

Parish of Catterick with Tunstall

POLICIES & PROCEDURES

2023 edition

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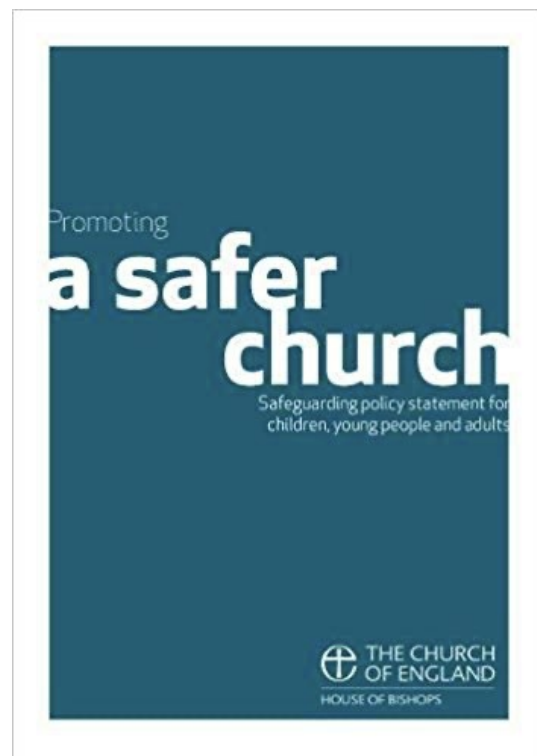
The policies and procedures included in this booklet are adopted across the parish and apply to both St Anne's and Holy Trinity, unless otherwise stated.

**Parish of Catterick with Tunstall
Safeguarding Policy Statement
Promoting a Safer Church,
House of Bishops, 2017**

This Policy Statement on Safeguarding in the Church was adopted by The Parish of Catterick and Tunstall at a Parochial Church Council meeting held on 28th May 2019

Each person who works within this church will agree to abide by these recommendations and the guidelines established by this church. This church appoints Victoria Laslett as the Parish Safeguarding Officer.

The application of this policy will be reviewed each year and a report provided by the Parish Safeguarding Officer to the PCC.



NOTE: ALL PCC Members MUST read and become familiar with the contents of Promoting a Safer Church. PCC members should know how to respond to, report and record any concerns they may have about a child or vulnerable adult. PCC members should undertake training relevant to the role of PCC member – C1 Safeguarding Training and Domestic Violence training is compulsory for this role. Other useful training includes Safer Recruitment. You can access training via The Church of England safeguarding portal
<https://safeguardingtraining.cofeportal.org/>

last reviewed Sept 2022

Parish of Catterick with Tunstall

Health and Safety Policy Statement

Scope

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. It details the Health and Safety Policy Statement for St Anne's Church, Catterick and Holy Trinity, Tunstall & the organisation and arrangements for the implementation of the policy.

Holy Trinity church is a Grade II listed building of significant historic interest. St Anne's is a Grade I listed building of significant historic interest. By their very nature there are uneven surfaces and restriction placed on adaptations to the church building. This is drawn to everyone's attention to take particular personal care.

2. Health and Safety General Statement of Policy

The Parish of Catterick with Tunstall is committed to safeguarding the health and well-being of our congregation, volunteers, casual labour, employees and visitors by creating and maintaining a safe worshipping and working environment as far as is reasonably practicable.

We consider that:

- Health and Safety is a priority and an integral part of our decision-making
- The PCC is ultimately responsible for Health and Safety
- Safe operating practices are a shared responsibility among all worshippers, volunteers, contractors and visitors
- We are all accountable for our own safety and that of fellow users of the church
- Sharing best practice improves performance

1. 2.1.The PCC will:

- Continually review and improve processes and procedures
- Identify hazards, assess risk and implement appropriate controls
- Develop, implement and enforce safe practice
- Endeavor to ensure, so far as is reasonably practicable the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings,
- Provide, so far as reasonably practicable, information, instruction, training and supervision where appropriate to enable safe use of the facilities.
- Take action to prevent reoccurrence of incidents
- Conduct health and safety audits annually.
- ensure that Health and Safety matters are kept constantly under review by keeping an item on Health and Safety on the agenda for all meetings of the PCC and sub committees where they exist and consult employees and volunteers on a regular basis in order to seek their views.

