



Minutes of the Meeting of the Parochial Church Council Monday 11th May 2020 at 12.30 pm by Zoom

In the Chair and Zoom host: Nigel Williams
Secretary: Jill Mather

Present: Caroline Adams (CA), Anita Atherton (AA), Tim Bayton (TB), Susan Coombs (SC), Mark Davie (MD), Stuart Macwilliam (SM), Rachel Martindill (RM), Jill Mather (JM), Charlotte Payne (CP), Marilyn Pegg (MP), Fr Henry Pryse (Fr H), Joan Ridgway (JR) Nigel Ridgway (NR), Fr Steve Turner (Fr S), Jim Weeks (JW), Nigel Williams (NR).

1. **Fr H opened the meeting with prayer** at 12.30 pm using a prayer from the C of E prayers for use in time of coronavirus.
2. **NW welcomed the newly elected members of the PCC and the Deanery Synod** and read out **apologies** from Anne Killingback (AK), Mike Payne (MGP), Fr Martin Poolton (Fr M), Pat Read (PR), Cherie Snell (CS).
 - i. MGP sent his thanks to everyone who was working so hard for St James' Church during these extraordinary times.
 - ii. PR sent her best wishes to everyone.
3. **Opening remarks and Rector's report (Fr H)**
 - i. Fr H wanted particularly to thank all those who had been working for the parish: the extended wardens' group meeting weekly; CA for looking after the list of people in the parish who need support; TB and the communications group for producing the weekly bulletin; JW for putting together all the online services.
 - ii. Fr H also reported that he had been supporting a number of people both in the parish and further afield who were experiencing anxiety; he acknowledged that this is a time of both 'joys and sorrows'.
4. **Co-options to the PCC**
Caroline Adams (proposed NW, seconded JW), Rachel Martindill (proposed NR, seconded MD) and Jill Mather (proposed JR, seconded JW) were co-opted nem. con.
5. **Approval of members to attend Standing Committee**
Caroline Adams (proposed JR, seconded NW), Rachel Martindill (proposed MD, seconded NR), Jim Weeks (proposed TB, seconded NR) were approved nem. con.

Approval of assistant wardens and sidespersons: all were approved.

Assistant Wardens: Rachel Martindill, Andrew Mimmack, Layton Morris, Patricia Snell.

Sidespersons: Anita Atherton, Pat Cockman, Anne Fairbairn, Teresa Fuller, John Grumett, Wendy Metson, Joanna Mimmack, Susie Penberthy, Sue Pinn, Pat Read, Jan Roach, Rebecca Rowe, Cherie Snell, Louise Spencer, Jane Williams.

6. **Approval of minutes** of the last meeting (10.02.20) and acceptance of the file notes from the wardens' meetings: the minutes were approved as a correct record nem. con. (proposed RM, seconded TB).

7. **Matters arising** not dealt with elsewhere in the meeting

[Green: questions submitted by email 24 hours in advance of the meeting.

Red: answers received by email in advance of the meeting.]

- i. *Minute 3 Action: it was agreed that ideas would be shared by email at first and then a group of volunteers should follow up on them and report to the PCC on 20.07.20 with specific proposals. Action: JM to seek suggestions from PCC members at first by email and then to coordinate the strategic planning group.*

TB's question submitted by email 24 hours in advance of the meeting: 'This action [on LYCIG] has not happened, I assume because of "lockdown", although I see no reason why it couldn't happen online. When is it likely to be implemented?'

JM's answer by email: Tim is absolutely right and it has fallen by the wayside during lockdown. Actions that have happened: several emails have been received with some very good ideas. Actions that can still happen: PCC members can continue to pray the prayer daily; JM can circulate ideas so far submitted by email to those who responded and some discussion can take place by email. JM would prefer to postpone setting up a virtual strategic planning group at this stage while so many Covid-related decisions are being made from day-to-day. She would be keen, though, to initiate a discussion by email with those who responded, so that the matter isn't lost.

