



**Parochial Church Council Meeting**  
**MINUTES**  
**Monday 27<sup>th</sup> January 2025**  
**7.30pm in the Conservatory**

**2024/25 PCC Members:** David Bennett, Peter Breckwoldt (Chair), Steve Cornick (Treasurer), Nigel Day (Warden), Nick Elbourne, John Fleming, Alan Fryer, Jenny Harris, Stuart Hull (Warden), Mike Jones, Paula Jones, Matt Lee (Associate Minister), Keith Loveless, Gillian Mannouch, David Morgan, Lisa Perry (Minutes), James Sharman, Janine Thomas, Paul Wareham.

1) Welcome & opening prayers - PB lit a candle in the window for Holocaust memorial day.  
Reading from Joshua 1:8-9.

2) Apologies - AF,ND,JF

3) Safeguarding Report (Pat Loveless)

PB welcomed PL to the meeting (please refer to meeting paperwork).

Safeguarding Sunday in November was timely, recent challenges bring new blessings, raising awareness and vigilance. The diocese is taking Safeguarding very seriously, with more staff, training and support. We do need to keep on top of training. The diocesan training hub will be up & running by end of year so that we can monitor PCC member training, in the interim, please complete training online if you haven't already, and please give the details to PJ. >>All PCC members to forward training details to PJ

We will be held accountable! Some progressions cannot be made corporately until individuals have completed training. If anyone is struggling with the domestic abuse part of the training, Andrew and Pat can offer support.

Activities - some need assurance of Risk Assessments - PJ confirmed this, GM not sure about RA for pastoral care, will look into this. >> GM to complete RA and pass to PJ

Responding to concerns and allegations - attached flow chart. GM - 'church officer' refers to what /whom exactly - any employed staff member? This may include PCC members. >> PJ will seek clarification.

If in doubt in the first instance, go to Pat & Andrew.

Key to get sorted to move from amber to green are RA's and confirmation of the activities. PJ to check RAs in place for regular activities. Insurance in place.

Safeguarding reviews every 6 months, so reporting twice annually to PCC, next in July '25.

>>Review of list of activities on annual basis.

>>PCC to advise Safeguarding Officers of any new or changed activities.

>> Policy statement to be reviewed and signed to put upon the board (PJ)

Do we need to be more proactive in voicing our support for victims of domestic abuse? ( e.g. signs on lavatory doors).

PB PCC are keen to support Pat's and Andrew's roles and with resources and by growing a supportive culture, and openness.

>>Report to be signed and returned.

>>GM to pray - this is a hugely important area for many .

PB gave thanks to Pat for the important work that she and Andrew are doing.

a) Papers requiring PCC approval:

