Final minutes - approved at PCC on 18th September 2023

PCC 11th July 2023 – Meeting in the Parish Room at the Good Shepherd

Item	Subject	Decision/Type
1	**Welcome and opening prayer**	
2	**Apologies for absence** Present: Bridget Shepherd, Hannah Burns, Sue Tearle, Gladys Ekpo-Daniels, Louise Grace, Angela Stebbings, Conway Tearle, Peter Watson, Pete Burns, Chris Henriette, James Murdoch Apologies: Yi Baylis, Adriaan Gooson, John Murray, Mia Hadfield-Spoor, Clare Johnson, Trudi Bramson Absent: Sophia Duffy	Information
3	**Declarations of interest** None declared	Information
4	**Acceptance of AOB** Bridget proposed an item re: Administration of communion - accepted. Peter said the newsletter submission date is 20th July.	Decision
5	**PCC vision discussion** Bridget gave an overview of the purpose of the vision day. Actions proposed within the summary paper, for July were discussed: PCC to revisit, discuss & agree 'Must' & 'Won't' actions and identify short term steps to fulfil these actions - PB commented that it was a good summary from Nick Shepherd (NS), thanks to NS, seconded by JM. - GED - commented on the 'Won't allow finance to drive the decision…', proposed that this is rephrased. In response, JM commented that the statement as written was an accurate reflection of the discussion on the day. The group agreed, but suggested that we may subsequently want to rephrase this. - LG said there was a lot of content in the summary document, and would value having another day to discuss, instead of trying to do it within this meeting. JM clarified that the request for the July PCC meeting, as set out in the document, was to discuss and agree on the 'must' and 'won't'.	Discussion

	- PW reminded PCC of the obligations that the charity, church and as individual trustees have to ensure that we are managing finances prudently. In response, JM proposed the addition of a new sentence in the 'must' to capture the responsible financial stewards point. This was agreed. Suggestion that the 'won't' was rephrased to 'won't allow finance to limit our vision'. - AS commented that the language used referring to St.Peter's is important, and that we should move from referring to St.Peter's as a small group of parishioners, and towards a wider community and geographical region. In response, 'serving the people of St.Peter's' was proposed by BS. 'People' here refers to those resident in the parish, not necessarily present in the building. - JM commented on 'Won't: Make an irrevocable decision between now and end of 2024', and suggested that we rephrase to reflect a commitment to keeping St.Peter's open until the end of 2024, ie. 'we won't make an irrevocable decision to close'. Final wording proposed: 'we won't close before the end of 2024, but we will continue to suspend worship.' - PB queried whether there were defined timeframes for 'short' and 'medium' term goals, which HB said were defined at the bottom of pg2 of the document; 'short (1-2 year) and medium term (2-5 year)'. **Decision: BS to write to the bishop to suspend worship at St.Peter's, with an amended version of this summary paper. PCC agreed.** ● BS to get clarification from NS for the planned discussions in September and October - what the difference between the two is intended to be, and planned outputs. ● Parish walking - CH will take this forward. This links to one of the 'musts': 'We'll think about our identity and how to be ONE parish'. Those who preach or lead prayers to be conscious of language used re: St.Peter's and Good Shepherd. ● Short discussion on recent survey data from the Manor House Festival, and how getting to know the St Peter's part of the parish can supplement this data, as well as the Office of National Statistics data	

	analysis planned to take place between the September and October meetings. **Decision: subject to the changes listed above, BS to upload the PCC vision July 2022 write up.** Proposed by GED, seconded by AS.	**Action: James to investigate the status of St.Peter's; whether consecrated or dedicated.**
6	Papers: a. Finance update and Parish support fund pledge - summary prepared by Conway b. Finance Management report - prepared by Nat Morgan c. Parish Support Fund pledge: Brochure - from the Diocese of Southwark d. Parish Support Fund pledge: Indicative costs - from the Diocese of Southwark Discussion on paper 6a: ● BS commented that the format of this paper was very helpful; in particular the combination of commentary with the financial figures. ● PW expressed concerns about the financial position presented. JM commented that the intention is not to revisit decisions made in November 2022 e.g. re: curate accommodation. GED commented that this scenario was planned for. ● JM cautioned that operating costs are likely to increase in 2024, and more funds will be required to cover these costs. In addition, the cost of repair work required for the wall of Good Shepherd is still unknown. In the short-term, the church is still cautiously spending on normal activity. CT commented that the current gas contract is up for renewal in October 2023; there may be an increase in tariff. ● LG commented that as a new PCC member, she would like to understand previous financial decisions made by PCC. In response, an action was raised for JM to share a paper from November 2022.	Discussion & decision **Action: James to share the November 2022 budget paper with PCC, and also provide an update to this document, and share with PCC.** **Action: Peter to add to the November newsletter a focus on giving.** **Action: Conway to submit the Parish Support Fund Pledge for 2024 of £87,000.**

	● CT commented that giving is up several hundred pounds per month.
	
