Logo

Description automatically generated

**Distribution:**

|  |  |  |
| --- | --- | --- |
| Mr K Croxton (Chair, MOG) | Ms V Hughes (PCC: Head of HR) | Mr B Roskell (PCC: Head of Stewardship) |
| Mr G Causer (Deanery Synod) | Mrs B Jeremy (Deanery Synod) |  |
| Mr N Collison (PCC: Head of Fabric) | Mr H Morten (PCC: Head of Finance) |  |
| Mr M Evans | Mr A Miscampbell (PCC) | Staff Team |
| Mrs S Fox – (PCC Secretary) |  | Notice Board |
|  | Mr A Pallett (PCC) | Parish Safeguarding Officers |
| Mr A Gibson (Deanery Synod) | Revd Will Pearson Gee (Rector and General Synod) |  |
|  | Mrs L Piper (PCC) |  |
|  |  |  |
| Mr P Hirons (Diocesan & Deanery Synod) | Mr M Roskell (PCC: Head of Production) |  |

**MINUTES**

**Meeting of:** Buckingham PCC

**Date and Time**: Wednesday 13th December, 7.30pm at BPC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present:** | |  | |  |
| |  |  | | --- | --- | | Mr Gerry Causer (GC) | Mr Harry Morten (HM) | | Mr Nigel Collison (NC) | Revd Will Pearson Gee (WPG) | | Mrs Glynnis Eastwood (GE) | Mrs Lorna Piper (LP) | | Mr Mike Evans (ME) | Mr Brian Roskell (BR) | | Mr Paul Hirons (PH) | Mr Mike Roskell (MR) | | Mr Simon Morrell (SM) | Mrs Tracy Roskell (TR) | |  | Mrs Jo Wigley (JW) | |  |  |   Secretary Mrs Sue Fox (SF)  In attendance for Item 8h: Mrs Jane Wardale (JW) | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| **Item** |  | | **Action** | |
| 1 | **Opening Prayer**  The meeting opened with a prayer led by WPG. | |  | |
| 2 | **Apologies for Absence**  Apologies were received from Mrs Vicky Hughes and Mr Andrew Miscampbell. | |  | |
| 3 | **Approval of Minutes of PCC Meeting held on 12th September 2023**  A discussion took place about a school using the Church. The minutes will be altered to reflect this. LP proposed the approval of the revised minutes as an accurate record of the meeting held on 12th September, seconded by HM. All voted in favour. | |  | |
| 4 | **Correspondence**  GC received a brochure from the Buckinghamshire Historic Churches Trust, which will be kept in the Church Office. | |  | |
| 5 | **Nomination of AOB**  WPG would like to ask PCC members their preferred way of receiving future PCC papers. | |  | |
| 6 | **Conflicts of Interest**  There were no conflicts of interest. | |  | |
| 7 | **Rector’s Update**  The Confirmation Service worked well.  Kate Pellereau is moving to Coventry in the New Year, to take up the post of Associate Minister.  The Lighthouse Group is going well.  The Alpha Course and The Marriage Course start in the New Year.  Well Street United Church have voted to allow their building for same sex marriages.  The Office Manager’s job description has been agreed.  A presentation from “Living Out” will be held 29th January and we would conduct their audit to see how LGBT-friendly BPC was.  Christmas Unwrapped was a huge success & was attended by approximately 260 children from local primary schools.  Two retired ministers were in the process of moving to Buckingham which was great news considering that some of the team were getting on in years and unwell and unable to preach due to illnesses. | |  | |
| 8  8a | **Sub Group Reports**  **SC:** The Operations Manager position will be advertised in the New Year. This role will ideally be 25 hours/week. VH is stepping back from HR duties, and some of these will be included in the job description. “Timetastic” and “Stewardship” apps have legal/HR advice included in their packages which staff could make use of.  **Upcoming Ministry Trainee**: Andrew Pegg has been attending BPC for a few years and is currently reading politics and completing an MA in Theology. WPG has approached a donor who has provided £15k to cover the post for the full 2 years (£3k already in the budget). He will also volunteer some extra hours.  PH suggested that he be introduced at all three Sunday services.  **Curate**: BPC will not be provided with a Curate in 2024. The Curate’s house in Chandos Close will be rented out in the meantime. WPG will apply for a curate for 2025. | | VH  WPG  WPG | |
| 8b | **Stewardship Report**  BR ran through this report, and it was noted by the PCC.  The Tap & Pay machine was out of action for some time. Guidance notes have been produced to repair and a backup is in place.  Stewardship Sundays are booked in for the first two weekends of February 2024.  JW to ask Mandy Hagon about resources for Connect Group Leaders on the subject of giving. | | WPG  JW | |
| 8c | **Finance Report**  HM ran through this report, and it was noted by the PCC.  A deficit of between £2k and £5k is forecast for the end of the year.  HM proposed that the 2024 budget is approved, seconded by GE, all voted in favour.  HM proposed that the income from the Curate’s house is placed in the General Fund, seconded by ME, all voted in favour.  HM proposed the following regarding salary increases:   1. A minimum of 5% for all in 2024 2. National Living Wage (9.8% increase) as our minimum (agreed at September PCC) 3. Salary increases from 1st January 2024 instead of April 2024 going forwards.   This was seconded by SM, all voted in favour. | | TR  TR | |
| 8d | **Fabric Report**  NC ran through this report, and it was noted by the PCC. | |  | |
| 8e | **Health & Safety**  NC ran through this report, and it was noted by the PCC.  NC to work with Sheila Handley, Head of the Community Lunch team, on risk assessments for those working in the kitchen.    Church insurance is transferring to Aviva. The associated risk assessment has flagged up a number of items of concern which will be picked up and dealt with. | | NC | |
| 8f | **Production Report**  MR ran through this report, and it was noted by the PCC.  Quotes are being sought to upgrade the lighting systems. | |  | |
| 8g | **MOG Reports**  The reports were noted by the PCC.  All agreed that the SOS room at The Centre should close. | |  | |
| 8h | **Safeguarding Report**  Safeguarding Officer Jane Wardale (JW) ran through this report and it was noted by the PCC.  One PCC member has not completed safeguarding training.  A notice is in the Newsletter asking for a volunteer to help with Risk Assessments for all activities that are running at Church.  Thanks to the Safeguarding Team was noted. | |  | |
| 9 | **Service Attendance**  LP ran through this report and it was noted by the PCC.  Attendance at every single service is above 2019 numbers which was to be celebrated. | |  | |
| 10 | **Car Parking**  GC proposed that the Church gates will be locked at random times, seconded by BR. All voted in favour.  The gates would be closed from 27th Dec to 29th December 2023.  JW to inform the Office that any enquiries be passed to the Church Wardens. | | Paddy C  JW | |
| 11 | **Complaints Policy** GE proposed that the newly created Complaints Policy be approved, seconded by HM. All voted in favour. This is now live on the website. | |  | |
| 12 | **Any Other Business**  Future PCC papers will be forwarded to members as individual report documents, numbered according to the agenda item. The PCC Sec was thanked for her hard work. | |  | |
| 13 | **Dates of Next Meeting**   * SC: 9th January 2024 * PCC: 13th February 2024 | |  | |
|  | The meeting ended with The Grace at 9.10pm | |  | |