Notes of Meeting of St Paul's PCC

14 July 2025

Present: Imogen Nay (vicar and chair). Rob McCorquodale (vice-chair, chaired the meeting), Jonathan Chaplin (warden), Elisabeth von Rabenau (secretary), Mark Elliott, Andrew Chaplin (treasurer), Andy Gordon, Marion Saunders, Becky Warner (curate), Christina Barry (LLM), Helen Flynn

Apologies: Peter Bone, Jenny Mander

1. Welcome

RMcC welcomed all and especially Jonathan (Jon) Pott, the newly appointed Centre Manager, who briefly introduced himself. JC highlighted that JP had already dealt with several challenges in his first week and had done so promptly and skilfully.

2. Declaration of Interests and PCC Code of Conduct – document circulated in advance.

The need as trustees to declare any personal or financial interest in any agenda item was explained and the Code was adopted.

3. Theological Input

We read and reflected on John 1, 1-5. IN shared her experience of a study day and the learning from St Andrew's Church, Cherryhinton, of uniting across the whole church, including small groups and children and youth, to focus on John's gospel together for a whole year, starting on the first Sunday in Advent. IN circulated a paper outlining her vision for this and has also presented this to the Ministry team. David Ford has written two books on John's gospel and this and the resources already prepared by St Andrew's will be the foundation. It is envisaged that invitations to speakers including David Ford and artistic/musical projects may also emerge from this. The PCC supported this vision, and members are asked to promote it in any small groups to which they belong. It will be launched to the Congregation in September.

4. Minutes of last meeting – circulated in advance

Agreed as correct.

5. Actions and Matters Arising:

- **Electoral Roll –** numbers are increasing; some older members of the Congregation have indicated willingness but have yet to complete the form and CB offered to support this.
- **Church Weekend Away review –** summary report prepared by Helen Robbins and collation of participant feedback forms circulated in advance. Overall, a very positive picture presented and 8-10 May 2026 provisionally booked in Othona for another weekend. IN proposed inviting David Ford to be a speaker. ACTION CLOSED
- **New PCC members induction** – completed, led by RMcC. ACTION CLOSED
- **Volunteer Handbook** – circulated. Volunteer 'levels' still need to be added and work on this is on-going.
- **Critical Incident Process** – JP has already drafted an Emergency Response process. This will go to Maintenance Committee and IN for approval. ACTION CLOSED
- **Provision of non-dairy milk –** Achieved at Sunday services, still needs to be sorted for the Centre

- **Remaining actions covered in substantive agenda items below.**

6. Standing Items

Introducing Parish Mission Planning (IN)

- IN advised that this also often known as Mission Action Planning and that she has contacted the Archdeacon and the Director of Mission to obtain Ely diocese's preferred model for setting out the church's vision and strategic direction for the future. In essence this sets out why we are here, what we want to do together, where God is calling us in the next 3-5 years, where we want to put our resources, how mission is reflected in the 4Cs. Addressing these questions will provide the basis of the next PCC Away Day, and some key decisions will be held off until then.

Action: IN create Doodle Poll for PCC Away Day

Children and Family Work – IN paper and AC revised costings circulated in advance

- After discussion of the documents circulated in advance of the meeting the PCC was not yet able to commit funds to an extension of the post. This will be reviewed in September in the context of wider parish mission planning.

7. Fairbite proposal – circulated in advance

- Volunteers – there is confidence that the combination of people expressing interest from St Paul's and the existing volunteers from Foodbank will create a sufficiently robust group.
- JC and JP are part of a working group looking at storage, which may require compromises from other storage users.
- IN was part of the negotiation meeting with CCFB and is happy with the terms and conditions being set and very confident in EC's ability to handle any further negotiations robustly. The model is still relatively new and therefore continues to be worked out between partners.
- The PCC agreed the proposal and felt able to make this decision now as the social supermarket model is seen as an improved version of the Foodbank model to which St Paul's is already committed.