Health and Safety representative is: Martin Greaves

This policy will be reviewed annually by the PCC.

Reviewed: Standing Committee 30th March 2023

The next review is due January 2024

Parish of Catterick with Tunstall Environmental Policy

Aim

As parish churches we aim to take the practical steps necessary to realise the Anglican fifth Mark of Mission, which is to strive to safeguard the integrity of creation and to sustain and renew the life of the earth.

Affirmation of Elements of our Faith

The earth is God's creation and affirmed by God as good (Genesis 1). Humans are created in God's image and invited to share with God in the stewardship of creation (Genesis 1. 26 - 2.15)

All creation is reconciled to God through Jesus (Col 1: 19-20)

Creation is included in the redemptive purposes of God and to be set free from decay (Rom 8: 19-23, Rev 21: -4)

Therefore, we have been created by God as part of one great, interdependent living system, and, we recognise that we have a special responsibility to care for the earth and to seek the best possible harmony with other creatures of the earth.

Objective

As church communities, we will take sustainability concerns into account in our mission, worship, study, education, training, pastoral, administrative and other projects and programmes and so reduce our environmental footprint to operate more sustainably.

Sustainability

In 1987, the Brundtland Report for the UN defined sustainable development as, "Development which meets the needs of the present without compromising the ability of future generations to meet their own needs". It

recognised that sustainability is about more than environmental protection. Whilst subsequently there have been other definitions of sustainability, it is generally agreed that it has three interdependent and equally important pillars – environmental, social and economic sustainability. There must be a reasoned balance among them for sustainability to be achieved.

Actions

We will appoint a person to lead our environmental programme and encourage him or her to bring relevant issues and concerns forward to the PCC as appropriate. Graham Bannister appointed Environmental Officer January 2020 for 3 years.

We will include our concern for the environment sustainability in our worship and teaching.

We will undertake a sustainability and energy audit of the church premises and property, identify the most significant issues and impacts which should be addressed.

We will make and implement plans and programmes to tackle them, whilst recognising that some additional capital costs may be incurred to minimise environmental impacts. (See partial lists below).

We will work with others in our local community to identify sustainability issues which should be addressed in our area and help develop actions to tackle them.

As energy use is arguably the church's greatest environmental impact, we will seek to reduce the use of energy in church premises through a variety of means. For example by:

Replacing old, inefficient boilers and heating systems including fitting thermostatic controls on our heating systems.

Fitting low energy light bulbs.

Improving insulation where practicable.

Switching to "green" energy supplies if practicable.

Turning off lights, appliances and computers when not in use

Off-setting our energy consumption wherever possible, i.e. charities and projects.

We will seek ways to reduce material consumption and the impact of our activities on the environment by, wherever possible:

Using email rather than sending hard copies.

Using recycled paper wherever possible.

Reusing/repairing items.

Using low environmental impact cleaning materials.

Recycling used packaging and other products.

We will encourage our staff and congregation wherever possible to use forms of transport to work, meetings etc. which have minimum or reduced environmental impact – e.g. walk, cycle, car sharing, public transport if at all possible.

We will avoid the unnecessary use of water, install water meters if practicable, check for leakages and fit water minimising systems wherever practicable.

We will assess our land and property for wildlife and manage them to conserve biodiversity.

We will participate in the Eco Church programme and encourage our young people to help drive this initiative to lower our church's sustainability footprint.

We will encourage individual members of our congregations to take actions in their personal lives to complement and supplement the actions of the church community.

We will provide support and assistance to local community and social groups as appropriate.

We will seek to source products and services from local suppliers where appropriate.

We will review this policy every three years in light of developments.

Adopted January 2020

Review due January 2023.

Parish of Catterick with Tunstall Baptism (Christening) Policy

Baptism

In 2022 Baptism requests rose significantly- with some requests coming from outside the Parish and some requesting baptisms outside the main service, on days other than a Sunday and even private baptisms.

Up until recently, the churches have often worked very hard to accommodate individual date and time requests and preferences, particularly if there are pastoral reasons to do so such as military postings or families travelling long distances. Sadly, the increased demands and changing expectations means this is increasingly difficult to accommodate in ways that are practicable, fair and transparent. To cope with the increased demand, from December 2022, Catterick and Tunstall PCC propose the parish offers a regular pattern of baptisms, offering a variety of options.

