

St Mary's Church, Hitcham

Draft PCC minutes

7.30pm on Thursday 25th April 2024

PCC MEMBER ATTENDEES: Carol Bader (CLB), Debbie Rainer (DR), Jo Cork (JC), Sonia Hart (SH), Susan Dickins (SD), Chris Berry (CB) church warden, David Ross-Hamilton (DRH), Josie Heffernan (JH)

GUESTS: None Chaired by: Carol Bader (CLB) church warden

NO	TOPIC	DETAILS	ACTIO N
1.	Welcome (5 mins)	CLB read from Colossians 1:9-14 and started with a prayer.	
2.	Safeguarding and pastoral concerns (30 mins)	The safeguarding audit has been received from SNH. There are actions outstanding. CLB was concerned about any new appointment to the role of safeguarding lead inheriting issues and volunteered to take it on temporarily. All were in agreement. DBS status of all needs updating. There is safeguarding training outstanding for many as this has to be updated every three years. All certificates to be sent to CLB. Be mindful of your own wellbeing whilst undertaking training.	JC CLB/ DR to circulat e actions require d
3.	Apologies (5 mins)	Rae Woodlock. Marie Hill Sarah Naylor-Hagger (safeguarding lead)	
4.	Minutes 29.2.24 9.11.23 (5 mins)	9.11.23 Proposer SD, seconder SH, all agreed. 29.2.24 Changes were made to the Parish Share amounts under 7, bringing them up to date with adjusted figures. Amendments were proposed by SD, seconded by JH, all agreed.	
5.	PCC roles and responsibilities (5 mins)	JH is at the end of her three year term. DR has resigned from the role of secretary and is stepping down from the PCC, having served since 2019. This creates two PCC vacancies. All to pray for the right person to take on the role of PCC secretary. Everyone present is happy to continue into the next term. Simon Price will be joining the PCC	
6.	APCM (10 mins)	DR to supply agenda. CLB and CB standing to be church wardens. Electoral roll has been updated by AMH and has to be finalised two weeks before the APCM on 19.5.24. All reports have been sent to CLB and will be circulated with last year's minutes before the APCM.	CB to invite Harsh Singh

7.	Finance and Parish Share 2024 (5 mins)	<p>The PCC had raised questions ahead of the meeting about the accounts for the year ended 31 December 2023 and the budget projection for 2024. JC and DRH asked about outstanding fees to the diocese. This fee payment has been overlooked for the last three years and we owe £2804. This will be paid in 2024. DRH had queried the figures under a number of headings for 2023 that did not agree with the figures in the 2023 account. Harsh Singh (HS) had responded: the headings in Xero are different to those used in the financial statements where certain items are grouped together. One error on the budget for 2024 is the "Mission Giving Provision" as it does not agree with the formula we currently use, i.e. 10% of ("Total Income" less "Charitable Donations") which next year would be (£45715-£500)/10 = 4521.5 rounded to £4500. HS has updated the budget accordingly. DR had asked 'ignoring the £18k bequest, what is the loss in general giving when comparing 2022 to 2023?' HS response - donations fell from £16.5k to £8.6k.</p> <p>Additional questions raised in the meeting were answered as follows. £1000 restricted funds for worship is for an electronic tablet; the £279 for Christian Aid from restricted funds for Christian Aid Week as been in our accounts for some time. CLB proposed making this donation, JC seconded. Mission Giving for 2023 £6150 proposed by SH, seconded by DR. The National Living Wage has gone up to £11.44 and CB proposed increasing our administrator's hourly wage to £11.50 back dated to the 1.4.24. SH seconded. SD asked what the governance costs of £26,969 include, the break down is under point 9. CLB proposed agreement, DJH seconded, carried unanimously. SD asked CB for the answers to her previous questions, which he will send. Fees taken for weddings, etc, are taken by St Mary's and a share goes to the diocese. Our projected deficit for 2024 is (£23,354). SD asked how this projection was achieved. CB to ask Harsh Singh.</p>	CB CB CB CB
8.	Fundraising (5 mins)	SD attended an online webinar which included websites, good ideas and practical examples for fund raising, including networking with local potential donors. CLB asked if it gave a good starting point for fundraising for the toilet refurbishment and/or a defibrillator. JH had explored the latter and information has been circulated separately, action to be reviewed by the fundraising team. DJH sourced a website that advertises general funding sources and provided this information.	SD
9.	Recruitment of Vicar (10 mins)	There is unwanted office furniture at the vicarage which is currently being stored in the garage. To be advertised in the notices before being considered for a charitable donation. Broadband, mobile phone and telephone costs to be reviewed. Rev Chris will move in during May, with the licensing hopefully taking place on 12 th June. A welcome hamper to be organised. Rev Chris will work Sunday, Monday, Tuesday, Wednesday.	CB CLB

10.	Worship (5 mins)	Rev Jeremy's last service will be Sunday 2 nd June and we wish to say thank you and good bye with a lunch after a 10am service. We plan to also thank Rev Alan, making it a joint celebration.	CB		
11.	Deanery Synod (5 mins)	JC subsequently sent minutes which have been circulated to the PCC. Finance, Christian Aid and will giving were key subjects covered.	JC		
12.	Inclusive Church (5 mins)	Pam Rogers from St Peter's has given CLB a list of what actions they take to promote Inclusive Church. We may adopt some of these.	CLB		
13.	Any other business (10 mins)	First Aid training – we should review who has up to date qualifications. SD will be joining the finance committee. CB welcomed her to this role. The Hoover motor has expired. DJH has investigated repair.			
14.	Next meeting (5 mins)	Dates to be set at the first PCC meeting following the APCM on 11 th July. This date to be reviewed as it is Rev Chris' day off. DR recently attended a meeting on behalf of CB about bidding for a youth worker and summarised the discussion. No action is outstanding.			
15.	Prayer and end (5 mins)	9:30 end with a prayer.			