

**St Mary's Church, Hitcham**

**PCC Minutes**

7.30pm on Monday 5<sup>th</sup> December 2022

**PCC MEMBER ATTENDEES:**

<b>Josie Heffernan</b>	<b>Debbie Rainer</b>	<b>Chris Berry (Warden)</b>	<b>Carol L Bader (Deputy Warden)</b>
	<b>David Ross-Hamilton</b>		<b>Marie Hill</b>

**APOLOGIES:** Sue Sampson, Jo Cork **GUEST:** Ray (Rachel)

<b>NO.</b>	<b>TOPIC</b>	<b>DETAILS</b>	<b>ACTION</b>
1.	Welcome	Chris welcomed all with a prayer and a Bible reading John 3:16	
2.	Safeguarding and pastoral concerns	DR has invited Sarah Naylor Hagger to contribute, a response is awaited. CB has checked with Mary Howarth about pastoral concerns. Rev Janet at St Peter's has taken on some pastoral service in the absence of Rev Sue.	
3.	Apologies	Jo Cork, Sue Sampson	
4.	Minutes 17.10.22	CB passed some amendments to DR. To be updated and uploaded to website.	DR
5.	Current situation, services etc	Christmas services are all organised, including Christmas Day. The service on 1 <sup>st</sup> January is 10am. Rev Sue signed off until at least January, but CB has organised cover until the end of March following advice from the deanery. Discussion took place about which services should be live streamed. MH thanked all who assisted at last night's Christingle service. CB reflected on how well St Mary's is coping in the absence of Rev Sue and gave a summary of successes.	
6.	Finance and Parish Share 2023	CB shared an Income and Expenditure Account received from Harsh Singh our accountant. This included full year to December 2022 and forecast to December 2023. Our projected deficit to 31 <sup>st</sup> December 2022 is £27,385. This will be funded from our unrestricted account, which is on track to reach zero in December 2023.  DRH shared the estimate for sound system updating and explained the context. A question was asked about refurbished equipment and CLB asked if the old equipment was saleable. This was discussed. DR asked why we were considering having services streamed to the Parish Room and CLB explained about potential service overflow. This is not a priority. There is approx. £12,000 in the designated funds that can be used. DR asked about the implications of not updating the AV system. DRH explained there would be a continued deterioration of sound. CLB emphasised the health and safety risk and the implication for the church; it is considered an essential upgrade. DRH proposed that we should purchase Option 1 £2994.60 inc VAT from designated funds, MH seconded. Five voted for, one declined to vote. Purchase carried.  The fundraising team were looking into grants from the Diocese. JH said a meeting had taken place in connection with building expansion. DR to look again at the Development Fund in respect of sound system; this resulted in a new assessment of potential grant applications that has been circulated to the PCC by DR.	JH DR

		<p>CB shared three options for our Parish Share 2023 and explained that we are devising a plan for payment. Each attending member of the PCC was asked their preference. The majority recommended paying 45% of the Deanery ask at 45%, ie a Parish Share of £24,352. We will monitor income and increase if we are able. CB will feedback to the Deanery accordingly.</p> <p>CB explained about the Regular Giving scheme, focusing on regular giving as a baseline. Average in the Diocese is £86 per month. This should be communicated in a planned way; ours has varied over the past three years (approx. £30k, £40k, £30k).</p> <p>We plan to hold a campaign focussing on increasing the regular giving in February. Joshua Townend the Generous Giving Advisor for the Diocese will be invited to speak with the congregations at both services. PCC members to read in detail his 'Planning a giving campaign' document ahead of discussion at our next meeting. We risk losing a third of our current Electoral Roll due to non-attendance.</p>	CB
7.	Fundraising	JH proposed an afternoon tea with live music on 29 <sup>th</sup> January (ticket event). Ray is happy to take the lead on hospitality for the event. Ticket prices will depend on the cost of the musicians. JH to investigate and email cost ASAP to DR for circulation.	JH
8.	Policies	<p>Equal Opportunities policy (see minutes 18.7.22). This needs re-writing as it now should cover nine protected characteristics, whereas our draft policy only covers one. DRH explained this. DR to draft.</p> <p>Charity Commission, IT and Social Media, Lone Working, Complaints – review dates in place and on the Drive (CB to check with Carrie, administrator). DR to circulate before next meeting.</p>	DR DR
9.	PCC guest	Ray was welcomed and thanked all for the invitation.	
10.	Xplorers and BFG	BFG has not taken place since Covid as young families have not returned. Xplorers have taken place for two months, six children attend – no religious content, focus is on being good role models. BFG budget was £150pa, CB proposed this be reallocated to Xplorers, DR seconded. Carried unanimously. JH suggested some events could carry a fee.	
11.	Alpha	Attendance has declined. Final session is this Wednesday 7 <sup>th</sup> December when donations will be requested. The banner outside church needs to be removed. MH has submitted costs to Jo Trobridge. CB thanked all those involved.	
12.	Any other business	<p>There are currently two vacancies following resignations by Geoff Day and Terry Cheney. Terms of PCC office due to end 2023 (nb those holding an office can stand for re-election): Chris, Marie, Jo, Carol, Terry, David</p> <p>Policies overdue for review will be added to next agenda: Finance, Health and Safety, Safeguarding.</p> <p>Our musician's trial period has reached an end, we are happy for her to continue.</p> <p>CLB expressed the importance of raising the numbers attending church.</p>	DR
15.	Next meeting	To change to Thursday. New dates have been circulated to the PCC and displayed in the church porch.	DR
16.	Prayer and end	CB led all in prayer.	