	Generating income
	● There is a potential new hall booking at St.Peter's from Sept,which could be £16,000 per annum. Item for prayer.
	● In last week's weekly email, there was the addition of a section on giving. This will remain in the weekly email over summer.
	● Giving Sunday is on 9th October: BS suggested we also provide a Finance update at this service.
	● An action was raised for PW for the October/ November newsletter.
	
	Parish Support Fund:
	● BS provided an overview to PCC of the Parish Support Fund, and commented that we want to support those that have less. The Diocese proposed a contribution of £86,300 for 2024.
	● The meeting attendees, in smaller groups, discussed the indicative calculation from the Diocese, and then fed back to the wider group. Views were:
	  ○ If we feasibly can pay the proposed contribution then we should
	  ○ Calculation seems fair, and the increase is small year on year
	  ○ YB - income (giving and hall hire) is stable, so the increase in support fund proposed seems reasonable
	  ○ Inflation has increased, so the proposed increase seems in line with this
	  ○ PW commented that this needs to be a balanced decision to include how the funds will be found to pay the support fund.
	  ○ Clarity provided that we are encouraged to pledge an amount on an annual basis to assist the Diocese in budgeting.	

	Decision: Parish Support Fund pledge for 2024 will be £87,000. This was proposed by Bridget, and seconded by Louise. All present at the meeting voted in favour. Action raised for Conway to submit the pledge to the Diocese. ● The discussion then moved onto the headings of the financial report and it was suggested that PW start an email thread with feedback of how the financial report layout / headings could be improved. It was noted that there are limitations of the accounting software; the degree to which the headings are configurable is yet to be determined.	
7	**Approval of minutes of meeting of 24th May 2023** No amendments were raised. Approval proposed by Louise, seconded by Conway. All present at the meeting voted in favour.	**Decision: Minutes of PCC on 24th May 2023 were approved.** **Action: Hannah to distribute 24th May minutes, and save on the google drive.**
8	**Matters arising from minutes** ● Item 11: Action raised for Hannah to prepare and maintain an actions list ● Item 18: Finance training - the PCC were not reminded of the Finance training session proposed for Tuesday 11th July, and so this will be rearranged. Discussion on when the best time for this would be, proposed to discuss Finance at the Standing Committee meeting on 29th August, and have a subsequent Finance discussion at the September PCC meeting. Following the September discussion, a Finance training session will be scheduled.	Questions **Action: Hannah to prepare and maintain an actions list.**
9	**Deanery update** ● PW provided an update from a recent meeting. The main part of the meeting was a presentation and discussion led by 'Community Connection'. Purpose: to encourage and	Information

	coordinate community action. St.Luke's Downham had some great examples shared. ● BBQ hosted for wardens in our deanery hosted by JM last week. Thanks from BS to JM.	
10	**Safeguarding update** Bridget commented there was nothing significant to raise to PCC at this time.	Information
11	**Health and safety update** Bridget provided an update: Fiona is now regularly checking the accident book, and Mia Hadfield-Spoor now has a Food Hygiene certificate.	Information
12	**GDPR compliance** This agenda item was not discussed.	Information
13	**Correspondence** Two items of correspondence to note: 1. Parish Support Fund information (as discussed in item 6) 2. Energy Footprint Tool - from the Southwark Diocese Environment Team. An online resource to calculate a church's annual carbon emissions.	Information
14	**AOB** 1. Administration of communion - BS During Covid the way that communion was administered was changed. In Easter 2022 the Bishop encouraged returning to previous practices. At present, there is no common cup at Good Shepherd. BS has decided (with discussion with the wardens) that we bring back the common cup from the end of August. There will be the option for people to continue to just have the bread, or bread dipped, or bread and shared cup. BS will explain to the congregation before communion. There is no proposal to bring back kneeling at the communion rail at this point. 2. Church BBQ - AS expressed thanks to those who helped and put in hard work with the BBQ, and in particular the consideration of dietary requirements.	As required

15	**Dates of upcoming meetings** ● 29th August: Standing Committee ● 18th September: PCC ● 16th October (Note: ADDITIONAL DATE for vision discussion) Full list of dates here	Information
16	**Closing prayer**	