

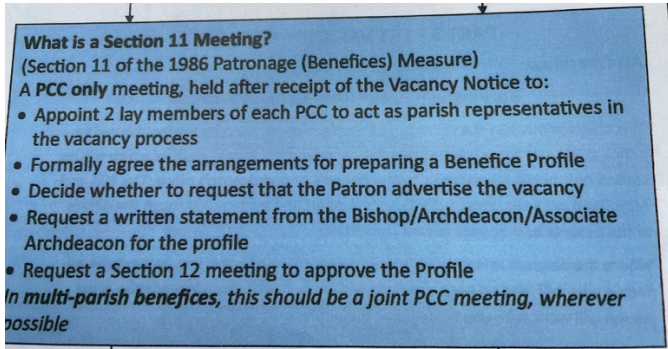
St Mary's Church, Hitcham

PCC Minutes

7.30pm on Thursday 9th November 2023

PCC MEMBER ATTENDEES: Chris Berry (CB) (chair), Debbie Rainer (DR), Susan Dickins (SD), Jo Cork (JC), Sonia Hart (SH), Christine Webb (CW)

NO.	TOPIC	DETAILS	ACTION
1.	Welcome	CB welcomed all with a prayer.	
2.	Safeguarding and pastoral concerns	<p>Prayer for specific members of the congregation was mentioned. Sarah Nayler-Hagger (SNH) (Safeguarding Officer) has reported no safeguarding concerns but will be stepping down from post in May 2024. We will be seeking a replacement. DRH has completed some recent safeguarding training and had sent this report: <i>Post Leadership Safeguarding Training Action Plan.</i> <i>As part of the Leadership Safeguarding course there is a requirement to specify 2-3 SMART objectives to implement in the next 4-6 months. The course started with looking at a healthy and safe Christian Culture and how that would be seen, heard, felt, and experienced as a member, so that Safeguarding is not just a tick box activity. One subject that arose a couple of times was vulnerability of leaders. This led me to think about small groups which would normally be overseen by the Vicar but at the present in vacancy are in a bit of a vacuum. I feel that it would be beneficial for the leaders to meet informally possibly once a quarter. As a small church, do we have the capacity to independently review activity safeguarding risk assessments?</i> DR suggested working with another church on the risk assessments, eg officers review one another. To be considered once we have a new safeguarding officer in role. JC to review DBS statuses.</p>	<p>Leaders CB Small group leaders to meet regularly from Jan '24 PCC May '24 JC</p>
3.	Apologies	Carol Bader (CLB), Ray Woodlock (RW), David Ross-Hamilton (DRH) (attending Deanery Treasurers meeting), Anne-Marie Hill (AMH), Josie Heffernan (JH)	
4.	Minutes 28.9.23	SD questioned the format of minutes. PCC member names are written in full at the top of minutes, initials of PCC members used within the text for conciseness. Asa Humphries name added in full, as are non-PCC members referred to. SD asked about documents that had been circulated at previous meetings (food policy, strategy away day, internment policy).	DR/CB
5.	PCC roles and responsibilities	Paperwork will be returned by SH and CW once CLB has signed. SD supplied outstanding paperwork.	SH CW
6.	Policy update	<p>Food guidance was shared by RW at last meeting in hard copy format. This is currently being reformatted and will be shared at the next PCC meeting for approval. SD asked about access to all policies, administrator to be asked. SD requested that page numbers are added to all policies. Amendments from DRH to be taken into account. IT and Social Media rewrite remains outstanding. The existing policy stands until this takes place and is approved. Annual review of Charity Commission resulted in minor grammatical changes and addition of website address. SD raised a number of questions about the Lone Working policy. 'Mission' to be amended to 'Ministry'. Key holders to be given a copy. Complaint Policy to be carried forward to next meeting. Stewardship Policy approved; SD asked how we ensure that our charity complies with charity law and ecclesiastical law. DR suggested this could</p>	<p>DR/admin DR/DRH DR/admin CB</p>

		be something SD investigates.	
7.	Finance	Our Parish Share was recently reviewed by the Finance Committee, who recommend that we do not pay the extra; current recommendation is 43%. Although figures are positive at present, they are likely to decline by the end of the year. At that point if the figures are healthy, we could consider back dating and paying more at that point. £42,960 has just been proposed by the deanery for 2024, to include a contribution towards the vicarage. CB has raised concerns, based on our 0.5 vicar once appointed resulting in a fairer £26,000. Outcome awaited.	CB/DRH
8.	Fundraising	SD reported she and Julie Richards (JR) 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. There are currently 6 or 7 craft tables booked for the fair. Discussion took place about the event. DR reminded all that grant bids should be reconsidered.	
9.	Recruitment of Vicar	The Arch Deacon is yet to confirm our .5 allocation of a vicar. Once this happens, a vacancy notice will then be generated by the Deanery. Section 11 meeting to then be convened. All PCC members will be informed.  An initial discussion took place about what this would involve: Parish Profile to be collaborative, CLB allocating and coordinating contributions. Appointment of two Lay Representatives to the interview panel: Chris Berry and Jo Trobridge proposed by DR, seconded by all present. It was agreed to request the patron at Eton College to be involved in the advertising.	CB CLB/all
10.	Worship	All Christmas services are in hand. A copy of the advertising leaflet was shared with all present.	
11.	Deanery Synod	JC understood no meeting has taken place since the last PCC meeting. SD requested a copy of the minutes. Normal practice has been verbal feedback, however JC will try to obtain	JC
12.	Inclusive Church	All PCC members to read the proposed website wording in advance and were requested to go into the Inclusive Church website and check out other churches wording by putting random town in the search field. DR suggested alternative wording which will be combined with other suggestions and circulated. Pictures to be reviewed at the next meeting. CB proposed a donation of £50 out of our 10% mission funding, SD seconded, agreed by all.	DR
13.	Any other business	Tatyana Payne has taken on the cleaner role. SD wishes to add the Trusteeship document to the agenda for discussion at the next meeting. Charitable Trust Liability insurance to be checked by SH. SD asked if we are registered as a Charity. Currently we fall below the financial threshold .	SD SH

		SH asked about the safety of the rear wall. CB advised the Quinquennial inspector has recommended repointing the brickwork during good weather. CB reported on an exciting initiative: the national church has asked for funds to support youth work – church youth workers and school chaplaincy. There is significant funding in place. A working party is being compiled and we will learn more in due course.	CB CB
14.	Next meeting	Section 11 TBA; PCC Thursday 11.1.24	
15.	Prayer and end	CB ended with a prayer at 9:30pm.	