



PCC of the Parish of Wiverton in the Vale

Minutes of the meeting held at 7.00 pm on Monday 13 September 2021
at St Andrew's Church, Langar

Present: Chair Rev Rachel Mitchell
Churchwardens: Robin Coles, Edward Hine, Trevor Simpson, Hilary Tabron
Elected members: Rosie Dulwich, Nick Perry, Pam Powell, Mike Raines
Ex Officio: Katharine Bacon, Reader (Deanery Synod Rep)
Treasurer: Max Jordan
Minutes: Jane Travis

Apologies: Anna Betts, Mike Beazley

Item		Action
21/09/01	<p>Welcome and opening prayers</p> <p>1.1 RM opened the meeting with a reading and prayer.</p> <p>1.2 Apologies received from Anna Betts and Mike Beazley</p> <p>1.3 All agreed an accurate record.</p> <p><i>Proposal to accept and sign off minutes from 12/07/2021 as an accurate record of the meeting</i></p> <p><i>Proposed - EH, seconded - HT, unanimously agreed</i></p> <p>1.4 No matters arising to discuss</p> <p>RM undertook a short exercise for all attendees to evaluate the good and bad points of how the PCC meetings are conducted.</p>	
21/09/02	<p>Rector's Report (see Appendix 2)</p> <p>RM provided a comprehensive report for the Parish</p> <p>The risk assessment training is arranged for 02/11/21 at the Rectory, ideally RM would like a representative from each church to attend. To date attendees are HT - Cropwell Bishop, RC - Langar, PP - Elton, MR - Tythby and JT - Parish Administrator. A representative from Colston Bassett and Granby are still required, please confirm with JT</p> <p>Faculty training - a date is to be confirmed with Jonathan Pickett but will be November at the earliest. JT will advise when known</p>	<p>Colston Bassett / Granby</p> <p>JT</p>
21/09/03	<p>Churchwardens' or Church Representatives' Reports (see Appendix 3)</p> <p>Full details are documented in the attached appendices.</p> <p>3.1 RM requested that each church submit a report of the work required based on the latest quinquennial report by mid-October so that schedules of work and budgets can be agreed at the next PCC in November.</p> <p>3.2 Granby require an Archdeacon's licence for the proposed List B works as in quote 21110, dated 12/06/21 from Bevis Archer for £760.00 for works to gutters and roof repairs. HT is supporting MW at Granby and has received access to All Saints, Granby on the OFS in order to complete the application which requires an approved PCC minute, signed by RM.</p> <p><i>Proposal to accept the quotation for works to gutters and roof repairs as specified in quotation from Bevis Archer for £760.00</i></p> <p><i>Proposed - HT, seconded - RC, unanimously approved</i></p>	<p>Churchwardens and representatives</p> <p>HT / RM</p>

Signed Name Office Date

Item		Action
	<p>Until now churchwardens have only had access to their home church on the OFS, but Jonathan Pickett can add further churches within the Parish to people's accounts on request as needed.</p> <p>3.3 RC asked if churches are offering tea/ coffee after services now (thinking particularly about starting after the group Harvest Festival on 3 October in Langar). All agreed a RA is needed to include servers wearing visors (preferable to masks) and hand sanitiser for use rather than wearing gloves. RD and RC to draw up a RA. Each church to decide if they want to provide refreshments, Cropwell Bishop and Colston Bassett do.</p> <p>Langar & Barnstone will be inviting other church congregations to contribute to decorating St Andrew's for Harvest. For all the other tasks, we need to reinstate the rota which used to exist pre-pandemic. See my reply to your email on service rotas.</p>	<p>JT</p> <p>RD/RC</p> <p>RC</p>
21/09/04	<p>Vision and Strategy</p> <p>4.1 Vision Day (see Appendix 2). 20 November at Jubilee House, led by Richard Kellett. The day will be open to all in the Parish but numbers at the moment limited to 24 max but this may change in time. JT will organise a booking system if necessary. Further details will be advised early October.</p>	JT
21/09/05	<p>Worship, Spiritual Growth and Pastoral Care</p> <p>5.1 Service Provision (see Appendix 2). It was agreed to return to the Parish pairings for the service rotas:</p> <p style="padding-left: 40px;">Elton and Colston Bassett</p> <p style="padding-left: 40px;">Granby and Cropwell Bishop</p> <p style="padding-left: 40px;">Tythby and Langar</p> <p>RM advised that she will only take one service per day over the Christmas period. She has asked retired clergy and lay ministers of their availability and services will be organised accordingly. It may not be possible to have as many services as in previous years.</p>	
21/09/06	<p>Community and Outreach</p> <p>6.1 Pop up café restart. RC confirmed this will start again in the Spring. Time is needed to arrange RA and safeguarding training for helpers prior to restart.</p>	
21/09/07	<p>Children and Young People</p> <p>7.1 New team meeting update (see appendix 2). RM advised that this was progressing positively and 10 people had attended the first meeting and 8 the second. The third meeting is on 22 September.</p> <p>7.2 RM reported that Liz Palmer (RE Coordinator at Cropwell Bishop Primary School) is in discussion with HT and Ann Mansell about services in St Giles at Harvest and Christmas. RM will be meeting with her too once back from leave.</p> <p>7.3 RM also advised that she is meeting Emily Brown (Head Teacher at Langar Primary school)</p>	

