



Pastrow Family

Churches sharing the love, grace and truth of Jesus Christ

Parish of Pastrow

Parochial Church Council Meeting

8th August 2023 7.30 pm

Christ Church Hatherden

Minutes	Action
<p>Welcome and Opening Prayer</p> <p>ARB welcomed everyone to this first PCC meeting of our new parish, and the journey we have travelled to reach this point.</p> <p>The first couple of meetings will be to discuss various papers related to the new single parish including the framework document, and the finance paper that VB has prepared.</p> <p>All meetings will be open and transparent, every church is represented and has a seat at the table and there will be a clear sense of equality among all churches.</p> <p>The most important decisions will be made and ratified by the PCC members who are elected by their church's LCG (Local Church Group). Everyone who attends will be able to speak and help on everything, but time and care is needed to move forward together.</p> <p>ARB read from Psalm 32 8 – 11 and led the prayers.</p>	
<p>Late urgent items</p> <p>WB has prepared a finance paper which will go out with the minutes to be discussed fully at the next meeting. However, a motion needs to be voted on so that VB can proceed with changing the Benefice bank account to the new Parish.</p> <p>The old Benefice held a bank account which each parish paid into for clergy expenses and administration fees, with accounts being prepared each year and shared with the parish treasurers.</p> <p>WB proposed that –</p> <ul style="list-style-type: none">• All funds transfer to the new parish.• A resolution be passed that the account should be changed to the Parish of Pastrow	

<ul style="list-style-type: none"> • Signatories – Treasurer – full access Churchwardens (Pastoral & Administrative) – full access Bookkeeper – restricted to viewing and setting up payments <p>Currently that Noel Pope (S & E Treasurer) and Nicol McGregor (H & T Treasurer) stay signatories until such times that all has been completed correctly with Lloyds Bank.</p> <p><i>All present voted unanimously for this change.</i></p> <p>WB to now proceed to change signatories.</p> <p>AE asked once all parish accounts were merged would we need to register with the Charity Commission. WB confirmed we will in time.</p> <p>RB asked how the treasurer or churchwardens would know if payments were legitimate. WB explained that currently copies of all invoices are emailed with notification that a payment has been set up so it can be checked before authorisation.</p>	WB
<p>Mission and Ministry</p> <p>1. Framework Document including 2. Role of the Standing Committee and Ministry Team</p> <p>ARB explained the team who put the Framework document went back to basics asking the question ‘what is a PCC for?’</p> <p>The PCC needs to ensure there is sound governance for all. It needs to ask questions to make people accountable, have open discussions, and refer information both ways from the LCG’s.</p> <p>The document was then explained with the following actions and notes.</p> <p><u>Deanery Synod Representatives</u></p> <p>ARB explained as paid posts they are part of the Synod, and we have 3 places as a single parish to send representatives.</p> <p>Mark Hatter and Terry Milne agreed to stand with the third space possibly to be Jill Palmer from Vernham Dean. DH agreed to approach Jill.</p> <p><i>ARB proposed and all agreed unanimously for this action.</i></p> <p><u>Parochial Church Council</u></p> <p>PCC (Rules M15 – M33) – will meet at least 4 times a year.</p>	DH

The legal requirements of the quinquennials, archdeacon visitations will all be done centrally. The Electoral roll will also become centralised. Procedures will be set up over the coming year for all this. ARB said if we have created another layer, we have failed in what was expected.

The PCC will consist of –

- Chair – Rector
- Vice Chair – Vicar
- Pastoral Churchwarden - SB
- Administrative Churchwarden - TM
- LCG representatives as elected
- Treasurer – WB
- Safeguarding Officer - JA

These roles had been voted for at the Annual Parochial Church meeting held on Sunday 2nd July 2023.

The role of the vice chair was discussed, it was proposed this should be the Vicar.

This motion was carried unanimously by all those in attendance.

Other roles

Electoral Roll Officer – JA

Sides People – will be discussed at the next PCC.

Bishop David will be coming to the Pastrow Family Gathering (PFG) in December. He is going to commission people in their roles such as local wardens, so they are formally recognised in their part in the ministry of the church. Other roles commissioned for this day will include the Pastoral Visitors and Home Communion Ministers.

RB asked if the Electoral Roll would be made clear to how each church is made up and who should be on the electoral roll.

ARB spoke about iKnow, a church of England administrative tool which we are looking at and this covers GDPR issues.

Next year we will have a clear process as to how we will go forward as discussions will take place and we will have a completely new Electoral Roll for 2024.

JC said some people may feel they don't want to be on a single parish role.

AE said that everyone would need to re-signup next year and we may need to add which church to the form.

PCC – Standing Committee

The purpose of the Standing Committee is to transact information between the meetings, Annex D sets the terms of reference for the Standing Committee which creates the accountability structure.

The Standing Committee will sort issues and report back to the PCC. Decisions will come from the central body and not just the Rector etc. ARB asked all PCC members to read the document carefully and ask questions.

All PCC minutes will be published on the website, the Standing Committee maybe more sensitive and therefore will not be published in full.

AE asked about the two other lay members on the Standing Committee. ARB confirmed it would be the Treasurer and Secretary.

The PCC can appoint another member to help with large projects and ask for help from people with expertise.

Prayer and Worship

The PCC should ensure Holy Communion is celebrated; this is covered well in all churches.

Mission and Outreach

Baptisms, Weddings, and Funerals – these are all delegated to the Ministry Team

Schools and Families Team - As a PCC they just need to know that everything is working currently.

