



BUCKINGHAM PARISH CHURCH

Distribution:

Mr K Croxton – Chair M & O
Mrs S Dumbleton – PCC (Secretary)
Mr M Evans – Church Warden
Mrs P Fox – Deputy Warden

Mr J Grinyer - PCC
Mr M Hailey – Church Warden
Mr P Hiron – Diocesan/ Deanery
Synod

Ms V Hughes - co-opted PCC
Mr T Jones – PCC (Chair of Fabric)
Mr R O’Connell - PCC
Mr H Morten – PCC (Head of
Finance)
Mrs P Mason-Evans - PCC
Ms R Newell – Deanery Synod
Revd W Pearson-Gee – Rector

Mrs L Piper - PCC
Revd D Rodgers - Curate
Mr M Roskell – PCC
Mrs P Stanton-Saringer – Deanery
Synod
Mr H Stolze - PCC
Staff Team
Notice Board

MINUTES

MEETING OF: Buckingham PCC

DATE & TIME: 21 May 2019 at 7.30pm in Church Room

PRESENT: Revd. W Pearson-Gee (Chair), Mrs S Dumbleton, Mr M Evans, Mrs P Fox, Mr J Grinyer, Mr M Hailey, Mrs V Hughes, Mr T Jones, Mrs P Mason-Evans, Mr H Morten, Mr R O’Connell, Mrs L Piper, Mr M Roskell, Mrs P Stanton-Saringer,

Item	Action
1 Opening Prayer The meeting opened with a prayer led by Revd W Pearson-Gee.	
2 Apologies for Absence Apologies were received from Mr P Hiron, Mrs R Newell, Revd D Rodgers and Mr H Stolze.	
3 Co-opt Vicky Hughes It was proposed by Pauline Stanton-Saringer to co-opt Vicky Hughes to the PCC. Tim Jones seconded and all agreed. Vicky Hughes left the room for this item.	
4 Holy Communion The PCC shared Holy Communion.	
5 Approval of minutes of PCC meeting held on 19 March 2019 Mike Evans proposed and Harry Morten seconded the approval of the minutes as an accurate record of the meeting held on 19 March 2019.	
6 Correspondence None	
7 Nomination of AOB Staff Members to attend PCC meetings	

8 **Conflict of interest**

PCC members should notify Council of any anticipated conflicts of interest. Will Pearson-Gee stated he had a conflict of interest with item 12.

9 **Fire Risk Assessment, Emergency Fire Policy & Action Plan**

9.1 Nigel Collison presented the Emergency Evacuation and Fire Policy paper. The procedure in the event of a fire was considered to be simple, clear and concise. Three emergency exits had been identified and it was the responsibility of all staff and volunteers to see that these exits were kept clear of obstructions at all times. There would be a list of Fire Wardens which would be maintained. The list would comprise the church wardens and sides persons, however additional fire wardens would be nominated from a list of volunteers for major services and events. Duties of this role were detailed in the report, along with the fire warden procedures. It was considered that conducting a roll call for all those who had been in the church building would be very difficult. Although a head count takes place at every service, its accuracy could not be relied on in the event of an incident. Therefore, it was agreed that the policy be amended to include a roll call for children in groups only, since accurate registers were taken of all children in the groups. It would be the responsibility of the fire wardens to ensure that everyone has left the building.

NC

9.2 An annual risk assessment would be made by the health and safety advisor and reviewed by the church wardens. The PCC noted the training which all staff and designated volunteers would be required to undertake. It was noted that a fire drill would take place once per year which would include a simulated evacuation drill and would be recorded in the fire log book. It was agreed that there would be a fire drill at the end of a forthcoming 9.30 service, with four children groups this service would be the most complex and a good test of the procedures. It was the responsibility of all staff volunteers and others responsible for events in the church to be familiar with the evacuation instructions.

9.3 The PCC agreed to the adoption of Emergency Evacuation and Fire Policy, subject to the change to the roll call arrangements. Revd. Will Pearson-Gee thanked Nigel Collinson for all of his work on the preparation and implementation of this policy and action plan.

10 **Review of the APCM on 28 April 2019**

Date of the APCM 2020

10.1 The PCC reflected on the APCM which took place on the 28 April 2019. A short questionnaire was circulated at the APCM to gather feedback and the findings were shared with the PCC. During the course of the discussion the following points were noted:

- That the videos were a good idea, and certainly helped with timings, but it was hard to hear the voices at times. Efforts would be made to improve the sound quality of the videos for next year.
- That people had reported that they would have liked more time for the Q&A session. It was agreed that more time should be built into the agenda for this. There was some confusion as to what happened to questions presented to the Head of Finance and Rector before the meeting and it was agreed that next year the process would be clearer. People would be asked to present questions in advance of the meeting if they wished, but would also have the opportunity to raise them separately at the meeting.
- That it was important that sufficient time was allocated to the finance section, in order for the finances to be fully explained and understood. For next year Harry would consider how best to present the first section of his presentation which involved a reasonable amount of cross referencing and therefore could be quite difficult to follow.
- That the reports were available two weeks before the meeting and over 70 hard copies distributed.

