

**Present** – Revd Fr. Anthony Searle (Team Rector) (Fr.AS), Derek Lancaster LLM (DL), Jenny Cartledge (Churchwarden) (JC), Lis Burns (Deputy Chair and Churchwarden) (LB), Edgar Samuel (Deputy Honorary Churchwarden) (ES), John Lord (Treasurer) (JLd), Barbara Bowman (BB), Jacqui Brearley (JB), Sheila Doig (SD), Lauren Harvey (LH), Jean Johnson (JJ), Mark Johnson (MJ), Ray Levy (DSy Rep) (RL), Sue Lord (DSy Rep) (SL), Elizabeth Martin (EM), Dawn Segrue (DS), Barry Titchen (DSy Rep and Deputy Treasurer) (BT), Lynda Titchen Moorcroft (LM), Philip Hynard (Secretary) (PH)

**Note**

*The minutes have, in some instances, been re-ordered to gather items together under the headings set out in the original agenda.*

**Welcome from Chairperson.**

Fr.AS welcomed everyone and opened the meeting leading everyone in Evening Prayers.

Everyone present participated in a team photograph

**1. Apologies/Did not attend**

Revd Jackie Lock (Associate Priest) (JLk), Robyn Connelly (Children and Families Minister) (RC)

**2. Safeguarding**

Fr.AS confirmed that there had been no Safeguarding matters of note raised since the last meeting.

The need for a new Safeguard Officer (SO) and Deputy Safeguarding Officer (DSO) was highlighted and expressions of interest or recommendations for suitable candidates were invited.

In response to question, Fr.AS explained that:

- The SO acts as the principle point of contact within the Parish and the prime point of contact with the Diocese and other authorities.
- The DSO is largely responsible for administration associated with safeguarding with a particular focus on the maintenance of records associated with Safeguarding including job descriptions, roles and responsibilities, training and compliance accreditations such as DBS.

It was confirmed that the Diocese will provide all necessary training for each of these roles, some of which will be in person and some online.

Fr.AS went on to remind the PCC that all members were required to undergo DBS checks.

All

It was noted that once an initial DBS check has been completed it is possible to join a scheme that permits regular renewals, the details of which will be circulated.

PH/TM

The names of those requiring initial DBS checks will be sent to Jo Norman who will initiate them.

PH

**3. Leadership Strategy**

With reference to a comprehensive slide deck, Fr.AS introduced the work that is currently being undertaken in connection and welcomed comments and observations from all of those present, not least areas where members are already involved, that are not captured, and those areas that they may wish to be involved in.

All

PH was requested to circulate the slide deck as soon as possible.

PH

**4. Living in Love and Faith**

Fr.AS began by explaining the approach that is being adopted for the inclusion of liturgy reflecting issues that have emerged from the General Synod's work in connection with Living in Love and Faith, namely:

- A series of prayers entitled Prayers of Love and Faith was published in late 2023 and these can be used, indeed some of them are already in use. To be circulated)
- A series of other services and prayers are currently being finalized and are expected to be available by mid-2024. In order for these to be used they will require the collective formal agreement of the PCC congregation and Ministers.

PH

It has been agreed that an 'away day' may be an appropriate forum for the many issues that this raises, and plans are afoot for this to happen after Easter, the date of which is to be announced. Suggestions were sought for suitable venues, for an estimated 30 - 40 people, to undertake this.

All

## 5. Arrangements for Meeting of Parishioners and Annual Parochial Church Meeting and Succession Planning

PH presented a paper which had been circulated in advance of the meeting, identifying:

- The timetable for preparations for the APCM on 28<sup>th</sup> April 2024.
- The posts that will need to be filled.

All of which were noted and accepted and PH will proceed with contacting contributors.

PH

PH was requested to send a copy of the Report of Activities for 2022 to Fr.AS for information.

PH

## 6. Plans for Lent

Fr.AS referred to a paper published in advance of the meeting, the contents of which were noted and resulted in the following comments and offers of assistance:

- JB and LM will contribute some soup.
- Fr.AS will put forward some recipes.
- DS will organise tables.
- The dates proposed in the report are to be checked as they are currently shown as Mondays – The dates should be: 18/2, 3/3 and 17/3.
- Whilst Sunday 'Brunch' was considered, it is not to be pursued this year.
- Fr.AS invited everyone to ensure they were signed up to one of the Lent 'House Groups' and offers to host the Monday group, which may otherwise take place in the Vicarage.

