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**Distribution:**

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| Mr K Croxton (Chair, MOG) | Ms V Hughes (PCC: Head of HR) | Mr B Roskell (PCC: Head of Stewardship) |
| Mr G Causer (Deanery Synod) | Mrs B Jeremy (Deanery Synod) | Mr D Squibb (PCC) |
| Mr N Collison (PCC: Head of Fabric) | Mr H Morten (PCC: Head of Finance) | Mrs P Stanton Saringer (Deanery Synod) |
| Mr M Evans (Churchwarden) | Mr A Miscampbell (PCC) | Staff Team |
| Mrs S Fox – (PCC Secretary) | Mrs R Newell (Deanery Synod) | Notice Board |
| Mrs P Fox (PCC) | Mr A Pallett | Parish Safeguarding Officers |
| Mr A Gibson (Deanery Synod) | Revd Will Pearson Gee (Rector and General Synod) |  |
| Mr J Grinyer (PCC) | Mrs L Piper (PCC) |  |
| Mr M Hailey (Churchwarden) | Revd K Pellereau (Curate) |  |
| Mr P Hirons (Diocesan & Deanery Synod) | Mr M Roskell (PCC: Head of Production) |  |

**MINUTES**

**Meeting of:** Buckingham PCC

**Date and Time**: Tuesday 6th December, 7.30pm at BPC

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| **Present:**   |  |  | | --- | --- | | Mr Gerry Causer (GC) | Revd Will Pearson Gee (WPG) | | Mr Nigel Collison (NC) | Revd Kate Pellereau (KP) | | Mr Mike Evans (ME) | Mrs Lorna Piper (LP) | | Mr Paul Hirons (PH) | Mr Brian Roskell (BR) | | Mrs Vicky Hughes (VH) | Mr Mike Roskell (MR) | | Mr Andrew Miscampbell (AM) | Mrs Pauline Stanton Saringer (PSS) | | Mr Harry Morten (HM) |  | | |  | |  |
| Secretary Mrs Sue Fox (SF) | |  | |  |
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| **Item** |  | | **Action** | |
| 1 | **Opening Prayer**  The meeting opened with a prayer led by WPG. | |  | |
| 2 | **Apologies for Absence**  Apologies were received from Mrs Pam Fox, Mr Max Hailey, Mrs Ruth Newell and Mr David Squibb. | |  | |
| 3 | **Approval of Minutes of PCC Meeting held on 13th September 2022**  HM proposed the approval of the minutes as an accurate record of the meeting held on 13th September 2022, seconded by NC. All voted in favour. | |  | |
| 4 | **Correspondence**  Correspondence received from Lynne Legrove regarding refurbishment of flooring.  Fabric and Finance will discuss various options to replace the 22 year old flooring in the lobby area and Tower Room. A letter of thanks for raising the matter will be sent to Lynne. | | NC/HM/SF | |
| 5 | **Nomination of AOB**  Heating of Church during Carol Service, nominated by HM. | |  | |
| 6 | **Conflicts of Interest**  MR and BR declared Conflicts of Interest regarding the appointment of Treasurer. | |  | |
| 7 | **Appointment of Treasurer**  ME proposed that Tracy Roskell be appointed as ex officio member of the PCC, seconded by KP, all in favour.  Companies House and the Diocese will be notified in due course.  WPG to ensure PF is thanked for her time as Treasurer at the 2023 APCM. | | WPG | |
| 8 | **Service Attendance:**  LP ran through this report, and it was noted by the PCC.  The 11am AAW service is the highest of the 11am services.  Online viewing reaches approximately 200 each week.  LP will be comparing January 2022 with January 2023.  “Energise” has started, and WPG noted that the vision for this service will be re-examined.  The PCC thanked LP for preparing this information. | |  | |
| 8 | **Presentation of Safeguarding Annual Report – Jane Wardale and Glynnis Eastwood**  There are still three members of the PCC who need to complete their Safeguarding Training, and they will be sent the link once more.  The PCC is asked:   1. **To consider** the information provided in the paper 2. **To review and approve** the Parish Safeguarding Policy for 2022-23 (Appendix 1) 3. **To review and approve** the current Action Plan (Appendix 2) 4. **To agree** the list of church activities involving children, young people and vulnerable adults (Appendix 3 and 4) 5. **To complete** Foundation Level safeguarding training if they have not yet done so. 6. **To approve** the appointment of new volunteers, Simon Morrell and Keith Hagon (para 11)   The above points were proposed by AM and seconded by LP. All voted in favour.  Jane and Glynnis were thanked for the huge amount of work they carry out on behalf of the Church. | | PSOs | |
| 9 | **Warm Spaces Initiative**  Brian Hubbard is working on this initiative to provide a warm space/tea & coffee/company for those who are unable to heat their homes. A grant of £5k from Gawcott Solar Farm should be received shortly, to enable someone to be employed by BPC and insured under Churches Together in Buckingham.  Concerns were raised regarding the Warm Spaces not being open in the evening, the current level of need, and Safeguarding issues.  If and when the grant is received, PCC will be consulted via email and if approved this project will be progressed. | |  | |
