ALL SAINTS HIGH WYCOMBE

PARISH OF ALL SAINTS CHURCH, HIGH WYCOMBE
Minutes of the Parochial Church Council (PCC) meeting at 7.30pm on Wednesday 4th February 2026 in Church.

Present : Fr. Anthony Searle (PCC Chair) (Fr.AS), Derek Lancaster (Licensed Lay Minister), (DL), Robyn Connelly (Children & Families Minister & Safeguarding Officer) (RC), Revd Jackie Lock (Assoc Priest) (JLk), Fr Joshua Harris (Curate), Andrew Buchanan (Church Warden) (AB), John Lord (Acting Treasurer) (JL), Sue Lord (Deanery Synod Rep & Electoral Roll Officer) (SL), Lynda Titchen Moorcroft (LTM), Edgar Samuel (Deputy Honorary Churchwarden) (ES), Mike Salem (MS), Elaine Dagnall (ED), Kath Dunn (KD), Sharon Gausman (Church Operations Co Ordinator) (SG), Joc Lucas (JLs) & Sheila Doig (SD) & Jacqui Brearley (PCC Secretary - Minutes) (JB).

Welcome from Fr AS.
The meeting began with Evening Prayer led by FR AS.

1. **Apologies**
   Michelle Neudecker (MN) & Barry Titchen (Lead member of the Deanery Synod) (BT),

2. **Safeguarding – RC**
   There are a few PCC members with outstanding Safeguarding training which is showing on the Dashboard (a Parish Safeguarding link to the Diocese) as amber.
   The existing ASHW action plan, needs to be passed by the PCC and was proposed by RC, seconded by KD and accepted unanimously by all present.
   It includes a legal obligation to produce a written report within 24 hours of receiving a disclosure.
   The action plan flowchart, displayed at the meeting, detailing the procedure for responding to a Safeguarding concern was proposed by LTM, seconded by RC and agreed unanimously.
   The action plan is now at Level 2 of the Dashboard, so it is necessary to agree a list of activities which organised in the name of the Church primarily for children, young people or vulnerable adults or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults. These activities are subject to safeguarding procedures.
   The following applicable ASHW activities were identified:
   Small Saints, Ark, Youth, Mustard Club, Sole mates walking group, Drawing together (children may attend the latter two although are usually accompanied), pastoral visiting.
   Other group activities may fall into the category due to transport to events when individuals are driven by others, even if they are covered with a risk assessment. Certain activities may need further consideration by RC:
   Summer holiday activities, Café workers, Choir, Christingle services. etc

It is necessary to establish a Code of Conduct for Safer Working Practices for staff and volunteers which would include managing the use of photographic images, eg. displayed on the website or social media. It was suggested that this might be put in place by the May PCC meeting.

Role descriptions may need to be written in the future for different volunteers, which will be an ongoing process.

Actions

1. ***RC will contact PCC members with outstanding safeguarding training.***
2. ***JB to send out to the PCC the flowchart – responding to safeguarding concerns.***
3. ***ED to work with RC to revise the Code of Conduct for Safer Working Practices for staff and volunteers.***

3. **Martyn's Law Document - SL**

Established in April 2025 but is not to be implemented for at least 24 months after that, identifies the minimum level of public protection that should be in place for larger premises, such as ASHW, holding events for in excess of 200 people. Preparation for setting procedures need to start now with a select group of key individuals being trained to lead any necessary action in the event of emergencies whether it is evacuation, invacuation, lockdown or communication with those in Church or local security agencies.

DL and AB have kindly written a risk assessment which is to be distributed.

All Saints will also need to decide who should be the person responsible for the premises.

Protect UK offers free ACT (actions counter terror) training for staff working within venues and public spaces. The online training takes about 45 minutes, is pragmatic, down to earth and could be helpful for welcomers, sides people and others. It outlines key areas our procedures should address such as identifying security vulnerabilities, identifying & responding to suspicious activity or a suspicious Item, how to respond to a bomb threat or a marauding attacker.

A suitable 'Church first aid training' six-hour course has been identified which would cost £550 for twelve people. It should be held every 3 years and a list of first aiders kept.

Action

Fr AS and SG will identify a list of suitable candidates to be trained who are in Church regularly.

4. **Appointment of a new Treasurer - AB**

JL will be stepping down from his role at the APCM although he is happy to help with training a new treasurer. He has distributed as much work as is possible to the incumbent team but there are currently no new volunteers who have come forward. AB has recommended that professional help could be sought but this would be costly and lack inside knowledge of Church matters. The idea of offering a small honorarium to encourage a volunteer from the congregation will not be implemented. JL has estimated that he puts in on average 100 hours

per month and that the role holds a high level of responsibility. Fr AS and AB are hoping that a volunteer may be found to take on a role centred on reporting and communications whilst the incumbent team concentrate on the accounting side perhaps with some help from the St Francis, Terrier's treasurer.

