this year, we are only contributing towards accommodation costs for Martha until towards the end of her curacy. From May 2020, we will need to increase our contributions to take account of Toby's accommodation costs too. This will introduce an additional £5.2K cost in 2020.

Without any other budgetary adjustments, we would therefore be facing a potential £6K + £6 + £5.2K = £17.2K deficit by the end of 2020.

Before submitting a draft budget to you, Emily and I need to work further with the staff team to see where savings might be made across the board. Given that our main costs are fixed, though, with Parish Share and salaries, we are unlikely to be able to shave anywhere near £17.2K from the budget without axing valuable ministries and cutting staff hours - the very suggestion of which would be totally counter-intuitive in a time of congregational and ministry growth.

We did give teaching on regular committed giving in early October, and have seen some response to that (albeit limited to date), but as we discussed earlier in the year, our ability to make specific appeals is constrained by our desire to concentrate minds on the Building to Serve (BtS) Campaign.

Recognising this potential short-term limitation, our original BtS Project budget for 2019-24 was Drafted to incorporate staff running costs to ensure sustainability of our ministries through and beyond the development and construction phases.

My proposal is therefore that, in order to avert short-term cash flow problems, we draw £6K across from our BtS project budget against our 2019 Administrator salary costs. We have sufficient restricted

BtS project cash-in-hand to do that, and can do so legitimately given that existing and future staffing costs have always been included in the total BtS project budget. Doing so would also prevent us from draining our General Funds and would bring us to a break-even year-end.

Likewise, during 2020, I propose that we budget by anticipating a need to draw on a further £11.2K of BtS Project funds over the course of the year to cover our anticipated Administrator salaries. Should regular committed giving increase (as we expect it will), then we would be able to cover some or all of that sum from the General Fund after all.

The element of risk that this exposes is that we would be preparing a budget which, in part, depended upon our making a healthy start to our fundraising campaign. If the PCC is happy with those proposals, Emily and I will present a budget accordingly.

Several people expressed discomfort at what **JK** was proposing but appreciated that this seemed the best way possible. It was understood that the next year would be the critical time. We decided that we would use Building to Serve money to offset in the present financial year. Following further discussion, it was agreed that **EO'S** should receive more support and **CG** and **CM** would visit her to look at the figures with her. A further meeting of the PCC would be called during December so that agreement could be reached about the next year's budget.

CNACT was OK until August 2020 but would then need an extra £50,000.

### 8.5 PDP Mentoring – Martha Simpson

Martha spoke to the leaflet “Personal Development Plan” produced by Oxford Diocese. PDP was an opportunity to give quality one to one time to help individual growth on the faith journey. Meaningful conversation based on the acronym C A L L E D would take place with a mentor with the opportunity to follow up perhaps a couple of times a year. Martha had already shared information with group leaders and invited others and she hoped to have this up and running as soon as possible. She emphasised that this was not an ‘ask’ but an ‘invite’ and she offered the plan to the PCC with a sign-up sheet. She hoped that sufficient mentors could be trained before offering the plan to a wider group of people.

### 8.6 Safeguarding Officer

**JK** reported that it was three months since **JH** had resigned from the post. He was pleased to say that **Bethany Body** had offered to be the Safeguarding Officer. **JK** proposed and **NR** seconded and the appointment was agreed.

**JK** mentioned that **Mark Carpenter** had offered to be considered as PCC secretary from April 2020.

### 8.7 Reports

a) **Vicar** The report, circulated at the start of the meeting, was received.

b) **Finance** No report received.

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| c) <b>Churchwardens'</b>   | No report received.  |
| d) <b>Fabric Committee</b>   | The report, previously circulated, was received. Discussion would be required at a later meeting.<br>Thanks were given to the two wardens and to John Marshall for sorting out the recent flooding and electricity problems. |
| e) <b>Office and Administration</b>  | No report received.  |
| f) <b>Discipleship and Training</b>  | No report received.  |
| g) <b>Missions (Including Mission Partner Proposals)</b>   | No report received, no proposals.  |
| <p><b>8.8 Any Other Business</b></p> <p><b>1) Sermon Series "Creation Care" (MS)</b></p> <p>The 4-week series to begin in January would focus on <b>Creation Care</b>, the environment, resources and stewardship. Members of the congregation had been asking for this focus. The final session would coincide with the Churches Together United Service when Margot Hodgson from A ROCHA UK and ECO-church would be speaking to us. This would build upon previous work done at St Mary's led by Philip Sharman. There would be a church walk on January 12<sup>th</sup>. Thoughts and contributions were invited from the congregations and particularly from young people.</p> <p><b>2) Building on previous years of carol singing with readings around the town's pubs, there would be "Beer and Carols" in the Fox on Thursday, December 12<sup>th</sup>.</b></p> |  |

**The meeting closed with the Grace**

**An extra meeting would be arranged for December.**

**The Staff Team would like to invite the PCC to a "Thank You Dinner" on Monday 9th March 2020. Invitations with further details will be sent out in due course!**

**The next bi-monthly meeting is on Wednesday, January 29<sup>th</sup> 2020 – a change in our usual pattern of meetings.**

**Signed .....**

**Date .....**