Item		Action
21/09/08	<p>Finance and Administration</p> <p>8.1 Treasurer's Report and Overview (see Appendix 8). MJ confirmed that the reserves from the sale of Barnstone church have been designated within Langar Church funds.</p> <p>Each church needs to discuss at their home team group whether to have a designated Fabric Fund where money is transferred on a monthly basis to cover expenditure on fabric during the year. At the moment only St Giles has this contingency.</p> <p>MJ advised that there had been no revenue to the current charity fund since June 2021 and therefore no money paid out.</p> <p>8.2 Parish Share 2022. MJ is waiting for dates for the zoom meeting to discuss Parish Share, anyone is able to join him for the meeting. MJ to advise dates.</p> <p>MJ reminded the meeting that by paying our full Parish Share we qualify for a 5% discount.</p> <p>MJ suggested that a date be set early next year to discuss Parish Share more fully.</p> <p>RM offered the thanks of the PCC for all the work which Max undertakes. MJ left meeting at 19:????</p>	<p>Home Teams</p> <p>MJ</p> <p>PCC</p>
21/09/09	<p>Safeguarding, Health and Safety and Risk Assessments</p> <p>9.1 Safeguarding and DBS Report (see appendix 9.1). RM thanked RD for taking on the role of PSO and confirmed there is much to do!</p> <p>9.2 RD confirmed that invitation had been sent out to all the PCC to access the Parish Dashboard. Some reported difficulty in gaining access. RD to investigate. RD advised it is very important that as a Parish we start to complete the sections laid out in the Dashboard and the first step is to officially adopt the Promoting a Safer Church Safeguarding Policy Statement for Children, Young People and Adults and the Safeguarding Responsibilities of Churchwardens statement.</p> <p><i>Proposal for the PCC to adopt the Promoting a Safer Church Safeguarding Policy Statement for Children, Young People and Adults and the Safeguarding Responsibilities of Churchwardens statement.</i></p> <p><i>Proposed - PP, seconded - MR, unanimously accepted</i></p> <p>9.3 Employment of Ex-offenders policy. This will need to be adopted at the next PCC meeting in November. RD to circulate the policy for review in advance of the meeting.</p> <p>9.4 Safeguarding Church Notices. JT to update posters for church noticeboards and circulate for wardens and representatives to display in each church.</p>	<p>RD</p> <p>RD</p> <p>JT/ Churchwardens and representatives</p>
21/09/10	<p>Other Parish Policies and Procedures</p> <p>10.1 Lone Working Policy Renewal (see Appendix 10.1). RM advised that this policy requires reviewing and readopting. It will be important for church leaders to set an example and to encourage those who help in church to follow the policy to stay safe. Communication and following the policy is key.</p> <p><i>After discussion agreed by all to re-adopt the policy (date as 13/09/21)</i></p>	

Item		Action
	<p>10.2 Grievance Procedure Policy. This will need to be adopted at the next PCC in November. JT / RD to draw up and circulate prior to the meeting.</p> <p>10.3 Parish software licences. NP reminded the PCC that the Parish has multiple licences for Microsoft and anti virus which can be used for Parish business.</p> <p>PP left at 20.04pm</p>	<p>JT/RD</p>
<p>21/09/11</p>	<p>Parish Posts</p> <p>Secretary - Sally Stothard is still keen to take on this role but is unable to progress her application until end October due to house moving.</p> <p>Treasurer - prior to leaving the meeting PP had advised she has a link to the ICAEW volunteering website which might be a suitable place to advertise for a treasurer. PP to email it to JT.</p> <p>The need for a replacement for MJ is urgent as MJ finished at the end of the year having given a great deal of notice.</p> <p>Need to advertise on social media (Facebook), with local villages Parish Clerks, East Bingham Deanery etc.</p> <p>JT to draw up a poster to display in all churches</p> <p><i>Proposal that should the need arise the PCC agrees to the post of Treasurer to the PCC being a paid post at a rate of £11-£12 per hour. Further the PCC agrees to NP approaching the one enquirer from previous advertising to find out if they are interested in the post on this paid basis.</i></p> <p><i>Proposed - RC, seconded - HT, unanimously agreed</i></p>	<p>PP</p> <p>JT / PCC</p> <p>JT/ PCC</p>
<p>21/09/12</p>	<p>Wider Contacts</p> <p>12.1 Diocesan Synod and Deanery Synod updates. No meetings since last PCC</p> <p>12.2 Election of RC to Deanery Synod (casual Vacancy)</p> <p><i>Proposal that Robin Coles be elected to the Deanery Synod to fill a casual vacancy</i></p> <p><i>Proposed - KB, seconded - RD, unanimously agreed</i></p> <p>12.3 General Synod Report. HT raised the Save the Parish campaign in response to General Synod of the Church of England hearing plans to impose a new management system for parishes nationwide, cutting 20% of clergy and selling parish assets. RM agreed that there is great potential in the Wiverton in the Vale Parish to grow the Kingdom of God and suggested this should be discussed as part of our Vision Day in November.</p>	
<p>21/09/13</p>	<p>Correspondence</p> <p>None</p>	
<p>21/09/14</p>	<p>Any other business</p> <p>14.1 RC raised that the newly formed Fabric Committee for St Andrew's Langar is looking not only at the upkeep of the building but also how the building can be better used by the community. One of the</p>	

Item		Action
	<p>first items they are investigating is having WiFi in the church. This will be pursued with the Church Architect.</p> <p>14.2 Afghan Refugees. RM advised that Sue Macdonald and Peter Hills are looking at how people might offer practical as well as prayer support. Details will follow once more is known.</p> <p>14.3 Parish Registers Project. JT reminded all that the registers which are closed and over 100 years old and any registers which are 150 years old, even if still in use, must be handed into the archives for digitising. Registers and the completed form for each church are required by the end of this week please.</p> <p>14.4 RM asked if there were any parishioners who required Holy Communion at home - no.</p>	<p>Churchwardens and representatives</p>
21/09/15	<p>Matters for the next Meeting's Agenda</p> <p>Employment of Ex offenders policy</p> <p>Grievance procedure policy</p>	
21/09/16	<p>Date and venue of next meeting</p> <p>8th Nov - in St Andrew's Langar starting at 7pm</p> <p>10 Jan - possibly by zoom, 14 March, APCM 6 April (Wednesday)</p>	
	<p>RM closed the meeting with a prayer at 20.35pm</p>	

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 2 – Rector's Report

Author: Revd Rachel Mitchell

Thank you

Thank you to all of you who have worked so hard in my absence. I am grateful to everyone however little, or how much they have done.

