

Present – Revd Fr. Anthony Searle (Fr.AS), Revd Jackie Lock (JLk), Derek Lancaster LLM (DL), Robyn Connelly (RC) (Children and Families Minister), 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), Dawn Segrue (DS), Ray Levy (DSy Rep) (RL), Sue Lord (DSy Rep) (SL), 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 with Evening Prayers.

1. Apologies/Did not attend

Lauren Harvey (LH), Elizabeth Martin (EM), Jean Johnson (JJ), Mark Johnson (MJ), Lynda Titchen Moorcroft (LM), Barry Titchen (DSy Rep and Deputy Treasurer) (BT).

2. Safeguarding

Fr.AS requested each member of the PCC to submit to a DBS check and ensure that their safeguarding training was up to date.

It was noted that ES, JLk and Chris Cunningham were intending to undergo training (due to young acolyte) and that anyone else who is a sacristy keyholder or a Mustard Club volunteer should also undergo relevant training and ideally, this should be, 'In-person.'

In response to a question from RL, it was agreed that there should be some general pastoral training for Welcomers, particularly those who provide support during the week, and it was suggested some 'in-house' training may be more suitable. It was noted that David Knights had recommended some training that is offered by the Oxfordshire Historic Churches Trust.

It was reported that the training on the prevention of domestic abuse is expected to be available from May 2024.

3. Plans for Lent and Advent

Fr.AS highlighted some initial thoughts and early-stage plans for Lent, including the following:

- Holy Week Eucharists.
- Lent Lunches.
- Stations of the Cross both inside the church and outdoors.
- Events that would be suitable for children and young people.
- House groups or gatherings centred around the York Courses.
- The possibility of a Shrove Tuesday Pancake Race has been mooted.

It is also intended to include some events across the town which may involve, interdenominational services and worship.

Events will be programmed to take place at various times of day and at different days of the week to ensure they are accessible by as many people as possible.

It was noted that both Shrove Tuesday and Ash Wednesday will be during half-term.

Comments and suggestions of other events were invited.

Fr.AS went on to say that whilst the Advent plans are already in place, it is intended that the Archbishop of York's Advent Book 'Stick with Love' by Arun Arora will be available in the Church and will be publicised in Parish News.

It was noted that there is also an Advent jigsaw puzzle at the back of the Church.

All

4. Projects Update

4.1 Churchyard Project

DL began by referring to a deck of slides, copies of which are attached to these minutes and then highlighted the following:

- Thanking all those who supported the Churchyard clear-up day, on 6th November.
- Six hundred spring bulbs are being planted in areas of the Churchyard by Chiltern Rangers who also supported the Churchyard clear-up day with personnel and other resources.
- A number of pieces of stone were uncovered, below low hanging bushes, some pieces of gravestones and other random pieces of stone, which will be gathered and put in a suitable central location such as the lapidarium, adjacent to the Choir Door, or adjacent to the War Memorial.
- The next stage of the churchyard clear-up is being planned for early next year, possibly in February.
- The DAC are being contacted about work that is necessary to remove / replace non-native trees and more generally the Faculties necessary to progress the scheme.
- A productive meeting was held with Charles Brocklehurst, Buckinghamshire Council in connection with the High Street project, who has offered Council support to help overcome the 'Rat Kingdom' on southwest corner, proposals for which are awaited.
- Quotes are being obtained for additional CCTV; however, delays have been experienced owing to the provider.
- A new architect needs to be identified to begin to develop detailed plans for carparking, barriers and wider landscaping designs, which can be coordinated with the South Porch project.
- There needs to be a focus on fundraising for this project.

4.2 South Porch

JC reported that an environmental and conservation survey is being organised with Tobit Curteis Associates, the funding for which has been approved.

4.3 Stone Survey

PH referred to the Stone Condition Survey that had been produced by Oxley Conservation, circulated in advance of the meeting the contents of which were discussed and noted.

Recognising that there was a significant amount of expenditure required to overcome all of the issues identified in the report, PH was requested to ask Oxley Conservation of some work that could be done to further the investigation, plan a programme of future remedial work and, if possible, take steps to minimise / eliminate risk to the public, visitors and the congregation.

Ideally a budget for this work should be presented at the January SLT Meeting, for incorporation within the overall Annual Church Budget and approval at the following PCC.

PCC

5. Deanery Synod Report

Following discussion on the contents of the above report, RL and SL highlighted the potential for an application to be submitted for a grant for new missional activities, under the Wycombe Deanery Mission Fund. They noted that the application needed to be submitted by 30th November 2023.

Following further discussion, it was proposed that the application would be for funds to be used for the purchase of equipment to support Livestreaming Development and Derek Lancaster offered to prepare the application form.

This application, which was proposed by BB, seconded by SL was agreed unanimously.

It was noted that there remains a vacancy on the Deanery Synod which it would be excellent to fill and those present were asked to consider putting themselves forward.

All

6. Approval of Minutes of PCC meeting – 20th September 2023

PH advised that some minor amendments had been made prior to the circulation of the minutes, in advance of the meeting and they were approved, without amendment, and signed by Fr.AS.

