



PARISH OF ALL SAINTS CHURCH, HIGH WYCOMBE
Minutes of the Parochial Church Council (PCC) meeting at
7.30pm on Wednesday 19th November, 2025 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), Andrew Buchanan (Church Warden) (AB), John Lord (Acting Treasurer) (JL), Sue Lord (Deanery Synod Rep & Electoral Roll Officer) (SL), Barry Titchen (Lead member of the Deanery Synod) (BT), Lynda Titchen Moorcroft (LTM), Edgar Samuel (Deputy Honorary Churchwarden) (ES), Mike Salem (MS), Elaine Dagnall (ED), Kath Dunn (KD) & Jacqui Brearley (PCC Secretary - Minutes) (JB).

Welcome from Fr AS.

The meeting began with Evening Prayer led by FR AS.

1. Apologies

Fr Joshua Harris (Curate), Michelle Neudecker (MN), Sharon Gausman (Church Operations Co Ordinator) (SG), Joc Lucas (JLs) & Sheila Doig (SD).

2. Safeguarding – RC

- a. Training – Case Studies for Discussion** – The PCC split into small focus groups of four people to discuss the case study provided by RC and attempt to answer the attached questions. (The mother of a young child reports unrest and domestic violence from her husband at home, to a friend at Church. What action should be taken?) Each focus group then nominated a person to report the answers back to the meeting which RC then summarised and critiqued.

How would you respond?

Listen, say tell me, explain to me, describe to me what happened, praise her for telling you but explain that you can't keep it to yourself and will need to speak to PSO and involve social care to make sure that she and the child are safe. Ensure she safe to go home. When a young child is involved, it is considered to be child abuse.

The main questions to answer in reporting such an incident is:

What happened, when, where and how? Sign and date and use initials for those involved.

Report to the Parish Safeguarding Officer (PSO) & consider calling social care and local domestic abuse support services to make a referral.

b. Code of practice reporting Safeguarding Concerns & Allegations

The document was circulated before the meeting which outlines the procedures to be gone through in differing circumstances when reporting safeguarding concerns.

Actions

1. **All PCC members with safeguarding training to do must follow the link :**
<https://safeguardingtraining.cofeportal.org>
Then create an 'account' (or log in to your current one) and complete the training in **Basic Awareness and Foundation. Raising Awareness of Domestic Abuse** can be found under the 'Other Courses' tab and is highly recommended for all PCC members.
All of these courses are completed online at your own convenience.
Contact Robyn with any questions.
2. **RC has suggested that the Safeguarding Children and Adults at Risk Policy should be reviewed again at the PCC meeting in July 2026 and signed at the September 2026 PCC meeting.**

3. Annual Review of ASHW legal policies – MS/ED

The following policies previously distributed, were kindly presented for acceptance at the meeting by MS/ED :

a. Grievance Procedures policy has been amended since the last PCC meeting. Initially a grievance will be dealt with informally but may escalate to a formal grievance in writing, followed by a meeting which will be formally replied to in writing. The Grievance Decision can then be appealed but the appeal process would need to be conducted by someone other than the Vicar, such as the Church warden(s).

This policy was proposed by MS, seconded by ED and accepted unanimously by those present.

b. Disciplinary Measures & Dismissal Policy this has been amended to reflect the inclusion of a Disciplinary Hearing of which detailed records should be kept, given that this might escalate to an Employment Tribunal. If the matter escalated to a dismissal, the employee would have a right to appeal, which again would be heard by someone other than the Vicar and Church warden(s) and of which, again, detailed records would be made.

This policy was proposed by MS, seconded by ED and accepted unanimously by those present.

Action

1. **MS to print final copies of the Health and Safety Policy, agreed at the September PCC meeting, (if not already done) and the Grievance Procedure Policy (the latter has been circulated to the PCC in draft form) for signing by Fr AS, AB (Churchwarden) and JB (PCC Secretary).**
2. **The legally required ASHW policies which are Health and Safety, Grievance Procedure Policy and Disciplinary Measures & Dismissal Policy should be reviewed and signed at the PCC meeting in November 2026.**

4. Terrorism (Protection of Premises) Act 2025, (Lockdown) – SL

SL had recommended reading the Religious Sites Sector Terrorism Threat Assessment document for Churches, circulated before the meeting. Following the Manchester arena bombing 2017, Martyn's law, the terrorism (protection of premises) act 2025 was passed as a UK law in April but is not expected to be implemented for another eighteen months requiring venues and

events open to the public to implement security measures to protect against terrorist attacks. This is required for venues with a capacity of 100-799 with an enhanced tier for those with a capacity for more than 800 people. This would apply to ASHW at busy services such as on remembrance Sunday or at Christmas & Easter. The Govt is to issue guidelines shortly but in the interim, ASHW should plan for a potential lockdown scenario. The local authority and Thames Valley police have a plan for the town centre, but this doesn't apply to ASHW.

