

CROFT YARPOLE & LUCTON PCC MEETING
8 Sept 2022 at 7.15 pm: St Leonards

Minutes

	<i>Mins</i>
1	<p>Welcome Present: Barbara Nurse; Janet Owens; Sue Smith; Rose Jenkins; David Nightingale : Apologies : Richard Fletcher: Jane Higgins Chair: Janet Owen</p>
2	<p>Discussion:</p> <ol style="list-style-type: none"> 1. The café should stay open following the Queens death but close on the day of her funeral 2. It is recommended that the church stays open during winter so it provides a warm place.
3	<p>Minutes of previous meeting approved</p> <p>Updates:</p> <p>Completed or shelved for now:</p> <ol style="list-style-type: none"> 1. House Church not happening 2nd Tuesday of September. <p>In Progress</p> <p>Outstanding</p>
Decisions	
4	<ol style="list-style-type: none"> 1. Safeguarding Action Plan This is now very complicated so all parishes know what they should be doing. Barbara has resubmitted the Safeguarding statement to the community website. The safeguarding plan has been reviewed , updated and displayed. Barbara as safeguarding officer has reported to the ACPM and Jane Higgins is deputy Parish safeguarding office. The Safeguarding report is attached (Appendix A) and the items in red are approved by this PCC. Also approved are the recruitment process and Allegations paper. 2. Croft Maintenance Roof work is completed and the weathercock is covered in gold leaf, looking good. There has been no regular maintenance arrangement so David Williams will do a monthly check and Barbara has completed a schedule/ checklist for him which he will complete..

This arrangement is approved by the PCC but Barbara will ask the National Trust to look at the slipperiness of the stone steps and the metal rail at the side of the path which results in flooding.

3. **Headstones** – no visit has taken place now. It is important that this visit takes place to confirm that a mistake was made by the Team Ministry and the stonemason and not the PCC . Whilst we recognise it may be too late to make any change to the headstone, our policy needs to be clear and communicated in order that this situation never again arises. The PCC requests that Matthew makes this visit before our next meeting and comes back to us with a workable plan to ensure that this doesn't happen again

4. **Harvest Festival** 2nd Sunday in October (9th October)
All Souls Sunday 30th October is a group service at Eyton, Barbara to see if all souls conducted there. Christmas.
Here on 31st we would have the book in the chancel and a session at 6.30 to read the names, play some music and have a prayer.
Remembrance Sunday 13th November where the names will be read out.
Christmas – 9 lessons and carols booked with the Birchpoles. We will discuss at next meeting to see if there is anything else we are going to do.

5. **Lectern** On 21st April 2022 we approved the application for a faculty to dispose of the Lectern, we are now awaiting the Chancellors decision and Barbara will be finalising the paperwork with the Chancellors office.

Discussions / Information

- | | |
|---|--|
| 5 | 1. Update on New Ministry Roles – to be a discussion led b Matthew at next meeting |
|---|--|

Updates

- | | |
|---|--|
| 6 | <ol style="list-style-type: none">1. Treasurer Report attached. We are still in need of a new Treasurer for 2023. Croft work complete and is currently within budget pending retention work.
We do need to push Parish Giving – put the QR code with a few words into the Parishioner for several consecutive months.
2. Church Warden Report : all covered above |
|---|--|

3. St. Leonards CIO update: Anna Morley has taken over as temporary manager but there are not enough volunteers
4. Croft update
5. Safeguarding report – no allegations
6. There is a Bishop led initiative called “We Celebrate Together” 15th October at Hereford Academy, you have to book to go. Barbara will circulate the letter

7

Correspondence Issues Outstanding & Forthcoming Events Nothing

8

Next Meeting

Proposed meeting dates for 2022/3

Nov 3rd

Jan 5th

March 9th

4th Sundays

27 November	Rob Walker
----------------	------------

Appendix A

Promoting a Safer Church Action Plan

Parish

Croft with Yarpole and Lucton

Date Started

5 September 2019

Update:

8 September 2022

Requirement – Safeguarding Roles	Undertaken / Action	By whom	date
Incumbent, churchwarden(s), PCC/Parish safeguarding officer are aware of their safeguarding responsibility	Policy discussed at PCC on 5/9/19. Intend to work through Handbook at subsequent meetings	Yarpole PCC	5.9.19
Appoint a parish safeguarding officer (PSO)	Barbara Nurse appointed Anna Morley approved as DPSO	Yarpole PCC	5.9.19 14.11.19
Safeguarding lead on PCC	Barbara Nurse	Yarpole PCC	5.9.19
DBS administrator / verifier	Barbara Nurse Jane Higgins	Yarpole PCC	5.9.19 28.3.22
Other people with safeguarding responsibility in parish	Matthew Burns Shop cttee, staff and volunteers Events cttee – hiring arrangements Gallery Café Manager		
Requirement – Information displayed in church / website			
Promoting a safer church safeguarding policy statement is displayed in St L and Croft	Policy and Posters to be displayed in both churches	Barbara Nurse	30.9.19
How to contact diocesan safeguarding advisor is displayed in each church	Contact name and phone number on posters	Barbara Nurse	30.9.19
Safeguarding arrangements are clearly visible on front page	Policy statement to be sent to website administrator ; revised	Barbara Nurse	August 2022
Requirement, policy, review and reports			
The PCC has approved a parish safeguarding policy	Policy approved	Yarpole PCC	5.9.19
Policy Statement reviewed annually		Yarpole PCC	9.9.22
Policy to go BMG, Shop and café to note and to raise awareness in staff and volunteers <i>BN to check what procedures are in place</i>	Sent by email St Leonard's Management and shop cttee have responsibility to ensure that Café Manager, Shop Manager and anyone in shop with safeguarding responsibilities received DBS checks and that volunteers are aware of their safeguarding responsibilities.	Barbara Nurse	6.9.19

Safeguarding is a regular PCC agenda item	agreed	Yarpole PCC	5.9.19
PSO reports to PCC each meeting	agreed	Yarpole PCC	5.9.19
PCC considers a part of the policy document each meeting	Agreed, but not proved feasible	Yarpole PCC	5.9.19
PSO submits written report to the APCM	agreed	Yarpole PCC	5.9.19
PSO report to ACPM	Submitted and recorded in minutes		March 2022
New DPSO appointed	ACPM		March 2022
Assistant PSO appointed for St Leonard's Management and cafe	Anna Morley, acting Café Manager	Yarpole PCC	September 22
Requirements – Church activity including safer recruitment			
Safer Recruitment Policy	Reviewed and adopted Specific actions	Yarpole PCC	
Employment of Ex Offenders policy	approved	Yarpole PCC	September 2022
Risk assessments completed	<i>To be developed</i>		
Insurance covers each activity	Ecclesiastical Insurance renewed annually		
PCC approves hire agreement for all external organisations or individuals and copy given to hirer <i>BN to check hire agreement</i>	Hire requirement includes clause to follow safeguarding guidelines		Nov 2019
DBS checks have been completed for all those with responsibility, e.g. church warden(s) workers and helpers who have direct contact with children, young people groups/activities and for those who work with vulnerable adults.	Completed New DBS required for new DPSO and APSO	PSO DPSO APSO	Jan 2020
All leaders and helpers have role description and given support as necessary	<i>To define who needs them</i>		
Requirements – safeguarding training			
All those with responsibility (Incumbent, CWs, PSO) and those	PCC urged to complete C) or C1 on line before next PCC meeting in November	Yarpole PCC	5.9.19 By 14.11.19

involved in an activity with children or vulnerable adult have received at least CI safeguarding training	CI training completed for BN, RS, SS, AM ? PSO and DPSO C2 training PSO and DPSO attended Dashboards and DBC verification training	PSO and DPSO	November 2019 July 2022
Dashboard and DBS awareness training	Dashboards accessible from PSO and DPSO computers	PSO and DPSO	July 2022
Requirements – reporting procedures			
Responding to Allegations Policy	approved	Yarpole PCC	
All allegations or concerns, including low level concerns, of behaviour are promptly reported to Mandy McPhee, Diocesan Safeguarding Advisor and followed up in an email	Agreed ; Barbara Nurse PSO to implement reviewed	Yarpole PCC Yarpole PCC	5.9.19 8.9.22
PSO will keep record of concerns, disclosures and notifications and outcomes in confidential place at home	No concerns reported to date	PSO	04.01.21 25.7.22