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

3.3 Organ. Discussions with Philip Wayne to determine next steps associated with the organ will be reported upon at a future meeting.

3.4 Lighting. Discussions with Bruce Kirk about the proposed lighting scheme and various inclusions and exclusions will be reported upon at a future meeting, possibly January.

8. Notice of any other unplanned / urgent business

See Agenda Item 13

9. Team Reports:

9.1 Liturgy and Music

DL highlighted the following:

- The 'new look' service sheets are now being used, which it is hoped will be more accessible and any feedback would be appreciated.
- Four new Acolytes have been identified and others are being encouraged to come forward.
- A suggestion has been made to show 'A Muppet Christmas Carol' during the Christmas season and have the music played in service.
- It is intended to have dawn service on Easter Sunday, but is noted that this will be the weekend when British Summer Time begins (the clocks go forward). A sleepover from the preceding day and breakfast are likely to take place.

9.2 Pastoral Matters

JLk began by noting the long-held intention of increasing the size of the Pastoral Team, which has so far only had limited success, but confirmed that it is intended to re-energise this in the New Year.

JLk went on to note that those who volunteer will be provided with appropriate general and safeguarding training and, providing a larger team can be mobilised, it is likely to involve only three or four visits per annum (working in pairs).

JLk concluded by inviting all of those present who were interested, to volunteer.

All

9.3 Children, Youth & Families

RC referred to the Children, Youth and Families Report, circulated in advance of the meeting, upon which there were no comments, but highlighted the intention, this year, of combining our Christingle service with our Crib service ('Cribtingle'), which would demand both additional physical and financial donations for the resources, beyond what has been secured in the past. RC went on to invite suggestions from members of organisations that may be able to donate physically or financially towards the event.

All

Suggestions were put forward about approaching Funeral Directors (probably not Arnolds, as they already donate to the Church), the community team at Morrisons Supermarket and Johnson and Johnson / Kenvue.

It was also suggested that if not already done, Rosemary Vere should be kept abreast of plans in view of her link to the Children's Society.

9.4 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 added the following points:

- Whilst planned giving is around £4,400 lower than 2022, a number of responses are yet to be received.
- 'One off' donations of around £5,800 have been received, which is higher more than had been forecast.
- In response to a question from Fr.AS it was reported that there are and continue to be legacies, some of which are 'Restricted'. These are generally not deployed for 'day-to-day expenditure.
- In general, before the Restricted funds are used, there is discussion with the family of the donor and donors of larger sums are commemorated with plaques affixed to the timber / wicker chars.
- There was also a brief discussion on the difference between 'Designated' and 'Restricted' funds.

- It was noted that the anticipated expenditure for the refurbishment of the organ and the stonework repairs, noted in the above report, need to be updated.

There were no other questions or comments.

9.5 Buildings & Fabric

JC referred to the report, circulated in advance of the meeting, which gave rise to the following comments:

The extent of remaining work to the accessible WC was clarified.

It was agreed that if areas of the roof could be accessed safely, it may be possible for volunteers to clear the detritus and pigeon carcasses from areas of the roof to prevent the gutters from being blocked.

9.6 Communications

JC referred to the communications report, published in advance of this meeting, on which there were no specific comments or questions.

10. Churchwardens' Report

There were no matters raised beyond those covered elsewhere in the agenda, although the meeting was reminded that both LB and JC would be stepping down at the APCM and new volunteers would be required to take these roles on. Fr.AS invited everyone to consider their vocations in this regard. Fr.AS went on to thank the Churchwardens and the PCC for the welcome that he had received and the splendid Institution, Induction & Installation

11. Oakley Hall Report

In the absence of EM, LB referred to the minutes of the Oakley Hall Management Committee Meeting of 11th November 2023, and the finance update, published in advance of the meeting.

In response to a question ES reported that a suitable surveyor was being sourced to inspect the windows, following the incident in which a window became dislodged and fell out of its frame.

It was also confirmed that the tenancy of Oakley Hall was subject of a fully repairing lease and the landlord was not responsible for the cost of any repairs attributed to the windows.

12. Dates for SLT and PCC Meetings 2024

The proposed dates for SLT and PCC meeting were noted.

13. Any other unplanned / urgent business

Revd Jacqueline Lock

Unanimous approval was given to a resolution, proposed by PH and Seconded by ES to consent (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. The Secretary was requested to return the signed resolution to Bishop Alan's office.

Christmas Tree Festival

Fr.AS reminded the PCC of the Christmas Tree festival and the need for volunteers to welcome and invited members to sign the register at the end of the meeting.

Collections from Carol Services

It was noted that collections made during Carol Services held by other organisations in Church, are generally paid towards general Church funds, in lieu of a 'hire' charge unless the organisation expresses a preference, in which case up to 50% may be given towards a fund or charity of the organisation's choice. It was agreed that this practice would continue.

Meeting Ends

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

The meeting ended at approximately **21.23**

Next meeting date:

10th January **SLT (SC)**

Future meeting dates:

24th January **PCC with Team Photograph** (*JLk offered her apologies in advance*)

21st February **SLT (Strategy)**

28th 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



A handwritten signature in purple ink, appearing to read 'Ashley', followed by the date '24th June '24'.