



PARISH OF ALL SAINTS CHURCH, HIGH WYCOMBE
Minutes of the Parochial Church Council (PCC) meeting at 7.30pm on
Wednesday 17th July 2024 in Church

Present : Fr. Anthony Searle (Chair of the PCC) (Fr.AS), Revd Jackie Lock (Associate Priest)(JLk) Derek Lancaster Licensed Lay Minister, (DL), John Lord (Treasurer) (JL), Sue Lord (Deanery Synod Rep)(SL), Ray Levy (Deanery Synod Rep) (RL), Barbara Bowman (BB), Joc Lucas (JLs), Michelle Neudecker (MN), Mike Salem (MS), Kath Dunn (KD), Sheila Doig (SD).Jacqui Brearley (PCC Secretary)(JB)

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 Fr Anthony (Fr. AS)

The meeting began with Evening Prayers

1. Apologies

Robyn Connelly (Children and Families Minister) (RC), Edgar Samuel (Deputy Honorary Churchwarden)(ES), Linda Titchen Moorcroft (LM), Barry Titchen (BT), Jean Johnson (JJ), & Mark Johnson (MJ),

2. Approval of the minutes of the PCC meeting on Wednesday 22nd May 2024

The minutes were approved, without amendment, by all present. This was first proposed by SL, seconded by DL, and then signed by Fr AS.

3. Matters arising from the above minutes

3.1 Safeguarding :

Appointment of Robyn Connelly as interim Safeguarding Officer

Robyn Connelly's appointment was proposed by BB, seconded by KD and voted unanimously by all present.

Dashboard – current position of PCC members re training.

Fr AS read through the ASHW Level 1 Safeguarding Action Plan produced by an application called Safeguarding Dashboards for the PCC. This was proposed by SL, seconded by MN and approved by all present, and it will be reviewed annually.

Safeguarding procedures - The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including suspicion of abuse). A booklet was circulated for this a while ago and will be recirculated electronically to the PCC before September.

Training – a few PCC members and the DBS administrators have training to complete and a few people will be doing the Safer Recruitment and People Management training. KD also volunteered to do this in connection with volunteering for the recruitment section of the Churchwardens tasks.

Fr AS confirmed that the ministry team needs to complete the Domestic Abuse training but asked for more PCC volunteers to do this also – SD and MS kindly volunteered.

RC's photo will go up on the notice board as the ASHW designated safeguarding lead. An enquiry was made regarding the identity of the deputy safeguarding leads, who will be confirmed when the Churchwarden's tasks are distributed.

- Action** - PCC members are asked to complete any outstanding training asap and forward certificates to Thistle in the Church Office.
 - RC to circulate the Parish Safeguarding Handbook to the PCC before September.

3.2 Living in Love and Faith (LLF)

A link to Bishop Steven's essay, written in response to the Evangelical Alliance's strong views on LLF, has been circulated. The General Synod will be discussing and voting on LLF in the future (The Methodist Church and Church of Scotland have already voted in favour). A 2/3rds majority vote in favour is required for LLF stand alone services to be permitted. Currently it is only possible for ASHW to bless the union of same sex couples, or prayers can be offered during a service.

A bible study session at ASHW will take place on 20th July 2024. There was a concern that this may not have been publicized sufficiently to reach the widest possible audience. A sermon will be delivered by Fr AS on 28th July 2024, followed by a survey sent out to the congregation electronically (and including a hard copy of the sermon for those who were absent due to summer holidays). Guidance from General synod is 'Keep straight ahead and argument can follow later.' Unfortunately, those oppose to LLF are taking action to isolate themselves from it. The PCC will be voting in due course following assessment of the survey feedback from the congregation.

3.3 Prayer Space – Update.

Following the sketch ideas presented by Fr AS at the last PCC meeting, Brian Tilbury has produced a list of parts and costing of £2 500 for the prayer station. Brian is kindly making it at cost price and not charging for his time. It will be made from oak which is more durable than soft wood and there will be some ironmongery. Although free standing it will be secured using something appropriate perhaps chains for security and H & S reasons. Fr AS proposed that this work should now be commissioned, this was seconded by JB and approved by all present.

Action- Fr. AS to commission Brian Tilbury to start the work

3.4 Feedback from Parish News advert re volunteers:

a. Grant Funding – KD has kindly volunteered to help with this and has some experience of bid writing but would prefer to work in conjunction with someone else with experience. Thistle Martin (Parish Administrator) has also volunteered to assist with any forms required to be filled in. BidWriteGPT was mentioned, an AI tool for bid writing, and also ChatGPT which is an app which may be useful. MS also kindly volunteered to help with the bid writing.

