

Present – Revd Hugh Ellis (HE), Revd Jackie Lock (JLk), Revd Gareth Morley (GM), Derek Lancaster (DL), Jennifer Cartledge (Churchwarden) (JC), Lis Burns (Churchwarden) (LB), Robyn Connelly (RC), John Lord (Treasurer) (JLd), Barry Titchen (BT), Nick Cousins (part) (NC), David Knights (DK), Michelle Neudecker (part) (MN), Estelle Williams (EW), Lynda Moorcroft (LM), Meg Vockins (MV), Sheila Doig (SD), Dawn Segrue (part) (DS), Thistle Martin TM), Ray Levy (RL), Lauren Harvey (LH)

1. Welcome from Chairperson

Hugh welcomed everyone and Jackie led the opening prayer

2. Apologies / Did not Attend

None

3. Minutes of previous meetings

The minutes of the following meetings were presented for approval:

PCC Meeting 23rd September 2020

PCC Meetings 11th October 2020

Annual Parochial Church Meeting 11th October 2020

Meeting of Parishioners from 11th October 2020

All of which were approved and will be signed.

4. Matters Arising from Minutes

BT confirmed he is pursuing the council regarding repairs to the floodlights and the protection of these, although he is currently having trouble making contact. He is persisting and hopeful of securing a successful resolution.

Team Reports

5. Stewardship & Finance

Overall Financial Status

JLd presented a brief summary of the October 2020 YTD financial position and noted that minutes of the recent Stewardship and Finance Group meeting had been published in advance of PCC.

Regular giving Income is approximately £12.8k down against budget and cafe and event donations are down by a further £11.2k. However, support fund donations are £6.8k above expectation, which has helped enormously, as has the government's furlough grant (JRS) of £8.5k. These, combined with other items, result in an adverse variance of £8,728 against budget.

Expenditure is also under budget due to an underspend on additional musician costs and events, although regular donations to charities and expenditure on the allocated mission fund have not yet been made. In addition, there have been increased maintenance costs with further costs to come, as well as costs associated with the sale of 7 Totteridge. These combine to produce an adverse Net Position of -£8,119, which is better than had been predicted earlier in the year.

In response to a query from LM about an apparent discrepancy between the reported Net Position of £8,119 and the arithmetic difference between actual income (£185,890) and actual expenditure (£189,161), JLd explained that there were further expenses relating to charitable donations and maintenance costs (pest control) of £4,848 that need to be considered when determining the overall position.

JLd also noted that over the course of the remainder of the financial year there would be some 'gaps' in revenue arising from a combination of giving, rental (7 Totteridge) and hire income and these combined with running costs returning to their normal levels, but with the loss of grants, would worsen the forecast overall position at the year end.

Looking ahead to next year there are likely to be some significant costs arising from the works that will be identified in the forthcoming Quinquennial Report; hence ideas and a focus on fundraising from all members to combat this is of great importance.

JLd noted that a £10k legacy has been received for the organ fund.

All Saints' Gift Day 2020

JLd reported that so 17 responses had been received to the All Saints Gift Day 2020 letters, which represents a response rate of around 9%, which is a half the number of responses that were received in 2019 although it is hoped that a more responses will be received in due course.

The total financial impact of this would be £7,716, around 33% of the figure raised in 2019.

DK remarked that he had no record of having received the original letters and suggested that his and others had been in the recipients spam folders, hence the relatively low level of responses. This was echoed by others.

ACTION: JLd to determine the best way to follow up errant requests.

JLd concluded by expressing thanks for the support of all members of the Stewardship and Finance Group, not least Doug Peirce who has now stepped down. Chris Lamb is taking his place.

6. Building & Fabric

Church: JC reported that the Fabric group had recently met online and referred to the minutes that had been circulated prior to the meeting. She went on to confirm that the Quinquennial Inspection has taken place and the report will be issued shortly.

The inspection has identified some significant areas of masonry damage on the tower and what appears to be a split in one of pinnacles on the roof of the South Porch. Initial indications are that some other material maintenance issues will be identified in the report, when it is published, and the issues will require some prioritisation.

In response to a query from BT, JC/PH explained that there was a need to protect the pipework located in the technical cupboard as damage to it has affected the drainage in the disabled WC. BT offered to assist DL and PH, resolving it.

In response to a query from HE concerning the project management of the South Porch repairs, JC advised that an individual has recently volunteered, although it will require further discussion.

3 Castle Place: The current tenancy agreement ends in January and the tenant has said that they would like to remain, but only under a periodic tenancy which would allow them to leave with one month's notice, with the church being able to give two months' notice. JC has discussed this with Caroline Dyer, from the Diocese, who is content, in principle, with this agreement, providing it is reviewed in not less than six months. JC confirmed that no resolution is required for this arrangement to remain.

7 Totteridge Road: JC reported that since being placed on the market at £325,000, there had been several viewings that had resulted in three potential buyers making offers, the last of which was for the asking price. JC has referred this to the Diocesan Surveyor, who has recommended that it should be accepted (subject to contract).

