

**The Minutes of a Meeting of the Minster PCC  
Held in the Parish Hall  
Monday 24<sup>th</sup> July 2023, commencing at 7-30**

Present were :- Rev'd Canon Jonathan Baker, Meg Choules, Paul Collins, Mike Dent, Eric Doyle, Catherine Drake, Jane Ewbank, Sandra Keating, Sandra King, Rod McPhee, Hugh Meyer, Marjorie Neaum, Dawn Pollard, Sue Robson, Joyce Shaw, Charlie Shefford, Marian Snowden and Kevin Wheeldon (18)

Also present were :- Pippa Milner, as Parish Accountant and Martin Eldred, as Clerk

Rod McPhee, in the Chair, welcomed all those present, especially Charlie Shefford as the new assistant curate, and asked that the meeting think on I Thesalonians, 5 <sup>12-15</sup> which he read aloud. The Vicar then offered a prayer based on the reading.

**65/23 Apologies :** were received from Chris Chipperton, Jane Chipperton and Andrew Hancock

**66/23 Conflicts of interest :** None, other than those recorded in the Register of Interests

**67/23 Matters arising from the meeting of 09-05-2023 :** The clerk reported that he had responded, by email, to the letter from the Support Ukrainians in Beverley group. A formal response, by letter, had been made to the Diocesan Senior Glebe, Property and Trusts Officer concerning the sale of the Associate Minister's house.

**68/23 Matters arising from the meeting of 23-05-2023 following the APCM :**

**Vacancies** - Sandra Keating was formally and unanimously adopted as the fifth Minster Warden (historically for Weel) Pat Brunt was unanimously co-opted as the fifth trustee in the 2023-2026 cohort.

There was no progress on the vacancy for Treasurer or Legacies Officer

**Standing Committee** – It was confirmed that the constitution of the Standing Committee should be : The Vicar, the five Minster Wardens, the representatives of the three Daughter Churches, the Vice Chair and the Treasurer. (A quorum would be the Vicar, two Minster Wardens and any other two non-warden members of the PCC)

In response to a question the Parish Accountant stated that there were, at the moment, no difficulties being caused by the lack of a Treasurer.

**69/23 Financial Report :**

The Parish Accountant spoke to her report and stated that the financial situation was in line with projections.

**(A) Free Will Offer** : The Finance Committee recommended that – in line with a Diocesan request - we submit our offer for 2024 to the Diocese by 20 September 2023. The PCC has previously set a target for 2026 and, in order to reach it, there is a need to increase from £79,000 in 2023 to £87,000 for 2024. **This was unanimously agreed by the meeting.**

The question of the devaluing effect of inflation on the Free Will Offer was raised and in response the Parish Accountant stated that a degree of inflation has been built in for 2026.

There was brief discussion around the generosity of the Minster's contribution and it was stated (JB and JS) that this was intentional as the Minster is a major church and that parishes with potential should be more generous.

**(B)** There were several questions

Q : Does the Minster have a revenue plan?

A : There will be one in due course.

Q : Is planned giving down on last year?

A : Last year's figures included one-off donations.

**(C)** Electronic Giving : The Minster will shortly have two new machines which will enable givers to select an amount.

**(D)** The Gift Aid secretary has resigned :

The Parish Accountant volunteered to take on the role – on a voluntary basis - in the short term and ED offered assistance for which offer they were thanked.

The Vicar observed that encouraging giving through the Parish Giving Scheme would enormously reduce the work of a gift aid secretary.

S. Ki observed that the congregation should be made more aware of these matters. DK is preparing a job description for the Gift Aid Secretary and also an insert for the weekly bulletin.

The Clerk is to write formally to the Gift Aid Secretary thanking her for her work.

DP proposed a vote of thanks, unanimously endorsed, to the Parish Accountant for all her hard work.

**70/23 Vision Strategy** : DK's report was received.

MCh asked about the mention of a Director of Operations. This prompted discussion. Amongst the points raised were :-

- The creation of such a role was part of the Parish Profile upon JB's appointment
- The need for such a role has now become acute
- Important issues are not being dealt with
- There is a whole range of issues that lie outside the role of present employees and volunteers
- Finance for the creation of such a role has been identified and reserved

- DP gave examples of hours employed and pay scales from other churches

**It was proposed by KW and seconded by KD that the PCC agrees in principle to the creation of such a role. Carried unanimously.**

Work on the establishing of the role was delegated to the Staffing Committee to take proposals to Standing Committee.