It has been a delight to receive so many positive reports about our Licensed Ministers. Our retired clergy, our LLM's (one still in training) and church officers have been brilliant. And of course, we are all incredibly grateful to Nick Perry for his help and hard work in getting so many of us online.

I also am thankful that we have come to know each other a little better as a parish.

Health update

I am deeply sorry to be away from my responsibilities as Rector of this parish for so long due to ill health.

I have a provisional diagnosis of Chronic Fatigue Syndrome (CFS/ME), however I am still awaiting tests and results.

CFS/ME is a long-term illness with a wide range of symptoms. The most common symptom is extreme tiredness, however I am also struggling with headaches, dizziness, nausea and problems thinking, remembering and concentrating.

The severity of symptoms varies from day to day, or even within a day. Extreme tiredness and the other physical symptoms can make it hard to carry out everyday activities.

I have begun a gradual phased return to work and have now worked up to 20-30 hours per week. I thank you for your patience and forbearance whilst I work towards managing my symptoms and parish duties.

Details re H&S, RA training and Faculty System training

In support of those who keep our parish running and hard-working church wardens, two training sessions have been scheduled:

Health and Safety and Risk Assessments with Garry Douglas & Associates
Ten places available, at the Rectory 3pm Tuesday the 2nd November

The Faculty System with Jonathan Pickett via Zoom. Please contact me or Jane Travis asap to register your interest.

Children and youth

A group of people have been meeting to eat, pray and plan together about how best to serve the young people of our parish. It was encouraging to have a team of people of all ages at our first meeting. This will not be a quick process as it is necessary to make sure that anything planned is sustainable in the long term. It will also be necessary to put most people through the Safe Recruitment Process

Future service plans

I have been talking to home teams about future service provision. It is important as we move forward that each church should have their own strong identity within our one parish. Whatever we plan for the future it is knowing that we are still not through the other side of the pandemic. We are all looking forward to the Vision Day on Saturday 20th November, at Jubilee House in Southwell.

I have been sharing the following scripture at Churchwardens, Licensed Ministers and Home Team meetings:

Mark 4:26-29 (NRSV)

²⁶ He also said, "The kingdom of God is as if someone would scatter seed on the ground, ²⁷ and would sleep and rise night and day, and the seed would sprout and grow, he does not know how. ²⁸ The earth produces of itself, first the stalk, then the head, then the full grain in the head. ²⁹ But when the grain is ripe, at once he goes in with his sickle, because the harvest has come."

At those meetings we have discussed the need to take things slowly and reflectively as we go through this next period of the global pandemic, allowing for the fact that many people are depleted mentally, emotionally and physically by the last few years. This includes all our clergy, church officers and volunteers.

I am sure we all have a list of jobs that need to be done to enable our parish to thrive.

However, it is vital for the health of all, as we to approach our Vision Day, to prayerfully, seek God's vision for our churches. As we dream, talk and listen to our heavenly Father together I pray it will be with the awareness that we may plant but it is God who produces the harvest.

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 3.1 – for the church of St John the Divine, Colston Bassett

Author: Edward Hine

Mission and Ministry (Growing disciples Wider, Younger, Deeper)

1. We intend to hold our Pet's Service on 19th September and it will be interesting to see what response we get.

Churchwarden's / Church representative's Report

Events:

1. We have a Home Team meeting next Monday
2. We have cancelled our Village Breakfasts up to now will see whether we can start again soon

Maintenance and Fabric:

1. The initial work has been carried out in respect of the collapsed drain with more to follow
2. Our new sound and loop system is due to be installed at the end of the month.

Finance:

1. Nothing to report

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 3.2 – for the church of St Michael and All Angels, Elton-on-the-Hill

Author: Pam Powell

Mission and Ministry (Growing disciples Wider, Younger, Deeper)

1. No events

Churchwarden's / Church representative's Report

Events:

1. No services or events held but we will have our first service, HC, on Sunday 12th followed by a baptism the same afternoon. The church will also be open for the Ride and Stride on Saturday 11th. Risk assessments have been undertaken and covid-19 precautions in line with current guidance will be followed.

Maintenance and Fabric:

1. Annual PAT certificate was recently renewed.
2. The Churchyard continues to be maintained by volunteers, principally Don Masson and Robin Clark.
3. In advance of the above mentioned openings/events the church has been thoroughly cleaned (with assistance from Robin Clark who has helped move pews and polished the brass candlesticks) and contact points will be further cleaned with anti-bac before each event
4. Robin Clark donated a vacuum cleaner to the church as the previous one stopped working

Finance:

1. Nothing to report

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 3.3 – for the church of All Saints, Granby and Sutton

Author: Anna Betts

Mission and Ministry (Growing disciples Wider, Younger, Deeper)

1. Our second service this year was Holy Communion Service held on 25th July 2021. The service was led by Rev'd Canon Keith Turner (a retired priest). On the 22nd August 2021 the Holy Communion Service was led by Rev Rachel Mitchell.
2. The Covid-19 Risk Assessment has been adhered to and the church was cleaned before the service. The names/telephone numbers of the attendees were taken as a precautionary measure. Following the service, a hymn was sung outside the Church, which was welcomed by those attending. It also gave an opportunity for attendees to catch up with friends.

