Hughenden Parochial Church Council

Minutes of Meeting - Thursday 23rd July 2026 at 7.30 pm in Church House

Present:	
Clergy:	Revd Helen Peters
Churchwardens:	Frank Hawkins (Chair)
Elected:	Janet Booth, Chris Coyston, Julia Grant, Roger Grant, Helen Marshall, Brian Morley, Antony Rippon, Mark Sherrington, Ruth Smith, Colin Wilkinson, Pauline Wilkinson.
Secretary:	Susan Brice

1. **Welcome and opening prayer**

   Frank welcomed the committee and Janet opened in prayer.

2. **Apologies**

   Andrew Cole and Liz Moseley.

3. **Agree minutes and actions**

   Frank signed the minutes from the May meeting without amendment.

   Actions: carried over: Liz to draft a new Donations Policy with Brian and Helen and to review the data protection policy.

   Colin to review the situation with the CCTV. Relevant passwords are required.

   It was noted that the key to the MU shed is in the top drawer in Church House kitchen.

   Frank said that there had been a good meeting with the NT. It should be OK to put the skip that we need on NT land near Church Cottage fence.

   It was commented that the Trust were being charged £18 for the safe removal of each nitrous oxide cylinder. Roger Grant was offering to help dispose of these canisters.

4. **Finance**

Brian was thanked and applauded for succeeding in sorting out the council tax problem that we were experiencing in relation to Church Cottage. The Cottage is now designated as a community building and has been zero rated. Brian commented that the Valuation Office Agency was extremely helpful. A sizeable rebate is now expected from the council when they implement the Valuation office decision.

It was noted that the giving by the congregations had risen significantly this half year and we are receiving 3.8% interest on our savings account.

Brian told the committee that there was £181,000 in the savings account but he had recently had to transfer monies from there to the current account.

Mike Dale had been paid £5998 for decorating the Vicarage and we will be able to reclaim £1500 back from the diocese.

Frank commented that the Vicarage upgrades and decoration looked very good and he thought Mike had done an excellent job.

5. **Safeguarding and church maintenance**

Roger said that safeguarding in the diocese was now going to be overseen by an independent agency.

There are at present no recorded safeguarding concerns.

There were unanimous endorsements of the reports and policies that Roger had circulated.

Discussion took place within the meeting on various questions regarding the church and its volunteers.

Role descriptions were shown and considered. There was a unanimous vote that they should be put on the website with the proviso that they can be subject to review.

Action: Roger will send the relevant material to Ben to go on the website.

Roger and Chris were thanked for their work on the job descriptions.

6. **Social and Outreach**

Antony reported that the barbecue was a great success and thanked Kayleigh for producing adverts for future events.

It was said that the September cocktail evening had been carefully planned taking into account the necessary licenses and with regard to the copyright situation.

The costs associated would all go through Church Suite using Stripe. Brian commented that these were church events and as such the treasurer was responsible for the reconciliation.

Any profits from the event would go into church funds although this is not a fund raising event and is designed to improve community involvement,

Action: Brian and Antony will meet to discuss and resolve the finances.

At this point Frank spoke about the Parish Weekend at Home. This will happen at church and at Pipers School 16th-18th October.

Thanks were offered to Pipers School who have made all their facilities and equipment available to us . The only cost will be for the cleaning.

The weekend will be advertised in Outlook and the Sunday notices.

Action: Ben. Create save the date screen for Proclaim and book the church for 16th-18th October.

7. **Mission**

Helen Marshall commented that she had applied to be the church representative for Embrace the Middle East.

8. **Ministry update**

Helen said how delighted she was that Charlie had been inducted and was looking forward to working with her.

She reported a serious head injury caused recently by someone banging their head on the low beams and doorways within Church House. What could we do to ameliorate this situation?

Action: Frank will assess what further signage would be useful and talk to Ben.

Action: Roger will look into foam that could form a softer barrier on the doorways.

Action: Andrew to buy more tape for the edge of the step.

Action: Churchwardens and Roger will investigate whether it is practical and safe to remove the stage. They will report to the PCC in September.

9. **Children and Youth report.**

The report had been circulated and there were no questions. Frank commented that the report was very positive and the PCC offered thanks to Chris.

10. **Shed Clearance**

This is planned to be on Saturday 12th September with the intention of clearing the sheds around Church House and also clearing the ground of weeds, nettles and rubbish.

There was discussion about how much help would be needed and it was suggested that there be a barbecue.

Action: Frank to book the skip (skips).

11. **Churchwardens to plan fire drill**

Chris volunteered to be fire marshall.

He also said he would provide a list of people who had done the necessary first aid course.

Action: Chris: to report back at the September meeting.

Also it was agreed it would be good to find out what other churches were doing regarding fire drills etc.

12. **Churchyard**

Frank commented that we have a great team of volunteers and a first class gardener. The churchyard looks in excellent condition.

It was also noted that the plaster repair to the ceiling in Church House had been done quickly, to an excellent standard and without the presentation of a fee. The Church is very grateful to Lee Allpress.

Action: It was also agreed that Antony, Roger and Brian would look at the National Church Trust template and use their policy for regular annual checks on the ceiling and possibly for risk assessment in this area.

The next Quinquennial inspection will be in 2028.

13. **Eco Group**

Julia told the committee that a grant for £3000 could be available for anything that moves us towards net zero. She said an energy audit needed to be undertaken and November would be the last opportunity to apply.

Thanks were offered to Pauline and Colin for the environmental survey.

14. Gift Day

It was decided to leave this discussion until the September meeting when Charlie could be involved.

25th October was a suggested date for Gift Day but it was noted that it was half term.

15. Churchwardens Matters

The computer licensing problem had been investigated and Chris was happy with the result. It was agreed he would pay using his personal credit card and then claim back.

A freezer for Church Cottage was discussed and it was agreed that this should be purchased. Sue Coyston had agreed to be in charge of it and ensure all stored food was dated etc.

16. AOB

The state of the nave carpet was considered. Should it be replaced, mended or removed?

It was agreed that it should be rolled up on a trial basis and safely stored whilst the effect of having nothing on the floor of the aisle be considered. Following that a decision could then be made to relay the original with repairs, buy a new one or leave the aisle with no cover.

Frank reported that he had recently talked to Keith and he was happy in Somerset and enjoying his new role.

The meeting concluded at 9.50 and Helen closed in prayer.

ACTIONS:

- **Liz, Brian and Helen** to review Data Protection Policy.
- **Roger:** will send job descriptions to Ben to go on the website.
- **Brian and Antony:** will meet to discuss and resolve financial issues regarding the Cocktail evening.
- **Ben:** will create a save the date Proclaim screen for the October parish weekend.

- **Frank:** will assess signage needs and talk to Ben.
- **Roger:** will investigate protective foam for doorways.
- **Andrew:** will buy more tape for the stage step.
- **Churchwardens and Roger:** will investigate the possibility of removing the stage.
- **Frank:** will book a skip for 12th September.
- **Chris:** will report to September PCC meeting with regard to Fire drills etc.
- **Antony, Roger and Brian:** will look at National Churches Trust template for regular inspections.
- **Susan:** to write thank you letters to Lee Allpress and the gardener.
- **Chris and Sue:** purchase appropriate freezer for Church Cottage.

Susan Brice (Secretary)

24th July 2026