1st Sunday of each month 12 o'clock separate simple baptism service, St Anne's Catterick Village (*no organist unless requested and paid for by families*)

2nd Sunday of each month, 10am, Holy Trinity, Tunstall

3rd Sunday of each month during 10.30 service, St Anne's, Catterick

4th & 5th Sunday of each month – usually baptism free but arrangements at the Vicar's discretion.

*Depending on demand here may be other households also booked for the same baptism service time - ideally no more than 2 although we may be able to accommodate 3 depending on guest numbers. Baptism services are, like all Church of England services, open to the public and therefore private baptisms cannot be offered. **Other times and arrangements may be offered at the discretion of the Vicar particularly where there are strong pastoral reasons for doing so.***

Baptism Preparation

As baptism is a sacrament, involving solemn promises made to God, people need to be willing to commit to **baptism preparation** and this is a requirement of the Church of England. Baptism preparation will usually take place about a month beforehand, this may take place over a number of sessions with a group or individually. **THREE** Godparents may be chosen. Godparents **MUST** be baptised, preferably confirmed or willing to be confirmed.

I live outside the parish?

If someone outside of the parish wishes to be baptised or have their child baptised in this Parish, they will need to:

A) Get written permission from their local parish priest

AND

B) Attend St Anne's or Holy Trinity worship regularly enough to be eligible for the electoral roll (ie at least once a month for minimum 6 months.)
This includes services other than the main morning Sunday service eg Muddy Church, Zoom, Alfresco worship etc.

OR

C) Regularly attend Church Tots or other church-run family activities

Adopted January 2023

Review January 2024

Parish of Catterick with Tunstall

Finance Policy

The PCC recognizes that it has responsibilities for the prudent financial stewardship of the money it receives for the all activities by which we seek to promote the whole mission of the church, whether pastoral, ecumenical, evangelical or social. It is the PCC's policy that all our dealings with the finance of the churches should be undertaken with honesty, integrity, sensitivity and transparency.

1. The PCC will ensure that there is adequate funding for all our activities. We will make sure members of the congregation are aware of their responsibilities in this respect.
2. We will encourage church members to give generously and will also seek to raise the necessary funds for both day-to-day expenses and planned special projects.
3. Whenever possible, we will aim to pay our Ministry Share to the diocese in full, recognising that we have a duty to meet our financial obligations and our ministry costs are subsidised by the generosity of other parishes in the diocese.
4. Whenever possible, we will aim to raise money each year to donate to appropriate charities, both local and overseas, as part of our discipleship.
5. We will aim to pay all bills promptly so that people are not kept waiting for money that we owe.
6. The PCC will appoint a Treasurer, who may be a full elected member of the PCC, to be the custodian of the finances. It is not

necessary for the treasurer to be a qualified accountant, but he/she must have some basic book keeping experience and there must be no doubt about his/her honesty and integrity. The treasurer's duties will include the following:

1. 6.1. Carry out the financial policies of the PCC
2. 6.2. Prepare a budget and present it to the PCC each autumn
3. 6.3. Report to the PCC every other month on the financial situation. Report immediately any matter that gives him/her cause for concern.
4. 6.4. Maintain a system of book keeping which records all money received and all expenses paid. The records must be clear and accurate and the necessary back up documents must also be retained.
5. 6.5. Prepare a report and annual accounts each year for the APCM, ensuring that they are presented in the format required by the diocese and the Charities Commission.
6. 6.6. Monitor the churches' bank accounts to ensure that they contain appropriate balances, ie there is enough in the current account for imminent expenses and that the rest of the money is in interest earning accounts.
7. 6.7. Ensure where possible that the PCC's unrestricted reserves are maintained at a level which is more than 3 months but less than 18 months' normal expenditure.
8. 6.8. Donations or legacies given to the church should be recorded and acknowledged with a receipt (ideally by treasurer, or churchwarden or vicar) – where contact details have been given. Confidentiality should be kept if anonymity requested by the donor.
9. 6.9 Keep a record of gift aid and claim back any gift aid to which the church is entitled.
10. 6.10 A separate treasurer may be appointed with responsibility

for Holy Trinity, Tunstall accounts. Holy Trinity finances remain the responsibility of the PCC.