JB/LM

Fr.AS

DS

All

## 7. Projects Update

### 7.1 Churchyard Project

DL provided a brief update which followed on from the report that was presented at the November PCC. In particular:

- A further Churchyard 'clean-up' is proposed for February.
- A meeting was held with Cllr Lesley Clark which is generally supportive of the modified proposals.
- Quotations are awaited from CCTV contractors.

### 7.2 SLS Lighting Scheme

BT referred to a series of reports and exchanges of information that had been circulated in advance of the meeting.

The proposal put forward by Light Perceptions was very well received by the PCC who agreed that in principle, it was exactly the type of solution that was required as part of the Sound and AV component of the SLS.

BT confirmed that the current cost estimate was of the order of £200,000.

It was recognised that in order to proceed with this and other aspects of the SLS a fund raising programme needed to be activated.

### 7.3 Stone Survey – Next Steps

PH referred to a report, published in advance of the meeting, which included recommendations from Oxley Conservation, following a request from the PCC to identify if any work could be completed at limited cost, that would both reduce risk of any falling masonry as well as meeting some of the requirements for additional investigation, highlighted in the report to the November PCC Meeting.

Whilst it was acknowledged that it would be unlikely for any work to be completed until after the Peregrine breeding season, plans should be made to commence this work as soon as practically possible thereafter and the PCC gave in principle approval to expend up to £7,500 for this purpose, which is to be verified prior to final expenditure being authorised.

## 8. Charity Partners

JLd explained that it is considered that whilst there is a recognised group of Charities Partners, it would be good practice to review them and determine if any changes should be made.

Following agreement to the principle of a review, JLd proposed that a focus group should be convened to undertake this which, after discussion, DS agreed to lead and JB, MJ, LM and ES agreed to be members.

DS JB,  
MJ, LM  
ES

Various suggestions were made during the meeting as to the types of organisations that the focus group may wish to consider, including youth organisations (although it was noted that YFC is already a Charity Partner).

The PCC were requested to submit any suggestions to DS and whilst no timetable was agreed, it was recognised that conducting a rigorous process was of greater importance. It was also suggested that one a list of proposed organisations has been compiled, it may be appropriate to invite representatives to address the congregation.

All

JLd went on to note that £1,000 is currently available for charitable donations although a beneficiary has not been identified. After discussion, DS proposed that it could be offered to the charity Growing Hope, which was seconded by BB and unanimously supported.

PH offered to provide the bank details for Growing Hope to JLd.

PH

## 9. Deanery Synod Report

It was noted that as the next Deanery Synod meeting is not scheduled until Tuesday 30<sup>th</sup> January, there was no additional information to report at this time, apart from the disappointing news that the application to the Deanery Mission Fund had been unsuccessful.

## 10. Approval of Minutes of PCC meeting – 22<sup>nd</sup> November 2023

The minutes were proposed for approval, without amendment by ES, seconded by JLd and approved unanimously after which they were signed by Fr.AS.

## 11. Matters arising from the minutes not covered elsewhere in the agenda (The references are to the minutes of the September PCC Meeting)

JC reported that Tobit Curteis have been approached about the survey of the South Porch and comments are awaited.

Everyone was reminded that volunteers are still required for the Pastoral Team and anyone who is interested should advise JLk.

All

## 12. Notice of any other unplanned / urgent business

See Agenda Item 16

## 13. Team Reports:

### 13.1 Liturgy and Music

DL reported on the following:

- The Advent and Christmas programme had been judged a great success.
- Amongst these 'Cribtingle' was considered to have been received very positively and it is currently planned to be repeated next year.
- Measures are being explored to make the Christmas Eucharist 'more fun' whilst preserving the important and essential solemn elements of the service.
- A new group is being established to consider how All Saints can best prepare for the Ecclesiastical Seasons going forward, ensure there is a consistent strategy. This group will also consider the resources required to support them and provide appropriate 'Flavours of Worship'.

Work will commence imminently on Passiontide, Palm Sunday, Holy Week and Easter and include consideration of such matters as the washing of feet in the services.

### 13.2 Pastoral Matters

In the absence of JLk, whilst there were no matters to report, although there was a discussion about how members of the PCC and wider congregation could be kept informed of the indisposition or absence of regular members of the congregation, particularly if the person in question has asked for privacy about their condition.

It was recognised by all of those present that it was a very difficult balance to maintain and individual privacy was paramount, notwithstanding the desire to ensure that the individual in question was kept in our thoughts and prayers.

This matter will be discussed by the Ministry Team to determine if a solution can be found.

MLT

### **13.3 Children, Youth & Families**

Fr.AS referred to the report on Children, Youth and Families, which had been published in advance of the meeting, upon which there were no questions or comments.

