

# Hughenden Parochial Church Council

Minutes of Meeting - Thursday 26<sup>th</sup> May 2022 at 7.45 pm in Church House

## Present

Clergy: Keith Johnson, Helen Peters

Churchwardens: -

Elected: Janet Booth, Clare Godfrey, Mike Hill, Arthur Johnson, Brian Morley, Antony Rippon, Ben Sharp (Ben left the meeting at 9.20), Mark Sherrington, Christopher Tyrer

Secretary: Susan Brice

## **1. Opening Worship**

Keith opened in prayer

## **2. Apologies**

Julia Grant, Frank Hawkins, Tracey Jones (TJ), David Tester

## **3. Minutes of the Meetings Held on 3<sup>rd</sup> March 2022 and on 31<sup>st</sup> March 2022**

Both sets of minutes were signed and approved without amendments.

## **4. Matters Arising Not on the Agenda**

The secretary asked that documents for the PCC to familiarise themselves with prior to a meeting should be sent at least a week in advance. This was at the request of members.

Also, the need was noted to try and avoid having to change PCC meeting dates as this was always going to inconvenience someone else. It was agreed that church suite should be used far more widely and assiduously so that everyone knew what was going on in the church.

The secretary pointed out that at the last APCM, as TJ had said at the time, we should have approved and confirmed an auditor for the full year ahead. We need to ensure that we are fully compliant with these rules in time for the APCM in 2023, particularly as we are now a registered charity.

Keith said that the War Graves Commission notice was now displayed on the railings by the noticeboard. We have two war graves within the churchyard.

Keith also said that he had arranged for Hannah Ling to speak at the parish weekend.

## **5. (& 6) Treasurer's Report (Including Standing Committee and Bell Tower Update)**

Brian told the PCC that he had revised his financial report (sent out earlier) in light of David Tester's comments, particularly with regard to charitable giving. Brian explained the different columns of the accounts and went on to say that the Bell Tower looked as if it would cost £80,000 rather than £75,000. The work on the tower was virtually complete and all the costs accounted for. Richard Peters was dealing with the final details of the project.

The scaffolding would hopefully be removed soon. Brian said that he would reclaim the VAT when the project was finished. National Churches Trust and Historic England were very happy with the work done.

The scheme for new internal and external lighting was considered and Brian estimated that this would cost in the region of £25,000 excluding VAT. He said that he was hopeful there would be government grants for eco lighting schemes available soon. It was pointed out that the outside lighting was a safety issue.

Brian commented on the need to be comfortable with the monetary reserves of the church. Mike asked if we had a policy to justify the amount of money that we held in reserve and after some discussion it was decided that the Standing Committee should agree such a policy.

The cost and sustainability of our energy use, particularly the oil for heating was considered but without any decisions being taken.

Arthur expressed his concern about depositing cash if the counter of the relevant bank branch that he used was closed. Brian agreed to investigate the situation.

The PCC thanked Brian for his report.

## **7. Vicar's Matters**

Keith reiterated that he would be on sabbatical from Monday 27<sup>th</sup> June to Wednesday 28<sup>th</sup> September 2022. He assured the PCC that much forward planning had taken place with the clergy and the Churchwardens. The clergy, Helen and TJ, are able to sign bann certificates and Helen has permission to sign applications for monuments within the graveyard.

Christopher suggested that there be a time of prayer for Keith and it was decided that the services on 26<sup>th</sup> June would be the appropriate date.

The list of sidespeople for the two morning services was submitted by Julia and approved and authorised by the PCC. The need for more people at the 11.00 am service was noted.

Keith told the committee that he, together with Julia and Arthur, had spent a considerable time in the graveyard looking at various graves that did not conform to the diocesan regulations. This had been brought to light by the archdeacon's inspection. Keith said this was a medium to long term project and that people and their sensibilities would always come first.

Talking about the Parish Weekend, Keith said that the Church had signed up for 50 places but only half of those had been taken up. He encouraged the PCC to talk to others about the possibility of going.

## **8. Churchwardens' Matters**

There were no matters to be discussed.

## **9. PCC Subgroups**

- **Social and Outreach**

Report taken as read.

- **Mission Support**

David wants to change the mission pages on the website to add further content and links. David will contact Ben Brice.

- **Youth**

Helen said that the possibility of sharing a youth worker with YFC had been considered but it had been decided that it would give us more flexibility to employ our own part time youth worker, maybe for 12 hours a week. Helen asked for assistance in writing the appropriate job description and it was suggested that Christopher and Nia would help.

- **Eco-church**

Mike said that he and Julia need a small active group to develop eco church at Hughenden.

## **10. Policy update**

The CCTV policy and the policies for social media and photos and images were circulated to the PCC beforehand. Ben told the committee that he had used templates from the diocese or the Church of England and had made them fit for purpose for Hughenden. The policies were exemplars of best practice.

Permission forms were discussed, particularly whether paper copies were necessary and how and where they should be kept.

Ben said that Lynn would be asked to review permissions before each APCM.

Roger Grant suggested that the sensitive policies be reviewed yearly, when other policies are currently reviewed on a 3-year cycle. The PCC agreed to this.

Antony proposed the adoption of all 3 policies and Christopher seconded this. The vote in favour was unanimous.

Thanks were given to Ben, Roger, Mike and TJ for this work.

## **11. Parish Safeguarding and Safeguarding Action Plan**

Keith read Roger's report.

It was noted that all the members of the PCC had been provided with the C of E booklets on Safeguarding and a Safer Church and that 95% of updating the DBS certificates was complete.

Face to face training would be offered to those who found online training uncomfortable when undertaking SFG training.

Christopher volunteered to work with Roger on a policy for the recruitment of ex-offenders. Keith said that TJ might be interested in this as well.

The list provided of church activities was adopted. Christopher proposed and Mark seconded the motion. The vote in favour was unanimous.

## **12. Electoral Roll**

Nothing to report.

### **13. AOB**

Antony volunteered to provide cake for the next meeting on 16<sup>th</sup> June.

Mike finished in prayer and the meeting closed at 9.50 pm

### **ACTIONS**

- **Standing committee to discuss C of E requirements with regard to approving an auditor in time for 2023 APCM.**
- **Standing committee to create a policy on the monetary reserves that the church keeps. (See Church Representation Rules)**
- **Brian and Arthur to consider and resolve problems with depositing cash when bank counters close.**
- **David to talk to Ben Brice with regard to the way mission is presented on the website.**
- **Christopher and possibly Nia to assist Helen with creating a job description for a new youth worker.**
- **Christopher and possibly TJ to work with Roger on creating a policy for employing and working with ex-offenders.**

Susan Brice (PCC Secretary)

27<sup>th</sup> May 2022