

**Parish of North Abingdon**  
**Parochial Church Council**  
**Minutes of Meeting held on 14<sup>th</sup> May 2018 at 8 pm**

**Present:** Phil Adams, Jaz Bance, Philip Bingham (Chair), Paul Brombley, Ron Clark, Andy Dent, Ian de Villiers, Keith Dunnett, Sue Gibbins, David Hancock, Chris Hodgson, Emil Jeevaratnam, Roland Knight, Hermann Matheson, Terry O’Neil, Sandra Pike, Claire Proudman, Tim Shipman, Martin Steel, Pat Rowe, Anne Taylor, Andy Voyce.

**Apologies:** Val Challis, Kath Cooke, Phil Cooke, Andrew Dubock, Sue Robbins, Lynn Ross, Sandar Wade, Nessa Watts.

The meeting started informally with refreshments.

Keith opened the meeting with a reading from Mark 3:14 when Jesus designated 12 apostles to be sent out. We are representatives of the Church: 1) Like the disciples we need to be close to Jesus; he is our head, and to fix our gaze on him and seek his leading. 2) He is sending us to do his work. This links with Keith’s Vision Talk on “breathing-in” and “breathing-out”. He then led us in a prayer.

**1. Welcome to the new Church Council**

a. Introductions

Keith welcomed the new members of the PCC and introduced everybody.

b. Role of the PCC

He then outlined the role of the PCC using the “The PCC – an introduction for Members” document which was circulated before the meeting”. There were 5 main purposes for the PCC: Mission to the world, seeking God’s guidance; Leadership, cooperating with the vicar on what is right (Jesus lead); Governance, working through charity and ecclesiastical law; Buildings, maintenance; and a channel for the wider church, Deanery and CiA.

We were not just a “yes body”, it was important every member listened and had a free vote. We also rely heavily on the PCC groups and every member was encouraged to become involved with one of the groups.

**2) Constituting the New PCC.**

2.1) Appointment of Officers

- a) Vice Chair (Philip Bingham) Prop: David Hancock; Sec: Hermann Matheson; all in favour  
Keith then handed over the chair to Philip for the rest of the meeting

**7) Q&A with Bishop Colin**

Bishop Colin had now arrived, so a Q&A with him was then held. He first of all introduced himself, and he would have been around more these last few months, but had been on sabbatical. Christchurch’s situation had been unique and he wished to pay a tribute to Keith and was grateful to the PCC for simplifying the recruitment process. He also thanked us for welcoming Kath and Phil and now Nessa. The main questions revolved around whether the process could have been speeded up, or whether there was anything we could have done differently. Lessons have been learnt about safeguarding and more should have been done at the start. There were lessons for the dioceses and nationally about

the length of time taken. He also confirmed Tim had been supported through the process and was continuing to be supported.

### 2.1) Appointment of Officers (cont)

- b) Secretary (Andy Dent) Prop: Paul Brombley; Sec: Sandra Pike; all in favour
- c) Treasurer (Tim Shipman) Prop: Roland Knight; Sec: Sue Gibbins; all in favour
- d) Deputy Wardens (Andrew Dubock, Paul Brombley and Philip Bingham) Prop: Andy Voyce; Sec: Emil Jeevaratnam; all in favour
- e) Electoral Roll Officer (Alison Grieve) Prop: Andy Voyce; Sec: Sue Gibbins; all in favour
- f) CiA Rep (Sandra Pike) Prop: Pat Rowe; Sec: Andy Voyce; all in favour
- g) Safeguarding officer (Roland Knight) Prop: Tim Shipman; Sec: Chris Hodgson; all in favour (Karen Brombley was going to help him.)
- h) Health & Safety Officer (Peter Butler) Prop: Paul Brombley; Sec: Hermann Matheson; all in favour

### 2.2) Appointment of PCC Groups and Terms of Reference

The "PCC Groups" document was discussed which listed the terms of reference and members of each group. Votes were taken for the following:

- a) Standing Committee (Vicar, Associate Vicar, two wardens, treasurer, 3 deputy wardens) Prop: Anne Taylor; Sec: Martin Steel; all in favour
- b) Finance Group: Prop: Sandra Pike; Sec: Martin Steel; all in favour
- c) Mission Support Group: Prop: Andy Voyce; Sec: Claire Proudman; all in favour
- d) HR Group: Prop: Andy Dent; Sec: Phil Adams; all in favour
- e) Buildings Group: Prop: Tim Shipman; Sec: Chris Hodgson; all in favour
- f) Health and Safety Group: Prop: Sue Gibbins; Sec: Andy Voyce; all in favour
- g) IT Group: Prop: Martin Steel; Sec: Pat Rowe; all in favour
- h) GDPR Group: Prop: Anne Taylor; Sec: Claire Proudman; all in favour
- i) EcoChurch: Prop: Sandra Pike; Sec: Emil Jeevaratnam; all in favour
- h) Café Directors (Vicar, Roland Knight and Sue Gibbins ex-officio. No vote as continuing appointments for 3 years: Philip Bingham, Dal Warburton and Dave Greenaway. Philip explained that the Barns Café was a separate company solely owned by the Church, with the PCC as sole shareholder.