7. The church officers, ie churchwardens, vergers, sidespeople or clergy, will be responsible for overseeing the counting of all collections and cash donated at church functions. The money will be counted and recorded immediately and stored in a safe. As soon as is practical, the money will be checked by another person, and banked.
8. All cheques require two signatures, the approved signatories usually being the Vicar, the churchwardens and the PCC Treasurer. If online banking is used, direct payments using online banking may be made by the Treasurer provided they are supported by invoices approved by two signatories as for cheque payments.
9. The APCM will appoint an Independent Examiner to review the annual accounts each year. This person may not be a member of the PCC.
10. At least two quotes will be required for any work undertaken by contractors over a value of £500. This will not apply where one contractor is an obvious choice, eg carries out regular maintenance.
11. The day-to-day running of the church requires various people to make essential purchases, eg the clergy, the churchwardens, the vergers, the committees of subsidiary organisations, the authorised leaders of groups and teams eg. Church Tots, Bellringers, Choir, Men without Sheds, Hello Catterick, and other similar groups. It is not practical for each and every purchase of essential items to be referred to the PCC and these people must use their discretion and apply the principles outlined in these policies when making their

purchases. Their limits of expenditure will be set within the PCC budgets and in any event, any single item of a value greater than £200, that has not already been approved, must be referred to the PCC or its standing committee for approval. All monies should be held within the authorised churches' bank accounts and should not be kept in individual or personal accounts. Cash floats of £50, or another amount approved by PCC, are recommended for day to day expenses and accurate records of purchases should be kept for transparency.

12. The Vicar may have a discretionary fund and, at his/her discretion, use up to £200 for pastoral purposes without breaching confidentiality by revealing details of the recipient.
13. Claims for expenses should be submitted to the treasurer, using an appropriate form and setting out details of the expense. Claims must be accompanied by receipts.
14. It is the PCC's policy to buy fairly traded and environmentally friendly goods and services wherever possible (see environmental policy and guidelines).

Review due April 2020

Parish of Catterick with Tunstall Policy on Charitable Giving

Preamble

'As well as seeking generosity from donors, parishes are also encouraged to model generosity in outward giving. In 2006, parishes gave away £46 million to other mission and charitable organisations. (The extent of this is little known and, for comparison, is 25% more than the money raised by the BBC's Children in Need appeal.) In addition to inward giving to resource the work of the local church, and outward giving from parishes, there is a huge investment in mission made by individuals who support the causes and charities close to their own hearts. Thus the contribution made by Christian giving to funding God's mission is far wider than that represented by giving to the Church. This is why we recommend that Synod express its encouragement of this wider giving to God's work.'

(Extract from GS1723 Giving for Life A Report by the National Stewardship Committee to General Synod 2009)

The churches of the Parish of Catterick with Tunstall, Diocese of Leeds recognize generosity as one of the fruits of the Holy Spirit and seek to uphold this value by stewarding our resources, both financial and human, for the well being of others and the glory of God, including giving generously to others.

The parish aims to take seriously the theological and scriptural teaching on stewardship and giving and this policy is informed by the principles outlined in GS1723 Giving for Life report.

'There is no shortage of biblical material on giving. Jesus talked about it frequently, and over one-third of his parables relates to these topics. This material suggests generous giving should be:

- *a **priority** – assessed in relation to all of our income, and not simply the spare change after all other needs have been satisfied (e.g. Deut 26.2–3,*

1 Cor 16.2, 2 Cor 8.5).

- **prayerful** – an act of worship and thanksgiving (e.g. 1 Chron 29.10–14).
- **planned** – but not prescriptive, and allowing spontaneous generosity (e.g. 2 Cor 9.7).
- **proportionate** – a realistic proportion of our income (e.g. 1 Cor 16.2, 2 Cor 8.11–13).
- **given in community** – both for the needs of others, and given with others for a common purpose (e.g. Acts 2.42–47, 2 Cor 8.13,14). The act of giving shifts our focus from individual wants to a communal need, demonstrating solidarity with the poor and a commitment to working together in mission.
- **sacrificial** – in that there is a cost to our giving. As a result, we will have less to spend on ourselves, and our lifestyles will reflect this. Those who have more to give will give more (e.g. Luke 21.1–4, 2 Cor 8.2–4).
- **cheerfully and joyfully given** – whether giving of money, time or hospitality, we give with grace from the heart, as an offering to God (e.g. 2 Cor 9.7,8)'

