

St Mary's Church, Hitcham

PCC Minutes

7.30pm on Thursday 29th February 2024

PCC MEMBER ATTENDEES: Chris Berry (CB, churchwarden), Josie Heffernan (JH), Debbie Rainer (DR, secretary), Susan Dickins (SD), Sonia Hart (SH), Jo Cork (JC), David Ross-Hamilton (DRH), Christine Webb (CW), Anne-Marie Hill (AMH) GUESTS: None Chaired by: Chris Berry

NO.	TOPIC	DETAILS	ACTION
1.	Welcome	CB opened the meeting with a prayer.	
2.	Safeguarding and pastoral concerns	No concerns have been reported by Sarah Naylor-Hagger (SNH). Volunteers for the role of safeguarding officer are invited. This becomes vacant at the APCM. CB will remind SNH that a safeguarding audit is due. Small group leaders are yet to meet (see previous minutes). No pastoral concerns have been shared with the wardens. Last year those who haven't attended church for a while were contacted, this action to be reconsidered once we have a new vicar.	CB
3.	Apologies	Carol L Bader (CLB)	
4.	Approval of Minutes for meeting 9.11.23	Amendments to names (addition of initials) and section 8 were shared as requested by SD. This to read <i>SD reported she and Julie Richards (JR) had had a fundraising meeting with JH in November 2022. As a result, a few possible funding sources for a disabled toilet were identified but we need architectural plans before submitting. SD had advised JH accordingly and is awaiting an update from the PCC.</i> Discussion took place and CB requested two volunteers to lead on the disabled toilet planning. SD and JH agreed to take on this role. There were no other amendments to the minutes. These minutes are now carried forward for approval on 25.4.24	SD JH DR
5.	PCC roles and responsibilities	SD had researched the role of trustees and shared a presentation (see Appendix I). Discussion took place about whether the finances could be more transparent. CB explained the role of the finance committee. SD offered to share a spreadsheet with treasurer Harsh Singh which might enable monthly reporting (or at least every PCC meeting). SD is happy to coordinate any questions arising. CB requested evidence of the legal requirement for monthly reporting. A discussion to take place at the next PCC meeting about how to move forward. JH thanked SD for her work on the presentation.	HS CB SD
6.	Policy update	The IT and Social Media draft remains outstanding, DRH and DR are reviewing an overarching policy with separate guidelines. Food safety guidelines to be shared with the hospitality team and displayed in the kitchen area. The annual review of the Complaint and Health and Safety policies took place. DR to coordinate amendments agreed which will be signed off by CB before passing to the administrator for publication. Review of the Finance policy to be taken forward to the next PCC meeting. Discussion took place about whether we should have a defibrillator. JH to investigate this and updated first aid training.	DRH DR RW JH
7.	Finance and Parish Share 2024	Following the deanery meeting, AMH explained our Parish Share should be £42,531 (housing cost is the same whether a vicar is full time or part time). £65,000 is the cost of a full-time minister. Our capital reserves have increased as last year we only paid half of the Parish Share. The finance committee has proposed the following three options for payment: £32,500, the full amount requested, or 80% of £42,961 (£34,369). JC proposed £34,369, CW seconded, 7 voted in agreement. In response to finance questions provided in advance by CLB, CB advised that the administrator's pay comes out of salaries, our musician costs come out of	CB

		<p>church expenses. Subscription costs include £567 for copyright licensing and the rest is the cost of the new AV desk which has gone into this category by mistake. SD raised a number of general questions focused on all categories and what has changed from 2022 to 2023 (see Appendix II), some of which were answered in the meeting by CB and DRH (finance committee members). CB to ask Harsh Singh for the answer to these questions: Breakdowns of the following: Church activities (£1,605). Repairs & Maintenance (£2,405). Legal expenses (£32). Is there any reason why Other Revenue has reduced from £2,986 to £15? Is there any reason why Charitable Donations has reduced from £5,708 to £451?</p> <p>SD to review the bank accounts to see if we can increase revenue by switching to any paying higher interest.</p>	<p>CB</p> <p>SD</p>
8.	Fundraising	DR to re-forward the Church Grant Organisation webinar training opportunity that was circulated earlier this month.	DR
9.	Recruitment of Vicar	<p>CB advised we have received two applications for the post. Eton College have paid half of the advertising costs in the Church Times, an anonymous donation has been received for the balance. There will be an informal supper for candidates and partners on Thursday 14th March at 7pm, the PCC and Jo Trobridge are invited to attend. Catering was discussed and agreed, plus additional guests. Interview day is the 15th March and a timetable is being prepared. A short Morning Prayer service open to all as an act of worship at which the candidates will preach. This is part of the selection process and, as such, there will be no opportunity to speak with the candidates before, during or after the service. There will be no refreshments after the service. A decision about appointment is made on the same day but it will be a while before the outcome is shared with the congregation.</p>	CB, others
10.	Worship	No questions were raised. DRH has been granted permission to provide communion by extension. CB outlined upcoming clergy cover for services.	
11.	Deanery Synod	Minutes were shared ahead of this meeting. AMH spoke about Christian Aid (following a presentation by Phil Evans, vicar at Eton College) and faith wills. Leaflets about the latter are available in the parish room. Children and youth work are a focus, with churches and other community providers working in collaboration across an area of the deanery. JH has a contact from Burnham Football Club who may be able to offer support.	JH
12.	Inclusive Church	Relevant paperwork has been displayed now we are a member.	
13.	Any other business	AMH advised that the electoral roll guidance is awaited and should be finalised 14 days before the APCM on 19th May 2024. DR will provide an APCM action list ahead of the next PCC meeting. This will include production of the annual report which CLB has kindly coordinated in the past. Lighthouse training dates are to be advised. The event itself will be smaller than previously. SD objected to PCC communication being distributed and received through the PCC secretary. CB clarified that this supports balanced discussion. CB has received an email from the Commonwealth War Graves Commission, it was agreed we will continue to accept their annual donation of £15.	<p>AMH</p> <p>DR</p>
14.	Next meeting	Thursday 25.4.24	
15.	Prayer and end	The meeting closed at 9:40 pm.	