

**Distribution:**

Mr K Croxton – Chair M & O
Mrs S Dumbleton – PCC (Secretary)
Mr M Evans – Church Warden
Mrs P Fox – Deputy Warden
Mr J Grinyer - PCC
Mr M Hailey – Church Warden
Mr P Hiron – Diocesan/ Deanery
Synod

Ms V Hughes - co-opted PCC
Mr T Jones – PCC (Chair of Fabric)
Mr R O’Connell - PCC
Mrs P Mason-Evans - PCC
Mr H Morten - PCC (Head of
Finance)
Mr A Miscampbell - co-opted PCC
Ms R Newell – Deanery Synod

Revd W Pearson-Gee – Rector
Mrs L Piper - PCC
Mr M Roskell – PCC
Mrs P Stanton-Saringer – Deanery
Synod
Mr H Stolze - PCC
Staff Team
Notice Board

MEETING OF: Buckingham PCC

DATE & TIME: Tuesday 17 March 2020 at 7.30pm in Church Room

PRESENT: Revd. W Pearson-Gee (Chair), Mrs S Dumbleton, Mr M Evans, Mrs P Fox, Mr J Grinyer, Mr M Hailey, Mr P Hiron, Mrs V Hughes, Mrs P Mason-Evans, , Mr A Miscampbell, Mr H Morten, Mrs R Newell, Mr R O’Connell, Mrs L Piper, Mr M Roskell, Mrs P Stanton-Saringer, Mr H Stolze

APOLOGIES Mr T Jones and Mrs P Stanton-Saringer

IN ATTENDANCE Mr B Roskell, Mrs T Roskell

| Item | | Action |
|------|---|--------|
| 1 | Opening Prayer The meeting opened with a prayer led by Revd W Pearson-Gee. | |
| 2 | Apologies for Absence Apologies were received from Mr T Jones and Mrs P Stanton-Saringer. | |
| 3 | Approval of minutes of PCC meeting held on 21 January 2020 and Matters arising | |
| 3.1 | The minutes were approved as an accurate record of the meeting held on 21 January 2020. | |
| 3.2 | <u>Minute 19.2 Ministry Groups Approval</u> It was noted that the approval of the ministry group list at the last meeting was subject to the relevant checks taking place. | |
| 4 | Correspondence None | |
| 5 | Nomination of AOB None | |
| 6 | Conflict of interest | |

PCC members should notify Council of any anticipated conflicts of interest.

7 Staff Feedback – Olly Holland

This item was not discussed and would be added to a future agenda.

8 MOG's report on recommendations from TESSG

Will expressed his disappointment that the lunch on the 29th March would no longer be able to take place. Will would like the opportunity for a direct interaction with the 11.15am congregation and he would look to reschedule this event at a later date. MOG's report on the recommendations from TESSG was not discussed and would be added to a future agenda. Will would communicate to the 11.15 congregation that the issues raised in the report were not forgotten, but due to the COVID-19 pandemic, he would be unable to respond to the report at the present time.

9 Service timings

This item was not discussed and would be added to a future agenda.

10 Car Park report

Nothing to report.

11 Pentecost Service

Mike Evans proposed and Max Hailey seconded a joint Pentecost service on the 31st May 2020. This would now be livestreamed.

12 Car Parking

Nothing to report

13 APCM 2020

The PCC considered the draft Annual Report 2019. It was reported that, with the exception of a couple of minor comments, the Auditor was happy with the accounts for 2019. Mike Evans proposed and Harry Morten seconded the approval of the 2019 accounts. All agreed.

14 Review and agree on priorities for 2020-2021

Will reported that, at the present time, he would be focusing on crisis management. He was looking forward to our new Curate, Kate Pellereau, joining us in June 2020.

15 Safeguarding Update

15.1 The PCC considered the procedure for dealing with safeguarding concerns and the policy for the recruitment of ex-offenders. Robert O'Connell proposed and Ruth Newell seconded both of these safeguarding documents. All agreed.

15.2 The PCC considered a proposal for all Connect Group Leaders in this parish to undertake Foundation Level safeguarding training provided face to face by Buckingham Parish Church. Mike Roskell proposed and Harry Morten seconded the proposal. All agreed

16 Stewardship – update and proposals to clear deficit

16.1 Brian and Tracey Roskell presented the PCC with a Stewardship Update and Proposal. They reported that since taking over the stewardship function at BPC they had attended ChurchSuite Finance training, a Generous Giving conference and had met with Judith Bundock and the Finance Team in order to map current processes. The challenge

objectives were noted, and it was reported that the current position was that there were a variety of giving methods and processes which, although were working quite well, were not fully delivering the required objectives.

- 16.2 The PCC considered the stewardship principles against which decisions would be made. These included tithing 10% of income received, being ambitious with our resources, trusting that God would provide where he clearly calls us to act, being good employers and leaders for the people who work for the Church, promoting careful management of resource, and investing now for future generations.
- 16.3 It was agreed that it was important that the Stewardship process helps the congregation to grow their individual and collective faith around finance, supports our pastoral interactions and encourages a sense of belonging to the church.
- 16.4 The PCC noted the proposed actions, which in the short term revolved around migrating as much of the current processes as possible into ChurchSuite. This would include using the gift aid process and enabling My Giving into this management system. In addition there were actions regarding webpage updates and the creation of planned email communication contact points. The focus in the medium term would be around embracing the new online Parish Giving Scheme, which would be available from Summer 2020 and which was supported by Diocese. There was also a series of communication activities and events planned, including email, web and printed communications and a planned three-week sermon and teaching series.
- 16.5 Harry Morten proposed and Mike Roskell seconded the proposed actions as outlined in the document. All agreed. It was noted that these actions would be initiated in line with the timing plan which all PCC members had reviewed. The PCC thanked Brian and Tracey for all of their work on this plan.