As leaders within this Christian community, we understand that it is the PCC's responsibility to act as a group in ways consistent with Christian discipleship as an encouragement to others. Therefore the PCC commit to putting these principles into practice in through its charitable giving. We will make it a priority by reviewing our giving annually, being intentional about giving, allowing for amounts that are planned and proportionate and also allowing for spontaneous generosity. We recognize that community giving is an expression our worship and thanksgiving, a practical outworking of the command to love our neighbour as ourselves, and undertaken in addition to individual giving which we continue to encourage.

2014 PROPOSAL for Parish Giving Guidelines (Policy into practice)

BACKGROUND

In 2014 our main charitable giving derived from a model of 3 collections - Advent, Harvest and Lent for 3 charities that were chosen through a model of congregational voting. On the whole the congregation was unaware of who we are giving to, how much and why. Groups affiliated to the churches also saw giving as part of their discipleship and often hold their own fundraising initiatives for individual charities.

CHARITABLE GIVING POLICY

The parish will organize its giving in ways that model the principles outlined in GS1723.

1) Giving will be included as an item in the annual budget and included in the annual financial report (**priority & planned**)

2) An amount will be allocated annually for charitable giving that is **proportionate & sacrificial**. This amount may be raised by donations, collections or fund-raising activities.

3) The parish will **prayerfully** choose charities, causes or people to support for reasons that are consistent with the 5 marks of mission and/or the mission to which God has called us and is outlined in any current parish mission statement.

4) Anyone may nominate a charity/cause/person they wish the Parish to support through planned giving, but the final decision will be made by the Vicar and PCC, (or standing committee for a one off donation.)

5) A balance will be struck between financial support which is long term and/or planned and short term and/ or spontaneous giving Eg. 1 or 2 commitments that the parish will support for the medium or long term (3 – 5 years), some that are chosen for the year, and some money allocated

for giving as the need arises.

6) The giving of groups associated with the church –eg Mother’s Union, etc. to causes they choose, will be recognized and celebrated, they will also be encouraged to contribute to the Parish’s giving commitments.

7) Funeral Retiring Collections (Funeral Donations). Monies collected in church at a funeral belong to the church but up to 50% may be donated to charity chosen by the Next of Kin, in discussion with the funeral directors and vicar. This will be considered part of the church’s giving.

8) When collecting for a charity/charities other than or as well as the Church, good practice is to make this made clear through announcement, order of service, and/or signage.

Adopted 2014

Review due: December 2020

Parish of Catterick with Tunstall

Conflict of Interest Policy

Preamble

Those responsible for administering a charity (the 'charity trustees') must act in the best interests of the charity. Amongst other things, that requires them to avoid anything that prevents decisions being taken by reference to other considerations. It also follows that charity trustees need to avoid putting themselves in a position in which their duty to act only in the best interests of the charity could conflict with any personal interest they may have.

This has implications in practice for both individual charity trustees and for the charity trustees collectively:

- individual charity trustees must identify and declare any conflict of interest on their part; and
- the charity trustees collectively must ensure that they have arrangements in place that enable conflicts of interest to be identified and dealt with effectively.

The early identification of conflicts of interest is therefore key to ensuring that both individual charity trustees and the charity trustees collectively do what is expected of them.

A conflict of interest policy is designed to ensure that the discussions and decisions of the charity trustees are not influenced by any other interests. Its purpose is to make sure that everything that may affect an individual charity trustee's contribution to a decision is identified, dealt with appropriately and recorded. For general guidance to charities, you may find the Charity Commission's guidance on this helpful.

A Parochial Church Council (PCC) is in no different a position in these respects from any other charity. Its charity trustees (ie all the individual members of the PCC) are under a legal obligation to act in its best interests. The church does not, however, operate in a vacuum: both it and its

members form an integral part of the life of the community. This can give rise to conflicts of interest for individual members of the PCC where the best interests of the PCC may be at odds with those of other community organizations. And other conflicts of interest may arise from personal or family circumstances.

