

Lancaster Christ Church minutes of PCC meeting 15th April 2020 held via ZOOM

Name	Initials	Present	Apologies
Carol Backhouse	CB	X	
Jacqueline Stamper	JS	X	
Paul Thompson	PT	X	
Olwyne Thompson	OT	X	
Julie Buckley	JB	X	
Andrew Neal	AN	Could not connect	X
Joyce Lynch	JL	Could not connect	X
Jane Lippitt	JLi	X	
Liz Mills	LM	X	
Hilary Thwaytes	HT	X	
Vic Parsons	VP	X	

Jan Norbury sent report for section 5

Agenda Item	Minutes	Actions
1	CB led the opening prayer	
2	Apologies as above both could no connect via ZOOM	
3	Minutes of the last meeting 4 th March 20 and the Extraordinary Meeting 25 th March 2020 agreed	All
4	<p>Matters Arising-</p> <ul style="list-style-type: none"> PCC nominated Governor – no progress had been made due to the current lockdown. LM agreed to contact with the previously proposed candidate (CH) Eucharistic Ministers – Cindy Rigney, Area Dean approved Adrian Wright and Vince Lean as Eucharistic Ministers on 6th March 2020 Update on Flyers – 1100 leaflets had been distributed by church members before Easter across areas of the parish. A list of completed streets will be published when compiled. The master list of street/area details will be useful for future distributions. 	<p>LM</p> <p>JS</p> <p>JB</p>
5	<p>Night Shelter – has provided an end of season report which has previously been circulated and will be added at the end of these minutes.</p> <p>It was noted that the disposal of beds and bedding previously expected was delayed as the local tips are closed at present.</p> <p>The report was accepted by the PCC members present on Zoom as above and a vote of thanks was proposed for both the report and all the hard work that the team have carried out throughout the season.</p>	JN/JB
6	<p>Finance – As AN was unable to connect to the meeting JS gave a brief overview.</p> <ul style="list-style-type: none"> Gift Aid- the final claim was sent to HMRC stating that this was a whole year claim inclusive of the interim ones already provided. The However this has resulted in HMRC overpaying the Gift Aid into our bank accounts. JS has been in contact with HMRC and with the bank as HMRC can only accept repayment via a BACS transfer and not by cheque. JS has agreed a mechanism with NATWEST bank to resolve this issue. The bank has also offered on line banking to the church but 	JS/AN

	<p>this removes the current safeguard of double cheque signatories. Further investigations are to be made as other banks may offer a secondary approval of transaction system.</p> <ul style="list-style-type: none"> • The maternity cover cleaner, M is on furlough • The Parish Share has not yet been paid for Q1 • AN will forward a Quarterly update to PCC members 	
7	<p>Building Matters</p> <ul style="list-style-type: none"> • Drains – JS gave an overview of the latest position. The drain the the East of the hall has collapsed and this is under the footings of the hall. The architect will need to review this due to concerns over the structure of the hall. Augur will need to check back with Ecclesiastical Insurance (EI) to understand what will be covered under the insurance policy. It was agreed that the ideal time for completion of the required repairs would be during the lockdown period whilst the hall is not in use. The overall costs will not be known until EI have decided on coverage and whether we will need United Utilities to allow connection to the main sever system. Such a connection is likely to be in excess of £2000. • Tree works –PT gave an update on the two trees with TPO’s that required safety work to be carried out. This was completed in early March. Since this was completed, a neighbour has complained that the trimming was inadequate to the Scots Pine, that the branches were dangerous and the tree shape was not aesthetically pleasing. PT has contacted both the tree surgeon and the Consultant Arborist for an opinion, both indicate that the Scots Pine is safe, and that if the neighbour requires any further work, this would involve removing the whole tree. PT has sent the neighbour the full report from the Consultant to demonstrate that the tree is safe. We await further contact. • Ecclesiastical Insurance – PT met with the insurers in October 2019 and has been promised a report. This did not arrive until recently when PT & EI made contact. The requirements in the report have been given a 6 month extension due to the current lockdown: The main item to be completed by October 2020 is the Lightning Conductor Test, the Diocese have stated that this is not urgent work. Other items below <ul style="list-style-type: none"> a) Security marking of the copper dome over the font b) Fire Risk Assessment c) Health & Safety management – including lone working procedures d) Asbestos Review, this may require someone to conduct this on our behalf as we do not know if we have any areas with asbestos. CB is to check with the architect e) The Quinquennial report will be a standing item on future agendas 	<p>PT/JS</p> <p>PT</p> <p>PT</p> <p>H&S working group</p> <p>CB/PT</p> <p>PT/JB</p>
8	<p>Vision 2026- Mission Planning & Worship and Prayer under the current restrictions –</p> <ul style="list-style-type: none"> • A formal thank you to Brenda for all the work she has done throughout her 28 years with Christ Church was given. Jacqueline and Pat had compiled the contributions sent in from parishioners into a large card and this with a bouquet of flowers was delivered to Brenda at home. • Worship & Prayer – the pew-sheet is the main source of communication on the parish website. The weeks homily will be 	<p>All</p> <p>CB/JS</p>