- ***Action** – Kieran Lyons was suggested as a potential volunteer from the congregation who might be approached .*

5. **APCM Planning - JB**

Current Deanery Synod representatives (Sue Lord and Barry Titchen) serve until 30th June 2026 although three representatives should be nominated at the APCM. This is very important as elections for General Synod are approaching.

Amongst PCC members, JB will have served for three years by April 2026 and must step down but is willing to stand again to fulfil her commitment to serve as PCC secretary for three years unless another volunteer comes forward. In addition, SG and JLs became co-opted members for one year in 2025. SG is willing to be co-opted again in line with her status as an employee; whereas JLs is happy to stand as a full member of the PCC this year.

***Actions** –*

1. ***JB to send out email reminders for reports to be written for the APCM Report of Organisations, 2025.***
2. ***Forms are to be made available at the back of Church for nominations for PCC members, an additional Churchwarden and Deanery Synod representatives.***
3. ***JB is to confirm exactly how many PCC members are permissible in line with the electoral roll.***

6. **a. SLS Project update – AB**

The first major step with this project, to create a comprehensive and detailed document covering all elements of the SLSP has been accomplished and this is a huge asset. AB confirmed that an ASHW National Lottery Heritage account has been created and received approval. The forms required to apply to the NLH fund for the funding for the entire project (in the region of £2.5 million) have been completed and AB confirmed that the NLH fund must respond to this application in twenty days from the submission date. AB also confirmed that for projects in excess of £250 000, 5% of the funding must be raised by the applicant (ASHW). The costs for the renovation work to the organ and South porch qualify under heritage for NLH funding, as do renovations to heating which are necessary to maintain the building, however lighting potentially may not qualify.

AB has met with the deanery and the diocese and Fr AS and AB have met with Hector Sants who is an experienced fundraiser. Currently AB has been heading up this work but hopes there may be a capable volunteer who will come forward and manage the application, thus saving ASHW the commission costs of employing a project manager.

b. ASHW Beer Festival – AB/Fr AS

The following non-agenda item was raised here in the context of major fundraising for ASHW rather than in AOB:

A clergy friend of Fr AS who has a parish in Grantham, holds an annual beer festival in his Church. He has shared their ten-year business plan with Fr AS. Apparently Grantham is a town with a similar location and demographic profile to High Wycombe and so it may be a good fund-raising project to implement at ASHW.

The proposed opening times would be Thurs to Sat from noon to 11pm and potential dates would be either at the end of October or mid-November. There is a degree of financial risk involved as an upfront outlay of approximately £9K would be required to organise the event with CAMRA (using their equipment) and any profits would be shared between ASHW and CAMRA. There would be beer kegs in Church, live music but the clergy would wear cassocks and there would also be emphasis on maintaining ASHW as a place of prayer. For success, approximately one hundred and fifty people would need to attend the beer festival each day and each consume four pints of real ale. This needs to be balanced with the knowledge that ASHW often counsels people with alcohol addiction. Security would be provided as part of the organisational fee.

It would be necessary to confer with local hostelries such as the Antelope and the Mad Squirrel before going ahead and Bucks New University may also have an interest in the project. Success might be helped by tying it with a local event such as the Christmas lights switch on which this year is Nov 14th. Advertising would also be key.

A permanent licence to sell alcohol would be procured with an initial cost of £200 and then a further £80 annual cost thereafter.

To continue researching the feasibility of this project, the PCC were asked for their agreement. This was proposed by AB, seconded by MS and voted positively by all present with one abstention.

7. Feedback on the Welcome boards

The signage has been well received and the design highly praised. JLs mentioned that she wanted to bring a strong brand identity and she was thanked for her hard work. Many visitors are reading the signs, so they are serving their purpose. There was one concern that the wording specificity may leave out people with needs or identities not mentioned. Also, there has been some congregational feedback that the Church should take care of the poor & needy and not make political or social statements about identity. However, both of views were strongly challenged and the general feeling is that marginal groups need to be picked out and directly welcomed. The colour of the background was discussed but some colours are harder to read than others and the current blue background was popular.

Additional signage is required to encourage people to enter the Church even when services are underway.

The external (existing) **café signs/wobble boards** are unstable and frequently blow down in bad weather. Bases weighted (with water) help to avoid this but are difficult to move. A series of

options with costings have been sent out to the PCC. It is thought that one 'A' double sided board sign (into which posters can be slid) is needed to display the ASHW logo and show that Church is open. New wobble and weighted boards would have wheels so would be easier to move.