ACTION: JC to advise the agent to accept the offer.

7. Worship & Liturgy

DL began by reporting that there had been 52 logins to the Zoom service on Sunday (15th November) and that Remembrance Sunday had involved members of the Church contributing to the Diocesan service.

DL also noted that there is a regular Friday service of lament, which is being conducted by GM and being relayed on Facebook Live and since the beginning of lockdown, other services have continued 'on-line', with a small contingent in church.

DL thanked BT for providing technical support but noted that additional technical support volunteers were required owing to the likelihood of 'on-line' services continuing for the foreseeable future.

DL concluded by noting that a full Christmas programme had been planned, including Advent Carols and referenced the excellent poster that has been published.

8. Mission & Evangelism

GM opened his report by underlining the importance of encouraging everyone to see mission as part of discipleship, which is a theme that he will continue to develop and reinforce.

GM went on to outline a project that is currently being developed in collaboration with the Police and the Ambulance Service in September 2021, to coincide with the University's 'Freshers Week'. This will see the church being used as a place of sanctuary on a Friday and a Saturday night, during which time we shall provide hospitality, pastoral and demonstrate we are a place of safety.

GM reported that the Police have secured a budget to support this event, which will be used to fund the provision of security and the provision of medical support by the ambulance service.

GM concluded by explaining that there is a great deal of detail to be developed and he will report back on this in due course.

9. Children & Families

RC reported that the on-line provision was in place and whilst participation had dropped at one point, it has now begun to increase again and it is felt to be meeting an important need as an alternative communication channel.

Small Saints initially had small participation but is now growing and the participation in Ark is also increasing.

Engage will continue once a month on-line and once a month face to face, in church, until lockdown ends.

Engagement with schools through their assemblies is continuing and this will ultimately include the carol services, although restrictions remain in place.

The feedback on the Remembrance Trail was very positive and is deemed to have been a great success, not least because it helped 'reclaim' the church yard. This initiative will continue with an Advent Trail, the plans for which are now in place.

Another exciting plan is Christingle in the 'Muddy Church', which will take place in the Wycombe Museum grounds, subject to lockdown being relaxed. RC underlined how supportive the museum has been and this initiative is helping to cement a mutually supportive relationship with them, which has been a long-term objective.

In return for providing access to its grounds, the museum has requested the Church to support its current fundraising initiative, which is aimed at raising funds to enable disadvantaged young people to participate in activities such as craft days. The basis of the fund raising is for each individual to give up a treat (coffee, chocolates, glass of wine etc.) for 10 days and then to donate the proceeds to the Museum.

ACTION: RC to prepare a 'Press Release' for inclusion on News to publicise the event.

HE thanked RC for this and noted that it was of great importance to continue to consider children as part of the missional journey.

10. Pastoral

JLk reported that whilst a great deal of pastoral work is continuing to be done, there is a concern that some people are 'slipping through the net', although strenuous efforts are being made to address this through the use of one to one calls and via Zoom.

There is concern about whether the Buddy system is still proving to be effective, as it has always appeared to have quite a small number of participants.

JL requested all members to let her know, confidentially, the details of anyone who they were aware of that remains vulnerable. She also welcomed any support, particularly through direct contact with anyone who is perceived to be in this position.

In response to a question about the need to reinvigorate the Buddy System, JLk confirmed that she would draft something to that effect in News, to reinforce the message.

Action: JLk

11. Education & Discipleship

HE remarked that as the matters relating to education and discipleship are being dealt with under other topics, most notably Children and Families and Mission and Evangelism, there is no separate report, although this situation will be kept under constant review.

12. Communications

LB noted that the communications had substantially been dealt with elsewhere in the agenda; however she did note that aside from the posters that had been printed, all Christmas Communication are being dealt with using electronic media.

13. Church Wardens' Report

LB and JC reported that the issues from the Churchwardens had been reported elsewhere in the agenda.

14. Oakley Hall report

TM referred to the report that was circulated in advance of the meeting and asked if there were any questions, of which there were none.

15. Safeguarding

JLk noted that she will now report on Safeguarding as Jo Norman is no longer a member of the PCC.

A series of monthly meetings have and will continue to take place and the key issues that have been identified as needing attention at present are training and record keeping.

Whilst some training has been completed – Leadership Training for LB, JC and DL - additional training is required. JLk will be undergoing training on safeguarding relating to Domestic Abuse and all PCC members will need to undergo 'Safeguarding Basic Awareness Training' by early 2021. JLk noted that some people have already undergone training, but it should be remembered that it needs to be re-done, as a minimum, of every three years.

Action: All PCC Members to verify their Safeguarding training status and retrain as necessary.

In addition, 'Foundation' training needs to be completed by Welcomers and others who are in contact with Children and vulnerable adults.

JLk noted that all of this training can be undertaken 'on-line', which is accessible at the Church of England Safeguarding eLearning portal: <https://safeguardingtraining.cofeportal.org/>.

JLk requested everyone to forward their training certificates to Jo Norman upon completion of their courses and HE asked to be copied in as well.

