

No. Date 8th April 2025

Action

Present: D Cobbold, Revd. Janet Roberts, Laurence Abernethy, Peter Stewart, John Critchley, Carole Rankin, Mark Patterson, Bill Casey, David Sharples, Jess Harrison, Jonathan Burke, Denis Koogjie, Josh Johnson, Jodie Taylor

Guest: Helen Livesey.

1. Opening Prayer: Revd. Roberts, based on the on the morning prayer reading for the day.
2. Apologies: Jonathan Lock.
3. Safeguarding. In a change to the scheduled programme PS welcomed Helen Livesey, OCA Safeguarding Lead, to the meeting. Helen outlined some important changes to the work we need to do in order to comply with the CoE's increasingly stringent policies and procedures. Helen provided copies of 'Safeguarding Action Plan - Level 2' which are appended to the minutes.
 - a) Starting safe recruitment. We now have enough trained recruiters but we need to check the list of MC existing people cleared.
 - b) We need to obtain two references for potential volunteers. A DBS check will also need to be Rec's undertaken.
 - c) Candidates for posts will be required to submit a confidential declaration (of any criminal record)

It was acknowledged that there is a very real risk of existing volunteers stepping back from what is likely to be seen by some as an unnecessary process. However, this is something which is not optional. Discussion followed, particularly concerning the retention and disposal of confidential information and it was concluded that paper references should be scanned on to computer and then shredded. Helen confirmed all the appropriate forms and various policies required for level 2 were available on the Diocesan Website. Immediate priorities are seen as:-
 - d) The PCC needs to approve a policy their Safeguarding Action Plan.
 - e) The PCC needs to approve a policy regarding the recruitment of ex-offenders (Helen will check the HL position in relation to the rehabilitation of Offenders Act)
 - f) The PCC needs to review their procedure concerning Responding to concerns or allegations JB
 - g) The PCC has not received a safeguarding report within the last six months HL
 - h) The PCC needs to confirm that its list of Church Activities is complete Ws

A question was posed as to the PCCs position / responsibilities as to contractors who may be on its premises. Helen confirmed they should be provided with a copy of OCA's policy but it raised practical issues which might include workers having to be escorted. Further guidance is to be sought. HL
4. Youth Work. At this juncture the PCC were joined by Jane Lake and Debs Raynor discuss the recommencement of youth work (Details attached) . PS mentioned that there were to applications for the YW post and if an appointment is made the YW made have their own ideas about provision in the future and this was accepted. After discussion it was agreed:-
 - a) The work should recommence, although not necessarily on a Wednesday evening. There was PS debate about movement of activities to free up the main hall in the MC for this purpose. It was suggested that now the new heating system is available in church it might be possible to move the Flock choir into church, which was also another reason for proceeding with the reordering at the back to proceed asap.
 - b) £150 for snacks and the 'Essentials' bundle MP
 - c) PS advised he had been approached about the practice of locking the door between the entrance BC and the toilets while toddlers activities were in progress. (A post Southport tragedy practice) It had been suggested this was a fire hazard. It was concluded the number of alternative exits from the hall, including the option of leaving via the kitchen, mitigated any such risk. It was suggested an additional lock be fitted to the Hall/Corridor doors with a 'thumb screw' handle on the hall side which would mean the hall could be rendered inaccessible from the corridor but it would be possible to exit through the corridor in an emergency (no actual decision). It was agreed the last fire safety report be examined to see what was said, albeit pre 'Southport'.

Debs and Jane left the meeting at the conclusion of the youth discussions.
5. Minutes of the previous meeting , 11th March 2025 were approved without amendment.
6. Matters arising from the minutes - None

- 7 Stewardship. MP gave a brief verbal report. In summary, the amount we are required to keep in MP reserve has reduced following the changes to 'Parish Share' so it is now £25,000 rather than £30,000. Grants have been received for the Infra red / tower repairs together with a VAT refund. This has gone back into the designated fund (YW & Reordering Back of Church). However, the minimum wage has increased and employers NI increased to £600pa so our running costs have increased whilst our income remains inadequate. Whilst a further refund has been made for reduced Parish Share and further payment will have to be made, fundamentally we have returned to 'square one'.
- a) Ukrainian Fund. JR confirmed that having checked the original grant document the money spent JR and planned to be spent falls within the appropriate criteria.
- b) Cafe Refrigerator. CR reported that the freezer purchased in 2018 had broken. The manufacturer CR had been contacted but the model is now obsolete, there is £150 call out fee which would probably identify the problem as either the mother board or the gas, both of which are terminal. It was agreed there was no option but to replace it, ideally with a commercial model as domestic model guarantees would probably be invalidated if used in commercial undertaking. Size will limit the available options. Ideally the old machine should be removed by whoever we buy from. Ireland's was suggested.
- c) Vestry 'Clear out' JB & JR. A small working party is clearing out the vestry by going through the JB & accumulated papers. It was suggested that much of the financial material more than seven years JR old could be disposed of, after checking, but would need to be destroyed by shredding which would mean hiring a specialist to remove and shred it - Agreed. It was agreed that a policy document be produced for discussion and approval by the PCC so that a similar situation is avoided in future. Agreed
- 8 Fabric. JJ reported the work on the tower had been more or less completed. The steps had been JJ lifted in but a hand rail is yet to be fitted. The next 2020 vision meeting is on 9th May.
- a) Faculties. JB reported that the 'Catch 22' issue had been discussed at Deanery Synod and AD Pete JB Spiers had advised that Faculties could be applied for without all the funds being available - see details attached.
- 9 Peet Ave. Gas safety certificate still awaited. Patio door - waiting for third quote. Plumbing JC completed. Garage brickwork - ivy needs to be removed to facilitate inspection. There is no cooker.
- 10 APCM. More nominations needed the lack of a potential deputy warden is a particular matter of PS & concern. The accounts will not have been audited by the time the meeting takes place. The meeting JR will take place after the 10.45 service. Both services will be in the MC. Agreed Hot Cross buns be provided between services.
- 11 Upcoming events: Llandudno trip 16th August - Risk assessment required. Harvest Barn dance PS October
- 12 Ministry Team. JR reported AM is auditing visiting distribution to ensure equitable distribution of JR visitors. The Prayer Ministry team is awaiting safeguarding. The creative team seems to be working well.
- 13 Visit of MP: 23rd May. JR outlined the plans. JB to check with CM to see if brass plaque will be in situ.
- 14 Ministry Centre: Locking at weekends. PS outlined the steps he had taken to overcome the problem PS & of having to turn down bookings at weekends because there is nobody to lock up, or sometimes MP open, for hirers. This involved employing [redacted] to do so. MP was concerned that this was what he felt the Caretakers had been employed to do but this is apparently not working. PS's action agreed
- 15 Risk assessment for Sun rise service: Submitted by JC. Agreed subject to review nearer the actual PS event date.
- 16 Date at time of future meetings: Standing Committee on zoom Tuesday 6th May 7:30 , PCC Tuesday 13th May 7:30 at Ministry Centre, APCM 12:00 on Sunday 27th April 2025

13/5/25