Action - Two 'A' boards will be orderd to trial, possibly with wheels.(Fr AS/SG)

8. **Plans for Lent and Easter and report on Christmas events. – Fr AS, RC.**

There will be three lunches during Lent on Sundays comprising simple meals of soup and bread. There has been a request from the ASHW choir not to have choral evensong on Easter Sunday. It was confirmed that this will be held on Palm Sunday.

The theme for Lent is the care of God's creation using the senses in the hope of improving the environment through sustainability with weekly activities.

The TV series 'The Chosen' may be broadcast again during Holy week, although it is apparently available on various broadcasting platforms. It may be possible for this to be viewed at ASHW by a congregational group.

Christmas services - Midnight mass on Christmas eve was very well attended and is popular. The suggestion of having a shorter and more relaxed service on Christmas day for children and families was made. However, as the Christmas eve afternoon crib service is delivered in this vein and is well attended by families with and without children, this was thought to be unnecessary.

9. **High Wycombe Data Sharing YouShape Hubs agreement**

This document had been distributed to the PCC in advance, however as St Andrews and ASHW have separate PCCs, it requires editing to produce two separate documents to reflect this for signing purposes. Based on the current draft with the above correction, the data sharing agreement was proposed by AB, seconded by MS and accepted unanimously.

10. **Approval of the minutes of the PCC meeting on Wed 19th Nov 2025**

The minutes (V02) (following a minor correction of the initials ED to ES in item 12.6 reported at the SLT meeting) were proposed for approval, without further amendment by LTM, seconded by AB and approved unanimously after which they were signed by Fr AS.

11. **Matters arising from the above minutes**

a. **ASHW & Oakley Hall (OH) Boilers:**

Item 12.5 Creation Care, plans to seek diocesan funding for the ASHW boiler, affect the replacement of the OH boiler; which is aging and causing concern. It must be shown that net zero options have been investigated by ASHW to be eligible for financial assistance. Following consideration of quotes by the fabric committee a feasibility study is to be organised.

b. **Future plans for the OH:**

Item 12.7 - John Brearley's revised notes summarising the financial implications of future plans for the OH, were distributed in advance to the PCC. The OH committee seek the approval of the PCC to arrange a meeting for exploratory discussions early in 2026

between the OH committee and the landlord, Stef. There are several options for the future of the OH building. ES reported that Stef are unwilling to look after the fabric of the building and the facilities are failing.
Following a brief discussion regarding Stef holding the freehold of the building and ASHW and the Diocese holding a long lease (over 200 years of which remain), the suggested meeting was proposed by RC, seconded by ED and voted unanimously by all to go ahead.

Actions

a. ***The fabric committee are to organise a feasibility study for replacement of the ASHW & OH boilers.***
b. ***The meeting between OH committee and Stef is to be arranged.***

12. Team Reports

12.1 Pastoral Matters – ED

Progress continues with setting up the Pastoral Visiting Team. The November coffee morning was encouraging, clarifying the role description and risk assessment and dealing with initial questions. The January training session led by Rev. Margot Suter from St Mary's, Beaconsfield had ten attendees from the congregation. The Pastoral visitors are now undertaking Safeguarding training and DBS checks in the hope of starting to operate in pairs sometime in February, following a Sunday morning Eucharistic commissioning prayer.

12.2 Liturgy and Music – DL

Led by the Spirit: the new format worked well for the first service in 2026.
Second Sundays Parish Evensong 'Grill the Clergy (or LLM!)': is also progressing well so far. The only regret is that it is only heard by those attending evensong however that is encouraging more people to attend.
Phil Wayne hopes to contact Allen organs to explore adjusting and improving the quality of the sound from the electronic organ to reduce the 'booming' sound.

12.3 Children, Youth & Families – RC

RC's written report covered the Christingle, this year during HWBIDCO Christmas lights switch on with around one hundred participants. Also school advent carol services, visits to ASHW from All Stars pre school and year four of Hamilton academy, the families Christmas party, and the Crib service. Also RC's ongoing work at High Wycombe Church of England school providing Godly play sessions.
RC also mentioned at the meeting that the Headteacher of High Wycombe Church of England school, Mrs Celine Hawkins is leaving after twenty two years in post. The governing body is currently writing a profile for the position.

12.4 Stewardship & Finance – JL

JL proposed that the ASHW charity budget should remain set so that it comprises 10% of planned giving. This was seconded by AB and voted unanimously by the PCC.
This will mean that £1.7k remains. Does the PCC want to donate this to another charity? Fr AS welcomed prayers about this and asked LTM as a member of the charity subcommittee to report this at their next meeting for their consideration. There was a suggestion that perhaps this should go to an environmentally focused charity in line with the Creation care ethos and the theme for Lent, caring for God's creation using the senses.