Where a conflict of interest is not identified and dealt with appropriately, it can result in decisions or actions that are not in the best interests of the PCC and/or which, in the case of interests of a personal kind, can confer an unauthorised benefit on one or more members of the PCC. [See also the Parish Resources *Guidance Note: PCC members and private benefit*]

Conflicts of interest can take many forms. Some will make it inappropriate for the individual to participate in a discussion or decision; others may simply need to be identified and declared, so allowing the individual to continue to contribute their experience and expertise to the matter at hand.

<https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

<http://www.parishresources.org.uk/wp-content/uploads/remunerationguidance.pdf>

Conflict of Interest Policy

1. This policy applies to all members of the PCC, the Standing Committee and any other committees or working parties set up by the PCC.
2. A conflict of interest is any situation in which a member's personal interests or loyalties could prevent, or could be seen to prevent, the member from making a decision only in the best interests of the PCC. Such a situation may arise either:
 - (a) where there is a potential financial benefit to a member, whether directly or indirectly through a connected person (such as a close family member or business partner); or

- (b) where a member's duty to the PCC may compete with a duty of loyalty he or she owes to another organization or person (eg by virtue of being a trustee or committee member of a body which has an interest in the matter).
- 3. It is desirable that any conflicts of interest are declared to the Chair of the meeting as soon as the agenda is circulated. They must also be declared at the meeting when the relevant agenda item is reached.
- 4. Subject to paragraph 6, where a conflict of interest arises in connection with a personal benefit, the member concerned must withdraw from the meeting and not take part in any discussions relating to it (including discussions for the purpose of obtaining any authority from the Charity Commission that would be required to authorize the benefit – see the *Guidance Note: PCC members and private benefit*).
- 5. Subject to paragraph 6, where a conflict of loyalty arises, the PCC will consider what level of participation, if any, is acceptable on the part of the conflicted member, having regard to the duty to act in the best interests of the PCC. However, the normal expectation will be that the conflicted member should withdraw from the meeting during discussion of the item of business in question.
- 6. A member need not withdraw from a meeting if his or her interest (whether financial or non-financial) is common to a class of persons and is neither (i) significant nor (ii) substantially greater than the interests of other members of that class.
- 7. The existence of a conflict of interest must be recorded in the minutes, together with the decision as to how it should be dealt with.

To be proposed during 2023 (April)

GDPR Data Privacy Notice

The Parochial Church Council (PCC) of Catterick with Tunstall

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of Catterick with Tunstall is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of Catterick with Tunstall complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records, such as but not limited to the electoral roll, choir, Church Tots, or Mother's Union;

- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at the churches of Holy Trinity and St Anne's;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations under the Church Representation Rules or in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a religious aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be

shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of Catterick with Tunstall holds about you;
- The right to request that the PCC of Catterick with Tunstall corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of Catterick with Tunstall to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is*

based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary: Steve Jackson 6 High St Catterick, 01748818894, steve.charlesjackson@btinternet.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Next Review 2023 (*new GDPR guidance expected April 2023*)

Parish of Catterick with Tunstall

Fairtrade Policy

HOW FAIR TRADE REFLECTS OUR FAITH

When asked of the greatest commandment, Jesus responded: "'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself.' All the Law and the Prophets hang on these two commandments." Matthew 22: 36-40

What does the Lord require of us: to act justly, love mercy, and walk humbly with your God Micah 6:8

What's the use of saying you have faith if you don't prove it by your actions?
James 2:14

The work of the Fairtrade Foundation is at the heart of what it means to be a Christian within today's globalised community. Essentially, 'Love your neighbour as yourself' is what the Fairtrade foundation stands for. It's about helping those in the world's poorest communities, who would otherwise be at a disadvantage, and treating them with dignity and respect. It is one of the Anglican Marks of mission to challenge the unjust structures of society and it is therefore our duty and our joy, as a Christian church, to encompass the ideals of the Fairtrade foundation and support them with their mission.

