

ALL SAINTS CHURCH, HOLBEACH

Tuesday, 13th February, 2024

PCC MINUTES

Present: Revd Sherine Angus, Kim Biggs, Jackie Sheldrake, Judy Kelly, Roger Jennings, Michael Barton, Les Crowson, Lynne Barks, Gill Graper

Apologies for absence: Margaret Whaley, Michael Goodman, Marion Goodman, Kevin Dodd, Martin Butler, Helen Drake,

The meeting opened with prayer

Review of previous meeting: The Minutes of the January meeting were accepted as being a true record and signed by Revd Sherine Angus. An amendment was made to the Resolutions.

Treasurer's report: Chris Penney attended the first part of the meeting so that any questions could be answered regarding the accounts for 2023. There was positive news that the Insurers have agreed to pay for the work done following the water ingress damage and for the hire of the humidifiers needed at the time. The problem with water damage to the organ pipes will be referred to suitable specialists.

Matters arising:

1. Messy Breakfast – progression with this initiative had been unavoidably delayed.
2. Junior Choir – Primary schools had not yet been visited to advertise and promote membership of the choir.
3. Flower Festival – information about progress so far was shared with PCC members and details will go forward to the Ministry and Mission team for discussion and approval.
4. Medieval Festival – this is not now going ahead.
5. 14th September: It will not now be possible for Chosen to put on a fashion show and in fact there are weddings booked for every Saturday in September.
6. Quiz at Football Club – Ministry and Mission team are promoting this event at the present time.
7. 50/50 Club – whilst a Resolution was taken at the last meeting that this would go ahead, no one has come forward to organise it. It was therefore agreed not to go ahead with the plans at the present time.
8. Letters will be sent out to everyone on the Electoral Roll regarding the Friends of All Saints initiative. It is hoped that gradually more people will subscribe to this.

Correspondence: None received.

Vicar's Briefing:

Lent, Holy Week and Easter services are all scheduled, and music is chosen.

There will be 2 Lent groups running, one on a Wednesday morning at 10.30am following the Pray as You Go course, 'A Cry from the Cross', the other on Thursday evening at 7pm following a course I have written called Journeying through Lent. The material is either available online or in booklet form (depending on the course). Full details will be on the pew sheet each week along with encouragement to all members of the congregation to try and engage with some of the additional services or Lenten material over the period.

Alpha course: Sherine and Paul Carey-Slater have agreed to jointly run a weekly course from May to the end of the summer term at All Saints, Holbeach, Gedney and Sutton Bridge. This will involve a meal, short talk, video and discussion at each session. It is hoped that Mary Bass Chairty will help with the funding of this.

Governance

My priority the first half of this year is to address the governance of All Saints. As members of the PCC you are all trustees and responsible for ensuring that governance is in place. This is a huge piece of work. It involves the following:

- For every role in the church, from counting money, to treasurer and secretary, intercessor and bell ringer, there needs to be a role description in place. Stating what the role entails, who the person is responsible to and a commitment to adhere to safeguarding policies and procedures and all other policies.
- Everyone taking on a new role, in line with safer recruitment, will be required to provide 2 references, sign the role description and a discussion to take place to ensure that they understand the nature of the role and what it entails. Basic safeguarding training will also be required as a minimum depending on the role. This is in line with national Church of England guidance, the Diocese of Lincoln and our safeguarding policy.
- There needs to be a risk assessment in place for any activity that takes place by the church e.g. care home services, home communion, church services, choir practices, home group etc. Again this is required as part of a safeguarding commitment
- There need to be policies and procedures in place, we have done a number so far, but there are more to be done.

Whilst this may seem onerous, it is to protect us and those we work with ensuring that we are operating in accordance with the church of England guidance and trying to ensure the safety and care of all that we encounter, including that of our volunteers.

All policies, procedures and risk assessments need to be adopted by the PCC and reviewed annually. Once in place, the work to maintain them will be minimal. This guidance has been in place for around 2.5 years now and applies not only to the Church, but to all charitable and voluntary organisations.

Mission Action Plan

The next aim is to ensure that we have a Mission Action Plan in place, so that we can identify our priorities, explore ways in which we might meet them and put together a plan for the next 5 years. Whilst I am quite sure that this will develop and change over time, it will provide us with a starting point and a guide, that will hopefully give us a clear picture of what we would like to achieve. My hope would be to have an away day in June to explore this so that we can go into the Autumn with a clear plan in place.

I shall put together a document with some ideas and thoughts, some points for consideration and possible directions for us to consider. This will be your plan, for your church both now and into the future. Your input, thoughts and ideas are essential.

