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*WOLLATON PAROCHIAL CHURCH COUNCIL*

Minutes of the meeting held on Monday 11 September 2023 at St. Leonard's Church at 7.30 PM.

**Present:** Tim Pullen (TP) (Chair), Erica Bailey (EB), Penny Ball (PB), Carol Barber (CB), Lindy Jones (LJ), Roger Owen (RO), Mike Smith (MS), Lisa Smith (LS) Val Sutton (VS), Noreen Thomas (NT), Emma Twissell (ET), Jan Walsh (JW).

**Apologies:** Matt Green (MG), Roger Howes (RH), Sally Smith (SS), Elaine Thompson (ETh), Kevin Twissell (KT).

**In attendance:** Gill Moore (GM),

- P76/23      Opening Prayer.**  
The meeting opened with a reading of verses from Psalm 37 followed by a time of open prayer.
- P77/23      Apologies and declaration of conflicts of interests.**  
The apologies were noted.  
There were no declaration of interests.
- P78/23      Minutes of the PCC meeting held on 10 July 2023.**  
These minutes were approved as an accurate record of the meeting subject to a minor typographical correction.
- P79/23      Minutes of the Standing Committee meeting held on 07 August 2023 (unconfirmed)**  
These minutes were received for information.
- P80/23      Minutes of the SLCCW meeting held on 17 July 2023 (unconfirmed)**  
These minutes were received for information.
- P81/23      Matters arising from the PCC minutes.**  
There were no matters arising not on the agenda.
- P82/23      Matters arising from the SCART minutes.**  
There were no matters arising not on the agenda.
- P83/23      Matters arising from the SLCCW minutes.**  
Minute reference 1.4. Val Sutton (VS) asked why the red chairs can't be recycled. Tim Pullen (TP) advised colleagues that this had been difficult to arrange. It was agreed that Carol Barber (CB) will discuss this further with Kerry at the community centre and see if there are any ways in which the chairs can be offered free to anyone who can collect.  
Minute ref AOB. CB noted that the kitchen had still not been deep cleaned. VS asked for a progress report on the side fencing repairs. TP confirmed that the new caretaker is working through a to-do list. It was agreed, however, that the kitchen clean should be prioritised.
- P84/23      Notification of items to be raised under Correspondence or Any Other Business.**  
Correspondence: None

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AOB: Winter heating.

**P85/23 Refreshing the Vision.**

TP reported that the Diocese Vision Refresh process is now completed. The outcomes and any developments are to be the focus of the Diocesan Conference in October. It is unlikely that there will be a radical change of direction but a sharpening up of focus on areas highlighted through the consultation process. Any possible implications for us can be taken into account when we have a PCC Vision Day (hopefully later in the year). St Leonard's will continue to focus on the outworking of our vision statement and priorities. We will also need to consider the areas raised in the small group work at the previous PCC meeting – TP has circulated a summary of these by email. Two areas which were identified are already being taken forward:

- (i) A weekly open prayer time before the 10m Sunday service (9.30-9.50am) with a focus on praying for our *encounter with God* in worship (in all our worship gatherings) and being *equipped for mission/service* as we go out into the world. These times will also give some time to *listening to God* and picking up on any words, scripture verses or pictures which those involved believe might be good to share with the wider church.
- (ii) Prayer ministry at the 10am service. A team is being identified to offer regular prayer ministry at this service.

Members discussed the challenges and benefits associated with these initiatives but agreed that they provide an opportunity to strengthen our dependence on God in prayer and seek transforming encounters with God which equip us to serve. TP noted that there is a plan to have a team lead by Graham Dow (a former Bishop of Carlisle and someone with deep experience of prayer ministry) to run a training session for St. Leonard's and hopefully some other local churches in January. TP reported that a small group has been convened to help with planning the teaching and discipleship programme. The group currently consists of Elaine, Trevor, David and Tim. The PCC was encouraged to give input and feedback to members of the team. TP and Lindy Jones (LJ) outlined the quarterly review process adopted by the diocese to track how funding from the Strategic Development Fund 4 (SDF4) programme is supporting our mission objectives in the Families and Children's area. There are some wider *Growing Disciples Plan* objectives which also need to be set out for the wider church beyond the Families and Children's ministry. How best to track budgets to ensure accountability was discussed in part at this point but is incorporated into minute note P87/23 under Finance where the issue was discussed within the context of the whole church budget.

**P86/23 Leading in Evangelism.**

This activity is led by the Leadership Team (Sally, Elaine, Mike, Lindy & Tim). Mike Smith (MS) outlined the '*Prayer before Service*' and how the team is also exploring how to put a few more 'holy habits'/spiritual practices in place to help us become more comfortable/confident talking about our Christian faith. LJ concurred and explained how resources are being developed to help shape discipleship and build young peoples' confidence in their faith. Members were invited to feedback with any thoughts or suggestions directly to anyone from the Leadership Team.

