

ST MARY MAGDALEN, KNIGHTON

PAROCHIAL CHURCH COUNCIL

**Minutes of the meeting held at 7.30 pm on
Tuesday 12 March 2019**

Present: Revd Adrian Jones (Vicar) (Chairman), Angelica Amoroso, Mary Britton, Carolyn Oldershaw, Bob Rutland, Ann Squires, Nigel Siesage (Acting Secretary), David Stanyer and Tanya Willis.

Apologies for absence were received from Simon Britton, Rosalind Mathew and Celia Owczarek

19/15 Prayers and reflection

The Vicar led the meeting in prayers and a reflection on Romans 12.

19/16 Finance

Mr Stanyer presented the financial reports including the following:

- a) Detailed out-turn for 2018
- b) Annual Report and Statutory Accounts.

The routine operating deficit had increased by £6,223 to £10,797 but this had been offset by an increased contribution from the Parish Centre of £15,111.

The reserves at 31 December stood at £202k. Provision was made in these for a substantial contribution to the repair of the spire, for some refurbishment of the Parish Centre and for the projected outreach activities.

The accounts had been reviewed by Mr Stephen Rankine as Independent Examiner.

Resolved [proposed Mrs Willis, seconded Mr Siesage]

That the Financial Reports and Statutory Accounts for 2018 be adopted and approved for presentation to the Annual Parochial Church Meeting

The meeting considered the budget for 2019. A small surplus of £1,732 was forecast. It was noted the Bank was now applying charges routinely and Mr Stanyer was exploring alternative providers.

Resolved [proposed Mrs Willis, seconded Mrs Oldershaw]

That the budget for 2019 be approved.

The PCC expressed its appreciation to Mr Stanyer for his work in preparing the accounts.

19/17 Annual Report

The Vicar presented the draft Annual Report and drew attention to some changes of format to cover more effectively the work of the church and its mission. Some details remained to be completed.

Resolved [proposed Mr Rutland, seconded Mrs Willis]

That the Annual Report for 2018 be approved, subject to agreement of the final text by correspondence.

19/18 Safeguarding and responding to serious incidents

The PCC considered advice from the Diocese on the procedures which should be adopted by parishes in respect of the reporting of serious incidents – both those which were safeguarding-related and those which were not - to the Charity Commission. These were brought forward in response to revised guidance from the Commission following recent scandals in charities (e.g. Oxfam).

Resolved

a) [Proposed Mrs Willis, seconded Mrs Britton]

That responsibility to report serious safeguarding incidents to the Charity Commission be delegated as set out in Appendix A to this minute.

b) [Proposed Mrs Willis, seconded Mr Stanyer]

That responsibility to report other serious (non-safeguarding) incidents to the Charity Commission be delegated as set out in Appendix B to this minute.

19/19 Legacy

In accordance with the PCC's Legacy Policy, the Vicar proposed expenditure of up to £1,500 for the purchase of a new portable font. The present one was not ideally suited, in particular lacking a stand. The cost would be met from the legacies received from the estates of the late Rita Allen and the late Brenda Reynolds (combined value £2,500).

The PCC approved the proposal in principle, but asked the Vicar to check on the terms of the donation of the existing font before committing to the purchase.

Action: Vicar

19/20 Quinquennial inspection

The PCC noted that, the last Quinquennial Inspection report having been dated 2014, the next inspection should ideally be completed by the end of the present calendar year. It was suggested that it would therefore be necessary to appoint an architect by tender. Members questioned the need for this, believing that the process for appointing the present architect would have met this requirement. It was agreed that this possibility should be investigated.

Action: Vicar

It was agreed that volunteers should be sought to constitute a group which would assist the Church Wardens in preparing for and assisting with the inspection.

19/21 Parish Magazine

The PCC approved a suggestion that the Parish Magazine should, from a date to be agreed and subject to the agreement of the St Guthlac's PCC, cover both parishes in the benefice. Thought should be given to an equitable distribution of the costs of production.

Action: Vicar (with regard to St Guthlac's); Mr Siesage (with regard to title and content)

19/22 Service times

The PCC welcomed a suggestion from St Guthlac's that their pattern of services should be modified to provide that, where the main Sunday service at one of the churches in the benefice did not offer communion, the main service in the other church should be Eucharistic.

19/23 Sound system

The PCC acknowledged that, despite adjustments and tests, and technical advice suggesting that there were no fundamental flaws in the sound system, some parishioners continued to find the sound inadequate. This was not a satisfactory situation. It was agreed that further assistance should be given to celebrants, readers and intercessors on how to get the best out of the equipment.

19/24 Minutes of the PCC

The minutes of the meeting of the PCC held on 24 January 2019 were taken as read and approved. The action list was noted. It was agreed that the need for First Aid training should be added to the list.

Action: Vicar

19/25 Safeguarding

There was nothing to report

19/26 Health and Safety

With the exception of a report of rainwater penetration of the tower, there were no incidents to report.

19/27 Sub-groups

- a) Social and Fund-raising Group: The PCC received the minutes of the meeting held on 10 January 2019. It confirmed that the Christmas Tree Festival would take place on 6 and 7 December. In future, minutes of the group organising the event should also come to the PCC.

19/28 Appreciation

The PCC noted that the present terms of appointment of Mrs Britton and Mr Britton were due to expire at the APCM and Mrs Oldershaw had tendered her resignation from the same date, a year

early. The PCC expressed its warm appreciation for their contributions. Mr Siesage's period of co-option was also due to expire and he had expressed his willingness to stand for election.

19/29 Future business and next meeting

It was agreed that the interim review of the Morning Worship service should take place at the next meeting.

The next meeting would be held at 7.30pm on Thursday 11 April 2019 in the Narthex.

The meeting closed at 9.50pm with Grace.

Chairman

Appendix A

Delegation by the PCC – Safeguarding Serious Incidents

Resolution approved on 12th March 2019 (minute 19/18 refers)

DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance

1. In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to the Vicar, Safeguarding Co-ordinator and Church Wardens. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
2. The following responsibilities are delegated to the Safeguarding Coordinator and Vicar:
 - Responsibility for contacting the Diocesan Safeguarding Advisor (DSA), if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
 - Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (DS), including:
 - if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case;
 - whether the incident will be individually reported or included in the next bulk report;
 - approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
 - providing the PCC's trustees with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (DS) on behalf of the PCC.
3. The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:
 - The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently serious to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
 - The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently serious to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the Safeguarding Coordinator with an explanation of this decision, so the Coordinator can report back to the Trustee Group.
 - The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the Safeguarding Coordinator for approval by the Trustee Group.
 - The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the PCC's trustees.
 - The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the Safeguarding Coordinator.

Appendix B

Delegation by the PCC – Other Serious Incidents

Resolution approved on 12th March 2019 (minute 19/18 refers)

DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance.

1. In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to the Vicar and Church Wardens. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
2. The PCC Standing Committee is responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently 'Serious' to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing on their behalf by the PCC Secretary.
3. The PCC Standing Committee is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be explicitly approved by all members of the Trustee Group.
4. The PCC Secretary is responsible for providing the PCC members with a copy of any Serious Incident report submitted to the Charity Commission.