Action – KD is hoping to investigate ChatGPT app.

b. Social Events Co ordinator

No one has officially come forward but Dawn Segrue was mentioned as a possible candidate.

Action –Fr. AS to ask Dawn Segrue to take on the role.

3.5 Church Warden Tasks

Church Building - Fr AS pointed out that MJ covers many of the items on the list; although when there are very large events, such as Bishop Alan's funeral, MJ may require additional help. DL is happy to liaise with FrAS regarding allocation of these tasks. Regarding fire safety, Jlk mentioned that before Covid, the fire officer had visited and talked to the Church wardens and ministers. The question of ASHW holding a fire drill was raised. Although not a legal requirement it was agreed that it would be helpful to practice a fire drill with the congregation after a Parish Eucharist. KD mentioned that this would also be a good idea in relation when the Repair Café is operating in ASHW. However DL & Fr. AS reassured the PCC that major smoke and fire damage is a low risk and unlikely owing to the nature of the building. Procedures for dealing with possible Terrorism and Security risks were also questioned and it was recommended to wait for the new legislation currently going through Parliament before tackling this. It was confirmed that instructions for turning off the smoke alarms are now in the electrical cupboard at the back of Church and general fire and emergency information are on the main noticeboard. Churchwardens and sides persons must be trained in the use of fire extinguishers.

It has previously been noted that BT and some other PCC members often fulfil many of the Churchwarden tasks when necessary. However, the tasks on the list must be allocated to volunteers. Fr AS confirmed that MJ has been asked to review locking up procedures. Although Fr. AS and ES often lock up on Sunday after services, Fr. AS requested more volunteers to take this on. JL, SL, MS and JB volunteered.

Services – The Consecration of the new Bishop of Buckingham will take place in either Westminster Abbey or Canterbury Cathedral but there may be a welcome service at ASHW.

It was agreed that the allocation of the remaining Churchwarden tasks will be dealt with in a separate meeting by Fr. AS, DL and MS volunteered to help with this.

Action – Fr AS to organise a fire drill in September, fire extinguisher training to be organised & locking up procedures to be run through with volunteers. Fr.AS, DL & MS to meet to allocate Churchwarden tasks to volunteers listed.

4. Leaflet

The A5 leaflet designed by Fr AS for distribution in the parish of ASHW for households was very positive received. The photos of the Church on the front will be replaced with photos of the congregation and a QR code will be added. This will link to the ASHW website with information about other services, or seasonal activities at Christmas and Easter, Mustard Seed café, etc. The leaflets would be distributed one road at a time, starting at Daws Hill, as part of a door-to-door campaign reaching out to households. Residents would be told that ASHW will be praying for their road this week, and did they have anything they wished to be included. It was noted that only half the congregation live within the parish boundary. It was suggested that an internal & external view of ASHW would be helpful to new visitors and that the additional social media handles for X, Facebook and YouTube should be added. Also a location map, What 3 words, and information regarding Children, families and Ark.

Action – Above additional items to be added to the leaflet.

5. St Francis new Pioneer Priest shared with ASHW.

Fr AS will meet with Dave Bull (area Dean) to discuss the proposal that ASHW would offer a part time role with St Francis to take this job up to a full-time position & they would be run as a joint ministry team. St Francis currently have a retired priest, LLM & two Church Wardens. The 'pioneer ministry position' would be in line with existing activities at St Francis (eg. forest Church) encouraging interesting candidates who have completed a curacy. It would last for three years, but could be extended to 6 years. The cost of this position is less than the original estimate of just under £33K at only £21 100 (including pension provision). This would be covered by the Parish Mission fund (which currently has a budget this year of £15K). The incumbent would be accommodated in the St Francis vicarage. Youth from St Francis are already invited to youth group at ASHW. Fr. AS hopes to grow ties between RGS and St Francis. It was agreed that the PCC were ready to vote on this proposal put forward by Fr. AS, seconded by DL and unanimously voted for by all present. A comment was made that ASHW hadn't been offered a curate for a while; although the question of whether both posts would be affordable was raised.

6. Appointing a new PCC governor at HW C of E school

Sophie Whitcombe has requested nomination of Kirsteen McPhee as an additional PCC appointed Governor (the number of which has varied over the years but which currently includes Sophie and Andy Brumbaugh from ASHW) for the Church of England School. The school governing body has to be quorate with representatives from different organisations. Foundation governors from Churches must be balanced appropriately and this appointment will secure a 7 to 5 majority. The appointment was proposed by Fr. AS, seconded by KD and supported with a majority vote and 1 abstention.