There is also a recognised need to review the status of DBS checks for the members of the church activity team which is also being followed up.

JLk noted that to improve record keeping in all these areas it is intended to use iKnow Church and GM is supporting this.

JLk concluded by noting that Jo Norman will be undertaking the Annual Safeguarding Report and, in response to a question, confirmed that the Policy will need to be updated and signed again.

16. Church Management

HE introduced this topic by first thanking JC for chairing the last PCC meeting when both he and GM were absent owing to GMs ordination preparation.

GM began by introducing the 'iKnow Church' Church Management platform and with reference to the key components, namely:

- Administration
- Communications
- Pastoral Care
- Leadership

GM confirmed that all data is encoded and is therefore capable of securely holding information of all personal information, safeguarding and DBS records.

GM went on to explain that it could be used to manage events, including ticketing and rotas for the team involved with managing them, as well as information on attendees at services which can, in turn, provide statistical data for the leadership and activity team and for the management of, for example, the café.

GM explained that the Pastoral Care module can assist in monitoring and tracking people's journey on their discipleship plans and potentially for house and fellowship groups.

The Communications module in iKnow Church can be used to help manage the distribution of messages related to the particular demographics of the congregation, in turn, integrated with the Mail Chimp an email management system, which can aid the targeted distribution of messages, which could include the distribution of News.

GM explained that iKnow church has been developed in close collaboration with the Church of England and a particular feature that has been included is the ability to record Life Events, such as Christenings, Confirmation, Marriages and Deaths, when it can be used to capture all of the necessary data and, where appropriate, pricing.

In response to questions from members, GM confirmed the following:

- The system has a comprehensive ability to safely handle data and multiple user access and there are different categories of user to allow access for individuals that require it for different purposes.
- All members of the SLT have access and the principal administrators are GM and TM, who will take care of the initial data input, with others being added to support in key areas, as necessary.
- Reports and static information can be produced on all categories of data, providing the data is captured in the first instance, although it is not currently configured to produce Annual Parish returns.
- There is a mobile app that will enable data to be accessed, captured and directly input to the system on smartphones (DK).
- A formal roll-out to all members that need access to the system is being planned and will be advised in due course.
- The system will be able to handle multiple concurrent users, as it is 'cloud' based (DS).
- The system will be able to produce and circulate rotas to aid the management and attendance at activities and events e.g. at the Mustard Club (SD).
- Individual sensitive information about attendees seeking assistance, for example at private prayer or the Mustard Club, will be able to be safely and securely saved, to aid follow up (SD).
- Whilst the price of the licence for use of the system is based on the number of the regular congregation, there is an ability to record information on others 'Missional Contacts' without impacting the overall cost of ownership.

17. Fundraising

HE noted the straitened financial position that the Church is in at present and asked everyone to start thinking of creative ideas for fundraising.

DK suggested an 'on-line' wine tasting, which he had recently experienced elsewhere and found to be very enjoyable and something that may be worth considering for the future.

DK went on to remind everyone of the Cookery Book, which is just going to print. The print run has been fully funded so all sales proceeds will be able to be retained by the Church. DK noted that it was going to be sold for a premium price (£9.95) as it would make an excellent Christmas present. The Cookery book attributes the names of the recipe contributors.

ACTION: DK to prepare a 'press release' for inclusion on News.

BT questioned the size of the news circulation as he has concern over distribution and readership. It was noted that whilst it is mainly distributed via email, some copies are still posted to individuals.

With reference to News, DS expressed concern over some of the repetitive nature of the content and questioned whether something could be done to freshen up the content more regularly.

18. Christmas!

LB reminded everyone about the on-line Christmas Tree Festival which will run from 14th to 24th December.

There will be a Memory Tree in the churchyard as well as a Christmas tree in the Church.

Members attention was also drawn to the Zoom Christmas Quiz, that will take place on 18th December.

19. Community Matters

None

20. Any Other Business

Use of 'Blind Copy' eMails for Messages Concerning PCC Business - LB noted that a question had been raised by BT, prior to the meeting, about the manner in which email addresses were displayed on messages issued in connection with PCC Meetings, specifically whether all correspondence should be circulated to members as 'blind' copies.

LB explained that this had previously been discussed and it had been agreed not to use 'blind' copies, as it made responses to all members more difficult. However, LB acknowledged that as the PCC membership had changed, this question should be put to all again, the result of which was that it was put to a vote and it was agreed, by a substantial majority, to continue with the current arrangements.

Independent Faith and Engagement Review - DL noted that the Government had recently embarked upon an Independent Faith and Engagement Review in which they were seeking evidence from all representatives of all faith groups, at every level and he commended it to PCC Members to respond. The details can be found on the GOV.UK website and the URL is below:

<https://www.gov.uk/government/consultations/independent-faith-engagement-review-call-for-evidence>

21. Meeting Ends

The meeting ended with the Grace at 21:03

Next meeting dates:

- SLT Standing Committee – Wednesday 13th January 2021
- PCC – Wednesday 27th January 2021

 24/5/21