12.5 Building, Fabric and Tenancy – ES

ASHW - Thanks were extended to all who volunteered to Spring clean at ASHW on Sat 31st Jan. Following an internal inspection four chandelier bulbs are to be replaced. A volunteer is sought to do brass cleaning for an hour per week.
Following an external inspection many of the paving slabs in the church are very loose and need urgent repair for H & S reasons as they present a danger to the public, especially the elderly attending services and other church activities. AB is hoping to follow this up with the wider Churchyard team (Chiltern rangers/ High Wycombe town committee).

Properties - 3 Castle Place - There's a reported leak in the roof. The roofing contractors have placed some temporary sheeting to stem the leak. To complete the job properly, we have received an estimate of £1,270.00, which is now with the Treasurer.

46 Great Ground, Aylesbury – JL reported that notice has been given to the current tenants.

12.6 Oakley Hall Report – ES

No questions were raised regarding the OH meeting notes sent to the PCC in advance but thanks were extended to the committee from Fr AS. Please see the issues discussed earlier under matter arising from the last PCC meeting.

13. Any other unplanned/urgent business.

a. **Mustard seed café cake donations.** Following reports from a member of the café staff, cake donations seem to be down. As an alternative to relying on cake donations, the café could purchase scone mix and request volunteers to make it up, bake it and deliver it to ASHW through the week as was the system in place when the café was situated in the Oakley Hall.
Action – JB to liaise with SG to discuss organising this.

b. **Purchase of tables for ASHW events.** Additional tables, for use at the Christmas craft fayre and at other events at ASHW are urgently needed. A style similar to those stored on the roof of the WC block would be ideally suited as they are light weight & have legs that fold easily away. A quote from a company called Front Row Furniture who supply 183cm L x 76cm W x 76 cm ht trestle tables with folding legs that are nearly new was sought and sent to the PCC for their consideration. JB pointed out that the size of the tables was slightly longer (5mm)

than would allow them to fit in the existing storage cupboards
JB proposed the purchase of twelve tables at a cost of £664.50. This was seconded by AB and accepted by the PCC members present with two abstentions.
Action – JB to organise the purchase with JL.

c. **Deanery Synod meeting 28th Jan 2026. – SL**
SL outlined the purpose of the meeting to discuss the new Deanery plan for the next five years and the vision is to help churches to serve their parishes and work together to see God's Kingdom come. There are four priority areas:

- **Strengthening the next generation -** Little Nest at St Francis, Terriers which is an area for toddlers during services.
- **New congregations** – the congregation at Widmer end church has been diminishing but thankfully a plan was implemented to refurbish it and now twelve families are worshipping there. Also St Marks Bourne End was struggling for numbers but they have formed a relationship with a local school and started a homework hub for children which is helping to address that and there has been much work on the garden area.
- **Developing and helping Clergy with mental health issues and relationships** - Perhaps we need to think about how ASHW are supporting their clergy and how this can be improved.
- **Supporting Church wardens & lay leaders** – the Deanery inspection process is being streamlined. Nigel Peach is introducing new software and support for treasurers. The question was asked, how we should celebrate the work of lay leaders and treasurers.
  In response, the view was expressed that through the work of RC for example ASHW are doing wonderful work with children and youth and in many other areas.
  Action- SL to send out the new Deanery five year plan again with questions for the PCC to send back to her directly.

d. **Changed dates for SLT and PCC meetings in 2026.**
The ammended dates are shown in red below, however the date for the June PCC meeting currently clashes with a men's meeting at ASHW.

Action – Fr AS to confirm the PCC meeting date for May/June

The meeting concluded with Fr AS leading everyone in prayer and closed at 9.45pm.

Date of next meeting

SLT (Strategy) Wednesday 11th February, 2026.

Future meeting date:

APCM, Meeting of Parishioners & PCC – Sunday 26th April 2026 - 11.15am
SLT (Standing Committee) – Wednesday 13th May 2026
PCC – Wednesday 3rd June 2026
SLT (Strategy) – Wednesday 10th June 2026
SLT (Standing Committee) – Wednesday 8th July 2026

PCC – Wednesday 22nd July 2026
SLT (Standing Committee) – Wednesday 16th September 2026
PCC – Wednesday 30th September 2026
SLT (Strategy) – Wednesday 21st October 2026
SLT (Standing Committee) – Wednesday 4th November 2026
PCC – Wednesday 18th November 2026

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

Approved in principle by the PCC