

Minutes of PCC 20th May 2024 – Meeting at Good Shepherd
Approved at 25th June 2024 PCC meeting

Item	Subject and notes	Action/decision
1	Welcome and opening prayer , including welcome to the new PCC members: John Stevens, John Bramson, Fran Lechler, Tanya Hilborne and Simon Frewin.	n/a
2	Apologies for absence <u>Present:</u> Bridget Shepherd, Hannah Burns (minutes), Chris Henriette, John Murray (JoM), James Murdoch (JaM), Sue Tearle, Conway Tearle, Gladys Ekpo-Daniels, Pete Burns, Adriaan Goosen, Clare Johnson, Simon Frewin, Fran Lechler, John Stevens, Tanya Hilborne, John Bramson. <u>Apologies:</u> Peter Watson. <u>Absent:</u> Louise Grace, Yi Baylis.	n/a
3	Declarations of interest None	n/a
4	Acceptance of AOB None	n/a
5	Approval of minutes of meeting of 13th March 2024 Clare Johnson proposed and JoM seconded. All attendees approved.	Minutes approved.
6	Matters arising from minutes JaM provided an update on the wall of the Church of the Good Shepherd. A response (of approval) to the List B application was received on 18 May 2024, sent by the Archdeacon. The conditions of approval are that: (1) The final choice of bricks is agreed with the DAC before works commence. (2) The final choice of mortar mix is agreed with the DAC before works commence. (3) Vertical movement joints to be omitted from proposals, unless otherwise agreed with the DAC before works commence. (4) The foundations should be designed to a minimum depth of 0.75m, unless otherwise agreed, once onsite, by the structural engineer and arboricultural consultant.	Action for James/Hannah to redraft the PCC letter of support for the revised plan to the wall, and send to PCC requesting their approval to add their name to the letter.

	<p>(5) Arboricultural site supervision takes place for the tree protection and work procedures (so this should be factored in at the identified times from the report by the contractors).</p> <p>(6) Works to be completed to the reasonable satisfaction of the church's Quinquennial Inspecting Architect.</p> <p><i>Specified conditions:</i></p> <ul style="list-style-type: none"> ● The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990. ● Any new disturbance below ground level is kept to a minimum. <p>JaM said that the PCC now will need to agree to undersign a new letter of support, which has the updated plan.</p> <p>Rosemary Silver (building surveyor previously appointed to support this project) has resigned.</p>	
7	<p>Approval of notes from April PCC Morning</p> <ul style="list-style-type: none"> ● Update from JaM: Stewardship group met last week, and will meet again in a fortnight. Considering volunteering, defined posts, christian formation, and prayer, bible studies and sermons to support. ● BS provided an update on the future plans for the usage of St. Peter's building: <ul style="list-style-type: none"> ○ Lee Green Lives community group (LGL) have sufficient funds to take on the rental of St.P. We will need to assess what a reasonable rental rate could be (which may not be at market rental). ○ TH questioned whether this potential agreement would be cost neutral, ie. no additional costs for us if we took this 	<p>No changes needed to the notes.</p> <p>JaM to create a 1 pager to minute that the 2023 accounts were approved at the April PCC vision morning.</p>

	<p>on. BS confirmed the plan would be to lease at 'cost' as part of a partnership with LGL (alignment to our vision).</p> <ul style="list-style-type: none"> ○ SF questioned whether St.P would remain being called 'St. Peter's'. BS responded that the Standing Committee didn't discuss this, but would expect because of the history and heritage we would retain the name. The St.P working group (not yet established) will discuss this, amongst other issues. ○ GE-D asked if there had been any feedback re: St. Peter's from the congregation, following the update on thinking to date provided by BS at the APCM in May. There has been some feedback which will be discussed at the June PCC meeting. <p>June PCC meeting: Will focus on St. P, including tasks to be done and who will do them.</p> <p>FL queried if there is a document to read re: decision making on St. Peter's, and the history. JaM suggested referring to the annual report, then Feb and April 2024 notes, and the vision mornings. Communication point for those not at the APCM re: St.Peter's - BS to provide overview in the weekly email.</p>	
8	<p>Matters arising from April PCC Morning</p> <p>None</p>	n/a
9	<p>Minutes of Vestry Meeting & APCM – any changes?</p> <p>Not formally approving (will be approved at the 2025 APCM), but sharing for any comment. No comments given.</p>	n/a
10	<p>April Standing Committee notes & matters arising</p> <p>Action for JaM to request a valuation of St.Peter's.</p> <p>JaM commented that all documents relating to St.Peter's are digitised and on a Google drive.</p>	n/a

