Hughenden Parochial Council

Minutes of Meeting - Thursday 19th March 2026 at 7.30 pm in Church House

Present:	
Clergy:	Rev Helen Peters
Churchwardens:	Andrew Cole, Frank Hawkins
Elected:	Julia Grant, Roger Grant, Liz Moseley, Mark Sherrington, Colin Wilkinson, Pauline Wilkinson
Co-opted:	Chris Coyston
PCC Secretary:	Susan Brice

1. **Welcome and prayer**

   Liz opened in prayer.

2. **Apologies for absence**

   Brian Morley, Antony Rippon

3. **Agree previous minutes and actions of last meeting**

   Colin reported that he was undertaking CCTV instruction and training.

   Liz commented that she had completed her action regarding Little Kingshill village hall. They charge £15 per hour and would shortly forward their policy for letting.

   Andrew and Frank spoke of the maintenance schedule they had been asked to consider. They had spoken to Derek Brown and would feedback further progress at the May meeting.

   The minutes were accepted and signed with one amendment from Roger.

4. **Financial Report and approval of accounts for APCM**

   Brian told the PCC that we were still getting 10% discount on our parish share and this would last until our new vicar began. We were however paying double council tax on Church Cottage until we are in a position to change the use of the building.

   Brian informed the committee that there was £194,000 in the savings account and £14,000 in the current account.

   He said that general expenditure had gone up significantly over the past year.

   The accounts have been audited and signed off and the PCC gave their unanimous approval.

   Thanks were offered to Brian for all his work as treasurer.

Frank commented that Mike Dale had been asked to quote for the re-decoration of the vicarage before the new vicar moves in.

5. **Health and Safety**

The PCC had received the document previously and were happy to sign it off, carried with unanimous approval.

Chris discussed first aid training, which is a 3 day course. He had found a way to cut the cost of 3 or 4 people from church undertaking this training.

6. **Safeguarding Matters**

Relevant documents had been circulated. Roger commented that everyone was doing the necessary training.

Helen noted that you cannot ignore the updating of the DBS. You have to take action.

Roger said that he had completed the Verifile training.

7. **Children and Families activities and plans**

Chris commented that the Easter Roadshow happened in 3 schools and was very successful.

The Photo policy and the Social Media policy had been previously circulated and both were approved unanimously.

8. **Standing Committee Report update**

Frank commented that some pot holes on the church drive had been filled.

Liz and Janet were moving matters forward regarding new furniture for the MU garden. There were questions as to whether a Deanery grant might be available.

Discussion took place regarding artificial flowers and various ornaments on graves and how best to approach their removal.

Action: the Churchwardens would bring a proposal for this to the next meeting.

Action: Ben would be asked to compose a shortened, simplified version of the churchyard regulations.

It was noted that the Electoral Roll needed to be completed by 29th March.

Andrew would talk to Ben regarding the Donations policy. The policy was approved and thus will be adopted.

Succession planning was discussed, particularly in relation to Churchwardens, treasurer and safeguarding officer. It was asked that thoughts be offered in May.

Frank said that a new altar kneeler was required.

Action: Susan agreed to talk to Susan Devereux and Dianne Walker about this before looking further afield.

9. Vision Update

Brian said that Sarah Obern had been consulted about tentative building plans for Church House and a statement of needs had been submitted. He offered thanks to Pauline Wilkinson for the excellent work she had done in this area.

When asked about works in the church, particularly the disabled toilet, Brian said that they were now looking at placing it beside the church porch. It was noted that main drainage was not economically feasible.

10. Churchwardens Reports

The APCM was discussed and the number of vacancies on the PCC. The possibility of Brian remaining as a treasurer and not being on the PCC was talked about.

11. Associate Minister's Updates

Helen wanted to share the significant impact for many people, particularly when in crisis, of the church being open and available for private prayer.

12. Timelines for new vicar.

Frank commented that the two interview days had gone very well.

The new vicar has to give 3 months' notice.

They will be able to move into the vicarage from 20th July but it was noted that they were committed to attending New Wine and then had holiday booked. It was thought licensing would take place in mid-August.

Frank concluded by saying that we had been blessed with good candidates and an announcement would be given at all services on Sunday 22nd March.

13. AOB

Lunch after the APCM would be in Church House and Church Cottage.

14. Date of next meeting and conduct

APCM 19th April followed immediately by quick PCC meeting to appoint officers.

The next PCC meeting is on Thursday 21st May.

The meeting finished at 8.38 pm

ACTIONS

Andrew and Frank to move forward with a maintenance schedule.

Andrew and Frank to propose how to bring the graveyard back in line with diocesan regulations.

Helen to discuss with Ben the possibility of a simplified version of the graveyard regulations.

Susan to talk to Dianne Walker and Susan Devereux regarding a new altar kneeler.

Susan Brice (PCC Secretary)

21st March 2026