**P87/23 Finance.**

Lisa Smith invited members to consider how we could change the budget headings to help us check that we are using our resources in line with our church's mission and ministry?

Current Worship and Ministry headings:

Worship

Pastoral

Contact

Wider links

Youth work

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Mission and Outreach  
Current Other Costs headings:  
Community centre use  
Parents & Toddlers

It was agreed that we need to re-shape/refine the way in which the budget is set out and finance is tracked to assist the PCC in seeing how it is being used in support of our mission priorities. It was decided that it would be helpful to identify higher level budget headings under which LS and others dealing with finance could agree appropriate sub-headings, in agreement with other ministry leaders.

It was emphasised that the system needs to be clear as possible. Members were invited to send their ideas and suggestions to LS and TP. LS is also going to contact Lindy's husband (who works for Kingdom Bank) to see if he has any suggestions based on his experience with other churches/Christian organisations.

On the issue of tracking donations, CB expressed concerns about the contactless donation station. It was agreed that it is not currently providing tracking information in a way that is helpful to Liz Norris as Finance Administrator. Members argued that it is important that St. Leonard's can easily identify what giving has been targeted for and that this was useful information to feedback to those who generously donate either regularly or for one-off projects. It was agreed that if the current machine does not prove cost-effective it will be replaced. TP/LS will keep this under review.

### **P88/23 Safeguarding Policies – Annual Ratification.**

MS advised members that the previously circulated policy documents had been updated with new contact details, but the main text remains unchanged.

The PCC agreed the following:

**The PCC formally adopts and ratifies the two safeguarding policies for Children and Young People, and Vulnerable Adults as circulated to members.**

**Proposed: The Chair (Tim Pullen)**

**For: Unanimous. 12**

MS had reported that Rachel Higginson (RH) might not be able to continue in her role as Safeguarding Officer. It is proposed that the DBS administration elements of the role be transferred to an appropriate administrator and that this would make the position more manageable for RH. This will be followed up by MS and TP in discussion with relevant parties to ensure it can be done in a way which is consistent with guidance from the Diocesan Safeguarding Team.

MS reiterated his concerns previously expressed at meetings of both SCART and the PCC regarding the availability safeguarding training courses in appropriate modes (online or in-person) and in particular the number of Leadership module courses. MS/TP are arranging face-to-face training for those unable to access the Basics and Foundations courses online.

### **P89/23 Employee Salaries.**

TP reminded members that the issue of staff salaries had been reviewed last year and a system agreed for considering annual pay awards. TP also reported that he will be conducting annual reviews with PCC employees. PCC members were asked to ensure they are familiar with the pay system.

### **P90/23 Contact Home & Away Team (CHAT) – Giving Recommendations.**

Noreen Thomas (NT) suggested on behalf of the group whether the amount allocated for support of our CMS mission partners should be reviewed in the light of the impacts of inflation and exchange rate on the value of our contribution. It was agreed that

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CHAT be invited to look at increasing the overall figure and submit their final recommendations to November's meeting of the PCC for consideration and approval.

- P91/23 Fabric**  
Nothing significant to report, the stonework repairs are in hand.
- P92/23 Family Funday.**  
**The PCC formally recorded the approval given by members via email of the Family Funday held on 09 September 2023. Email responses held on file (12 approvals, 4 no returns).**
- P93/23 Standing Items – Reports.**  
**Health & Safety** - Nothing to report.  
**Safeguarding** – See P88/23  
**Finance** – See P87/23  
**Deanery Synod** - Nothing to report (next meeting November).  
**Diocesan Synod** - Nothing to report (next meeting December).  
**Families and Children** – See P85 and P86. In addition, LJ flagged plans to contribute to the Wollaton Arts Festival in 2024. It was also noted that room space has been made available at Firbeck School and after school support provision is now being provided on Wednesdays as well as Thursdays. Additionally a small team from St Leonard's led by LJ is participating in the Diocesan 'Inspire' programme starting in September.
- P94/23 Electoral Roll.**  
There has been one removal request, taking the Electoral Roll figure to 280.
- P95/23 Correspondence.**  
None
- P96/23 AOB**  
(i) Winter heating and services. It was agreed to obtain feedback from the congregation which will be taken to the November meeting of the PCC. At that meeting it is anticipated that a decision will be taken on where services will be held during periods of cold weather.  
(ii) It was noted that TP, MS, EB and Natasha will meet to agree the wording of the thank you letters for those who give regularly to St. Leonard's. This will be undertaken once the GDPR listings and questions have been finalised.  
(iii) Jan Walsh (JW) advised members that she is standing down from the PCC as she is moving to the south coast to take up a new job and be closer to family. TP thanked her for her contribution to the PCC and also her much valued involvement with the St. Leonard's community. Members wished her well in this venture.

**Next PCC meeting: 13 November 2023 @ 7.30pm**

**SIGNED.....DATE.....**

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Confirmed minutes 11.09.2023