

**WEBSITE MINUTES OF A MEETING
OF RUSTINGTON PAROCHIAL CHURCH COUNCIL
HELD ON TUESDAY 27th JULY 2021**

Present: All members bar three were present.

Declarations of Interest – Members had completed Conflict of Interest Disclosure forms meaning that this item can now be taken off future agendas. These forms will be given out after the APCM each year.

The Minutes of the APCM meeting 30th May 2021 and the Minutes of the PCC meeting 22nd June 2021 were both approved.

Henry Ave – the roof has been fixed and no further leaks have occurred. Quote will be obtained for redecorating the hall, stairs, landing and door frames

Lych Gates – application applied for a faculty to have these replaced.

Quinquennial – will take place in September.

Signatories – mandates are in the process of being completed for the new signatories.

PCC tonight – The third session of the CPAS course – What is the best way to conduct meetings?

This is about how we look at the way we function as people, our different gifts and personalities, how to get the best out of each other so that we are aware of each other and how we work together in making decisions.

Two questions asked to members and some of the replies were -

What works well when we meet as a PCC?

- Teamwork.
- Timing.
- The space to be able to see one another.
- Framing it in worship.
- Allowing everyone to speak.

What are your pet peeves about our meetings?

- Reports with no name.
- Talking over one another.
- Own Agendas.
- Not being able to hear properly.
- Members reading reports at the meeting – should be read beforehand.
- Some lack of tolerance – listen to other people's views.
- Questions asked without notice at the meeting, so a person has no time to obtain the answers.

Again, in twos Natalie asked about possible solutions to the following.

- a) Setting and distributing the agenda.
- b) Chairing the meeting.
- c) Prayer and Worship
- d) Bible Study.
- e) Ensuring every member is valued.
- f) Making decisions.
- g) Handling conflict.
- h) Implementing decisions made.
- i) Use of mobile phones/distractions.

- b) Maybe alternate the chairperson with the vice chairperson. Find out what people think after a discussion has taken place as other people's views can be useful. This might benefit new members if they don't understand an item.
- c) Give those who wish to the opportunity to write their own prayers and divide out readings to members.
- e) Make sure members are able to understand what is going on – especially after the APCM when there are new PCC members.
- f) Once everyone has had their say members need to be bolder in putting forward a proposal. Have the courage to say you don't agree.
- g) Light touch from the chair identifying elements. Sometimes one or two members definitely seem to have their own agenda which then overrides the item. Be self-aware. If things are getting heated have time out and a pause for a prayer. When we leave the meeting, we leave as one body. Every view is important. If someone does feel hurt they need to be able to say so, to allow it to be resolved.
- h) From the chair – who is going to take ownership – task orientated. Not to rush into making decisions. Take advice from the subgroups.

The last three sessions will take place during the Awayday in September.

Community Hubs – Research has been carried out for potential hubs for PCC members to visit and gave out a briefing with background information regarding each place. After talking through each one members chose which ones they would visit –

- Creative Heart, Littlehampton
- Village Hub, Storrington
- Carillon Cottage, Wadhurst
- Wickbourne Centre, Littlehampton
- The Hub, Upper Beeding

Treasurers Report– a report was circulated prior to the meeting. The accruals for the General Fund were £668.20. The treasurer then explained the Accruals System and the reason for using it.

An Independent Examiner was not appointed at the APCM as further discussion was required.

It was **proposed we invite Mel Gowans to be the PCC's IE for 2021**, 13 voted in favour, 1 abstention.

Safeguarding – report sent out prior to the meeting. We have been asked to display a poster 'PCR2 Making Churches Safer' in the Church and the Hall.

Health and Safety – report sent out prior to the meeting.

Deanery Matters/Churches together in Rustington – there was a brief meeting of CtiR on zoom to agree finances.

Deanery – report sent out.

Matters raised by the Vicar – C B has almost completed the Living Faith Course. She now wishes to move on to be an authorised Lay Minister and has chosen to take a module in 'Chaplaincy'. The cost is £40. If members are in agreement the PCC could fund this as a gesture of support. Everyone agreed.

Covid – service schedules have been sent out via the weekly email. From September Noah's Ark will return to Tuesdays, Messy Church once a month on a Fri afternoon, J Squad 3 Sundays a month with an All Age Service on the other Sunday. A Families Afternoon will be held on certain Sundays during the year.

Matters raised by the Churchwardens – Swearing in service now due to take place on Thurs 29th July.

A member of the church family who helped out at the churchyard tidy up, has agreed to look after the Memorial Garden.

Correspondence – Churchyard Closure. The relevant forms from Arun District Council and Rustington Parish Council have now been received. The secretary has filled out the final form on behalf of the PCC. All three have been sent to the Ministry of Justice to apply for an Order in Council to discontinue burials. (This means a Churchyard Closure)

Any other business – The Queen's Platinum Jubilee. Quite a few church members have been invited to a meeting with the Parish Council on 2nd Aug to discuss plans for community events