**71/23 Safeguarding :** The Safeguarding officer presented his report and spoke about the papers distributed to members. The main points for action were :-

- The Minster is, in the majority of areas, in line with diocesan guidance
- Each year the PCC should approve activities to be audited
- This should be built into the PCC's cycle of policy review
- The Staffing Committee should decide who should undertake the safer recruiting process and this should be formally recorded
- A member of the Staffing Committee should undertake the safer recruiting course
- There is a need to identify those in need of training and record outcomes
- The leaders of groups within the Minster structure are the ones responsible for checking that appropriate training has been undertaken
- The bottom line is "If you recruit people then it is your job to ensure your recruits are compliant with regulations"
- Clarification on Recruitment of Ex-Offenders Policy. The policy simply states what is to be done if an ex-offender is being recruited (nothing to do with public worship)
- Concerns should be addressed to the Vicar and /or the Safeguarding Officer
- Any sense of lack of expertise then contact the Diocese for expert help
- Staffing Committee to identify Leaders and the actions they should take
- Guidance for volunteers handbook to be considered at the PCC's September meeting

**The recruitment of ex-offenders policy was formally and unanimously adopted by the meeting**

IM signalled his intention to stand down from the role of Safeguarding Officer remarking that the role has grown beyond recognition and should be a shared role in future.

The Vicar indicated that there was a potential candidate prepared to share the role.

The Safeguarding Officer was thanked for his on-going hard work.

**72/23 Premises :**

- (A) Proposed Capital Works Board : The Vicar gave an outline of the history and purpose of the group which has met informally on several occasions with representatives from the Minster PCC, The Minster Old Fund, The Friends of Beverley Minster and Two churches : One Town.

**It was proposed by PC and seconded by SR that approval is given for the formal establishment of the Board as a working committee of the PCC.**

PC gave a brief resume of the meeting that had taken place with Simon Quartermaine from the diocese regarding ownership of the Parish Hall.

- (C) The question of the car park was raised. RMcP to liaise with The Old Fund and if possible bring to the September meeting of the PCC
- (D) The meeting was assured that the question of heating the Minster Church over the winter of 2023-2024 was in hand. It was pointed out that the lack of heating over the past winter was a financial matter and nothing to do with the ability of the boiler to function or not.

### **73/23 : Vicar's reflection and report :**

JB reflected on Sunday's Gospel, the story of the wheat and tares, relating it to the Minster where every proposal turns up more issues and he urged patience – await the harvest.

- Mission Priest : A new house is being purchased on an estate near Keldmarsh School. This will be ready by December of this year or January of next year. The advertisement for the post is still to go out.
- Minster CE Primary is to become an academy.
- Seventeen new choristers have been recruited this year and there have been many RSCM awards.
- The Youth group now numbers 17, nearly double the pre-pandemic numbers.
- St Leonard's has experienced a 30% growth since the pandemic contrary to all trends. Much of this is because of AH and KH who are a constant welcoming presence at Saint Leonard's.
- Service changes – So far the response has been (i) return to the nave for the communion service as the quire might be seen as a bit "exclusive" (ii) strong arguments for swapping 9-15 and 11-00 but no rapid decisions will be made.
- There are six adult confirmation candidates and The Youth Minister is to run a teenage confirmation class.
- In response to a question about restoring the use of the cup at communion JB said intinction was to remain for the present.

**73/23 Enterprise :** The report of the Enterprise Committee was received by the meeting.

**74/23 Faculties :** DP spoke to her report.

**Repair of heating at St Paul's.** It was proposed by DP and seconded by PC that the recommendation of the Standing Committee to approve repairs to St Paul's heating be endorsed by the PCC. **This was carried unanimously**

**75/23 Shop report :** This was received by the meeting with thanks to all those involved.

**76/23 Staffing :**

DP explained her previously circulated paper

- (A) It was proposed by JE and seconded by MCh that the **staff who have not had pay adjusts this year receive a percentage increase** **Unanimously approved**

(B) It was proposed by ED and seconded by HM that the **salary of the Youth & Children's Minister be increased** [REDACTED] **Unanimously approved**

**77/23 The Old Fund :** The report was received by the meeting

**78/23 AOB :**

- (A) SR spoke about the decisions of groups impacting on others, especially the Welcomers and asked for consideration of others when decisions are taken. It was suggested that the question should always be asked "Who needs to know?" and "Who is responsible for letting others know?" JB commented that there is a workstream in the Vision Strategy about communication (H). He also commented that often the perception of the Minster organisation is that it resembles a web or wheel with all knowledge residing at the centre whereas it is more like a net with warp and weft threads intersecting. The Chair invited ideas for improved communication to be sent to him.
- (B) The Ecochurch update was received under AOB and there was a request for PCC members to be present, especially at the launch evening and throughout the event whenever possible. ED saw the event as an evangelising opportunity and the Vicar pointed out that the eco-group was following its brief.
- (C) The Electoral Roll Officer reported an increase of 6 since the APCM. The roll stands at 289.

**79/23 Future Meeting Dates :**

07-05-2024 for a regular meeting and 20-05-2024 for the APCM were approved to be added to the previously agreed dates. The clerk will circulate a revised timetable.

The meeting closed with the Grace at 9-45pm

Approved .....

Date .....