Churchwarden's / Church representative's Report

Events:

1. We continue to look forward to the return of the pencil drawing after its restoration by the Diocese Conservator. The charge for this is £150.00. The cost will probably be met by members of the congregation.
2. A meeting has been arranged for the 27th January 2022 @ 2:30 in Granby Village Hall. This is to be arranged for the villagers supporting the Church e.g. bell ringers, flower arrangers, housekeeping, etc., to encourage them to continue with their work, and to thank them. It also gives these groups the opportunity to meet Rev Rachel Mitchell and hear her thoughts on how they can support the Church moving forward.
3. The Granby cum Sutton website has been updated to include the Church services on the Calendar and a link for further information. www.granbycumsutton.org (Has on average 50 hits a week).

Maintenance and Fabric:

1. Quotes have been obtained for cleaning the church gutters, and replace broken roof tiles. The Church architect has been informed and a List B application has been submitted.
2. The spotlights in the nave of the Church were to be updated to LED spots on the 26th August 2021. Unfortunately, this has been deferred as the electrician has a back condition. The work to be rescheduled, following his recovery.
3. The work on cutting down the overhanging branches from Granby Church has been arranged by the Parish Council for the 10th September 2021. The tree surgeon is waiting for a slot from the NNC Highways.

Finance:

1. Nothing to report

Addendum: [Hilary Tabron]

Maureen was not able to proceed with making the List B application for the guttering and boiler roof repairs. I requested access to All Saints' Granby on the OFS, but because of a misunderstanding, I have only just received this today. The following information is required, but Jonathan may waive some of these. However, a PCC minute authorising the works is needed. Anna and Maureen have agreed to go with the quotation from Bevis Archer, as previously sent, but attached here for convenience.

1. PCC Minute authorising the works
2. Letter from the architect confirming that the works are routine maintenance and repair or extract from latest QI
3. Estimate / Tender from contractor(s) - please include professional accreditation
4. Architect's Specification – or other design details
5. Annotated drawings and/or photographs illustrating the proposals
6. Plans identifying the location
7. Insurance confirmation

BA Roofing and Property Maintenance

Customer Info

Mrs Maureen Wright
The church
Granby
Nottingham

QUOTATION

Quote Ref	21110
Date	12/6/21

Description Of Work Quoted

Gutters maintenance

1. Clear all gutters out on Church including lower building sections
2. There appears to be only one leak on the gutter on the porch Will seal this also
3. Tidy up

320

If you want me to

Repair hole in roof in boiler/Side building and there is about 20 states broken on the porch! Cost of these repairs £440 on top of the £320 making a total cost £760

[materials included]

QUOTE TOTAL

£

"Thank you for your custom!"

Our bank details are as follows:

Cheques made payable to: Bevis Archer

BACS: Sort Code 090128

Account No. 9350 2619

Hoe Nook • Cropwell Bishop • Nottingham • NG12 3AZ

Tel: 0115 9890616 • Mob: 07805 013350 • Email: ba73property@yahoo.co.uk

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 3.4 – for the church of St Andrew, Langar & Barnstone

Author: Robin Coles

Mission and Ministry (Growing disciples Wider, Younger, Deeper)

1. St Andrew's is pleased to be open when required for Sunday services and for occasional offices. As well as the school Leavers Service, it has also been used for the final stages of the SEAL Project and for some face-to-face meetings.
2. Contacts are being maintained with the wider church community in Langar and Barnstone.
3. The Home Team is meeting on 9th September and will be reported on at the meeting if an addendum to this report cannot be produced and circulated before.

Churchwarden's / Church representative's Report

Events:

1. Langar School had its Leavers' service in St Andrew's on Friday 23rd July as planned.
2. 4 weddings happily took place in July and August, with a Renewal of Vows due on 11th September.

Maintenance and Fabric:

1. Subject to ratification by the Home Team, a Fabric Committee has been formed to plan and oversee the Fabric and historic contents of the building with a view to updating and improving the building so that it can provide a better and 'modern' environment not only for our worshipping community across the Parish but also for the wider community in our two villages. We have involved people from this wider community who we know have an interest in the building and its use who are not part of our active worshipping community.
2. This embryo committee met with Carl Andrews on 1st September, and with the proceeds of the sale of Barnstone now available, Carl is to obtain updated quotes for the outstanding Quinquennial Report items, and safety improvements in the Tower with a view to the submitting of Faculty applications for the works. He is also to put us in touch with a heating solutions organisation so that we can look at the options open to us to improve the heating, which is generally agreed as being the major barrier to the building being used regularly by 'non-church' organisations, while considering the challenges of 'Green Church' in the next few years.

Finance:

1. The Sale of Barnstone Church was completed on 12th August and the proceeds have now been received.
2. Nothing else to note.

Addendum (11/09/2021):

1. PAT testing was carried out on 7th September, the flood lights and a switch in the Chancel which had failed were replaced with LED floodlights and the bulbs lighting the nave and transepts were replaced with LED bulbs.
2. A Home Team meeting took place on 9th September with Rachel
 - a. We discussed the **proposed draft service patterns**, and while there were no major objections, we wait the input from the Vision Day.
 - b. We decided that until contrary advice is received from the C of E/Government, **St Andrew's will be open 24/7**, with the usual areas locked – Millennium Room, Transepts and Vestry.