17 Coronavirus Continuity

- 17.1 Will Pearson-Gee reported on the Church of England's guidance received today, 17th March, on public worship, which had stated that the usual pattern of Sunday services and other midweek meetings were to cease with immediate effect. BPC was in a fortunate position to have livestream already in place and we would continue to provide our usual Sunday service offering, with no congregation present in the church building. There would be no 8am service until further notice. For this coming Sunday, 22nd March, all three services would be livestreamed, however it was likely that the 9.30am and 6pm services would be combined on subsequent Sundays to halve the risk on the team coming together in the Church. These services would be reviewed and adjusted regularly.
- 17.2 Over the course of the discussion the following points were noted:
- i. A telephone number would be made available for prayer requests.
 - ii. The Wednesday communion service tomorrow, Wednesday 18 March, would be livestreamed.
 - iii. The Day of Prayer on Friday would go ahead. The church would remain open, however people would be asked to sit apart.
 - iv. Connect Groups should no longer meet face-to-face.

- v. There were 19 people registered on the Safeguarding training set for the 28th March. This was important training and should be delivered online if possible.
 - vi. All Church members on the database, who have indicated that they would be happy to be contacted by BPC, would receive a phone call from a staff member over the next week. Jo Wigley was coordinating this.
 - vii. The Office may have to close periodically, or permanently in time. It was possible that the staff team may need to be allocated to different functions. Lorna agreed to identify the office tasks that could be undertaken from home. It was important that emails and phone calls could be accessed from home. **LP**
 - viii. Will reported that if he becomes poorly then legally the running of the Church would defer to Mike Evans, as Head Churchwarden and then to Max Hailey.
- 17.3 In order to encourage cash flow at this difficult time Will would ask Judith Bundock to write to church members encouraging them to continue with their giving. There would be a formal risk assessment on income. **WPG**
- 17.4 Jeremy Grinyer proposed and Max Hailey seconded the purchase of a higher spec camera for the livestream, all agreed. A new camera for filming to the left of the stage had been on the production team's 'wish list' for some time and since the cessation of public worship would most likely continue for a few months it was important to invest in this area. It was considered that since a large proportion of events would need to be cancelled this year, cost savings would be made in other areas.
- 17.5 More people to support production were needed, especially at this time, and it was considered that perhaps those involved in hospitality and welcome, who were no longer required in church might be able to support the Production team. Will would communicate this need to those who serve in other areas. **WPG**
- 17.6 Future standing Committee and PCC meetings would have to take place online, most probably via Zoom. Will and Sarah to arrange this. **WPG SD**
- 18 Joining a 'Good Stewards' Trust**
This was not discussed.
- 19 Sub Group Reports**
- a) Standing Committee**
- 19.1 Nothing to report.
- b) Finance Report**
- 19.2 The PCC considered the 2019 accounts, which looked to be a deficit balance of £9.4k, with income of £310k and expenditure of £319k. It was noted that at the last PCC meeting the accounts included the £25k Legacy. The Finance Committee had proposed the transfer of this £25k to the PCC Special Projects Fund (legacy fund). It also proposed that the balance in the General Fund be made up of £7.3k from Magazine Fund, £5k from Curates Fund to re-imburse 2/3rds of Olly's salary, plus a few additional changes. It was noted that the 2019 Budget started out as a deficit of £15.6k and ended up with a deficit of £9.4k.
- 19.3 Harry Morten reported on the 2020 Budget. Income from standing orders had been capped at £200,000, in order to reflect a cautious view on current income. However, tax efficient envelopes had been increased by £5,000 and gift aid tax recovery had been increased by £6,000, both to reflect the last year's outcome. This produced an income of £315,000. The MOG budget had been reduced by nearly £4,750, the CYPFam budget by £2,550, the Office & Admin budget by £2,250, and the Contemporary Worship budget

by £1,000 (from the original request). The most significant saving had been made to the Fabric & Buildings budget, which had been reduced by £15,000 due to the deferral of the major stone repairs until 2021. A deficit of £55,000 was proposed at the last PCC meeting, however the Finance Committee adjustments had reduced this figure to £22,245. Harry Morten proposed, and Paul Hirons seconded the adoption of the revised 2020 budget. All agreed.

c) Production

19.4 The PCC noted the report provided by Mike Roskell.

d) Fabric Committee

19.5 The PCC reviewed the Fabric Report provided by Tim Jones. It was noted that the work to move the stained-glass window from the kitchen to the Lady Chapel would take place in the next six weeks.

e) Mission & Outreach

19.6 The PCC considered the MOG Report from its meeting on the 23rd January 2020 and the notes from the Centre Management Group Meeting on 6th November 2019. It was noted that at present the Centre was shut due to the Covid-19 pandemic.

20.0 Rector's update

The Rector didn't have any points to add that hadn't been already discussed at the meeting. The PCC thanked Will for his leadership at this difficult and uncertain time.

21.0 Any Other Business

None

22.0 Date of next meeting

It was noted that the date of the next meeting would take place on 19 May 2020 at 7.30pm.