11	<p>Trustees paperwork</p> <p>BS handed round 'PCC Member Trustee Eligibility Declaration' and 'HMRC Fit and Proper Persons Declaration' for attendees to complete.</p>	<p>Bridget to pass forms to Fiona Morrison (church administrator).</p>
12	<p>Election of PCC Officers</p> <ul style="list-style-type: none"> ● Chair: Bridget Shepherd ● Vice Chair: Pete Burns (proposed by BS, seconded by SF. No objections or abstentions.) <p>The below three role holders were proposed by Pete Burns, seconded by Adriaan Goosen. No objections or abstentions.</p> <ul style="list-style-type: none"> ● Treasurer: Conway Tearle ● Secretary: Hannah Burns ● Electoral Roll Officer: Fiona Morrison 	<p>PCC officers elected.</p>
13	<p>Standing Committee (SC) Terms of Reference & agreement of membership</p> <p>Last year (2023/2024) there were 8 members on the SC. BS proposal for 2024/2025 is for 5 members.</p> <ul style="list-style-type: none"> ● JoM feels that moving from 8 to 5 members, at a time when the church is growing, may not be sufficient. Suggestion of adding an additional PCC member. ● TR and AG: we need to continue the reporting of SC back to the PCC. ● JaM to propose 6 members on SC. JoM to continue on SC, seconded by SF, no abstentions or objections. <p>JT: question whether the £6k approval limit for the SC is too high, and commented that the SC could be taking decisions (multiple £6k decisions) before coming back to PCC.</p> <p>The most recent urgent issues that the SC had to deal with were boiler repair, and some decisions re: wall of GS.</p> <p>There will be a limit of £6,000 for spending decisions made by the SC (the same as last year), £6,000 per decision.</p>	<p>Standing Committee members for 2024/2025: Bridget Shepherd, James Murdoch, Sue Tearle, Conway Tearle, John Murray, Hannah Burns.</p> <p>Action for HB to add to every PCC agenda: Standing Committee notes and Finance report.</p>
14	<p>Election of Sidespeople</p> <p>BS proposing (including BS adding any names missed in error, who currently serve) JoM seconded, all attendees in favour.</p>	<p>Sidespeople elected.</p>

	Readers, intercessors and coffee rotas are in the process of being updated to expand to include more people.	
15	<p>Election of Communion Administrators</p> <p>BS proposing (including BS adding any names missed in error, who currently serve) JoM seconded, all attendees in favour.</p>	Communion administrators elected.
16	<p>Review and approval of policies</p> <p>BS - there are no changes to the policies this year, but encouraged members to review and provide feedback, in particular if they have specialist expertise.</p> <p>JoM: in the past we have reviewed the policies throughout the year, and suggested scheduling dedicated time in PCC meetings to discuss policies on rotation. BS commented that it may be hard to find the time during meetings to do this, but encouraged PCC members to provide feedback at any point.</p> <p>JaM agreed that we should stay open to reviewing the policies and updating throughout the year.</p> <p>The below policies were proposed for adoption, proposed by CT, seconded by GE-D, and all attendees in favour.</p> <p>All policies can be found here: www.goodpeter.org.uk/pcc</p> <ol style="list-style-type: none"> 1. Safeguarding Policy (inc. the duty to 'have due regard') 2. Policy for responding to domestic abuse 3. Church of England Safeguarding Policy Statement 4. Whistleblowing Policy 5. Health & Safety Policy 6. Complaints & Grievances Policy 7. Parish Disciplinary Procedure 8. Privacy Notice <p>Safeguarding: TH said we should have reference to safeguarding procedure, BS to review the wording on the website and enhance this. BS commented that</p>	<p>BS to enhance the Safeguarding procedure wording on the website.</p> <p>Policies adopted.</p>

	<p>there are displays within church re: safeguarding, as well as independent helplines.</p> <p>New PCC members need to do DBS and safeguarding training, which Fiona Morrison (administrator) is keeping a record of.</p>	
17	<p>Deanery update</p> <p>AG - nothing to update from Deanery Synod. The June meeting will be focussing on knife crime, with guest attendees.</p> <p>JaM: Deanery ascension service was held on Ascension Day at St Mildred's, and was a good opportunity to talk to others.</p>	n/a
18	<p>Safeguarding update</p> <p>Ann Lorek is our Safeguarding Officer and meets with Fiona Morrison (church administrator) every 2 months to discuss compliance (recruitment, training records etc).</p> <p>BS commented that we are continuing to learn from best practice, adapt and embed.</p>	n/a
19	<p>Health and safety update</p> <p>Nothing to report</p>	n/a
20	<p>GDPR compliance</p> <p>2 data breaches to report, neither require ICO reporting or escalation.</p>	n/a
21	<p>Correspondence</p> <p>BS: Archdeacon's visitation service at Southwark Cathedral (when Church Wardens are officially sworn in) will take place on 13th June at 19:30.</p> <p>ST: Eco grants email has been sent to the wardens, ST to forward to TH (member of Eco Church working group).</p>	Sue to forward 'Eco grants' email to Tanya.
22	<p>AOB</p> <p>CT commented that we are currently tracking on budget.</p>	n/a
23	<p>Date of next meeting – 25th June</p> <p>Upcoming meeting dates here</p>	n/a
24	<p>Closing prayer</p> <p>Meeting closed at 9:33pm.</p>	n/a