

Final - approved at the 16th June PCC meeting.

Item	Subject	Action
1	Welcome and opening prayer PB chaired and opened in prayer.	N/A
2	Apologies for absence Attendees: John Bramson, James Murdoch, Sue Tearle, Revd Chris Henriette, Pete Burns, Richard Burns, John Stevens, Fran Lechler, Adriaan Goosen, John Murray. Apologies: Conway Tearle, Tanya Hilborne, Peter Watson, Simon Frewin, Kirabo Frewin, Moses Barker, Clare Johnson, Louise Grace.	N/A
3	Declarations of interest None	N/A
4	Acceptance of AOB 1. Appointment of Secretary - agreed to be taken immediately (see 4a below) 2. LLM (Licensed Lay Minister) matter - accepted for AOB 3. Working group on inclusion, suggested by FL - not taken for AOB. PB will make it an agenda item for a future PCC	PB
4a	Appointment of Secretary John Murray willing to take the role. JaM proposed, JB seconded, all attendees approved.	JoM
5	Approval of minutes 1) 10 th March 2025 2) 8 th May 2025 (Section 11 Meeting) - correction: JB had sent apologies 3) 11 th May 2025 Minutes -JS proposed, CH seconded, all attendees approved.	N/A
6	Matters arising Fit & Proper Person forms - some of those outstanding have been completed at this meeting. PB will send chasing emails to the rest.	PB
7	Provisional approval of Draft APCM Minutes Postponed until 16th June meeting.	
8	Approval of Policies a. Safeguarding policy Website safeguarding page - some broken links; JoM will fix b. Policy for responding to domestic abuse c. CofE Safeguarding Policy Statement	JoM (a +) FL (d) ST (e) ?? (f) JaM (g) RB (h)

	<p>d. Whistleblowing Policy - FL will review and maybe provide extra feedback</p> <p>e. Health and Safety Policy - mentions annual asbestos check. Does this happen? Also an Asbestos Register. Where is this? ST will check with CT</p> <p>f. Complaints & Grievances Policy - update Section 2 (contact number & email for Archdeacon)</p> <p>g. Parish Disciplinary Policy - JaM will check with Archdeacon about suitability, particularly re "office holders"</p> <p>h. Privacy Notice (GDPR) - General Consent Form (linked to from Privacy Notice) contains the old vicarage phone number. This needs changing to the office number. Bridget was our DPO (Data Protection Officer). RB will check whether our ICO registration needs updating immediately or if this task can wait until the new vicar is in post.</p> <p>i. Fire Risk/Evacuation Evacuation SP - PW will review Evacuation SP Hall - PW will review Evacuation GS Evacuation GS Hall Risk Assessment SP Risk GS</p> <p>PCC members not attending today are to be asked to confirm in writing that they have read the policies and agree to them (whose task?).</p> <p>Our need for a PCC member to hold a Level 2 food certificate was previously met by Bridget. Who will take this over?</p> <p>We need a H&S officer. Ask the congregation (whose task?).</p> <p>Think about dates on policies. Adopted / reviewed / revised?</p> <p>Add a header to the PCC Policies web page about contacts during vacancy (JoM)</p>	PW (i)
9	Safeguarding update - nothing to report	N/A
10	Health and safety update - nothing to report	N/A
11	GDPR compliance - nothing to report	N/A
12	<p>Correspondence</p> <p>From +Alistair granting Ian Butcher's Permission To Preach</p>	N/A

13	<p>AOB</p> <p>Trudi Bramson's application to be a Licensed Lay Minister (JB declared his interest as her husband).</p> <p>Motion of support from the PCC for the wardens to put Trudi forward to be considered as a LLM. Proposer CH, seconder FL. All in favour.</p> <p>CH will do the paperwork.</p> <p>Motion for the PCC to give Trudi a book allowance of £300 per year during her LLM training. Proposer JaM, seconder CH. All in favour.</p>	CH
19	<p>Dates of next meetings</p> <ul style="list-style-type: none"> ● PCC 16th June ● PCC 15th July ● PCC (maybe SC instead) 13th Aug ● PCC 18th Sept <p>Full list of dates here</p>	N/A
20	<p>Closing prayer</p> <p>CH closed in prayer</p>	N/A