7. Ambulatory

Fr. AS has suggested producing a series of art works (showing links to the other benefice Churches) which would be hung on thin panels and displayed on the wooden panels along the ambulatory; the walkway between the William Petty memorial chapel and the Lady Chapel. A draft artwork of Christ the Servant King has been kindly produced by Lauren as an example and further examples of icons of this sort can be seen at Winchester and Durham Cathedral. There would be small images at the bottom of each artwork of the Churches. Other possible images might include : St George & St Mary, St Ann & St Peter, St Francis & St James. St Augustine was also suggested. For ASHW the image might be St Wulfstan, St Alban (and a Saint related to the Chaplaincy at Bucks New University was also suggested). The question of whether the other team benefice vicars have been consulted on this was raised.

Action – Fr. AS will produce a costing for this work and consult with the other team benefice ministers.

8. Mustard Seed Café – Issuing free refreshments. Sheila Doig (SD)

SD raised the concern that there needs to be a consistent approach to issuing free refreshments to those unable to afford to pay. Previously some customers paid a donation for an additional drink which covered these expenses and JL confirmed that the Mustard Seed café makes enough profit to cover these additional expenses. The problem lies in some patrons perhaps exploiting the generosity of ASHW and it was confirmed that this is more of a pastoral issue about how to deal with those patrons. Sometimes pensioners assume that they automatically qualify for free drinks. Consistency can be tricky with different volunteers on duty at different times so going forward it was suggested that MJ might train volunteers to suggest a donation of £3 to cover an additional drink. However, this is tricky to implement and special consideration should be made of Talkback customers when in attendance. It was suggested that the mustard seed café might team up with sandwich/food shops in town for those in need, giving out vouchers for free sandwiches/food/soup.

Action - Fr. AS suggested revisiting this issue at the September PCC meeting to check on progress.

9. Upcoming Activities:

- The Parish Picnic was confirmed for Sun 21st July in the museum garden.
- Children's Summer craft activities will run in Church each morning from 10am – 12 for the school holidays until the end of August. Volunteers are encouraged to sign up.

10. Team Reports:**10.1 – Liturgy & Music (DL)**

The group met up 2-3 weeks ago. Discussion covered Collects for the Summer and also the Autumn. 'Come and sing' is planned for Sun 8th Sept starting at 3.30pm and immediately followed by the evening service at 5pm.

10.2- Churchyard update (DL)

The wiring for the CCTV has been installed as approved by the Archdeacon and a planning application has been submitted to Bucks Council. A new lock has been fitted to the Choir door and keys issued to keyholders following the incident of glue being poured into the old lock.

DL has issued a list of potential 'Churchyard jobs to do' for the Community Payback team. Signage is needed in the Churchyard.

Action – DL will send out a CCTV draft policy

Creation Care Group Idea – (JLs)

To reclaim the Churchyard following an ecological approach as discussed at Deanery Synod. Eco Church is key to this; a scheme run by Rocha UK to equip Churches to care for God's creation through their

worship, buildings, land, community engagement and individual lifestyles. SL & Jls suggest that a small subgroup (to be Chaired by Jls, & including SL, DL and KD) meet to push forward ideas. Jls would like to issue the congregation with seeds and pots to be planted and nurtured by members of the congregation and then planted out next Spring in the Churchyard.

10.3– Pastoral Matters – Jlk

Work continues to set up a pastoral group with ideally six members to make short visits (up to one hour) in pairs to congregational members. There are now four volunteers.

10.4 Children Family and Youth Ministry – RC

The report (attached) provided by Robyn was accepted.

10.5 Stewardship and Finance – JL

JL presented a stewardship and finance update and notes (attached). Donations to the new Charity partners will be started and those to the old Charities will be discontinued in July.

10.6 Buildings & Fabric Summary – Fr. AS

Progress with the Tower staircase snagging continues slowly.

The environmental report for the South Porch was postponed and it is hoped that new architects will be found.

10.7 Tenancies – JL

JL reported that the old tenants of the Great Ground, Aylesbury property are in email contact with the agents and are now staying with family. The rent arrears on the tenancy have been capped at £4K which it seems unlikely will be recoverable, although the loss has been softened by their deposit. The new tenants have now moved in, and an inflation clause has been added to the agreement so that the tenancy can be extended beyond the current year but with the rent increasing in line with inflation. Thanks were extended to John Brearley for stepping in whilst JL was on holiday to liaise with the agents, and the Diocese.

