

# Hughenden Parochial Council

Minutes of Meeting - Thursday 29<sup>th</sup> January 2026 at 7.30 pm in Church House

## Present

Clergy: Rev. Helen Peters  
Churchwardens: Andrew Cole, Frank Hawkins  
Co-opted: Chris Coyston  
Elected: Julia Grant, Roger Grant, Liz Moseley (Lay Chair), Antony Rippon,  
Colin Wilkinson, Pauline Wilkinson  
PCC Secretary: Susan Brice

## Apologies

Janet Booth, Brian Morley, Mark Sherrington

### **1. Welcome and prayer**

Liz used the Deanery prayer to open the meeting.

### **2. Agree previous minutes**

There were 2 amendments from Pauline and Roger. The minutes were then agreed.

### **3. Finance Report**

Documents had been sent out to the committee before the meeting.

Frank spoke to the finance report in Brian's absence.

He thanked Brian for his work and commented that costs had been carefully controlled.

It was noted that every church within the Wycombe Deanery had paid their parish share so there would be a rebate.

The Finance Report was approved unanimously.

### **4. Safeguarding Matters**

Roger reported that all the PCC had their DBS. He also said that Verifile was now the preferred diocesan organisation for processing DBSs and there was no reason we should not use this.

It was agreed that the PCC would all do the online domestic abuse course.

Liz suggested that the PCC adopt Roger's action plan which would include sorting out the necessary role descriptors. Chris, Roger and Ben would meet again to resolve the necessary strategies.

## **5. Children and Families activities and plans**

Chris said that there was a lot of positivity in the activities and plans.

As far as safer recruitment for children and youth is concerned, Chris showed the committee what the process looks like and how it takes place.

Antony asked if this could be stored on Church Suite. Chris explained he wasn't sure this would be appropriate but there was the share point. Thanks were offered to Ben for his involvement with this, and there would be more discussion.

After various opinions were shared it was agreed that people would be asked retrospectively to complete safer recruitment.

## **6. Standing Committee Report**

Frank shared the minutes of the last meeting with the PCC.

## **7. Toilets - Vision progress of options being considered**

A film was shown with many options of where a toilet could be sited within the church. It was made clear that there was no easy option and getting permission for any of these ideas would be difficult.

Thanks was given to Pauline who has investigated our position with regard to heritage and listed status. The PCC was told that Richard, Brian and Pauline would be going back to Bucks County Council Heritage Office to seek further advice and determine what permissions might be forthcoming.

The PCC gave permission to move forward with this project, voting unanimously in favour. Thanks were offered to Richard, Brian and Pauline for all the work done so far.

## **8/9. Church House Vision - progress to date and how serious are we about our vision?**

Frank told the PCC that we were looking for a space that would offer greater community use.

Discussion took place regarding floor levelling and also the intentions of Coningsby Disraeli when Church House and Cottage were gifted to the church in the early 20<sup>th</sup> century.

It was agreed to communicate to Richard and Brian that the committee thought 3 points needed to be taken into consideration as the project moved forward:

- a) the need for expanded space for community use
- b) the need for dedicated space for the children and youth work
- c) the requirement to carefully attend to the historical attributes of the building

## **10. Churchwardens' Reports**

Andrew informed the PCC that electrical work would be taking place on 9th and 14th February. He said he would arrange for a full inspection of wiring in the church to be undertaken. There was unanimous agreement for this to be done.

He said there were plug issues in the bell-tower which would be followed up.

It was also noted that a key safe had been installed at the door of Church House.

Frank discussed policies which are now out of date and need reviewing. Antony agreed to look at both Health and Safety policies, Helen: Conflicts of interest, Liz: Data Protection and Privacy, and Colin: CCTV.

Antony commented that there are also many risk assessments that require looking at.

## **11. Associate Minister's Updates**

Helen talked about the recent Deanery Synod meeting, led by James Dwyer, which was positive and uplifting. She commented on the new Deanery Plan which was being launched. There were 4 main points:

- a) strengthening the next generation
- b) growing new congregations
- c) developing clergy for lifelong ministry
- d) supporting Churchwardens and others

Helen thanked everyone for stepping up and keeping the momentum going during the vacancy. She told the PCC she would be on holiday for two weeks from 5<sup>th</sup> February.

Lastly, Helen asked if we had a maintenance schedule and if so then where was it?

It was agreed that Frank and Andrew were accountable for the maintenance of the church and Frank said he would coordinate a maintenance schedule. It was agreed that new people needed to be found to help with this.

Thanks were given to Helen for all she does, particularly now during the interregnum.

## **12. Progress on recruitment of new Vicar.**

There have been 6 applications for this post.

There will be a short listing meeting on 5th February.

## **13. Social and Outreach report**

Antony reported that there had been a great response to the Church Quiz. There will be 11 teams on the night.

The 2026 programme was being planned and they were looking for new people to join the committee.

There were no questions and Antony was thanked.

#### **14. Any other updates from other committees**

The PCC was told that Helen Marshall was now responsible for the Mission team, taking over from David Tester. The focus charity for the first quarter was to be the Wycombe Refugee Partnership.

#### **15. Any Other Business**

The letting out of Church House was discussed and the absence of a lettings policy was noted.

Liz agreed to see how local church halls dealt with this and find out their costs.

It was noted that there had been positive feedback regarding the destratification fan.

Helen brought the committee's attention to the need for a new Bishop of Oxford and that the diocese had been asked to offer thoughts as to the qualities that they would like the new person to have.

#### **16. Date of next meeting**

The next PCC meeting will be on 19th March 2026.

Helen closed in prayer, focusing on the appointment of Sarah Mullally as Archbishop of Canterbury.

The meeting concluded at 9.32 pm

Susan Brice (PCC Secretary)

31<sup>st</sup> January 2026