- 10.2 It was agreed that having the APCM on a Sunday morning worked very well and the attendance, of over 160 adults and 60 children, was very pleasing. The PCC discussed the date of the next year's meeting and the date of Sunday 26th April 2020 was approved.
- 11 PCC Members' terms of office**
The PCC members' terms of office was noted.
- 12 Proposal for a garden office at The Rectory**
- 12.1 Revd. W Pearson-Gee left the room for this item. The PCC considered a proposal from Mike Evans to buy the Rectory a garden office. Mike explained that the office/study set up at the Rectory was not fit for purpose as it was very small and claustrophobic. Will struggled to work in it, it was too small for Will's books and not suitable for one-to-one meetings. Members of the PCC who had visited the Rectory recently agreed with this description of Will's office space.
- 12.2 It was noted that the Diocese owned the Rectory and had already converted the garage into a room which Will and Lucia had chosen to use as a dining room. It was agreed that Will and Lucia's ministry of hospitality was something that should be encouraged and be thankful for and therefore the PCC did not support changing the dining room into an office area.
- 12.3 The garden office proposed was a good quality 5m x 3m unit, which would be fully insulated, double glazed and professionally installed. Jeremy Grinyer proposed and Mike Roskell seconded that the PCC buys the Rectory a garden office, to the maximum total value of £22,000. Nine members agreed and there were two abstentions. The cost of the build would come out of the project fund and the total expenditure figure of £22,000 would include any paving work, fencing, electrical work that came with build, along with furniture. If quotes exceeded £22,000, the project would need to be reconsidered and approved by the PCC.
- 12.4 Tim Jones agreed to take forward this project. He would look speak to Will Pearson-Gee regarding his requirements, look into planning permission and speak to the Diocese. Tim would prepare a report of his findings, which would be circulated by the PCC Secretary in due course.
- 13 Resolution: to delegate Serious Incident Reporting to the Diocesan Synod**
- 13.1 The PCC noted the new guidance regarding reporting Serious Incidents to the Charity Commission, which came into effect on 1st January 2019. The new guidance specifically provided for Safeguarding Serious Incident Reports to be delegated to the Diocesan Secretary. The PCC agreed that the BPC Safeguarding Officers would have responsibility for contacting the Diocesan Safeguarding Officer if they considered a safeguarding Serious Incident may have occurred and for providing the DSA with any information required.
- 13.3 The PCC passed the resolution that responsibility to report Safeguarding Serious Incidents be delegated to the Charity Commission in accordance with the PCC Guidance. All agreed.
- 13.3 The PCC considered the delegation of responsibility to report all other, non-safeguarding, Serious Incidents to the Charity Commission. These incidents may result in or risk loss of the PCC's money or assets, damage to its property or harm to its work or reputation. It was agreed that, in order to facilitate the confidential and timely reporting of any serious incidents, the responsibility for the reporting of serious incidents would be delegated to the First Warden and PCC Secretary.
- 13.4 The PCC passed the resolution that responsibility to report all other Serious Incidents be delegated to the Charity Commission in accordance with the PCC Guidance. All agreed.

14 Proposal to create a Ministry Assistant role for Olly Holland

- 14.1 The PCC considered the proposal to create a Ministry trainee role for Olly Holland. It was noted that Olly had been accepted into the Peter Stream, and would if all went well start his theological training in September 2020. It was agreed that we should do the best that we can for Olly's calling to ministry training and give him the opportunity to serve in the church in a way that broadens his experience, raises his level of ministry skills and prepares him for his ordination training.
- 14.2 The PCC, at previous meetings and at the APCM, had expressed concern that we will be without a curate when Danny leaves until at least June 2020 and therefore Olly could support Will and provide a level of cover during this period.
- 14.3 The PCC spent some time discussing how to best fund this post, which had been proposed as a paid post for 30 hours a week, with an additional 10 voluntary hours. It was agreed that 10 hours would be moved across from Jacob's post when he leaves BPC in September. The Curate Fund would be unused during the period when we are without this post and therefore this could be used to fund the remaining £9,360. There was also the possibility of renting out the curate's house until June 2020 after Danny leaves us. It was acknowledged that making the financial commitment to a Ministry Assistant role for a year would make recruiting an Associate Minister less achievable.
- 14.4 Jeremy Grinyer proposed and Max Hailey seconded that Olly Holland be appointed as Ministry Trainee. All agreed. This paid post would be for 30 hours a week and would start as soon as Olly is available, to ensure a working overlap with Danny. The post would end on 31 August 2020, at which point the commitment would be reviewed. The post would be funded out of the Curate's Fund.

