

STANDING COMMITTEE

Minutes of a meeting held on Zoom on Saturday 27th March 2021

Present:

Revd Canon Dr Jeremy Worthen (Chair) JFW
Sally Lees (Vice Chair) SJL
Shirley Leslie (PCC Treasurer) SEL
Derek Goodwin (Church Warden) DG
Jerry Fox (Church Warden) JKF
Revd Bruce Watson BW
Lesley Wraxall LW

1: WELCOME AND OPENING PRAYERS

JFW opened the meeting in prayer

2: APOLOGIES FOR ABSENCE

Apologies were received from Phil Sibbald as note taker)

3: MINUTES OF THE LAST MEETING:

Appendix A had been previously circulated and a copy is files with the minutes

Item 4:

Change wording in Item 4 “the Diocese have not completed their works.”
Change wording in Para 2 or Item 9 – JFW agreed to look at this
Change wording in Item 6 priority 3a to “consult with vineyard”

It was agreed that a revised copy of the previous minutes would go to PCC for information and the revised version would go on the website.

4: MATTERS ARISING NOT ON THE AGENDA:

Appendix B had been previously circulated and a copy is files with the minutes

The document was reviewed and it was agreed that Phil would ensure that all action points are included on this document in future. All action points should also go in the minutes with someone’s initials against them

PFSS to ensure this happens on all future minutes

5: REVIEW OF FEBRUARY PCC

The minutes of the previous PCC had not been received in time for this meeting.

JFW gave an update on the Team Missioner applications The deadline for applications is Easter Sunday.

Reviewing the Parish Profile, it was suggested that the words *attending church* should be amended to *belonging to church*.

6: SCHEME OF DELEGATION:

Appendix C had been previously circulated and a copy is files with the minutes

Review this document it was agreed that the following updates/work needed to be made:

- “solidarity” section should make reference to finance
- “body corporate” not made liable for omissions – this was to be checked
- Still need a conflict of interest policy
- Summary of document would be useful
- Sub-committee section – keep very general and include the explanation “these are possible sub-committees but still to be determined”

The draft document is now to go to PLT, then PCC, then Archdeacon Darren; then to LLTs and local wardens for consultation before going back to PCC for adoption.

SJL to write the conflict of interest policy and a summary of the document.

7: MAP REPORT

JFW gave a verbal update on the MAP report and where things currently are.

8: POLICIES & PROCEDURES

Health & Safety

Appendix F had been previously circulated and a copy is files with the minutes

It was agreed that the nominated PCC Officer should chair the H&S sub-committee and report annually to the PCC

Finance:

Appendix G had been previously circulated and a copy is files with the minutes

- Procurement Policy:
 - It was agreed that the following sentence had to be added: *The Treasurer must agree expenditure delegated to LLTs (up to £2,000).*
 - Project decisions section: SEL and JF will work on this section.
- Investment Policy:
 - This policy is still to be written by SEL.

SEL and JF to work on the Project decisions section

SEL to write the Investment Policy

Employee Handbook:

Appendices Hi-Hiii have been previously circulated and a copies are filed with the minutes

After reviewing these documents, the following action points are required:

Add section on annual appraisal – SJL to do

Clarify that when team rector is unavailable, responsibilities will be fulfilled by the churchwardens

Now needs to go to employees for consultation – JFW to do

Recommendation that Helen comes on to the Parish payroll, reimbursed by Pightland Trust. This would probably involve a TUPE process – JFW to arrange

The other 18 HR policies require further work before going to the PCC

Data Privacy Policy & GDPR Consent:

Appendices li - lii have been previously circulated and a copies are filed with the minutes.

These were accepted by the meeting.

Safeguarding – Role Descriptions:

Appendix J had been previously circulated and a copy is files with the minutes

This was accepted by the meeting.

10: ADMINISTRATION TEAM:

Appendix K had been previously circulated and a copy is files with the minutes

There was strong support for the proposal to go to the PCC.

Some of the financial benefits would not be immediate for example, the photocopiers.

There are further conversations to have with Revelation St Mary's with regards to the use of the office in the Town Centre Church

JFW to look into the further conversations with Revelation St Mary's

JFW to sort out the transfer of Helen West's employment transfer from The Pightland's Trust

11: FINANCE UPDATES

Appendices Li - Liv have been previously circulated and a copies are filed with the minutes.

SEL reported that the Cash flow situation is good however, we would be paying reduced parish share in April.

Re Café's and Halls, educational groups and uniformed organisations can return from April 12th with a wider opening set for 17th May providing the Government Roadmap does not change.

A proposal had been received to SEL from the Margaret Giles school of dance asking if they could have a reduced hire rate from 19th April to 17th May. This was agreed by the meeting.

There will be an autumn programme for *generosity* campaign.

The *Generosity & Partnership* paper has been deferred.

12: FABRIC ISSUES:

Appendix M had been previously circulated and a copy is files with the minutes

The fabric issues were reviewed as they are at the current time and the following action points were agreed

Great Chart Statement of Significance and Needs to go to next PCC meeting

Christchurch (Church and Hall) fire inspection requires auctioning – need a fire risk assessment (employ a professional) and signage (which will require a faculty). ***Team Rector and Churchwardens to take this forward***

Quinquennial at Kennington:

- Faculty notice applied for
- £63k lowest quote
- Agreed by standing committee; to go to PCC for electronic agreement.

13: POSSIBLE ITEMS FOR THE NEXT PCC MEETING:

The following items were agreed to go to the next PCC meeting:

- Scheme of Delegation and Employee Handbook
- Defer other policies and procedures to next PCC
- Organ proposal for Ashford Town Centre
- Team Rector role description
- Great Chart Statement of significance and needs
- Admin Team proposal
- Update on MAP review phase
- Fabric issues
- Finance items

14: ANY OTHER BUSINESS:

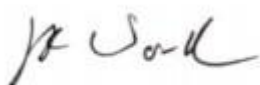
There was none

15: CONFIDENTIAL ITEMS:

There were none

16: DATE OF NEXT MEETING:

This is to be advised



Revd Canon Dr. Jeremy Worthen
10th July 2021