### **13.4 Stewardship & Finance**

JLd referred to the Stewardship & Finance PCC Update (including minutes from recent Stewardship and Finance Task Group Meetings), published in advance of the meeting and highlighted that based on the draft accounts it was expected that the final position for 2023 would show a net positive cash position of £38,697 (£25,603 on budget items, including restricted funds and the cost of remaining work to the tower steps) which was aided by vacancy savings and lower maintenance costs.

In the light of the above JLd proposed to effect the following transfers:

£4,000 for Organ repairs and minor maintenance

£5,000 to Children, Youth and Families

£2,000 to Fabric

£12,645 to the mission fund as a result of the lower Parish Share and vacancy savings.

This was seconded by PH and approved unanimously.

There were no other questions or comments.

In response to a question posed by Fr.AS it was reported that in the past a draft of the Annual Trustees Report, including the financial statements, had been circulated to the PCC, by email, for approval, such that they could be published in advance of the APCM, in line with the approved timetable; however it was noted that the examination and audit of the 2022 Trustees Report was complete and circulated prior to the APCM.

### **13.5 Buildings & Fabric**

JC referred to the Building & Fabric Report, circulated in advance of the meeting.

It was noted that the completion of decoration in the disabled toilets is due to be completed by ES and DS during the week commencing 29<sup>th</sup> January 2023.

JC went on to advise the meeting that one month's rent arrears have emerged on the investment property at Great Ground and the next rent was due to be settled the day after this meeting (25<sup>th</sup> January 2024). There followed discussion about the measures that could be put in place to rectify matters, including eviction as the worst / most extreme case.

The mood of the meeting was to pursue, as far as possible, a moderate and conciliatory approach and to support the tenants as far as possible, without prejudicing the PCC's position.

JC will report back as the next rent instalment is due on 25<sup>th</sup> January.

JC

### **13.6 Communications**

LB referred to the Communications Report, published in advance of this meeting, on which there were no specific comments or questions.

It was noted that the curation of the church noticeboard should be the responsibility of the Operations Team.

## **14. Churchwardens' Report**

There were no matters raised beyond those covered elsewhere in the agenda although, on a related note, JC noted that Revd Gareth Morely is still appearing as a Trustee. JLd and BT confirmed that these records were normally amended after the conclusion and filing of the Trustees Reports and Financial Statements.

## **15. Oakley Hall Report**

EM referred to the Oakley Hall report (including the financial update), published in advance of this meeting, on which there were no specific comments or questions.

There followed a brief discussion about the legal relationship between Oakley Hall and ASHW, which was to be followed up, outside the meeting.

## 16. Any other unplanned / urgent business

### Revd Jacqueline Lock

Fr.AS confirmed that consent had been granted (Under Section 29A(10)(b) of the Ecclesiastical Offices (Terms of Service) Regulation 2009) for the extension of the Revd Jacqueline Lock's term of office and licencing until 30 June 2024.

### Wycombe Homeless Connection (WHC)

Before discussion began on this topic, DS advised of a potential conflict of interest as she is also a Trustee of WHC.

EM also noted that whilst the Oakley Management Committee are aware of this request, it has not been discussed.

Fr.AS reported that WHC had approached Oakley Hall to ask if it could operate a volunteer / paid coordinator led night shelter for seven days / week for up to twelve individuals in the main hall, throughout the period of December to the end of March.

A number of concerns were raised, not least:

- Challenges with managing access.
- Absence of showers.
- Low ambient temperature in the hall.
- Adverse impact on neighbours.
- The potential adverse impact on other users / hirers.

Notwithstanding this it was agreed that the matter would undergo further consideration before a final decision was made, although WHC would be advised that it is unlikely that this request could be accommodated.

### Meeting Ends

Fr.AS closed the meeting by leading everyone in prayer.

The meeting ended at approximately **21.46**

### Next meeting date:

21st February **SLT (Strategy)**

### Future meeting dates:

28<sup>th</sup> April 2024 **Meeting of Parishioners and Annual Parochial Church Meeting** (*In church on Sunday, commencing at 11:15, after Parish Eucharist*)

8th May **SLT (SC)**

22nd May **PCC**

29th May **SLT (Strategy)**

3rd July **SLT (SC)**

17th July **PCC**

4th September **SLT (SC)**

11th September **SLT (Strategy)**

18th September **PCC**

6th November **SLT (SC)**

20th November **PCC**

*All on Wednesdays commencing at 19:30. PCC Meetings in church and SLT Meetings at the Vicarage. **Unless otherwise stated***