Pastoral Care

We have a responsibility to everyone; it is also a specialist ministry, and we need to examine how we cover this across all eleven churches.

Rev Julie is spearheading this and looking at the way forward at what pastoral care will look like.

Safeguarding and DBS

The PCC must hold everyone to account. JA was introduced as the Pastrow Safeguarding Officer.

Finance

This will be covered fully at the next meeting; WB has produced a paper which will be issued with these minutes in readiness for this.

Buildings

This is a chunk of work for the PCC and needs to be effective and not duplicate things; we may need better solutions with the process of how we

<p>look after all of our buildings and what will need doing and how the PCC can support this.</p> <p>AE pointed out that each parish can have a different architect.</p>	
<p>3. Implementation Document</p> <p>Sets out the celebrations of our positives.</p> <p>Patterns of Worship – we do well on services and offer a variety across the parish.</p> <p>Roles and Responsibilities – we cannot stay as we are, and a strategic oversight seemed a sensible idea for the Rector/Vicar/Curate and named roles; the PCC needs to formally recognise these roles as part of who we are regardless of who is in the role. In the new parish, especially in the first few years, it is important to have oversight for this in conjunction with the PCC. In the new parish there are defined roles, and this will mean the Rector is not overwhelmed but is also accountable and will have an annual job review.</p> <p>Vicar, Curate and Administrator roles and responsibility all discussed.</p> <p>The Communications Strategy will need reviewing before the end of the year.</p> <p>The Administrator will cover the Electoral Role Officer role.</p> <p>Ministry Team Meeting 7th September will be opened to anyone who wishes to come. It is hoped that it will help the structure to be effective with contributions from all.</p> <p>LCG's are now well established.</p> <p>September 2024 is the target time for getting all internal structures in place such as access to documents from a secure area on the website etc.</p>	
<p>4. LYCiG Meeting 7/10 Preparation</p> <p>LYCiG– 7th October 8.30 am breakfast 9 am meeting.</p> <p>Our LYCiG plans are a very important document to help firmly establish the LCG's</p> <p>We are very good at presence, but we need to look at the prayer, proclamation, and persuasion.</p> <p>This needs to be done at a local level, last year not all were well represented and discussion need to be had now and brought to the LYCiG meeting, but realistic plans need to be thought of for next year, but also look at what worked, what didn't and how to move forward.</p>	

<p>The model is for reviewing and planning effectively.</p> <p>As PCC members we need to go back to our LCG's and start the planning process and think about what people may want. Be ambitious but realistic.</p> <p>As a parish if you want extra resources then ask for help but allow lots of notice so people can be sourced.</p>	
<p>Fabric and Finance</p> <p>1 Devolvement of finance to LCG's</p> <p>ARB proposed the devolvement of financial responsibility back down to the LCG's to organise.</p> <p><i>9 agreed with 1 abstention - the motion was carried.</i></p>	
<p>2. Quinquennials 2023/4</p> <p>A list needs to be drawn up of when all quinquennials are due and what is outstanding work on the current quinquennial.</p> <p>ARB to start this list off.</p> <p>DH said that Vernham Dean and Linkenholt was due in 2022, their architect had retired and they have approached another.</p> <p>Clare Olding (CO) and DH have a meeting with the architect to look ASAP at the Linkenholt tower as it has an issue. DH asked if they should proceed.</p> <p>WB suggested that the standing committee approve, or the PCC give permission for DH and CO to continue with looking at the tower, and that Vernham Dean can proceed with their Quinquennial.</p> <p>AE reported he had contacted all 32 architects on the diocese list and only 7 people replied. It was confirmed that Vernham Dean can proceed with their quinquennial. (amended at 3/10/23 meeting)</p> <p><i>It was agreed by the PCC that responsibility be delegated to DH & CO to move forward with the current problem in the tower at Linkenholt.</i></p> <p>JC asked for help with the current situation at Weyhill, ARB to speak to JC</p>	<p>ARB</p> <p>DH/CO</p> <p>ARB/JC</p>
<p>3. New Policies and Guidance</p> <p>ARB to work with JA on bring them all up to date.</p>	<p>ARB/JA</p>
<p>4. Adoption of Pastrow Safeguarding Policy.</p> <p>The document had been circulated prior to the meeting and was the current policy of the diocese.</p> <p><i>Approval was agreed unanimously.</i></p>	

<p>A copy was duly signed, and this will be copied and laminated for displaying in all churches.</p>	<p>JA/ all LCG reps</p>
<p>5. Meeting structure for 2023/2024</p> <p>The next meetings will be as follows all being held at Christ Church Hatherden at 7.30 pm.</p> <p>3rd October 2023 5th December 2023 6th February 2024 – dates to be reviewed at this meeting in case bi-monthly meetings are needed over quarterly.</p> <p>7th May 2024 6th August 2024 5th November 2024</p>	
<p>AOB</p> <p>ARB stressed it was for this meeting only and in future will come under Late Urgent Items.</p> <p>TM asked if in his role as administrative churchwarden he could be invited to LCG's meetings initially to meet everyone.</p> <p>JA asked if all LCG dates be shared with her and once issued a copy of the minutes be forwarded.</p>	

The meeting closed with The Grace at 21.25

<p>Signed by Revd Alex Randel-Bissell at the 3rd Oct 23 Meeting.</p>
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Signed.....

Dated.....

