

Hughenden PCC Mission Statement:
“The elected representatives of Christ’s church, who prayerfully lead the
life and mission of the church in Hughenden.”

**Hughenden Parochial Church Council Meeting
Thursday 21st November 2019 at 7.30pm**

Present: Clergy: Rev. Keith Johnson, Rev. Helen Peters, Rev. Tracey Jones

Churchwardens: Nicholas Devlin, Julia Grant

Elected: Brian Clark, Anne Dean, Mike Dean, Patricia Devlin, Ian Faulkner, Clare Godfrey,
Frank Hawkins, Mike Hill, Antony Rippon, Ben Sharp, Matthew Skillen, Louise Stallwood,
David Tester.

Deanery: Arthur Johnson

Diocesan: Christopher Tyrer

1. **Opening worship and prayer:** Keith opened in worship and prayer.
2. **Apologies for absence:** None
3. **Minutes of the Meeting held on 19th September 2019:** The minutes were signed as a correct record of the meeting.
Matters Arising
 - Colour printer is in use and training will be given after Christmas.
4. **Treasurer’s Report including approval of budget for 2020:**
 - The accounts had been circulated. The legacy is included in unrestricted funds. Surplus of £2000 at the end of the year and the legacy line will be removed.
 - The budget for 2020 had been circulated. It was confirmed that the cost for the screen near the font was included in the budget.
 - Further queries were answered by Ian. An overspend of £17,000 means that there is a need to be careful. There will be no Church House teas. 2020 will bring challenges.
 - Ian was thanked for his good stewardship and the congregation for its giving as a £12,000 overspend had been forecast for 2019 and there had not been a gift day.
 - Frank Hawkins proposed and Ben Sharp seconded that the budget for 2020 be agreed.
5. **Standing Committee:**
 - Minutes of the meeting of 18th November had been circulated.
 - A discussion about the amount of detail contained in these minutes was raised. A request was made for future such minutes to include more detail about the discussions which took place, rather than just action points, which had been the case up until now. Discussion then led into item 6.

6. Update on proposed works to Church Bell Tower/Roof including approval of Terms of Reference For Working Group:

- Nick reminded PCC that 2 PCCs ago approval was given to act up to £70,000. He reported on the options he had been asked to explore at the PCC meeting in September. The email from Jenny Shilling had been circulated and it was clear that the PCC cannot neglect the church and cannot change the look of the church. The only realistic option is a like for like repair. Figures will come from the Quantity Surveyor and then approval will be sought. The aim is to achieve as much as possible when the scaffolding is in place and to have a building that is in good repair for next 50 years. It is clear from the communication from the Diocese that our responsibility is to maintain the building. Concerns were raised that the Diocese says the repair is needed but no financial help is given. Lengthy discussion followed regarding the future vision of the church and Mike Dean was concerned that as we are aiming to make a difference in our community, the repair of the bell tower is very expensive and will not make any difference to our outreach. It was suggested by Frank that the fundraising should include a wider project for the community but not be aimed at the community asking for money.
- Holy Trinity, Hazlemere is undertaking a large building project and would be willing to talk about fund raising. Our statutory duty is to repair and then look at the significance of the church in the community. This is a wonderful opportunity to get behind a vision and raise money and apply to have the funds matched.
- Action points for Standing committee highlight that a fundraising group is needed with a vision for the future The liability of individual members of the PCC was discussed and the diocese is sending further information.
- Christopher suggested the use of a professional bid writer which had been discussed in the Standing Committee meeting. The diocese have given a recommendation. and Christopher has already had a conversation with her. It was noted that the small print of any Bid writer must be read so that we are not tied to something we do not want to do.
- Water damage is not included in the insurance. Any approach to diocese should not be termed as challenging.
- **Terms of Reference** had been circulated. Point 6 was discussed. There was a concern that checks and balances are in place to protect the team. It was agreed that extra meetings will be needed as the gap between PCCs is too long. Point 6 is to be amended Ian proposed and Frank seconded that the group is authorised up until the end of the 3rd stage in the architect's breakdown document of 27th August 2019. This was agreed with 5 abstentions.
- Christopher, Frank and Nick agreed to be part of a fundraising team. Someone from congregation to be sought to lead the group and to widen the net for members. Suggestions to be given to churchwardens who will issue an invitation. **CT JG ND**
- Vision needs to be started now by listening to God as to how we can have a wider role in our community. A plan was discussed: Stage 1 would be make good for purpose, Stage 2 more flexible building, Stage 3 toilet, kitchen in church and to build on work with youth, OAPs and homeless. This would need the support of all. Hughenden is Grade 2* listed and is within the constraints of the NT. Vision for a project will be taken away and thought and prayer about how we move forward with clergy and church wardens. PCC will then be e mailed.

