

St Peter and St Paul, Blandford Forum

Our Mission: "To Discover and Nurture Relationships in Jesus Christ."

Our Vision: "To see every road in Blandford Forum baptised in the love of God."

Minutes of PCC meeting held on Thursday 26 May 2016

at 7.30pm in the Blandford Parish Centre

Present: Rev. Jonathan Triffitt (JT), Graham Poynter (GP), Heather Stringer (HS), Dan Roberts (DR) Pat Ellen (PE), Val Dennis (VD), Clive Newlin (CN) Carolyn Telford (CT), Sara Loch (SL) Rodney Smith (RS) and William Triffitt (WT)

1. **Opening Prayers and Reflection:** led by JT
2. **Apologies:** Anita Roberts (AR), Barbara Curtis (BC) and Sophie Bowerman (SB)
3. **Minutes of Last PCC:** The minutes of the PCC meeting held on 28 April 2016 were agreed and signed as a true record.
4. **Matters arising from the minutes:**

Prayer Ministry: JT had provided information to Churches Together about Prayer Ministry and letters had gone out about the Prayer Training Day and though responses indicating attendance had been promised verbally, people are not signing up by contacting the office to confirm their attendance which was extremely frustrating

LLM: Transfer of Helen Williams' license - confirmation of dates for this was awaiting the DBS check for Helen to be received

JT to follow up with Communication Group about what specific information needs to go on to website

Youth Fund Money: HS clarified the background of the fund and JT emphasised the need for a mechanism to decide on what to spend this money on. The fund raising was for the playground in Malta but CT advised that this project might be now complete. A question was raised about the volunteers who worked for Rainbows and a need to clarify their DBS clearance situation. Eileen Lancaster keeps a register of attendance and £2 subscriptions paid. **Action:** JT to contact David Rake to get clarification on the purpose of the subscription. Some of the money needed to be assigned to equipment maintenance and replacement

Welcoming and refreshments: SM reported on the coffee rota and explained that instructions were going to be sent out as to best practice for running the morning. It is useful to have a third person as a runner to sort out special requests/issues but this would need to be found by the two people on the rotas. HS wondered if the non-PCC members knew that they were going to be serving on one of the distribution tables on their own. JT noted that since the two points have been introduced, many more people are staying for coffee. He also raised the possibility of having a welcome team and coffee team joint training session to ensure there was confidence about how our welcome was intended to be. SM

raised the issue of cost of the coffee, milk, etc and how we could be sure that everything would be available on Sunday morning ready to be used. JT emphasised the importance of building on the growing strength in our welcome. Mothers Union in Salisbury buy sachets of Kingdom (filter) Coffee that worked out at 4 pence a cup - the only issue might be storage of the quantities being ordered. SM proposed that we order the first batch of 50 X 50g sachets that should last about 25 weeks and get going with introducing the change. All agreed to go ahead with this

5. **Correspondence:**

None received

6. **AOB:**

Annual Share Count: data was considered. The encouragement represented by the increased number of attendees recorded in box E was recorded. DR raised a question about whether there was a method that could be considered for using real data when considering share instead of the current basis on perception. JT proposed that we adopt Category C for the coming year.

Mission statement: to be rolled out through the Communications Group. DR raised a question about the link between this and the three C's. JT described the 3C's as our internal language, and the mission statement as that which we communicate to those outside of the church.

Action plan: was discussed and JT explained that the columns relating to persons to 'action' and 'monitor' were left blank to enable broad and shared ownership amongst the PCC. SM suggested sharing the plan with the congregation and beginning to ask people who were well-suited to particular tasks to consider taking them on. JT mentioned that this would also open up the possibility of surprises in terms of people coming forward, and it provides a route for those who are not currently on PCC / leading a Home Group to see where they can get involved. JT suggested that there could be a Saturday morning session open to the congregation to consider it more carefully, and before this an email containing the plan as an attachment with a covering email to provide context could be sent out. **Actions:** JT, SL and RS would meet to discuss the document further first and identify the areas that needed to be assigned to people before wider distribution to the rest of the congregation. JT will bring the amended document to the next PCC.

Curate: JT explained that he had met a potential curate this afternoon and that he would be writing to the Bishop to invite this person to join us in summer 2017. JT was very pleased and excited by the prospect, and explained that if the invitation was accepted the Diocesan property department would look to identify a suitable house, potentially on the Persimmon estate. HS raised the question of finance and JT explained that the only liability on the local church would be the potential curate's working expenses.

Fun Day: SL and Steve Hitchings have expressed a desire to do an abseil down the tower and JT suggested that this could be part of a Fun Day on the last Bank Holiday weekend in August, which ended with a ticketed concert. A planning group would need to be set up for this. All agreed that this was a good idea.

Events: JT expressed a desire to start putting on events that specifically target families, for example a midweek 3.30 - 5 p.m. 'Tea and toast' in the Centre aiming at KS1 children. All agreed that this was a good idea.

7. **Safeguarding:**

JT proposed that PCC adopt the Church Safeguarding Policy. SL seconded this, and all members present agreed. JT explained that this meant we had agreed to work within the Safer Recruitment guidelines which applied to both volunteers and paid staff, and explained that this was done in proportion to the role, but required them to fill in an application form, completed a disclosure relating to conviction and DBS, and that there would be a need for two references (particularly for those new to us). We had to provide a role descriptor for every role, may need to conduct an interview, and would need to produce, as a result of this, a volunteer database. SL would produce the forms (using Diocesan templates) for the application forms and disclosures (to include the signable policy document) and begin the conversation with people about the implementation of this. The summer roles (e.g. Church sitting) would need to be done first along with existing roles (including Rainbows, etc) and there would be DBS checks at enhanced level for those identified as needing it. **Action:** JT to discuss the rollout with Jill

8. **Reports:**

Financial Report: audited version of the accounts had been sent out, and could now be posted off to the relevant authority. HS reported that the May share payment had gone out today, and both planned giving and loose plate collections had gone up slightly. HS mentioned that the Calais money was currently being processed through the church accounts, and JT suggested that there was a need to have a conversation with Blandford Cares as to how best to proceed now that the issues have continued beyond just short term emergency aid into a more long term provision of support.

Wardens Report: Nothing to report.

Centre Management Group:

JT agreed to become an 'on-call' name for the alarm

DR to draft advert to for Keynotes asking for volunteers

SL offered her letterbox as a key drop option in the short term

Action: VD to investigate costs for the letterbox and speak to John Turnbull and the insurance company about it.

Action: DR to confirm with Jill that she was to speak to Paul about options for setting the alarm on a delay/remotely.

Cupola Project:

SL explained that there was nothing to add other than what was recorded on the minutes.

9. **Next PCC Meeting:** 23 June 2016

10. **Closing Prayer:** The meeting ended with prayer at 21.35.

2016 Meetings: 21 July, 22 September, 20 October, 24 November