OUR AIMS AND OBJECTIVES

1) The Fairtrade Foundation looks to empower farmers and workers to face a range of economic, environmental and social challenges. This includes the care of creation and safeguarding the natural resources of the planet. 2) The Foundation also looks to challenge businesses and governments to make trade fairer and compatible with environmental protection. 3) A

premium is paid to Fairtrade producers to be used for community development and is managed by producers.

The Parish of Catterick with Tunstall, encompassing St Anne's Catterick and Holy Trinity, Tunstall, is registered with the Fairtrade Foundation as Fairtrade Church. It has committed itself to uphold the Fairtrade Foundation mission and intends to continue to do so in the future.

Our role as a church is simple. As a minimum, there are three commitments needed to be a registered Fairtrade church

1) Use and promote Fairtrade products wherever possible (at least tea, coffee and sugar for hospitality) and to share this information with congregants.

2) Celebrate Fairtrade Fortnight and integrate Fairtrade into the life of the Churches through activities, sermons and services.

3) Engage with other Fairtrade campaigns and connect with community groups, such as schools and towns, where possible.

ROLES AND RESPONSIBILITIES Our registration has to be renewed every two years. This policy will be re-examined and revised if necessary, every two years prior to reapplication for re- registration. All clergy, staff, volunteers, groups and organisations which are part of the churches' organisation are expected to comply with this policy. The PCC commit to exploring the possibility of establishing a Fairtrade Working Group to review and propose new targets annually for agreement by PCC to uphold this policy and create a strategy document to form an addendum to this document. The Fairtrade Working Group will work with Groups and organisations which are part of the Church to explain, monitor and assist in adoption and implementation of this policy.

CONCLUSION This Fairtrade policy document has been kept short and simple, with the expectation and events taking place within the church community can easily comprehend and guidelines. Through re-registration as a Fairtrade Church, The Parish of Catterick with Tunstall, (Holy Trinity and St Anne's), has committed to upholding these principles. This policy requires all Church organisations to use Fairtrade products when providing hospitality. We also encourage non Church groups/organisations when using Church premises to use Fairtrade products wherever possible. In all such ways developing and sustaining a culture in the Church whereby all individuals, groups and the community as a whole, are actively and firmly committed to the principles and practice of Fairtrade.

St Anne's was first registered as a Fairtrade Church in 2016 and the PCC aims to renew the churches' commitment in 2023

Adopted 2016

Due for renewal April 2023 and then every two years

Parish of Catterick with Tunstall

Lone Worker Policy

The Parochial Church Council of St Anne's, Catterick and Holy Trinity, Tunstall is very aware that there are possible dangers for someone working alone in church or in the community so have put together this document to give guidance to people who may be in a situation of having to work alone. This policy is for both waged and voluntary workers and applies to both equally. The policy is laid out in bullet points as guidance.

- When working in the church please ensure you know where all exits are situated.
- If you are in a position of working in church, or on the grounds by yourself then you must ensure that someone knows what you are doing and for how long. (*This guidance is not intended for those who are alone for short periods when opening the premises in preparation for the anticipated attendance of others – e.g. for services*). This person would be most likely someone in your family but if this were not the case it could be a friend or one of the people listed below. You would need to ensure that the person you have informed knows you have left the premises so that concerns for your wellbeing do not arise.

Church Warden

Vicar

Verger

- If you plan to work for an extended period (e.g. beyond half a day), you should arrange to make calls at intervals.

- Whilst working alone in the building keep all external doors locked for security and safety reasons.
- Be aware of and work within the guidelines of the church Health and Safety Policy.
- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- Ladders may only be used for work of short duration provided they can be safely secured (including use of ladder ties) and a person is not alone.
- When you have finished please ensure that all lights are switched off and doors closed or locked as appropriate.
- On Home visits all staff and volunteers should leave written details of where they are going and a guide to when they are expected home or their estimated time of arrival back at base.

Please remember that this policy has been drawn up with regard to your safety and security. It is not a means of checking how long you are in church. We would not wish an injured employee or volunteer to be undiscovered and unassisted for a long period, perhaps overnight.

Review July 2023

HOLY TRINITY CHURCHYARD REGULATIONS

These can be downloaded from the ACNY Holy Trinity Tunstall website:

<https://www.achurchnearyou.com/church/3339/page/67110/view/>