DL attends Abbey Electoral Ward partnership meetings at which such items are discussed & will ask for guidance. Fr AS mentioned that for the last election hustings event the emergency requirement was to retreat asap to the sacristy, lock the door and phone Thames Valley Police with the ward code.

Action

1. *DL to liaise with Abbey ward & Town committee emergency officer for information & guidance.*
2. *FrAS to email the Thames Valley advisor.*
3. *Enquiries to be made to fit blinds or temporary covers for the great West doors.*

5. Vision for ASHW Update – Fr AS

Following the Vision Day, the recordings and transcripts were sent out to the PCC for comment. This was then drawn together to produce the Vision grid, also distributed which Fr AS was encouraging further comments on. At the meeting the following suggestions were made:

- To remove 'the fostering' from the vision comment,
- In the Mission comment, to alter the wording to say '...to draw closer to God, creation and community...'
- In the Vision comment, to alter the wording 'to be a visible embodiment of heaven on earth
- Values is missing the word 'Prayerful'

DL volunteered to shorten the wording and the PCC indicated that they would be happy for Fr AS to then put the Vision grid to the congregation and display it in Church.

The comment was made that there may be too much white space in the chart for interpretation by an accessible reader to convert digital text into synthetic speech or Braille.

6. Sparkles Event – AB

AB had kindly distributed an ambitious and very well-structured plan for the evening which was very positively received. However, AB and the PCC generally appreciate that preparation time is short, and some people are already committed and not able to help on the evening so there may not be as many volunteers from the PCC. It was agreed, after a short discussion, to go ahead with a simplified version of the plan and gear up to start selling tickets asap.

Action

Print tickets and apply for a licence to sell alcohol on the evening.

7. Resignation of Ray Levy from the PCC.

JB received by email the resignation of Ray Levy, a long-standing member of the PCC. DL explained that Ray has decided that his time is not best spent as a PCC member.

It was agreed that JB would write a letter to him on behalf of ASHW PCC to thank him for his commitment over the years as a PCC member and as a Diocesan synod member.

8. Approval of the minutes of the PCC meeting on Wed 17th Sept 2025

The minutes (V01) were proposed for approval, without further amendment by BT, seconded by AB and approved unanimously after which they were signed by AB; acting Chair for that meeting.

9. Matters arising from the above minutes

a. Update on new South porch signage – Fr Anthony Searle

Printed but not yet up. It would be good to get the poster up soon.

b. Treasurer appointment update – AB.

The end of year deadline for handover is fast approaching, and no further volunteers have come forward. AB is working on a solution. Lis Burns has been liaising with Barry Titchen to discuss the handover of the Deputy Treasurer's role.

c. SPS project update – AB.

AB had a useful meeting with the Diocesan representative from Cornerstone, the Oxford Diocese fund raising resource. He has also spoken with the husband of Caroline Sant (Lay Chair of Wycombe Deanery), Hector, who has been helpful. The SPS report will be précised for submission to the diocese and independent agencies who will bid for the necessary Heritage or National Lottery funding.

10. Resolution for Welcome Posters –

Fr Anthony implemented the Canon rule M29, for the discussion and voting by correspondence of the newly proposed Welcome posters for the lobby area. They are intended to provide essential information as people enter the church and were shared with all members of the PCC. It was hoped that they would be printed, framed and positioned in time for the 15th November, when the town Christmas lights were turned on and many visitors would be at ASHW.

The following resolution :

The Parochial Church Council of All Saints Parish Church, High Wycombe approves the printing of the posters (Welcome, We Believe, Our Church, Life Events) at A1 size (at a cost of approx. £20 per poster from Vistaprint). In addition, the purchase of four display stands at £129 each was proposed.

The resolution was proposed by Fr Anthony Searle, seconded by Derek Lancaster, and approved by 13 members of the PCC, opposed by 1 member with 5 members not replying.

11. Resolution for Flagpole Repair –

Following Fr Anthony's implementation of the Canon rule M29, for discussion and voting by correspondence the following resolution was proposed by John Lord and seconded by Jacqui Brearley :

The Senior Leadership Team (Standing Committee) of All Saints Parish Church, High Wycombe approves the expenditure of £1530 (paid to Crown Services Organisations Ltd) for scheduling the work asap to inspect the flagpole and mechanism, disentangle the flag, fix where possible or recommend further action.

This was approved by 10 members of the SLT with 2 members not responding.