Action: At the PCC meeting, it was agreed JM would convene an online exchange of ideas to be brought to the July PCC meeting.

- ii. *Minute 11 Action: a sub-group of MD, TB, RM, MP, PR, NW, CS, NR, with MD to convene, will bring the proposed list of charities to the next PCC meeting.*

TB's question submitted by email 24 hours in advance of the meeting: 'This action has not happened, I assume because of "lockdown", although I see no reason why it couldn't happen online. When is it likely to be implemented?'

MD's answer: 'I think it was originally thought the sub-group would meet after Easter and of course that hasn't happened. There's no immediate urgency as final decisions on donations are not made until November. However, if the lockdown is to continue for some months we should try to make progress by consulting on-line. It could potentially involve quite a lot of documentation if we are going to look at charities' accounts, mission statements etc, so the work involved is not negligible and it would take some time, but I'm willing to give it a go over the next few months.'

Action: At the PCC, there was agreement that online research into charities should go ahead and be shared by email.

- iii. **File note 07/04/20, item 1.3: Keeping receipts for shopping done.**

TB's question: 'Under data protection rules, are we allowed to keep receipts? Are they not personal information of the person for whom the shopping is being done?'

RM's answer: 'From the GDPR website

Working with customer orders

Q: What should I do with my receipts?

A: Most receipts don't contain personal data and so don't fall under the scope of the GDPR.

If your receipts contain personal data, then you shouldn't keep them for longer than is necessary and you should dispose of the data securely (by shredding).'

8. Safeguarding report and presentation of the revised Safeguarding Policy (CA)

- i. CA explained that the few minor policy revisions were highlighted in her report to the PCC.
- ii. One revision responds to guidance from C of E, 'that in our photographs policy statement we will need the consent of young people over the age of 13, as well as their parents' consent, if we wish to use their photographs.'
TB asked whether children under 13 were also asked about allowing their photographs to be used. CA replied that it is not required under the Data Protection Act but we would hope their parents might ask their permission.
- iii. The time allowed for passing on a safeguarding concern is now specific: within 24 hours.
- iv. There are minor changes on the volunteer form for those who volunteer to work with adults.
- v. Celebrate Together is now partnered with Count Everyone In and affiliated with Livability and Prospects.
- vi. CA outlined the reasons for requesting PCC approval of holding Zoom meetings with JAM and I I-Ups. She reported that there were codes of conduct from the C of E for leaders and children and she gave assurances that all safeguarding guidelines would be followed with the JAM and I I-Ups leaders reporting to the Standing Committee.

Action: The PCC approved the annual revision of the Safeguarding Policy (proposed TB, seconded SM). Carried nem. con.

The PCC also gave approval for JAM and I I-Ups leaders to hold meetings by Zoom.

NW thanked CA for all her work and CA thanked TB for his proofreading of the revised policy documents.

9. Reports and documents circulated before the meeting

- i. The following reports and documents were received: PCC correspondence, responsibilities of PCC trustees, GDPR policy, Rector's report, Curate's report, treasurer's report, churchwardens' report, health and safety reports, fabric report, communications report.
- ii. NW thanked everyone who had submitted reports – for writing them and sending them in early. TB said it was very useful to have them a week in advance and suggested that this practice continue. NW agreed that it had been very helpful. He thanked all members for reading them and added that the limited time available at this meeting did not do justice to all the work done. CA thanked JM for collating all the documents and sending them out.
- iii. NW expressed gratitude to everyone who, in working on Church governance, was allowing us to fulfil our due diligence in these unprecedented times.

10. Closing prayer (Fr H)

- i. Fr H thanked all his clergy colleagues, our Reader and Reader-in-Training, and he extended special thanks to Fr S for his encouragement and practical help.
- ii. He thanked NW for chairing and hosting the meeting and JM for her preparatory work for the meeting.
- iii. He used another of the C of E prayers for use in the time of coronavirus and ended with the Grace.

11. Date of the next meeting: Monday 20th July 2020