

Present – Revd Hugh Ellis (HE), Revd Jackie Lock (JLk), Revd Gareth Morley (GM), Lis Burns (Churchwarden) (LB), Jennifer Cartledge (Churchwarden) (JC), Robyn Connelly (RC), David Knights (DK), Thistle Martin (TM), Lynda Moorcroft (LM), Barry Titchen (BT), Meg Vockins (MV), Lauren Harvey (LH), John Lord (JLd) (Treasurer), Edgar Samuel (ES), Dawn Segrue (DS), Estelle Williams (EW), Philip Hynard (PCC Secretary / Minutes) (PH)

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

1. Welcome from Chairperson.

HE welcomed everyone.

2. Opening Prayers

Opening prayers were led by JLk.

3. Apologies / Did not attend

Nick Cousins (NC), Ray Levy (RL), Michelle Neudecker (MN) Sheila Doig (SD), Derek Lancaster (DL).

4. Church Activities Team

LB referred to the email and job descriptions issued by HE, in advance of the meeting, on which there were several questions and comments, as follows:

- LB confirmed that the new job descriptions had been re-written to reflect the available working hours of both the Church Activities Team Leader and the Hospitality Assistant.
- LM questioned whether the proposed rate of pay for the Hospitality Assistant was reflective of the skills required to perform the role and, in turn, whether it had been benchmarked. LB confirmed that benchmarking had taken place before the existing roles were originally advertised in 2019 and that the rate of pay for this role was consistent with the results of that process.
- DS observed that it was important that ASHW was seen to be offering a rate of pay consistent with a 'living wage'.
- DK noted that his recent experience of staff recruitment suggested that there was a real possibility of having to increase the rates of pay to attract suitable candidates.
- LB reminded everyone that there is a considerable amount of activity going on in Church by comparison with two years ago and this demands a considerable level of flexibility and interchangeability between the two proposed roles, to ensure that our operational requirements are met.
- JLd noted the importance of 'investing' in these positions at this time, to aid the recovery of the Church's finances, because they would enable income generating activities to take place.
- There followed further discussions about the affordability of both roles, in the light of the challenging financial background. In particular the projected reduction in income in the medium to long term and for this reason it was agreed that the Hospitality Assistant should initially be appointed on an interim basis, at the proposed rate of pay, with the potential for the role to become permanent, should the indicators show an improvement in our financial situation.

5. Churchyard – Project Update

GM delivered a very detailed presentation on the progress that had been made with the Churchyard Project, under the title 'Remember, Refresh, Renew All Saints Churchyard', the slides for which can be viewed using the following link: https://1drv.ms/p/s!AhQua9_u3dVni59HeOL9w_IYgHYFnQ?e=e4PORg

The presentation set out:

- The work stages that need to be accomplished to complete the project and an update on progress achieved to date.
- The roles of the PCC (Management responsibility) vs the Council (Maintenance responsibility)
- Profiling and scoping – issues observations and opportunities presented.
- An analysis of the results of the survey that had been conducted (with references to other sources including the Quinquennial Inspection Report) that highlighted the importance attached by visitors to history, environment and location and the concerns around anti-social behaviour, vehicular movements, poor maintenance and personal safety (41% consider the Churchyard to be unsafe).
- Highlight of the results of research on existing planning consents, which prohibit vehicular movement when the Church is not in use and need to keep the ‘forecourt’ clear.
- The need for crime prevention measures to be introduced (29 crimes in the vicinity of the Church including violence and sexual assault between May and June 2021 alone).
- Confused information on the status of the Churchyard from Council sources.
- The result of these findings was to develop a theme for the revitalisation of the Churchyard based on three objectives:
 - Remember – conserve and enhance the enjoyment of the heritage.
 - Refresh – Make it clean safe and a tidy place for people to visit and enjoy.
 - Renew – Create a space where a combination of architecture, history, landscape and wildlife make it a ‘Green Jewel’ like no other in the centre of the town.
- GM then went on to explain the outline plans prepared by Clews Landscaping Architecture to address all of these objectives, through the creation of a series of ‘zones’ serving different needs.