- c. **Decorations for Harvest.** As the service on October 3rd is the Harvest Festival for the whole Parish, other congregations are invited to contribute to the decorations.
- d. We discussed providing **In-Church Refreshments after services.** C of E Guidance **states** *“there are no longer any restrictions on serving food and drink, and people no longer have to be seated in their households or bubbles to eat and drink. You should still consider ways to protect those doing the serving and washing up, such as providing gloves and appropriate cleaning materials. Government guidance that face coverings are expected and recommended in crowded and close-contact settings should be taken into account”*. However we felt this should be a PCC decision and probably following a risk assessment.
- e. **Pop-up Café.** A lot more work – obtaining CO for all helpers and carrying out a risk analysis, would be necessary, so it was decided that the Pop-up Café would not reopen until next spring. This only means that one event (October) will be lost.
- f. **Fabric Committee.** The establishment of the committee, including members from the wider village community, was approved and the report of the first meeting was considered.
- g. **Possible ‘gifts’ from the proceeds from the sale of St Mary’s** were discussed and various suggestions were made with arguments for and against. After further considerations by members this matter is to be revisited at a future meeting.

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 3.5 – for the church of St Giles, Cropwell Bishop

Author: Hilary Tabron

Mission and Ministry (Growing disciples Wider, Younger, Deeper)

1. St Giles' has continued to be open for private prayer on Mondays, with the time now extended to cover 10.30am – 4.00pm, and hosted a service of Holy Communion in August.
2. The Tuesday house group has met in gardens every two or three weeks on a social basis through the summer and will start Pete Greig's second Prayer Course this month.
3. Bellringing for Beginners has resumed with appropriate risk assessment. We hope to reinstate Coffee and Chat as soon as a rota of approved people and an RA are ready.
4. Contacts are being maintained with the people in our congregation and on our radar.

Churchwarden's / Church representative's Report

Events:

1. Life Events:

Since the last report there has been one funeral followed by burial. There have also been three interments of ashes of people for whom Katherine took a funeral service at a crematorium on an earlier occasion. There has been a service of blessing and thanksgiving for a baby in the village whose parents were married here four years ago.

Maintenance and Fabric:

1. An action plan has been prepared for items regarded as urgent or needing attention in the next 12 months Quinquennial Inspection Report. See separate appendix.
2. Reordering: Since our plans were revised Historic England have withdrawn their objection to the scheme. The Society for the Protection of Ancient Buildings have added further comments of a critical nature. We are waiting for a response / decision from the Chancellor, who may yet request a site visit.
3. A large piece of polystyrene 6'x5'x4" was dumped in the church porch 5th August. Two volunteers kindly cut in into manageable pieces to dispose of it via their own bins plus two sessions worth of via the church bin.
4. The roof alarm was serviced 14th August
5. A failed nave LED floodlight unit was replaced 7th September
6. The churchyard is overdue for a 'working party' trimming session.

Finance:

1. Nothing to report in addition to Max's report.

Addendum:

I am still awaiting a quotation from Steve Anstey re various masonry / mortar repairs. This will need List B permission.

A very competitive quotation has been received for painting of gutters and downpipes plus two exterior doors. This will probably fall into List A for permission.

Max has completed temporary repairs to a pew platform in line with recommendations from the architect.

Our Home Team are looking into an initiative to link in with the wider village and potentially St Mary's Radcliffe to offer practical support to Afghan refugees.

Our Home Team have been encouraged to get informed about the 'Save our Parishes' issue and petition. This is in response to proposals to be put to the General Synod which would have the effect of undermining financial support for Parishes.

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 3.6 – for the church of Holy Trinity, Tythby cum Cropwell Butler

Author: Mike Raines

Mission and Ministry (Growing disciples Wider, Younger, Deeper)

1. Nothing to report.

Churchwarden's / Church representative's Report.

Events:

1. The church is locked and remains closed between services.
2. Rachel suggested at our recent Home Team meeting that we might consider adopting the Common Book of Prayer (BCP) for all future services. This met with majority approval and thus agreed. It was felt this would be a good fit as we have more country/traditional style of services.
3. Harvest Festival was scheduled for 12th September, but due to most of our experienced organisers being on holiday, it has felt better to cancel.
4. We agreed to a Safeguarding Sunday service on 10th October and to Remembrance Sunday being celebrated in Cropwell with the Methodists.
5. We discussed the problem of previous Carol Service being scheduled too close to the main Christmas service resulting in a reduced attendance. Also, during these changing times we felt it would be a good idea to advertise our services and times in the village newsletter.
6. Ride & Stride – Home Team were in attendance.

Maintenance and Fabric:

1. The grass continues to be cut and graveyard kept tidy by Bill Hales. He has agreed to a reduced cutting regime by leaving the rear of the church to grow more natural/wild. His daughter Yvonne has volunteered to become a keyholder for Tythby.
2. The Roof Camera Security System has been successfully installed and tested by Bellpost, a local Harby company. Any physical disturbances to the roof will be notified via their security app loaded to our smart phones. Invoice for **£1548.00 incl. VAT** paid.
3. **Main 2019 QI Recommendations:**
 - a) PAT testing & socket checked carried out on 27/08/2021. Invoice for **£38.00** paid.
 - b) Annual Organ tuning carried out on 18/08/2021.
 - c) Quote organised with Archers of Kinoulton for repair of roof lead and filling/pointing.
 - d) Quote to be organised for tree lopping survey.
 - e) Quote to be organised for asbestos survey.
 - f) Arthur to organise repair of base of 14th century Priest door.
 - g) Rosie & Paul have removed the damaging ivy around/side of the church.

Finance:

1. Max has confirmed a relatively good Giving Campaign with the following figures:
 - a) 3 x New Subscribers = **£850** incl. Gift Aid.
 - b) 6 x Existing Subscribers increasing donations = **£925** incl. Gift Aid.
 - c) 3 x One off Donations = **£687** incl. Gift Aid.**Total new donations = + £2,462.00**

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 8 – Report on Financial Affairs

Author: Max Jordan, Treasurer for the Parish of Wiverton in the Vale

Financial Situation as at 31 August 2021 (Draft Figures)

I am pleased to report the financial situation as at end August 2021 remains healthy with all debts paid to date including the Parish Share monthly payments of £5525.