Finances and Giving Campaign

We had a finance meeting a couple of weeks ago. Kevin, Martin and I shall be meeting shortly to put together the mailing for the town and I shall also be writing individually to each electoral roll member to explain our financial situation. With thanks to Chris for all that he has done to move our financial situation forward and work on the accounts and to Carole for her work in getting Gift Aid back.

Cleaner

Dawn, our cleaner, has been signed off work today with immediate effect. This is pending surgery on the 23rd February. She has been advised that she will require a minimum of 3 months off work following the surgery. Dawn is entitled to 8 weeks of paid sick leave due to her length of service

and will then need to apply for statutory sick pay. Dawn will be paid until the 4th April 2024. We need to decide as a PCC how this period of time without a cleaner will be managed. We could potentially pay for someone to cover temporarily, but we can realistically only afford that once we have stopped paying sick pay on the 4th April. During this period of sick leave, we shall have some of our busiest services; there are a number of schools services taking place, in addition to church services and obviously Easter Sunday on the 31st March.

To avoid additional costs in hiring another cleaner whilst Dawn is away, some members of the PCC have agreed to share and carry out the necessary tasks as follows:

Lynne – toilet, kitchen area, porch and sacristy

Jackie – pews

Kim – Hoover the carpet in the platform area

Judy – polish choir stalls

Les – other tasks as necessary from the Cleaning Schedule List

Cleaning Schedule

Daily	Clean glass of main door
	Clean toilet
	Check and clean kitchen
	Check bins and empty if necessary
	Sweep porch
	Check hand towels and toilet rolls
	Spot vacuuming if needed
	Remove any dead flowers that are not in church arrangements as required
Weekly	High dust entire church including bell ringing platform and areas usually locked e.g. sacristy
	Vacuum entire church following high dust
	Empty bins
	Fully clean all glass doors and any other glass including balcony
	With a damp cloth clean all areas including pews
	Mop all areas excluding stone floor and carpet.
	Sweep outside
	Polish brass eagle
Monthly	Remove carpets from pews and clean underneath
	Clean glass skylights above Mary Bass room

Churchwarden's Report

- 1) It is hoped that some repair works may be carried out prior to Easter in order to prevent further ingress of rain water over the organ pipes and choir vestry. I am in dialogue with the Historic Churches Support Officer in a further attempt to obtain some funding for the repair works.
- 2) West window. As you will have noticed the entire window has now been removed and is at the company's works in Great Moulton, near Norwich. It is proposed that the visit to view the window being restored will take place on Saturday 6th April and will be limited to nominally 20 participants. I would suggest that an invitation is extended to the donor, the Mary Bass Charity

and the parishioners so that we can determine the possible take up of the offer to visit the works. PCC discussed the means of facilitating the trip.

- 3) With regard to the cash flow of the West window repairs, VAT liability etc I am still in consultation, along with our Treasurer, with the diocese in an attempt to receive financial assistance with this as we need to fund the work before receiving the Mary Bass Charity grant however we have yet to receive confirmation of this assistance despite providing all the requested information. *Lynne reported that she had managed to secure £5000 funding from Chosen to go towards the assistance needed.*
- 4) I have recently moved some of the chairs out of the inner South porch that were (a) blocking the Fire Exit and (b) obstructing access to the cupboard with the tap and sink that is used for the flowers etc. Despite moving the chairs to an area adjacent to the North door some have been put back again in the South inner porch between 4th and 7th February. I have moved these again and would respectfully request that no further chairs are stacked in the inner South porch area and that cognisance is taken of the notice advising against this practice in the area.
- 5) The light in the cupboard referred to above is currently not working. I have replaced the bulb however the fault appears to be within the light unit itself. I shall endeavour to replace the unit as soon as possible. Meanwhile there are two ceiling lights in the inner porch area which light the tap and sink area and the switch for these is on the left hand side of the South porch external door. *It was agreed that these ceiling lights were enough to light the cupboard so any work to rectify the unit was perhaps unnecessary at the present time.*
- 6) I wish to record my apologies for absence from the next PCC meeting if it is to be held on 12th March as previously indicated.

Safeguarding:

There had been one issue reported and this has been dealt with.

Members were reminded that the Domestic Abuse module needs to be completed and the record of completion given to Caz. This can be done on line or there will be paper copies available from the Diocese.

A.O.B.

1. Bishop Nicholas will come to take the Communion Service on 19th May in the evening and to celebrate the work completed on the West Window.
2. The Canon B12 document regarding those who may assist with the administration of the elements of Holy Communion was completed and signed. *(copy in folder)*
3. Kim Biggs reported that the Cycle Ride had raised a total of £715.50, of which £357.75 will go into church funds.
4. The documents for APCM (to be held on 25th April after the morning service) will be available in church soon.

The meeting closed at 9.00 p.m. with prayers

Next Meeting: Tuesday, 12th March, 2024 at 7.30 p.m.