The presentation generated a great deal of interest and discussion, the key points of which are noted below:

- JLD questioned whether there were any existing surveillance measures in the Churchyard for security purposes and it was established that there were none, partially due to the low leaf canopy.
- Owing to the existing planning conditions, the proposed scheme provides for only a limited number of car parking spaces, which are to be located in the Northeast corner of the Churchyard. This gave rise to expressions of concern for disabled visitors and members of the congregation and a lengthy discussion about the availability / insufficiency of disabled parking spaces, including the possible need to lobby the council for more disabled parking spaces.
- There was a related discussion about ensuring the route from Castle Street to the South Porch is restricted only to vehicles required for services (weddings and funerals in particular), delivery of supplies and those participating in functions (e.g., members of orchestras with their instruments). This included a discussion about the possible replacement of the bollard by the Council, which is thought to be extremely unlikely.
- GM noted that current planning restrictions prevent access from the gates from Church Square and related issues about vehicular access in the high street, which the Town Committee and Council are currently understood to be working to resolve.
- DK expressed concern about the condition of the existing surface of the ‘South terrace’ and existing footpath from Castle Street, which was acknowledged by GM and will be addressed in the final proposals.
- In response to a question, GM noted that if the scheme is presented correctly, the Council who have informally indicated their support, will continue to do so. One reason for this is that it could reduce their maintenance costs. This included a question as to whether the Chiltern Rangers may be able to assist with the maintenance of some areas, particularly where they benefit wildlife and bio-diversity, in lieu of Council contractors.
- In response to a question about the palatability of introducing fencing around areas of the re-configured Churchyard, GM noted that there is evidence of fencing having been in place before. It was however, observed that the final scheme must be designed in such a way as to prevent the fenced off areas becoming untidy, unkempt and ‘un-loved’.

GM concluded the presentation with a summary of next steps:

- Finalising and collating materials from the Landscape Architect and, in turn, finishing the case document and presentation.
- Presenting the plan to the PCC, DAC, Council and congregation to obtain 'buy in'.
- Begin the process of obtaining a Faculty and planning permission (linked to fundraising).

It was expected that an initial presentation may be available by late November and GM proposed that a separate 'special purpose' meeting for this to be presented to the PCC, would be an important next stage.

There followed a separate, related discussion about current measures that can be taken to prevent unauthorised vehicles parking in the area adjacent to the South Porch, which it is recognised is becoming a genuine health and safety hazard, as well as preventing authorised vehicles from gaining access.

It was noted that the Council, Town Committee and police are aware of the issue and are being kept informed. There may be a question of introducing a gate to the access route from Castle Street (which forms part of the new scheme), as a piece of 'advance works', which would help overcome the current problem. In addition, the possibility of the introduction of signage to highlight that the area is only available to authorised vehicles.

HE expressed serious concern about health and safety aspects of the current situation of unauthorised vehicles, particularly as some users are becoming abusive towards members of the Church, including Activities team, when approaching them and asking them to remove their vehicles.

In view of this it was agreed that no members of the Church should approach the users of unauthorised vehicles and ask them to move and an urgent meeting is to be convened by HE, with interest parties to discuss and find a short term solution.

Actions: HE to convene a meeting with interested parties, as a matter of urgency, to determine a short term solution for overcoming problems with unauthorised vehicular access and preventing risk to members of the Church community.

6. Deanery Synod Report

There were no comments or questions on the Deanery Synod report that had been published in advance.

BT drew everyone's attention to DK's candidature for the forthcoming General Synod elections and asked for their support, although noted that only Deanery Synod members are entitled to vote.

