

PC MINUTES



MEETING DETAILS

Date: 25/1/2021
Time: 7:30-8:15pm
Venue: MS Teams

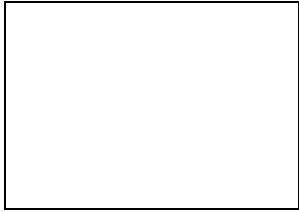
ATTENDEES

Jeremy Watson (chair)
Daryl Williams
(Warden)
Peter Coburn (Warden)
Heather Wardlaw
Kathleen Wilson
Peter Moran
(Treasurer)
Richard Childs
Darryl Parkinson

APOLOGIES

Alissia Adam
Steve Parkinson
(trouble connecting into
MS Teams meeting)

ITEM	MINUTES	ACTION
INTRODUCTION	The meeting was chaired by our vicar Jeremy Watson and conducted via Microsoft Teams.	
Prayer	The meeting began in prayer at 7:32pm.	
Matters for Decision	<p>Staff Licensing</p> <p>Jeremy led a discussion about staff based on his pre-circulated report. The matters for decision were for Luke Alabaster (2 years) and Samantha White (1 year) to be licensed to the parish as ASLMs, and, pending further discussion regarding arrangements, for Leonie Dekker (1 year) to be licensed as an ASLM or AHLM in the parish. Some questions of clarification were asked as to the difference between licensed and unlicensed staff and to what the future arrangements for staffing might be.</p> <p>Agreement was given to nominate Luke for 2 years, to renew Samantha's license for 1 year, and pending further conversation, for Leonie to be re-licensed to our parish for 1 year.</p>	<p>Action</p> <p>Jeremy to proceed with nominations and to follow-up with Leonie to improve clarity of role.</p>
	<p>First Aid Training</p> <p>Agreement was given for first aid training to be undertaken; however it was noted that it may be best to wait a few months because the training may be of lower quality during heavy COVID restrictions. It was also agreed that the parish should be notified of the opportunity for training as well as enquiring as to who is currently qualified.</p>	<p>Action</p> <p>Jeremy to include notice about First Aid training in newsletters in the next few months.</p>
	<p>Appointment of Parish Electoral Roll Committee</p> <p>Jeremy explained the requirements of this role and there was some discussion about those who have previously assisted from outside Parish Council. Discussion also turned to the legal requirement to appoint a parish secretary.</p>	<p>Action</p> <p>Jeremy to follow-up with Steve Parkinson regarding the secretary and electoral roles.</p>
Other Questions and Discussion arising from Reports	Brief discussion ensued regarding documentation and reports in the Teams folder.	
Review of previous meeting	<p>The minutes from the November 2020 PC meeting in were approved.</p> <p>The Log of Actions was reviewed, with the Little Pantry given some short discussion but no further action at this stage.</p> <p>The Safe Ministry Checks Application has started to be utilised in our parish and the Disabled Toilet Safety Gate has been installed. These two items can now be closed.</p>	
Review of the meeting	<p>There was a brief meeting review, including noting that some found it difficult to connect to the MS Teams meeting and access to the meeting link. Some have also found the use of Teams difficult due to being restricted by their work account.</p> <p>There was also some discussion about the lack of a parish vision or strategic plan and the suggestion that our</p>	



discussion meeting on 8 February could be focused on this rather than only the proposed subject of stewardship.

Prayer

Jeremy closed the meeting in prayer at 8:17pm

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