i) Safeguarding Policy Statement

ii) Safeguarding Action Plan

iii) Responding to Safeguarding Concern

**i-iii Approved by the committee**

- 4) Approval of Minutes of Meetings on 25<sup>th</sup> November 2024:  
Proposed Paul seconded James, all in favour of approval
- 5) Matters Arising (not elsewhere on agenda)  
none
- 6) Finance, SC reporting - please refer to attached papers.
  - a) Management accounts to November '24- £49,634 deficit against budget of £28,585, still awaiting gift aid claims
  - b) Major expenditure (>£1,000)  
As per treasurer's report.
  - c) Fund Balances  
As per treasurer's report.
  - d) Budget 2025 – final version circulated  
SH - presentation amendments and revised deficit of around 18k for this year, from 25k on the previous report.
  - e) Gift aid - £29k in, and estimating £52k for the year.  
PB thanks to all who participated in producing the figures; we have a good finance team who are looking forwards!
- 7) Giving Review plans (2/9 March) – giving leaflet circulated  
To be circulated to church family from March 2nd.  
Presentation will occur for the whole church family. The £51,664 figure is the ongoing deficit projected, covering a 12-month period from September 2025 into 2026. This seemed the most appropriate figure to lay before the congregation.  
Giving can be tracked as a comparative so that PCC can look at giving trends, and this may help PCC better do their jobs (GM responding to David) PJ confirms that trend analysis is in the pipeline (Richard Phinn).  
Important to present this clearly and positively to the church family.  
Thanks to PJ for pulling the giving leaflet together.
- 8) Diocesan / Ephesian Fund update  
PB: Bishops Council are meeting this week to discuss the EF. General Synod have produced a paper on LLF (circa 85pp) wherein there is encouragement to fully support the work of the EF ; dioceses should not hold back from working with EF.  
SJW 2024 EF money (surplus to ministry costs) proposed to be used to support Portland and Canford Heath churches. (orthodox ministry in both) We are waiting to find out that this money will be allocated by the diocese to ensure it is acknowledged that have paid full share.
- 9) Review of Christmas Services / activities  
Carols by Candlelight services were brilliant, great music and good messaging.  
Great to involve so many people. The youth one was really good as well!  
One of the mum's has booked to start on the Christianity Explored as a result.  
Lots of positives about carols by candlelight.  
Some little things that were less positive – comments included:  
Can we think of attendees who are not SJW, can we get a better flow going in, and maybe do notices later in the running order.  
Can we drop light levels, so that it really is by candlelight.  
It's a fabulous story, let's present it well! How can we better support PB and ML?  
Consider battery operated candles?  
Camera quality for online needs improving.

10) Sub-committees – reports please refer to circulated papers.

- a) S&F – PJ, as presented. No questions.
- b) BMG – PW  
We are trying not to spend except essentials to deal with the deficit.  
We will be monitoring what Tim does across the year to help whoever takes over.  
Saturday sort-it team is going really well, a joy to be part of.  
Focusing on fire protection and recording of it appropriately.  
PJ looking into getting a grant towards spotlights and dimmers (phases 3 and 4 of lighting plan).
- c) GAT – DM (no meeting) happening this week.
- d) Y&C – ML - positive picture generally. Jeremy has brought something different - now we have increasing numbers of 16-30 age group which is exciting.
- e) Pre-School (no meeting ) New Head Sarah will be commissioned on Feb 09 in the service.
- f) Deanery Synod Report (no meeting) happening in March 4th in Ferndown

11) Standing Items:

- a) Health & Safety – matters to report
  - i) Lectern incident- PB updates PCC meeting on accident during the Christingle service.  
Lectern will not go back into church until and unless PB is convinced that it is absolutely secure.  
BMG under Paul are working on a solution, which allows flexibility.  
School are now unhappy to have any activity in the church whilst the lectern is in place.  
There may be an opportunity to review our building in the context of children being in and using the space (e.g. stair gate on the pulpit).  
PJ suggests we nominate a named person to act on behalf of the PCC (our corporate 'responsible person') and be a single point of contact for H&S. Logically could be someone in the office. (possibly PJ).  
PB recommends bringing this to the next S & F meeting, and then for it come to PCC in May for approval.
- b) Activities / RA's to approve - none
- c) Safeguarding Matters
  - i) Any concerns to report
  - ii) Safeguarding courses: <https://safeguardingtraining.cofeportal.org/login/index.php>  
(Please confirm to Paula date of completion, if you haven't already)

12) Staff Matters

- a) Staff Review - last one was undertaken by Noel and Paula 3 years ago.  
Very Helpful, and led to the appointment of Matt and others, and subsequently we've seen some really exciting things!  
ToR are being edited, and suggestions of the new reviewers are Noel and James - both ex churchwardens, who know the staff and issues that SJW is facing.  
Timeline for report to come out by summer ideally, to inform PCC discussions.  
Timeline may slip if the report throws up issues which require consultation with staff.  
**Proposed PB Seconded SH, carried.**

13) Any Other Business

Suggestion to explore Fundraiser events open to the public to raise money to counter the gap that is identified in the trifold leaflet? PB feels that apart from special matters, the gap should be funded by the church family. But for events to support mission and evangelism, and getting people through the doors, this would be a great idea.

**Future Meetings** (full list circulated in December): 24 Mar, 19 May, 21 Jul, 29 Sep, 24 Nov