12. Team Reports

12.1 Pastoral Matters – ED

ED reported that progress was being made with setting up the Pastoral Visiting Team. A coffee morning is being held for potential visitors this Saturday 22 November 2025. Following that a

training session will be held in January, developed and facilitated by the Rev. Margot Suter from St Mary's, Beaconsfield. Margot is responsible for pastoral care at St Mary's and has facilitated a number of training courses in this area. Pastoral visitors will also be expected to undertake safeguarding training and be DBS checked.

12.2 Liturgy and Music – DL

There are two developments in our worship life :

Led by the Spirit:

has been running for well over ten years, but in recent times numbers have reduced. We therefore feel it needs 'refreshing' to hopefully attract more. In 2026 the service will continue on the third Sunday of every other month at 5pm, and will be led by the 'home team', to build consistency. The new format will be gathering for worship, confession, a shortened 'Word' from the bible, Offertory and Communion with prayer ministry/anointing, music as we move to the Café area, a talk followed by discussion over food/drink. A closing blessing and dismissal.

Second Sundays

In 2026, on the second Sunday of the month, Parish Evensong will have a shortened sermon and after the closing hymn there will be the opportunity for discussion and/or questions with the preacher over simple refreshments. It's been loosely called 'Grill the Clergy (or LLM!)', but suggestions for a better title are welcome...!

12.3 Children, Youth & Families – RC

RC's report covered admission to communion preparation for seven children with a new resource book and three baptisms from one family in the group all taking place during the Christ the King service. Visits from the ASHW Beaver group and the scouts led by DL & JH. A Harvest festival service at ASHW for the High Wycombe Church of England school. Thanks went to Small Saints for the flower decorations around the font. RC is also now the Godly Play practitioner at the High Wycombe Church of England school, a time consuming activity which has very positively enabled her to meet every pupil in the school.

It was also reported that the Christingle trail had been very well organised and received.

The question was asked why the PCC appoint a governor to the Church of England School. Ant Dixon is an Ex officio governor and an Associate Minister at St Andrews Church.

The suggestion was made that the school might feed back to ASHW what they would wish to be prayed for.

JL reported that the 2025 Gift day had produced a very encouraging result, due largely to Fr AS's sermons and pastoral letter bringing a net increase of approximately £10K.

Action

1. ***Fr AS will investigate ASHW PCC appointing a governor to the High Wycombe Church of England school.***
2. ***RC will ask what prayers for the school would be welcomed.***

12.4 Stewardship & Finance – JL

ASHW has a budget deficit (£18K) due to underspending, and the plan is to put this money in the mission fund to sustain the increased level of outgoing.

JL made two proposals to the PCC :

1. to transfer surplus funds from restricted funds: Cafe (£10k), Tea & Coffee (£2k) & possibly Music (£10k), to cover negatives in C&FM & Organ hire (currently £3.5k each), with some to top-up Mission & Mustard Club. Exact figures to be decided at Year-End.
2. to transfer the surplus from the Reductio concert: £1,371.48 from General to Organ 2 (R) towards organ restoration, a designated fund.

Both were seconded by BT and voted unanimously by those present.

JL was asked to confirm that money raised from the Castle Place rental has gone towards the Children & Families Ministry.

The thought was shared that the collecting of pledges on All Saints Day should be celebrated more. In line with this Fr AS will announce the positive outcome of Gift day with thanks to the congregation, during the notices on Advent Sunday.

12.5 Creation Care

Creation Care members JL and SL met up with Hannah Mann from Oxford Diocese on 20.10.25 to discuss our options in terms of help and funding to replace the church's ailing heating / hot water system. It was suggested that the Diocese will assign a case officer to give guidance on heat source pump replacements and solar panels. Three quotes for feasibility studies are required to then advance to apply for a Capacity Building grant to cover this cost. (£7-15K). There is a danger that the boiler may fail before the above plan is in place but ASHW are unlikely to get a faculty for a replacement gas boiler unless it can be shown that net zero options have been investigated. ASHW would get a £45K Boiler hardship fund though if the project is started before Dec 31st 2025 and the permanent boiler replacement is non-gas. An interim boiler may be a second hand one but installation and removal costs would be prohibitive. See the full report for more detail.

The proposal was put to the PCC to go ahead with acquiring quotes for the feasibility study By KD, this was seconded by LTM and voted unanimously to go ahead if possible asap before the deadline.

The comment was made that any moves to implement a net zero route will be advantageous for future projects.

Action

Creation Care team to go ahead with acquiring quotes for the feasibility study.

12.6 Buildings, Fabric & Tenancy – ES

ES reported that the necessary light bulbs required for ASHW are not currently available and that a volunteers Spring cleaning session should be scheduled for after Christmas.

