

# Hughenden Parochial Church Council

*Minutes of Meeting - Tuesday 17<sup>th</sup> November at 7.30 pm (held via Zoom)*

## Present

Clergy: Keith Johnson, Helen Peters, Tracey Jones (TJ)  
Churchwardens: Julia Grant, Frank Hawkins  
Elected: James Gamon, Clare Godfrey, Mike Hill, Arthur Johnson, Brian Morley, Antony Rippon, Ben Sharp, Matt Skillen, David Tester, Christopher Tyrer  
Secretary: Susan Brice

### 1. **Opening Prayer**

Arthur read from 1 Corinthians 12

### 2. **Apologies**

There were no apologies.

### 3. **Minutes of the meetings held on 17<sup>th</sup> September and 8<sup>th</sup> October**

Apologies from TJ will be removed from the minutes of 8<sup>th</sup> October as they had been given in error.

The minutes were accepted by the PCC.

### 4. **Matters Arising not on the agenda**

- High Leigh is closed at the present time and there is a waiting list for places during October 2021.
- The contactless donations box inside church is now being used successfully.
- Richard Peters is moving ahead with the bell-tower project.
- It was noted that at the present time Liz Moseley is not eligible to join the PCC.
- Regarding actions from the minutes of 8<sup>th</sup> October:
  - The latest invoice has been paid concerning the bell-tower.
  - The fundraising group has been formed and consists of:  
Clare Godfrey, Julia Grant, Frank Hawkins, Brian Morley, Liz Moseley, Christopher Tyrer
  - The group has already met on more than one occasion.
- A question was asked about the updating of the fire alarms in church. It was confirmed that this had been done and it was noted in the minutes of the July PCC meeting. The same firm had been used as before and thanks was given to Richard Peters for his help in the matter.

### 5. **Appointment of assistant treasurer**

Arthur Johnson stated he was happy to continue in this position and the PCC were pleased to appoint him.

### 6. **Treasurer's Report**

The PCC accepted the terms of reference for the Standing and Finance committee. Whilst considering the Finance Policy, questions were asked about the charitable status of the church.

As it currently stands the Church of England is a registered charity of which we are a constituent. Church House is a registered charity and completely separate.

The Standing and Finance Committee were asked to consider if with an income of over £115,000 we should be a registered charity - Is it a requirement? Might it be optional? Christopher Tyrer agreed to investigate this situation and report back.

A discussion took place about claiming gift aid when we were collecting for specific charities. Our procedures were agreed to be clear and lawful.

After considering the best practice with church cheque books, it was decided that one should be kept locked in the safe in the vestry.

The Finance Policy was unanimously approved by the PCC, proposed by Ben Sharp and seconded by Helen Peters.

The treasurer then went on to discuss the budget during which he spoke of a possible deficit for the year of £15,000 and an underlying loss of £26,000. This is partially due to the Covid crisis which has resulted in a loss of wedding fees and of the cash collection.

The increased cost of the printer will be on the agenda at a future Standing and Finance Committee, where a report by Jane and Christopher Tyrer will be discussed.

Brian Morley went on to talk of the need for a maintenance plan to be put in place so that we are not surprised by large and expensive repairs in the future. It was noted that quinquennial inspections are purely visual and also that a maintenance plan is required for grant applications. Comment was made that Health and Safety issues need to be considered within this overall discussion.

Following the collapse of a piece of plaster from the church ceiling, thanks were offered to Frank Hawkins, Arthur Johnson and Derek Brown for the speedy action taken: the ceiling was repaired and painted within 4 days and the total cost was £630. The PCC were told that there didn't appear to be any greater problems with that area of the ceiling.

The PCC voted unanimously to accept the budget. This was proposed by Frank Hawkins and seconded by Christopher Tyrer.

#### **7. Proposal for installation of Church video equipment**

Ben Sharp was thanked for his excellent document and proposal which had been circulated to PCC members.

Answering queries, Ben Sharp said that the longevity of the equipment would be in the range of 5-10 years and that there was the possibility of acquiring good quality second-hand kit. Concern was voiced about the security of the equipment, but the PCC were assured that this would be taken into account and the point was made that the cameras look similar to security cameras. Several PCC members commented on the outreach that was involved here and how it was hoped that streamed services would bring more people into the Christian community of St Michael and All Angels. Also, there would be the opportunity to use the video equipment for weddings, funerals and concerts, thereby defraying some of the cost.

It was agreed that we need to minimize the amount of work undertaken by the tech team and it was recognized that the equipment currently being used does not belong to the church. These points make the present situation unsustainable.

Thanks were given for the considerable time and effort of Richard Peters, Ben Sharp and Guy Mannerings.

The PCC were happy to ask Ben Sharp to proceed with this venture as covered in points 2a-e of his document. The proposer was Frank Hawkins and the seconder Christopher Tyrer. There were 14 votes for the proposal, 1 abstention and no votes against.

#### **8. Vision group update**

The group reported that they have released a video and circulated an email to the congregation seeking feedback on the way forward for the church. They will report back to the PCC in the new year.

#### **9. Vicar's Matters**

Mike Dean has asked to step down as the National Trust contact and thanks were given to him for his work in this area. The vicar asked the PCC to prayerfully consider if they know of someone who might fulfill this important role.

A lengthy discussion then took place about the feasibility of sending out a parish Christmas card: what should be included within it and how it should be delivered.

A Facebook social media message could be done for under £50.

The vicar came to the conclusion that restrictions prevented hand delivery of cards and he didn't want anyone asked to do this.

Investigations had proved that Royal Mail could deliver in their printed paper distribution for just under £200. An A6 card would cost about £450 to print.

There was concern voiced about whether this could be done in time for the card to be received well before Christmas and also doubt about the accuracy of the information in the card given the uncertainty about what restrictions would be in place.

However, the Vicar felt strongly that a message of hope needed to reach everyone at this difficult time, including those without access to a computer.

It was decided to move forward with both the social media message and the physical Christmas card. The vote was 12 in favour, 2 abstentions and 1 against.

#### 10. **Churchwardens' matters**

Questions were asked about the rotas for both reading and intercessions. Helen said that normal rotas were suspended for the period of lockdown. She also commented that people could come to church to read or could record their reading.

#### 11. **Safeguarding**

Julia Grant reported that she and Roger Grant (safeguarding officer) had attended a safeguarding meeting.

#### 12. **Electoral Roll**

Kathie and Ian Faulkner, and Liz Moseley were deleted from the roll.

#### 13. **Future dates**

Dates for 2021 PCC meetings:

Thursday 21<sup>st</sup> January

Tuesday 16<sup>th</sup> March

Thursday 13<sup>th</sup> May

Thursday 15<sup>th</sup> July

Thursday 16<sup>th</sup> September

Tuesday 16<sup>th</sup> November

#### 14. **AOB**

Times put alongside items on the agenda were proposed as a way of moving more quickly through the meeting. This idea was rejected as it was thought it would stifle discussion.

The meeting concluded at 10.04 pm and the vicar finished in prayer.

### **ACTIONS**

- **Christopher agreed to look into the church's situation with regard to charitable status.**
- **Ben will move forward with his proposal for acquiring video equipment for installation within the church.**
- **Members of the communications group will produce a parish Christmas card and advertise our services on social media.**

Susan Brice

18<sup>th</sup> November 2020