### 2.3) Receive Questions and Comments from APCM

There were no comments or questions on these, other than Tim Shipman wanted more time to fully respond to the question on depreciation.

### 3) Apologies, Minutes of PCC meeting, Matters Arising

The minutes were agreed by all. Prop: Hermann Matheson, Sec: Terry O'Neil; all in favour. There was just one matter arising about the query on Tim's position from the Charity commission which Roland initially responded to in January and his full reply was sent on 3<sup>rd</sup> May, copied to the PCC. There were no further issues arising from this.

5) We then broke into small groups for prayer

#### 4) Mission

Keith briefly described that in July he wanted the PCC to start considering the vision for the church, for example investing in lay leadership through growing in leadership courses.

#### 6) Leadership

Keith gave an update on staffing.

a) Associate Vicar appointment process

Bishop Colin and Keith have the authority to appoint the position. Keith explained that Phil now had a paid position within the Diocese, so the paid position would be for Kath, with Phil assisting. The sense was that everyone wanted them to stay. Proposal: **To request that Keith Dunnett, as Vicar Designate, asks Bishop Colin to appoint, and license to the Parish of North Abingdon, Kath Cooke as Associate Vicar – Stipendiary (a full time post paid by the diocese), and Phil Cooke as Associate Vicar – Self Supporting (a voluntary role noting that Phil also works full time elsewhere), with the attached role descriptions.** Prop: Hermann Matheson; Sec: Anne Taylor; all in favour.

b) Update on PCC appointments

Two people had been offered positions as paid supervisors in The Barns Café. As James Elward finishes in August the church is now advertising for two interns, one as Children's work intern, and one as Youth work intern. The Operations Manager job description had been redrafted by standing committee and was now open.

#### 8) Governance: annual approval of policies

a) The Safeguarding Policy was agreed as there had been no changes from last year. The vulnerable adults' and children's guidelines will need to be updated and approved at a future meeting. Prop: Emil Jeevaratnam; Sec: Tim Shipman; all in favour.

b) GDPR

i) The action plan was just for information

ii) GDPR Data Protection Policy and Privacy Statement

Val Challis had raised an issue that needed further work as someone's information may needed to be shared if for example there was a safeguarding issue. After various emails James Tweed had proposed an amendment which was acceptable. Thus the revised document was accepted, Prop: Andy Voyce; Sec: Hermann Matheson; all in favour.

iii) GDPR Short Consent Form GDPR

After an amendment on the English tense to be drafted by Andy Dent this was approved. Prop: Anne Taylor; Sec: Phil Adams; all in favour

iv) Long Consent Form (draft)

Everyone's consent will be updated using this form next year when the electoral role has to be completely redrawn. The document needed a consistency check and clear definitions of under 18, 16-18 and children. It may also need modification when appropriate software has been chosen.

v) GDPR Consent Basis (draft)

Roland Knight and the GDPR team were thanked for this document which lists the consents that are required. Any corrections or comments can be sent to [GDPRmailbox@cca.uk.net](mailto:GDPRmailbox@cca.uk.net)  
The GDPR team was thanked for all their work on this important legal work.

c) Acorn and the CCPAS Safeguarding Reports

The Acorn report had been circulated to everybody, but the CCPAS report had only just been received, and so this would be discussed at a future meeting.

## 9) AOB

- a) Sandra Pike asked for advice on how Christ Church could get involved with a stall at the South Abingdon Playday on 21<sup>st</sup> July. Keith suggested a note in the bulletin, but also it would need to be approved by Charles Miller as the event was in their Parish, so Sandra would discuss with the St Helen's rep.
- b) Keith requested from the Treasurer £1000 for the Church Family Fun Day, which was agreed.
- c) For the Acorn service the multi-coloured cross had been moved to the front of the Church. We wished to look into having that more permanently, but we needed to check if the metal cross could be moved.
- d) Roland said that the Church had given £3000 + gift aid towards Keith's sabbatical expenses.
- e) Andy Dent suggested that approved minutes from these meetings should be put on the church website rather than just being pinned to the Church notice board. Agreed.

Sue Gibbins closed in prayer.

Date of next meeting 9<sup>th</sup> July 8pm



Andy Dent (Sec)



Philip Bingham (Chair)