12.7 Oakley Hall Meeting report – Eddie Samuels

The minutes of the above meeting have been distributed to the PCC.

ES mentioned as discussed at the previous OH meeting, that the boilers are thirty years old and only working at 75-80% efficiency. Also, there have been problems with the windows and dealing with these two items would incur considerable costs. Consequently, the OH committee

would like the PCC to approve for the OH Committee to approach the Landlord Stef to discuss options for the future of the building. These have been laid out in a document by John Brearley (JSB) and distributed to the PCC. However, several PCC members asked for the document to be distilled down into a simpler form with the financial implications of each suggestion factored in. It was also suggested that a joint meeting with the PCC would be the best way forward in January.

Actions

1. *JSB to redraft the document into a simpler format with financial projections included.*
2. *A joint meeting to be set up with the PCC in January to discuss the way forward.*

13. Any other unplanned / urgent business

a. ASHW CCTV policy

A new CCTV policy was distributed to the PCC for approval. This was proposed by DL, seconded by BT and all the PCC members present voted to accept the policy.

b. Progress Flag

The current Progress Pride Flag (as displayed this year for Pride) is an updated version of the rainbow pride flag with added chevrons to the left side. It consequently requires permission before flying from the local authority. Although it is thought unlikely that action would be taken if this hadn't been sought it might incur a fine of £2.5K. The current legislation may also be outdated.

Action

Fr AS will approach the town committee for clarification.

c. School Carol Services

A schedule was distributed to the PCC before the meeting. It was noted that there are a large number of school and organizational carol services in the run up to Christmas, which are much enjoyed by the those taking part and which also bring some revenue to ASHW in collections. It was noted that the Mustard Club carol service on 23rd December was not yet on the list.

Action

AB to ask SG to add the Mustard Club carol service to the schedule.

d. Azita Jabbari's prayer group.

Fr AS commended this service to the PCC. It is held on the first Tuesday of each month at 7.30pm at St Francis, Terriers and all are welcome. It is an opportunity for the two Churches to come together in prayer.

Action

Fr AS agreed to circulate a flyer to the PCC

e. Deanery Synod meeting minutes 7th Oct. – SL

SL outlined the main content of the meeting, the minutes of which had been distributed to the PCC, as the new Deanery plan for the next five years. The vision is to help churches to serve their parishes and work together to see God's Kingdom come. The Values are to be centred on Jesus, Spirit-led and rooted in prayer, to work for the flourishing of churches and

their people, to be a catalyst for mission & to celebrate differences. The priorities are developing clergy for lifelong mission and ministry, supporting churchwardens and lay leaders, strengthening the next generation & discerning opportunities for new congregations.

It was mentioned that there is a surplus in the Deanery fund and there may be small rebates made to each parish in January 2026. It was noted that St Francis, Terriers runs Forrest Church which RC is very interested in for ASHW.

Action

SL to send JB documents to circulate relating to the new Deanery five year plan.

The meeting concluded with Fr AS leading everyone in prayer and closed at 9.30pm.

Date of next meeting

SLT (Standing Committee) – Wednesday 21st January, 2026.

Future meeting date:

Deanery Synod - Wednesday 28th January, 2026.

PCC – Wednesday 4th February, 2026.

SLT (Strategy) Wednesday 11th February, 2026.

APCM, Meeting of Parishioners & PCC – Sunday 26th April 2026 - 11.15am

SLT (Standing Committee) – Wednesday 13th May 2026

PCC – Wednesday 27th May 2026

SLT (Strategy) – Wednesday 10th June 2026

SLT (Standing Committee) – Wednesday 8th July 2026

PCC – Wednesday 22nd July 2026

SLT (Standing Committee) – Wednesday 9th September 2026

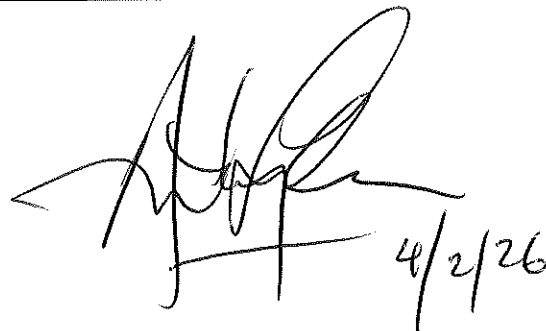
PCC – Wednesday 23rd September 2026

SLT (Strategy) – Wednesday 23rd October 2026

SLT (Standing Committee) – Wednesday 11th November 2026

PCC – Wednesday 25th November 2026

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

A handwritten signature in black ink, followed by the date '4/2/26' written in a similar style.

Approved in principle by the PCC