| 10  10a) | **Subgroup Reports:**  **Rector’s Updates**  WPG updated the PCC on how much of his time is dominated by the effects of Bishop Steven’s essay, and lots of pre-General Synod meetings. WPG was recently interviewed on GB News. A meeting was held today to discuss the King’s Coronation in May 2023, and preparations are in hand with the Town Council.  Commitments for 2023 are: Alps Chaplaincy in January, Speaker for the Armed Forces Christian Union, Speaker for the Bradford Church’s staycation in March, attending GAFCON in April.  12/13 Iranian asylum-seekers are currently attending the 9am service. An Alpha Course has been started for them, and baptisms will take place on 28th January.  Successes: A good All Soul’s service, Ian Paul’s talks in November, a packed Remembrance Sunday and a lovely Advent Lunch.  Alexanders Estate Agents have donated £5k to support the food bank.  KP will commence adoption leave in mid February, and will take approximately one year off. There will be some “keeping in touch days” where KP would like to come back to help, and WPG would like some of those dates to cover his leave. | |  | |
| 10b) | **Stewardship Report**  BR ran through this report, and it was noted by the PCC.  Figures are looking good, and people are still giving. | |  | |
| 10c) | **Finance Report**  HM ran through this report, and it was noted by the PCC.  Expenditure is slightly up against budget.  Income is showing a £20k deficit at present.  HM proposed that the Finance Budget is approved, seconded by GC, all were in favour.  PH suggested that the cash plates are brought back over the Christmas period. | |  | |
| 10d) | **Fabric Report**  NC ran through the report was noted by the PCC.  The subsidence is continuing to be monitored, and no more movement has been detected. The Church clock has developed a fault. | | NC | |
| 10e) | **Health & Safety:**  NG reported a couple of incidents where toddlers have injured themselves during Ark.  NC to produce a standard letter to hand to parents after such incidents. | | NC | |
| 10f) | **Production Report**  The report was noted by the PCC.  Production is putting money aside for future large expenses, ie: pillar screen replacements. | |  | |
| 10g) | **MOG Reports**  The reports were noted by the PCC.  AM is currently chasing Bucks County Council for the new lease.  The new minibus project is progressing. | |  | |
| 10h) | **Safeguarding Report**  The report was noted by the PCC.  Those PCC members who have not yet completed the Safeguarding Training will be sent the link. | | Safeguarding | |
| 11 | **2023 Resourcing**  Keith and Mandy Hagon are heading up Connect Groups, Heidi Buchan continues to run the database and Jo Wigley will place members into the relevant groups.  Discipleship meetings will commence in the New Year and have been planned until June.  Abi Graham (Children’s Worker) will commence maternity leave in June. Volunteers are sought to cover Abi’s Ministry areas. WPG to consider SHP covering. | |  | |
| 12 | **Car Parking**  Non church goers continue to park on the private land around Church. WPG to speak to Paddy Collins with a view to locking the gates.  AM to draft a letter to repeat offenders. | | WPG  AM | |
| 13 | **Staff Pay Increase**  WPG and VH have met to discuss staff pay levels, and all positions have now been graded.  All staff to receive a pay increase between 3% and 10%, from January 2023, with a review in June.  VH proposed the staff increases be implemented, seconded by ME. All were in favour.  VH to produce letters before Christmas, if possible. | | VH | |
| 14 | **Jo Wigley Appointment**  PSS proposed that Jo Wigley’s title be changed to “Associate Minister for Pastoral Care”, seconded by LP, all in favour. Jo will be ordained in June 2024.  WPG & VH to review Jo’s job description. | | WPG & VH | |
| 15 | **Weekend Away 2024**  Kents Hill Place in Milton Keynes will be the venue for 2024. | |  | |
| 16 | **Oxford Good Stewards Trust:**  This agenda item is to be discussed on a separate occasion, and a doodle poll will be sent to ascertain PCC members availability.  PH asked if the decision to join the Oxford Good Stewards Trust is made by the PCC or the wider congregation, WPG confirmed it is a PCC decision. | | SF | |
| 17 | **Any Other Business**  HM requested the church be warm for all the upcoming Carol Services. WPG to ensure this is done.  The use of Communion Cups along with the Common Cup will be continued and reviewed in Summer 2023. | | WPG | |
| 18 | **Date of Next Meeting**  Tuesday 14th March 2023, 7.30pm at Church. | |  | |
| 19 | WPG closed the meeting in prayer at 9.35pm. | |  | |