General Reserve (Unrestricted Funds) amounted to £66,496, up by £1568 since 30 June 2021.

On 3 September we received the net sale proceeds for Barnstone Chapel of Ease, amounting to £290,096.52 from which I have transferred £18,672 to the PCC General fund being the amount that fund has spent in maintaining the building since closure. The balance has been placed within a restricted fund entitled “Langar, Barnstone Sale Fund” standing at £271,424.52. For the present time these funds will be held on the PCC Deposit account at CCLA Church of England Bank. Once we are aware of total costs to be spent on repairs, I recommend surplus funds be invested within the Church of England Investment Fund for a greater return on the capital with the dividend income going to Langar Church unrestricted funds to cover church maintenance. All other PCC Investments are held within this Church of England investment trust.

Breakdown of individual church costs

I will circulate the usual quarterly figures in October, as at 30/9/21.

Funding Campaign

There are still a few forms returning to me and up to date figures are:

One off Donations to the Parish	£ 2,815
Annual increase to Standing Order Income	£13,493 (up 20%)

Figures include Gift Aid

Charitable Collections

During the first half year we collected and paid out charitable funds as follows:

Children’s Society (Christingle)	£ 275.00
Water Aid	£ 393.75
Christian Aid	£1,636.75

There have been no charity payments since June 2021.

Parish Share 2022

In accordance with the PCC decision, I have submitted our offer of £71,000 for 2022 (Up £5,000 on 2021) and await a meeting with East Bingham Deanery to discuss the outcome. I welcome anyone from the PCC to join me at that meeting which will probably be in early October but still to be arranged.

Future Reserves Policy

Some of you will be aware Cropwell Bishop transfers £500 per month from Unrestricted Funds to Restricted/Designated Fabric Fund. This enables St Giles to cover building maintenance costs e.g. Quinquennial Fee plus other maintenance costs on building repairs. I would recommend a similar system is put in place for each parish church from January 2022. Each Fabric Fund will be designated for use only on its own specific building but as a designated fund, will be available for general costs should the need arise. You may recall an annual Fabric Cost figure was included within individual church running costs for the Spring Appeal as follows:

Colston £1200 Cropwell £6000 Elton £2400 Granby £2400 Langar £2400 Tythby £360

Report for Wiverton in the Vale PCC of 13 September 2021

Appendix 9.1 – DBS and Safeguarding Training Report

Author: Jane Travis: Lead DBS Recruiter

Administration Information

DBS – Of the PCC only PP still to undergo DBS clearance. In addition to the PCC, Ann Mansell (children's ministry and wedding co-ordinator), Colin Bryan (Tower Captain), Geoffrey Yarnall (Tower Captain) have recent enhanced DBS clearance. Mark Snelgrove as choir master will also be asked to undergo DBS clearance.

Safeguarding training – members of the PCC need to undertake safeguarding training at Basic and Foundation level. This is a requirement for all members of the PCC by the Charities Commission and Southwell and Nottingham Diocese, regardless of their interaction with people and activities. Both are carried out online using a national Church of England portal. Copies of certificates need to be sent to Jane Travis on completion. NP, MJ, MR, PP still need to undertake the training, all other members of the PCC have completed C0 and C1 training.

Rosie Dulwich and Jane Travis will be administrators on the Safeguarding Dashboard which records and stores information, policies etc for the Diocese. The dashboard will generate a Safeguarding Action Plan for the PCC to implement.

Since the last report Jane Travis has undertaken the C1 Foundation training.

It is hoped that, after training, we will be able to deliver basic safeguarding training in small groups in person. In the meantime, Rosie Dulwich is happy to invite any individual parishoners who wish to undertake the training but are not comfortable with the online process or do not have computer facilities to come to her home to do this. Similarly, she is happy to attend their homes but has no laptop so they would need to have computer access.

Safer Recruitment Process

Any new volunteers for the children and youthwork initiative will need to be appointed following the safer recruitment process and DBS clearance will be sought where applicable.

Risk Assessments and Policies

JT is keeping a tracker of Parish policies and risk assessments so that they can be reviewed and renewed as required on a rolling programme at PCC meetings. The most immediate priority needs to be given to the Policy for recruiting ex- offenders and the Parish Safeguarding Policy.

Risk Assessment workshop arranged with Garry Douglas for 2nd November 2021, 3.00-4.30pm at the Rectory, for up to 10 delegates. All PCC invited, to date 4 confirmed attendance. Further dates can be arranged as required.

Jane Travis, Parish Administrator, 26th August 2021

Report for Wiverton in the Vale PCC of 13 September 2021

Appendix 9.2 – Safeguarding Report

Author: Rosie Dulwich: Parish Safeguarding Officer

Safeguarding matters:

We are continuing to liaise with the Diocese in relation to two ongoing issues. There have been no new issues notified.

Safeguarding Dashboard:

We are now registered and have an online Dashboard. Every PCC is required to use the Dashboard to record and monitor their safeguarding arrangements. It is a simple to use online tool that helps us keep track of safeguarding in our church and keeps us up to date with local and national changes in safeguarding requirements. Every PCC is required to use the Dashboard to monitor their safeguarding arrangements.

It operates on a traffic light system so that it can be seen at a glance which issues require attention. It incorporates a number of templates and sample documents and will produce an action plan showing what needs to be done to progress to the next level.

I have sent a link to all PCC members so that you can view the dashboard.

The first step is to adopt a safeguarding policy. There have been some documents produced previously but I have been unable to locate anything recent. In 2017 the Church produced “Promoting a Safer Church”, which is the recommended policy. A copy is attached; please read through this in order that, subject to no objections, we can adopt the policy and have a green light on our Dashboard.

We also need to confirm that, having adopted the policy, it is promoted and as a starting point, we should arrange to display a copy in each church and also on the website. Apologies to any churches who may already be doing this.