Action: IN communicate decision to EC

Living out Compassion paper (EC) – circulated in advance

- EC's paper was commended with a request that it be reviewed by the Compassion group and proposals brought back to a future PCC meeting.

Action: Compassion Group as above – EvR to pass on.

8. Standing Committee Action and Updates

PCC Away Day follow-up:

- Discussed under Parish Mission Planning

4Cs group membership:

- **Culture:** BW confirmed that Martin Evans and Patrick Morris are happy to remain in this group and that she is willing to chair it. She has yet to speak to Helen Robbins. CB will now also join.
- **Compassion:** AG to join. Group needs to agree a chair and feedback still needed about non-PCC members who might remain. EvR to communicate about this with the group.
- **Commerce:** MS meeting with ME to consider joining that group.
- **Ministry (Congregation):** chaired by IN
- **Jenny:** membership still to be decided.

Action: EvR update membership list

Policies (ME) – circulated in advance

- ME explained that all the documents to be approved had already been reviewed by the Standing Committee but need to be formally adopted alongside the Volunteer Policy in which they are referenced. These and the Standing Orders are diocesan provided documents adapted for St Paul's.
- ME also clarified that there are separate policies relating to HR and employment supplied by our HR provider. Although the PCC is the employer of non-clergy staff it is not the line manager. An employee cannot bring a concern or complaints directly to the PCC; they should be signposted to follow the HR processes and policies.
- The following were adopted:
  - PCC Standing Orders – with minor amendment to omit 'All works proposals over £500 must have 2 quotes'
  - Equality, Diversity and Inclusion Policy – with minor amendment in italics: We are committed to avoiding harassment by *and of* our staff, volunteers or by anyone else…
  - Parish Violence and Aggression Policy and Violence and Aggression Procedure
  - PCC Code of Conduct
  - Whistleblowing Policy
  - Volunteer Policy
  - PCC Complaints Procedure

Actions:

- **RMcC to ask Helen Dalgleish as chair of Inclusive Church Group whether she is willing for that role to be named as Disability Discrimination Officer**
- **IN make minor amendments as agreed**

Governance Structures – wider communication

- IN has added these to the website and will communicate/reference these in Family News along with PCC meeting dates and minutes.
- IN will also consider putting up a large picture of the diagram to possibly also include photos to help congregation members to identify relevant people.

9. Standing items key updates

Finance (AC): verbal update

- Annual report and accounts submitted to Charity Commission.

- CAF Bank has switched to on-line banking system resulting in a brief glitch when the confidential giving account was briefly visible to all those who have access to any of the St Paul's bank accounts. This has been resolved.

Safeguarding (RH): No updates other than work being completed on Volunteer Handbook

Maintenance/Fabric (JC): written reports circulated in advance

- JC expressed optimism about future working of this committee with Jeremy Whitton-Spriggs, a chartered surveyor, joining as chair
- AV proposals remain on the agenda for consultation with the Congregation about the desirability of large TV screens on the pillars
- **Security** – JC described four separate incidents in previous week, including two of aggressive and threatening behaviour towards staff that involved police being called, and one of the magnetic door lock being forced open. Safeguarding has also been notified where relevant. JP has been working on a new door security policy which involves all doors being locked when rooms are not in use. In addition, all hooks need to be removed from fire doors, and these need to be kept closed to comply with regulations. The proposals are supported by the Maintenance Committee.
- BW highlighted vulnerabilities of open door at Sunday evening services, which are not supported by presence of welcomers, etc, in the same way as the morning services, for further consideration. JC invited suggestions about this or any other security matters.

Action: Finalised Security Policy to go to Standing Committee for approval

10. AoB

- Mill Road Cemetery – the following was approved by 11 votes in favour with no abstentions or votes against:

'The PCC supports the proposed maintenance work to be carried out at the cemetery by Cambridge City Council, under petition number F2025/29'

Meeting closed with a sharing of the Grace.

11. Next meeting date – Monday 15 September 2025, 7.30 – 9.30pm, Lower Hall