

# St Paul's PCC Minutes 5 September 2023

**Present:** Imogen Nay (chair). Lucia Chaplin, Julia Evans, Jonathan Chaplin, Helen Flynn, Liz Diamond, Frances Harris, Jenny Mander, Bryony Trill, Elisabeth von Rabenau (notes), Andrew Chaplin, Mark Elliott, Rob McCorquodale, Jo Wroe

**Apologies:** Anthony Bullock, Christina Barry, Helen Robbins

## 1. Welcome, and Introduction to Community Organising - Tim Hall, Citizens UK

- TH gave a brief overview of Citizens UK as a social justice organisation premised on civil society being massively important but, in comparison to government or private institutions, least organised and able to prioritise. It seeks to create civic alliances with institutions from areas such as education, faith, health, trade unions, with the aim of developing leaders to work through their institutions to strengthen them and win change. National examples include Living Wage and ending child detention for migrants; local example includes Milton Road School dealing with traffic problem. Funding comes from member organisations, and Ely Diocese has put down money to explore whether churches (not just CoE) are interested. Issues to address are identified through a process of Listening (What is putting you under pressure? What do you want to change?), Planning, Deciding priorities, Action. Locally, the two Cambridge universities, a couple of colleges, Parkside, Milton Road, Chesterton and Long Road schools, Good Shepherd church have joined. The first public action in Cambridge will be a Pre-founding Assembly at Long Road in November to mark Living Wage week. There is also a half day intensive leader training event on 12.9.2023, 1-5pm. IN is already involved with Citizens UK and sits on the sponsoring committee convened in Cambridge a year ago.
- TH posed the questions: What could the 'institution' of St Paul's church mean for non-faith people living in the parish, perhaps also connected with St Paul's school? Is St Paul's motivated to work in this way?
- The meeting felt that more information was needed and that other members of St Paul's should have an opportunity to hear about Citizens UK, e.g. after a church service or in a separate meeting. IN will reflect and PCC members are invited to email any suggestions/responses to IN.

## 2. IN opened the meeting with prayer after TH left.

## 3. Minutes of last meeting:

- Agreed as correct. Jonathan thanked for chairing in IN's and RMcC's absence.

## 4. Matters arising and Actions Log update:

- **Social media strategy** – Sarah Collins will take this forward with her marketing responsibilities. Action closed.
- **Volunteer profiles** – completed and safeguarding checks in progress. Action closed.
- **Inclusive church financing** – priorities agreed. Action closed.
- **Safeguarding** – some PCC members still need to complete/renew their Safeguarding training.

## Actions:

- **FH send email reminder to all with outstanding training**
- **ALL PCC members with outstanding training to complete this before 22.11.23**
- **Lift** – LD completed enquiries and fed back to Inclusive Church group re similar lift problems and difficulty obtaining grants faced by Romsey Mill. Existing lift cannot be repaired and

## St Paul's PCC Minutes 5 September 2023

bigger lift needed. Could cost c £80K. Option of stairlift considered but not suitable for main exit. Legal, as well as inclusive, responsibilities to provide access to rooms upstairs were noted. These are currently not used for general church activities and main use is for dance class where there are no identified mobility issues.

### **Actions:**

- **RMcC obtain more tenders and explore whether there are other funding options.**
- **Emperor Pub development** – New owners wish to keep the pub but also build large office block. CB and RMcC attended appeal hearing and IN had made written submission. Appeal was rejected, primarily for access reasons, but owners are likely to resubmit an amended plan. RMcC and CB thanked for their attendance. Vote of thanks proposed for Jenny Jocelyn, local resident, who alerted St Paul's to the planning application. Request that CB write to her. Action closed.

### **5 and 6. Reports:**

#### **Vicar – including agenda item 6, PCC structure discussion:**

- **Children and Family Minister** - advert has gone out. Please share with anyone who might be interested and encourage them to seek full details (do not share JD directly).
- **Food Bank Community Worker** – IN shared revised thoughts about proposal to recruit externally and asked the meeting to consider alternative option of fulfilling the needs of Food Bank for a much more visible church presence at Food Bank, and the needs of St Paul's for community engagement at the weekly meals and outings, etc, by deploying existing staff. This would play to some staff strengths, generate funding for St Paul's at a time when finances would benefit from building up again, and is helped by the work which SC is doing with the Centre, which releases IN and DR more.
- The new proposal would be for IN to cover Mondays at Food Bank and Dawn to cover Friday Food Bank, as well as the Thursday and Friday meals. Both IN and DR will do the Food Bank training that will allow them to issue vouchers. It is also hoped that the Children and Family Minister will be involved in other aspects of reaching out to the community.
- There was some discussion of whether this reconfiguration would meet other aspects of the community worker role as identified in the draft job description, but it was agreed that IN would put the proposal to Food Bank at a meeting on 11.9.23, which LD will also attend and, if accepted, be reviewed by the PCC after six months.
- **PCC structure discussion** - IN was thanked for clarity and structure given by her document under the headings of Congregation, Commercial, Compassion and Culture. IN said that percentage timings given to each area by her reflected how it has felt over the past year but wants these to change, and hopes this will be possible given SC's strong work on lettings, and the good work AC is doing on finances. It has felt at times as though IN is managing a community centre and IN would like to give more of her time to the calling of her priestly work, which sits more under Congregation and Compassion. In terms of her gifts and interests IN would also like to give more to Culture e.g. communicating faith through art.
- It was recognised that a proportion of time still needs to be devoted to strategic leadership and line management, particularly as the staff team increases.
- It was agreed that it would be valuable to reinstate a Centre Management Committee. RMcC with support from LD will write a brief for this including the skills needed.