	<p>included, along with an encouragement for people to use Spiritual Communion. There is a booklet for praying at home in isolation.</p> <ul style="list-style-type: none"> • CB had emailed all the Children’s Church families offering a kit bag to make an Easter Garden. • PCC discussed the possibility of live-stream broadcasts for the future. These are to be explored further. • Other ideas – Intercessions, more intercessors are needed. Val Lawrence is to be asked if the current intercessors will continue and if others can be recruited. 	<p>CB</p> <p>JS</p>
9	<p>Safeguarding & Audit (including First Aid Training)- PCR2 JLi has completed the review and sent the conformation to the Diocese by the original deadline. DBS applications are ongoing with some having been completed. Others are encouraged to complete the application and the self-declaration forms as soon as possible. She will need sight of 3 separate identification documents, the list is shown on the application form on- line. Arrangements for this to take place will need to be agreed with Jane directly.</p>	JLi
10	<p>Work with children and young people – the working group is to develop a job description and advert. Ideally recruitment to enable a start as soon as possible after the lockdown period is preferred.</p>	JS
11	<p>Other items - Approval of the (below) advice from the Church of England regarding conducting PCC meetings remotely during the pandemic. Following a remote PCC trustee meeting, any business agreed or resolutions passed should be circulated to all PCC members under Rule M29 of the Church Representation Rules so that the business agreed remotely can be formally approved under the Church Representation Rules using the business by correspondence provision M29. The first item was taken at the beginning of the meeting. This is to describe the approval of conducting meetings remotely during the pandemic. The PCC members agreed that we accept that this is necessary and will continue this way until face to face meetings are allowed again. Any agreements that we make during PCC meetings will be circulated in the minutes shortly after the meeting. The APCM is deferred until we can meet face to face again, as membership of the PCC is separate to the APCM we agreed to continue with the current membership. All members approved continuing with Zoom for future meetings until we are allowed F2F again. The PCC agreed to support a Purchasing delegations’ policy to be worked through with CB & AN regarding expenditure levels for the C&YP group. For other areas items have been agreed at Standing Committee.</p> <p>CB Proposed changing the wording on our Baptism welcome leaflets to: 'We do not charge for Baptism services, because Baptism is a free gift of God’s grace and love. If you are able to make a donation towards the upkeep of this beautiful Victorian building, it will be received with thanks. If you are a UK taxpayer, please make your gift go further (at no cost to you) by filling in one of the yellow Gift Aid envelopes.</p> <p>PCC agreed to waive graveside funeral fees in line with the Diocesan initiative during the pandemic. This will be reviewed at the end of May"</p>	<p>CB/All</p> <p>CB/AN</p> <p>Proposal was agreed by the PCC members present.</p> <p>Proposal was agreed by the PCC members present.</p>

	PCC agreed that clergy travel expenses for funerals would move to the standard 45p/mile for cars, and 20p/mile for cycles, rather than the current £10 flat-rate. PCC also agreed that a £50 charge can be levied upon wedding couples wishing to livestream/video a service to cover the cost of additional licences from CCLI and in line with guidance from the RSCM on recording live performances. CB also noted that we can't charge for lighting at occasional offices, but we can charge for heating, fee to remain the same. CB to amend literature.	Proposal was agreed by the PCC members present.
12	Eco Church – JLy has sent the followings report as she was unable to join the meeting due to technical issues <ul style="list-style-type: none"> • At the end of February £650 had been raised for Water Aid. • Draft actions discussed at last Eco meeting in February had to be amended in context of Covid 19. •The action for 19th relates to 'make do and mend and home cooking' and the actions for next two weeks will probably focus on not wasting food and becoming more self-sufficient by growing your own. • Meeting with City Council regarding tree planting in Scotch Quarry is now postponed. • Next Eco meeting planned through Zoom for 21st April and will include a discussion of environmental impacts of Covid and how the group can respond. 	VP/JLi
13	AOB – a question was raised around how Banns can be read if marrying outside the area, CB explained and asked that the parishioner made contact with her for advice.	PT/CB
14	Dates of forthcoming meetings shown in table below Please note the meeting venue and some of these dates may be subject to change, initially meetings will be by ZOOM	All
15	Compline	All

PCC		Standing Committee	
13 th May 20	Via ZOOM	4 th May 20	Via ZOOM
17 th June 20		8 th June 20	