Secondly, we need to be able to confirm that all Churchwardens and representatives are aware of their safeguarding responsibilities and I am attaching a document, “Safeguarding Responsibilities of Churchwardens”, which everyone needs to confirm that they have read.

As you will see from the Dashboard, there are a multitude of things that we need to complete but given how many other matters require our attention I would like to concentrate on these two items, along with the completion of the C0 and C1 online training as a starting point.



Promoting a Safer Church

Safeguarding Policy Statement for Children, Young People and Adults

Scope

The care and protection of children, young people¹ and vulnerable adults² involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer church for all.

This document sets out the safeguarding children, young people and vulnerable adult's policy of the Church of England. It has been informed by the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly on many aspects of safeguarding policy on a covenant basis.

The Church of England safeguarding policy statement is based on five foundations and **offers six overarching policy commitments:**

- Promoting a safer environment and culture;
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church;
- Responding promptly to every safeguarding concern or allegation;
- Caring pastorally for victims/survivors of abuse and other affected persons;
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

This policy applies to all Church Bodies³ and Church Officers.⁴ Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

¹ **Young people/person** - means any individual(s) aged 14 to 17 years old.

² **Vulnerable adult** - Section 6 Safeguarding and Clergy Discipline Measure 2016 defines a 'vulnerable adult' as "a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired".

The full text of the 2016 Measure is found at... <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>

³ **Church Bodies** - include PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

⁴ **Church Officer** - anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance).⁵ A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from: www.churchofengland.org/more/safeguarding

Building on this, Church bodies may provide additional local procedures and guidance in line with the House of Bishops policy and practice guidance.

⁵ The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by relevant island jurisdictions in accordance with section 12 of that Measure.

Safeguarding Policy Statement of the Church of England

Introduction

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Foundations

In developing and implementing the Safeguarding Policy, the Church of England is guided by the following foundations.

1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

3. Core Principles

The following core principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;⁶
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

4. Good Safeguarding Practice

The following key features will help Church bodies promote and maintain a safer culture that protects and promote the welfare of children, young people and vulnerable adults.⁷ These features are:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on-going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

⁶ In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults

⁷ These are based on *Safe from Harm*, Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.

It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body.

5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated:

“The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. So we face a continual challenge and reality. ...There has to be a complete change of culture and behaviour.

And in addition, there is a profound theological point. We are not doing all this, we are not seeking to say how devastatingly, appallingly, atrociously sorry we are for the great failures there have been, for our own sakes, for our own flourishing, for the protection of the Church. But we are doing it because we are called to live in the justice of God, and that we will each answer to Him for our failures in this area. And that accountability is one that we must take with the utmost seriousness.”

The Archbishops of Canterbury and York wrote in their joint forward to 'Safeguarding: Follow-up to the Chichester Commissaries' Reports', June 2013:

“We cannot overestimate the importance of responding appropriately today. Sadly for many this comes far too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts we make to grow the Church, to seek the common good, and to reimagine the Church’s ministry.”

The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding.

As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

Policy Commitments

Based on the foundations outlined above the Church of England commits to the following:

1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance.

It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance, which can be found at www.churchofengland.org/more/safeguarding

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

4. Caring pastorally for victims/survivors of abuse and other affected persons

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

Putting the policy into action

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice.

All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement;⁸
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

Latest versions of the Church of England's Safeguarding documents can be found here:

www.churchofengland.org/more/safeguarding

If you are concerned that someone you know is at risk of, or is being abused,
or presents a risk to others...

Please seek advice from the Safeguarding Adviser or, if necessary,
report the matter to the Local Authority Social Care Services
or the Police without delay.

⁸ This may be access to a Parish or Diocesan website and/or a hard copy A4 Policy statement.

A shortened 'at a glance' version of this Policy Statement will be prepared for Parish, Dioceses, Cathedrals and other church bodies and be available as a poster which can be downloaded from the Church of England website or ordered in hard copy from Church House Publishing.

Safeguarding Responsibilities of Churchwardens

Introduction

In October 2017, the House of Bishops published *Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance*. Section 3.2 of that document describes the safeguarding responsibilities of churchwardens as printed below.

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance and mission¹ in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (see in particular Canon E1).

They are the foremost in representing the laity and in co-operating with the incumbent, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In cooperation with the incumbent, churchwardens are generally responsible for the day-to-day functioning of the parish.

Safeguarding Responsibilities

In relation to safeguarding, the churchwardens work with the incumbent, PCC and Parish Safeguarding Officer to:

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, Parish Safeguarding Officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints² and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

¹ See Canon E1 para 4 – Churchwardens are charged with active participation in the Church's mission – "...use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote peace and unity among them".

² Please note this does not mean safeguarding concerns or allegations but complaints about the quality of a response or activity.

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 10.1 – Re-Adoption of Lone Working Policy

Author: Revd Rachel Mitchell

As it is necessary to renew policies annually, the existing Lone Working Policy is attached for discussion and re-adoption.

Parish of Wiverton in the Vale

Lone Working Policy for those working for the Church

Lone working is an everyday and essential practice for clergy and church workers, including youth and children workers, parish administrators, parish visitors whether as employees or volunteers.

Home working, working alone in an office, work travel and working at remote locations, such as home visits could all constitute lone working. The aim of this policy is to help everyone think how to undertake lone working safely.

One to one contact with individuals in the context of pastoral care should be properly planned and any risks considered and recorded effectively. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries.

