

**St Mary's Church, Hitcham**  
**PCC Minutes**

7.30pm on Thursday 9.3.23

PCC MEMBER ATTENDEES:

Josie Heffernan	Debbie Rainer	Chris Berry (Warden)	Jo Cork
Ray Woodlock	David Ross-Hamilton		Ann-Marie Hill

APOLOGIES: Carol Bader    ABSENT: Ann-Marie Hill

NO.	TOPIC	DETAILS	ACTION
1.	Welcome	CB opened the meeting with a reading and prayer. CB reminded all about confidentiality.	
2.	Safeguarding and pastoral concerns	Sarah Naylor Hagger (parish safeguarding officer) was welcomed. The safeguarding audit was shared before this meeting and was happy with answers to questions on page 1. JC was reminded about DBS renewals and worked through the list. DR to resend all PCC documents to JC. The PSO shared the Diocese <a href="#">checklist</a> for roles/safeguarding training and provided comprehensive guidance. Mary Howarth provided pastoral feedback about who we have contacted or visited.	JC DR
3.	Apologies	Carol Bader.	
4.	Minutes	£3,012 amend to the AV desk comment, passed to CB to sign off.	DR
5.	Current situation, services etc	<p>Rev Sue Sampson has taken early retirement for health reasons. CB explained that he and Carol Bader have met with Janet Binns from the Deanery to discuss the recruitment process. The deanery was positive about us having a vicar. CB has compiled a number of documents, including a vacancy process describer and timeline. There is a video to watch <a href="https://www.oxford.anglican.org/handling-vacancies/">https://www.oxford.anglican.org/handling-vacancies/</a></p> <p>DR asked what the PCC should advise if asked about the recruitment process. CB to create a summary to share.</p> <p>10am 16<sup>th</sup> April was proposed as Rev Sue's leaving service. Rae to organise catering. Mary Howarth to support CB with fund-raising. CB to discuss arrangements with Rev Sue.</p> <p>CB advised who is leading future services, currently there is no vicar for Maundy Thursday, AGAPE service to take place at 7pm. The worship team have proposed a new approach to the fifth Sunday 10am service. RW proposed involving the 11am congregation in the process. DR suggested a brief presentation to be made to the 11am congregation (and anyone from 9am who is interested) ahead of the next PCC meeting. CB to speak to Carol. Discussion took place about how to say the peace and RW proposed hand shaking, whilst being sensitive to anyone who feels reluctant.</p>	CB  RW MH/CB  CB
6.	Finance and Parish Share 2023	<p>We estimated the deficit to be £27,000 but treasurer Harsh Singh's latest figures have reduced this to £24,400. CB has offered the deanery £22,942 as our Parish Share. DRH reminded that a Finance Meeting needs to take place before the APCM.</p> <p>The recent synod has said they will ensure we get our entitlement.</p>	CB/DRH

7.	Fundraising	CB asked JH about this There are no grant applications currently in hand. To be carried forward to next PCC agenda.	
8.	Policies	Existing: Equal Opportunities policy Review of Health and Safety policy took place, in particular what should be included about food safety (basic food safety guidance to be displayed in the kitchen area, JH to email to JW). Amends agreed. Full policy to be on the vestry notice board. Safeguarding approved. GDPR and Data Protection approved. DR to advise administrator. New policy for the internment of ashes was explained by CB and approved for formatting.	JH/JW  DR
9.	Inclusive Church	Discussion took place. CB spoke about the resources available (including speakers). It was agreed to postpone this decision until the next PCC meeting when a more representative group of the congregation will be present.	
10.	King's coronation	This is a potential fund raiser. Sunday 7 <sup>th</sup> May, 3:30. Catering was discussed. RW to coordinate catering. DR to organise a raffle. Eventbrite tickets to be organised by CB.	RW DR
11.	APCM 21 <sup>st</sup> May 10:30	To include potential changes to PCC (terms ending; new members). Group leader reports to be submitted to Carol by 5 <sup>th</sup> April (DR to publicise); Finance meeting to take place, DR to circulate checklist. PCC membership was discussed. A link to the rules of representation to be circulated to all members; responses to be sent to DR no later than 31 <sup>st</sup> March.	DR  All
12.	Electoral roll	This needs to be published two weeks before the APCM. Ann-Marie Hill has this in hand.	AMH
13.	Any other business	Fundraising/social event dates to be agreed at the next meeting. The 5 yearly Quinquennial Inspection is due and arranged for 13 April. It will cost £960 + VAT. The minimum wage increases soon and staff costs should be adjusted accordingly.	All
15.	Next meeting	27 <sup>th</sup> April 2023	DR
16.	Prayer and end	CB led all in a final prayer.	CB