Hughenden." Vision and fundraising are 2 different skills.

It was agreed we need to be sensitive about the message going to the community about the fund raising. However, we do not have time to wait for the vision before work is done on bell tower due to its deteriorating condition.

James Godfrey with approval of the architect, is doing some work on the sunken gutter as an emergency repair for £500 plus VAT in the next few weeks.

- An extra ordinary meeting with cost package will be in early part of January.

7. Approval of Revised PCC committee structure:

- This had been circulated. Vision, Standing committee and Discipleship replace previous Leadership group as there had been an overlap. Leadership group is legally PCC. All Age Worship to be moved to Services. Blue group for Special projects. Anne was thanked for her work.

8. Governance Working Group:

- Complaints and Whistleblowing, Health and Safety and Environment policies and Health and Safety and Environment Local Organisation and Arrangements all circulated. Mike Dean proposed and Anne Dean seconded that all four be adopted. Grateful thanks were given to Anthony and Ben Sharp and to Ben Brice for putting them on the website.
- The wider community would be contacted via Church suite and services to find someone to audit the Health and Safety and Environment local Organisation and Arrangements. **BS KJ HP TJ**
- After APCM a guidance document to be produced on review of policies on a rolling programme.
- People, Financial Control and Privacy and Data Protection and PCC governance and overview all in hand.

9 Vision Group:

- Group members are Charlotte Tester, Clare Godfrey, Anne Dean, Richard Peters, Guy Mannerings, Tony Sackville, Helen Peters and Keith Johnson. An away day to be arranged early 2020.

10. Youth and Children's Group:

- Terms of Reference and minutes of meeting of 3rd October had been circulated.
- Creche leader work in progress
- Christmas Unwrapped for Naphill and Great Kingshill schools. Guides and Scouts services arranged.
- Help for Messy Church on 19th December requested. **HP**

11. Social and Outreach:

- Notes from 11th November and updated programme of events had been circulated.

12. Mission Support Group:

- A report had been circulated. Thanks given for increased financial support in 2020
- Santanas had purchased a car. Prayers asked for Levi's mother.

13. Communications:

- Christmas leaflet in church and posters up. Welcome screen by font in hand. Trial of sermons on website, where next?
- Thanks recorded to Ben Brice and whole team.

14. PCC Constituencies:

- List to be streamlined for January meeting. Aim is for PCC member to have a responsibility for group and act as liaison with PCC. AD KJ

15. Vicar's Matters:

- Dates for 2020 handed out. Quinquennial visit of vicarage was 22nd October. Sabbatical approved by the diocese and permission to move dates a possibility. Painting of Hughenden given to church and to be hung in Church House.
- Fees set by PCC were presented for 2020 as set by General Synod in July 2019, an increment of 1.8%. It was proposed that all fees except heating are increased. 1 against and 1 abstention. A charge for the person who helped at weddings with audio /visual or music group not from Hughenden was discussed and agreed at £150 as it involved pre wedding meetings as well as the day. 4 abstentions

16. Churchwardens' Matters:

- Nick's matters had been dealt with.
- Julia had no urgent matters

17. Deanery and Diocesan:

- A report had been circulated.

18. Parish Safeguarding:

- Nothing to report.
- Ben Sharp and Ben Brice had helped with the website. Keith noted that it was exceptional.
- It is noted that the compliance check should be undertaken by a church warden but because of conflict of interest this will be checked. KJ JG PD
- More people need DBS and training but it will be clarified with diocese as things are changing in 2020. PD JG

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19. Electoral Roll:

- No additions. Total 188

20. Any Other Business: No matters had been advised.

- Frank showed the design for the contactless box. A lighter colour was preferred. All documentation is ready. Proof will be circulated. Ben Brice and Jane Tyrer were to be contacted to amend. **FH KJ ND JG**

The meeting ended in prayer at 10.28pm.

Date of next meeting Tuesday 21st January 2020

SIGNED: -----