15 The creation of a new post of Associate Minister

- 15.1 The PCC considered a discussion paper regarding the creation of a new post of Associate Minister. The PCC agreed that the size of BPC meant that the Rector alone was unable to provide the leadership, management and pastoral oversight that the church needed and therefore a strategy needed to be put in place to lead us to the appointment of an Associate Minister.
- 15.2 Will acknowledged that BPC was blessed with an amazing team of volunteers, and in particular noted the work of Michael Greig, who acted as Head of Discipleship, Canon Dr Peter Williams, who acted as Teaching Pastor and Danny Rodgers who shared the leadership and line management responsibilities. It was agreed though that we could not continue indefinitely with this arrangement. It was considered that the Associate Minister could provide leadership for the Discipleship Group at BPC and would act as the de-facto second-in-command and share the leadership with the Rector.
- 15.3 It was agreed that this was a massive appointment that needed further consideration, in particular how it could be funded. The PCC agreed that the role of an Associate Minister was required at BPC and supported taking this further. It was agreed that a sub-group comprising Jeremy Grinyer, Lorna Piper, Vicky Hughes and Harry Morten would look into the Associate Minister role and would report back to the PCC at its meeting in July.

16 Sub Group Reports

a) Finance Committee

- 16.1 The PCC received the report and the financial accounts for the four months to the end of April 2019. The summary showed a debit £25.1k to date, principally due to the recent large expenditure on fabric and buildings. Harry Morten reported that actual income to the end of April was £109k which was in line with the budget. The actual expenditure to the end of April was £134k, which was £20k below budget but the largest fabric expenditure was still to come.

b) Fabric Committee

- 16.2 Tim Jones reported on the various Fabric projects that were ongoing and/or outstanding:
- The back room heating had been completed.
 - The churchyard resurfacing was ongoing.
 - Kitchen refurbishment had been completed.
 - Discussions with DAC had been scheduled for 15th May to review the latest proposals for the Lady Chapel.
 - The Chairs would be delivered on the 3rd June.
 - A high clean was needed and Tim would get a group together for this.
 - A Quinquennial Inspection was scheduled for May 2019.

c) Production

- 16.3 Mike Roskell reported that the Easter services had gone well. Will said that he would be interested in people's opinion on the sound at the back of the church during services. Ali Burt would now have overall responsibility for production and Mike would oversee its day-to-day running.

d) Mission & Outreach

- 16.4 The PCC received the report from the Mission and Outreach Group meeting on the 14 May 2019. The PCC noted MOG's tithe for distribution in 2019 - Mukti Mission (£3,000), Street Orphans (£3,000) and Union Biblical Seminar (£1,000), Open Doors (£2,000) and the Foundation for Relief and Reconciliation in the Middle East (£4,000). It was noted that already committed were funds for Will's trip to Bagdad, Emma Cottrell and Compassion. Keith was asked to confirm the figures detailed in the report for these three activities as they did not add up to the total sum provided. Harry Morten proposed and Tim Jones seconded MOG's recommended allocations as noted in the report, subject to confirmation that the total sum was £25,000. KC

- 16.5 It was agreed that Will would provide Pam Fox with details of Foundation for Relief and Reconciliation in the Middle East. It was requested that MOG ensure that Pam is provided with the correct paperwork, including the charity number, to ensure that she can perform the necessary checks and due diligence before making a payment. WPG
KC

- 16.6 It was noted that Brian and Ann Hubbard had offered to run a Christians Against Poverty (CAP) Life Skills Service. It had been the desire of MOG to run a CAP programme for the past three years. The cost of the training and support from CAP was £60 per month, and there would be additional local expenses. Mike Evans proposed and Max Hailey seconded the approval of the CAP project, including the financial commitment. All agreed.

- 16.7 It was noted that Andrew and Susan Miscampbell wished to develop a student ministry. Robert O'Connell proposed that this initiative be supported, Mike Roskell seconded and all agreed.

17.0 Rector's update

Revd Will Pearson-Gee reported that he was pleased with how things were going at BPC, it was a blessed time. The recent Easter services and APCM had gone well. The Family Fun Day had been a huge success. Will had focused recently on Lara and Ali's induction, and was delighted with this appointment. Vicky Hughes had done a great job sorting out the paperwork for appointment, and having Vicky dealing with HR issues was a weight off his shoulders. Will considered that he had an exceptional staff team which was working really well together.

18.0 Any Other Business

Lorna Piper asked that PCC resume the programme of staff team members attending meetings to talk about their ministry area and how they can best be supported by the PCC. It was agreed that these were useful for both the staff team and the PCC. The Secretary would ask Jo Brice to attend the next meeting.

SD

19.0 Date of next meeting

19.1 The date of the next meeting would take place on 9 July at 7.30pm in the Church Rooms.

19.2 The PCC noted the dates for future meetings in 2019/20 as follows:

17 September 2019

19 November 2019

21 January 2020

17 March 2020