The rent on the Castle Place property has also been raised.

10.8 Communication – Fr AS

Advertising continues for Pride.

Jls has kindly volunteered to update the ASHW graphics.

Contact cards at ASHW are running out as more visitors/new members come into Church. The question was asked regarding who/where completed contact cards should be handed to/collected. It was confirmed that they should be given to Fr. AS, Thistle Martin (Parish Administrator) or MJ. Discussion about them going into envelopes in the donations box raised a concern that this might be confused with being signed up for regular donations. It may be possible to have a contact card with a QR code on the back to be produced for those happy to submit their contact details online.

11. Oakley Hall Report – see attached minutes.

It was noted that the current and deposit account balances were not on the minutes.

Action – ES to confirm and fill in these figures.

12. Review of meeting dates

Apologies were given in advance for the next PCC meeting on Wednesday 18th September by MS & KD. Clarification was sought regarding the difference between Shared Leadership Team (SLT) – Standing Committee (SC) meetings and SLT Strategy meetings. Fr. AS explained that the SC meetings are

concerned with the nuts and bolts of the operation of ASHW; at which the agenda is finalised for the PCC meeting which follows a couple of weeks later. He would like PCC representation on this committee and all are currently attended by BB, LM & JB (JB records the SLT SC meeting notes). MN, who attended the last SLT (SC) meeting, was nominated to attend all future meetings by BB. This was seconded by JL and approved by all present. Fr. AS is very happy for other PCC members to attend any future SLT meetings on an ad hoc basis. The SLT (Strategy) meetings are attended by the clergy team to discuss strategy.

13. Any Other Unplanned/Urgent Business

- a. **Wycombe Homeless Connection** - Dawn Segrue has recently emailed Fr. AS regarding cover for the seven nights when the night shelter is open during the Winter months. Although seven Churches have volunteered, two venues running on Wednesdays and Sundays are out of town, so guests must be taxied to/from these venues. The question was asked, if the weather is bad enough to prevent taxis reaching the out of town locations would ASHW, agree to the Oakley Hall becoming a standby venue, preventing guests having to sleep on the streets in the bad weather. After a discussion touching on the various practical draw backs to using the Oakley Hall, discussed at previously at recent PCC meetings, it was decided that given the unlikelihood of this arising and that it was a last resort scenario, ASHW had to agree to be a fallback venue and assist in these extreme circumstances. A volunteer from ASHW with knowledge of the Oakley Hall would have to be in attendance or available for consultation.

b. **Deanery Synod Report – SL**

Following the Deanery Synod meeting on Tuesday 16th July, SL gave a brief resume of the meeting. The Mission work of Mother Teresa was mentioned, the Mustard Seed story and the parable of the loaves and fishes with emphasis on concentrating on developing the small things we can do, rather than worry about the big things we can't.

Deanery Mission Fund of £30,000 is now available in grants to our churches because of the Parish Share rebate. Applications should be aligned with the five Deanery plan priorities.

Action - SL recommended ASHW apply and suggestions should be sent to Fr AS, DL or SL.

- c. **Fr AS – CPD** - Fr AS would like to enroll for an MA at Winchester University in 'Christian Spirituality'. This would require him to take out 9 days (3 blocks of 3 days) per year during a mid-week period (Mon-Thurs). Fr AS feels that this would enliven his ministry further and benefit ASHW. His intention would be to do all of the prep for any assignments/essays without having to actually write them. This was received favourably by the PCC. Half of the course would be funded by the CMD (Continuing Ministerial Development) fund.

DATE OF NEXT MEETINGS

SLT (Standing Committee) – Wednesday 4th September 2024

SLT (Strategy) – Wednesday 11th September 2024

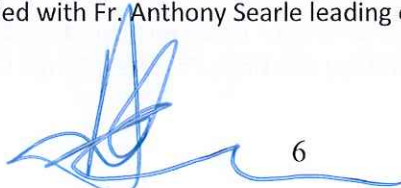
PCC – Wednesday 18th September 2024

SLT (Standing Committee) – Wednesday 6th November 2024

PCC – Wednesday 20th November 2024

*All on Wednesday. PCC meetings commence at 7:30pm in Church and SLT Meetings at 8pm at the Vicarage. **Unless otherwise stated.***

CLOSE: The meeting concluded with Fr. Anthony Searle leading everyone in prayer and closed at 9.50pm.



Approved in principle by the PCC