7. Minutes of previous meeting

The minutes of the PCC meetings held on the 21st July 2021, that had been published in advance, were approved, without amendment and were signed by HE at the end of the meeting.

8. Matters arising

There were no matters arising that were not dealt with elsewhere within the meeting.

9. Team reports

There were no comments or questions on the following reports, that had been published in advance:

- Worship and Liturgy
- Buildings & Fabric
- Communications

The following points were raised in relation to the other reports:

- Stewardship & Finance
 - DK reflected on the concern raised in the report about 33% of total giving coming from nine families and questioned how we should address it.

- JLD acknowledged the concern and proposed that this topic should be discussed in detail at a future PCC meeting. JLD went on to comment on the need for additional short term funding requirements for several fabric related issues, some of which were health and safety related.
- DK noted that there were some grants available from both the Heritage Lottery Fund and the National Churches Trust that were specifically targeted towards the resolution of emergency repairs.
- It was proposed that the focus of the 2021 Gift Day should be towards fabric repairs, particularly health and safety related matters and the possibility of there being more than one Gift Day was mooted.
- Mission and Evangelism
 - GM confirmed that the High Wycombe Sanctuary ('HWS' or 'Safety Hub') would be opening from Friday 25th September.
 - GM also confirmed that all necessary Risk assessments had been completed and communications made.
 - BT made a particular request to ensure that the sound equipment consoles were protected and GM assured that they would be, as well as the implementation of necessary measures to limit access to other parts of the Church.

Actions: PH to ensure that the giving and fundraising should be included as a separate item on the next PCC agenda.

10. Church Wardens' Report

There were no comments or questions on the Churchwarden's Report that had been prepared by LB and JC and published in advance of the meeting; however, LB made two requests:

- There was a need for additional sidespeople, particularly for the 10:00am service on the first Sunday of each month; and
- There was also a need for more people to assist with Coffee, particularly on the first Sunday of each month and EW offered to lead the organisation of a team to undertake this.

11. Oakley Hall Management Committee Meeting Minutes & Financial Update

There were no comments or questions on the minutes of the Oakley Hall Management Committee meeting that was held on Wednesday 18 August 2021 at 7.30pm or the financial update that had been prepared by Alison Adamson and published in advance.

12. Safeguarding

JLk requested the PCC to approve the updated Safeguarding Policy.

It was noted that there were two minor changes to the version of the policy that had been circulated in advance of the meeting, namely the correction of JLk's title as 'Associate Priest' and the date of the next review which should have been 'July 2022'.

The approval of the policy was proposed by BT and seconded by DK and supported by the PCC unanimously and HE, LB and JC were authorised to sign it on behalf of the PCC.

13. Any other unplanned business

Report on the outcome of a consultation on the resolution concerning the installation of a new window guard to the south-east corner of the Lady Chapel.

PH reported that following the circulation of the proposed resolution to approve a Petition for Faculty for the installation of a new window guard to the stained-glass window located behind the memorial to Lady Sophia Carteret, at the southeast corner of the Lady Chapel, fourteen responses had been received on or before 17:00 on Friday 17th September 2021, from the twenty two qualified members.

Of the responses received there had been thirteen expressions of approval, one abstention and no objections.

On this basis the Petition for Faculty will be submitted to the Diocesan Advisory Committee, forthwith who had previously indicated their 'in principle' support.

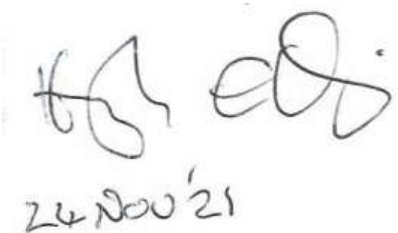
14. Meeting Ends

HE then closed the meeting with prayers and the Grace.

The meeting ended at 21:48

Next meeting dates:

- SLT Standing Committee - Wednesday 10th November 2021
- PCC - Wednesday 24th November 2021



Handwritten signature and date: 24 Nov '21