## St Paul's PCC Minutes 5 September 2023

- IN shared her continuing sense of loss in relation to operating as a priest seven days a week but feeling as though she only has a sacred space in the main building on Sundays (although now starting a mid-week communion service in the main hall). At the same time, she is keen that St Paul's is a place where different spiritualities can be expressed and co-exist, a theme she will be developing at the Church Weekend Away where she will be presenting material around nine spirituality personality types, with a view to helping us understand one another, enabling all to flourish.
- In relation to how the themes under 'Congregation' are linked to the outside, e.g. St Paul's school, IN spoke of her weekly assemblies at St Paul's and running of a worship club there, as well as being a school governor.
- IN's paper proposed PCC leads for each area, and it was agreed that there should be more than one. The task would be to monitor, observe, have a special interest, make connections, from a strategic perspective, rather than as a volunteer. It was suggested that members of the congregation such as JG, PA, DF, with a strong history of involvement in some of these areas should also be considered. PCC members were asked to identify their preference areas as follows:
  - LC: Commercial
  - JE: Congregation
  - HF: Compassion
  - JE: 1. Congregation, 2. Culture
  - LD: 1. Compassion, 2. Culture
  - BT: 1. Compassion, 2. Culture
  - JC: 1. Congregation, 2. Commercial
  - ME: 1. Commercial, 2. Congregation
  - FH: 1. Congregation, 2. Compassion
  - JW: 1. Culture, 2. Congregation
  - EvR: Compassion
  - AC: Commercial
  - RMcC: Commercial

### **Actions:**

- **RMcC and LD write brief for Centre Management Committee**
- **AB, CB, HR provide their lead preferences to IN**

### **Finance – Detailed Management Accounts with proposals circulated prior to meeting**

AC spoke to his report and the following proposals were ratified:

- Revise Centre budget to increase both total income and total expenditure with a net positive impact on 2023 annual surplus
- Revise Congregation budget to decrease total income and increase total expenditure, with a net negative impact on 2023 annual surplus
- Make necessary transfers to ensure all funds end the year in surplus by:
  1. Transferring current balance (£18,606 on 30.6.23) and future 2023 income from Electricity Feed in Tariff fund into the Refurbishment/Building Repairs fund for this year only. Thereafter it should be allowed to build up again for energy-saving building work

## **St Paul's PCC Minutes 5 September 2023**

2. Transferring £15,625 from Centre fund to General Congregation Fund (contributing 20% of total parish share cost for the year) to reflect substantial clergy time invested in managing the Centre during 2023
  3. Transferring total surplus from Programme (Hospitality) fund (currently £1000) into Congregation account to reflect that it is mainly church members running the programme, and for the transfer of surplus funds to become regular and ongoing
- The proposal to transfer £2,551 from the Centre fund to the Parish Weekend fund to cover the anticipated shortfall was rejected, as the Weekend considered to be a clear Congregation rather than Centre expenditure. This could be offset by increasing the transfer from the Centre fund for the parish share.
  - AC indicated that at future meetings he hoped to be able to provide a longer-term plan and that the PCC needed to consider how to build greater financial stewardship by the Congregation in view of reduced giving and increased costs.
  - DR has procured a cheaper cleaning contract.
  - AC will obtain information about the Toddler Group fund.

### **Safeguarding – Report circulated prior to meeting**

- FH highlighted focus on safer recruitment of volunteers, will be undertaking an audit conversation with the Diocesan Safeguarding team and has been networking with other parish safeguarding officers.
- Following an issue being raised by a third party about an existing volunteer, IN sought diocesan advice. FH followed this up, met with the volunteer, and extended scope of safeguarding checks for all existing volunteers as required for their role. Volunteers are engaging positively with the process.
- FH encouraged all to view the short video for Charity Trustees, promoted in her report.
- FH feels well supported by IN and was thanked for her extensive work.

### **Eco Church**

- The group has been re-energised by gaining several new members and will now start the lengthy process of working towards the Gold award.
- The following proposal was agreed unanimously:

Eco Church committee notes that on 14/12/21 PCC decided that the secondary glazing project 'cannot be supported at present'. The wording allows that it might be supported in the future. The committee plans to come back to PCC with various energy-saving proposals in the future, pursuant to the Gold Award, possibly including the secondary glazing project if a good case can be made for it at the time (perhaps in view of much increased energy costs). It would welcome hearing about any new energy-saving proposals from PCC or others.

### **Inclusive Church – nothing new to report**

### **7. Children and Family Minister**

- Deferred. Links to financial planning.

### **8. AoB – Artsfest proposal**

## **St Paul's PCC Minutes 5 September 2023**

- There have been two meetings and an Artsfest is proposed for September 2024. Historically this has been underwritten by the PCC to the amount of £10K, although a small surplus has been achieved. The proposal to go ahead with planning this was agreed.
- RMcC asked that the PCC mark the first anniversary of IN's start at St Paul's and thank her for all that has been achieved in a very challenging year.

**9. Date of next meeting: 22 November, 2023, 7.30pm, St Paul's.**