Planning lone working: considerations for risk assessment

- Is lone working necessary? Can confidentiality be assured with other people within reach.
- Assess any foreseeable risks – for example is there glass in the office door so that all callers can be seen before the door is opened? Does the youth group finish at the same time as the local pub? Does the cleaner work late at night and needs to use an un-lit passageway to get home?
- Who will be involved? And who else should know about it?
- When and where will it take place? Avoid making arrangements which could be misinterpreted.
- Is there a risk of violence? A good working definition of violence is: *Any behaviour which produces damaging or hurtful effects, physically or mentally, on people.*
- Are there any increased risks to the particular worker?
- Are there any known medical or other factors which could make either party more vulnerable?
- Are the locations accessible – if not, is it suitable to be carried out by only one person?

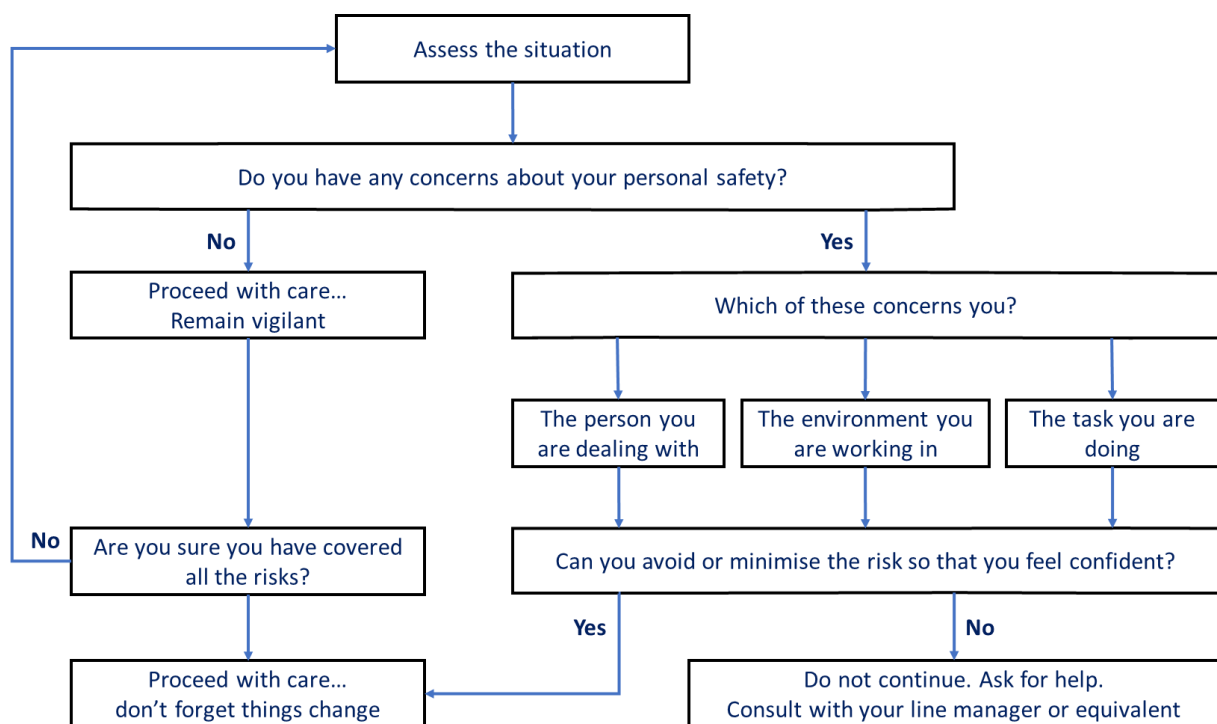
Control measures

- The proposed lone working should be planned in advance and noted in an appropriate diary or other record. Where possible it should be notified to an appropriate person. (This is not necessary when work is done at home and does not involve face to face contact with other people.)
- Some of the people the lone worker is at risk of meeting are those who, through medical reasons or substance abuse, are liable to mood swings leading to physical violence. It is recommended good practice to encourage the person you are meeting to enter a room first and for the lone worker to seat themselves closest to the door. Should the situation lead to risk of violence, the lone worker then has a higher chance of withdrawing safely.
- The lone worker must have access to a landline phone or carry a charged mobile phone and be accustomed to use it. Carry a torch.
- Automatic warning devices can be obtained for use in risky places or activities such as Personal Shriek alarm
- Keep on file employee, next of kin contact numbers and car details

- Don't call on people unannounced – call by arrangement, if appropriate telephoning the person just before you go
- All those working for the church know where to access a first aid kit and it is kept fully stocked. Ensure an Accident book is kept up to date.
- When driving alone ensure the vehicle is properly insured, MOT'd, serviced and is roadworthy with sufficient fuel. Ensure you know the route, keep doors locked when driving, park in well-lit areas and subscribe to a breakdown service.
- It may be appropriate for lone workers to be asked to contact someone once they have completed their task or have safely reached their home following it.

Personal Safety Risk Assessment¹

You can use the following to assess your environment, and your working practice as well as for an instant assessment of a situation:



Assessing Risks

The law² states that when an organisation employs more than five people, a simple risk assessment should be recorded and control measures identified for their work.

¹ Suzy Lamplugh Trust www.suzylamplugh.org

² Management of Health and Safety at Work Regulations 1999

Report for Wiverton in the Vale PCC Meeting of 13 September 2021

Appendix 10.3 – Parish Software Licences

Author: Nick Perry

It was agreed at the PCC meeting of 16/11/2020 [minute 20/11/16] that software used by employees and members of the parish exclusively or predominantly within their parish role should be supplied and paid for by the parish.

In particular, the parish holds multiple-user/-device licences for **Microsoft 365 Family** (previously known as Microsoft Office) and **BullGuard Premium Protection** (firewall, anti-virus, etc).

If any member of the PCC (or other parish officer or volunteer) requires use of either of these products to effectively carry out their parish responsibilities and currently pays for their own licence (or indeed does not have access to the software at all), please contact me to request the appropriate parish licence.