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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 Hirons – 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

Mr A Miscampbell – co-opted 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: 17 September 2019 at 7.30pm in Church Room

PRESENT: Revd. W Pearson-Gee (Chair), Mrs S Dumbleton, Mr M Hailey, Mr P Hirons, Mrs V Hughes, Mr T Jones, Mrs P Mason-Evans, Mr H Morten, Mr R O’Connell, Mrs L Piper, Revd D. Rodgers.

Item	Action
1 Opening Prayer The meeting opened with a prayer led by Revd. D Rodgers.	
2 Apologies for Absence Apologies were received from Mr M Evans, Mrs P Fox, Mr J Grinyer, Mr A Miscampbell, Mrs R Newell, Mr M Roskell, Mrs P Stanton-Saringer, and Mr H Stolze.	
3 Approval of minutes of PCC meeting held on 9 July 2019 Max Hailey proposed and Paul Hirons seconded the approval of the minutes as an accurate record of the meeting held on 9 July 2019. It was noted that Jackie Cooke’s title would be Kitchen Coordinator rather than Kitchen Manager.	
4 Correspondence None	
5 Nomination of AOB None	
6 Conflict of interest PCC members should notify Council of any anticipated conflicts of interest.	
7 Staff Feedback – Jayde Crouch	

- 7.1 Jayde Crouch gave the PCC an overview of her work as the Children's Worker at BPC. The focus of this role was predominantly in-reach and takes place during the three main Sunday services. The children's provision was extremely popular and BPC had one of the largest children attendances in the Diocese. In particular, the number of children at the 9.30am service had grown in the past few months and, with 40-60 children attending the 9.30am service each week, the issue of space was noted. In addition to these services, Jayde also attends Messy Church and the Ark, and leads school assemblies, after-school clubs, Easter Cracked and Christmas Unwrapped at local primary schools with Jo Brice. Jayde was more involved in Holiday Club this year, working closely with the upfront team and the Young Leaders and, with Buckingham Churches Together, would be involved in hosting a Light Party on the 31st October.
- 7.2 Jayde reported concerns at the number of people on her team, which was particularly low this term, since five volunteers had taken a break from the rota until the New Year. A regular volunteer recruitment fayre, to take place each term, was being explored, and Vicky Hughes offered to help set up these events. There was also a need for some additional training for the team to equip them with the skills and confidence to lead groups of children. Some specific workshops were being planned, and the first one on story telling would take place in October. Training for supporting children with SEN was also being explored. There was an opportunity to collaborate with the Buckingham Churches Together network in organising and running a programme of these sessions.
- 7.3 It was noted that Jayde was employed to work 20 hours per week for BPC, however the administration and planning work that was involved in her role meant that her hours worked often exceeded this. Jayde was looking to update the administrative systems currently used in children's work, but this would take time and some admin support would be extremely helpful to help her achieve this.
- 7.4 Jayde ended her presentation by conveying to the PCC how blessed she feels to be in a job that she loves. Will expressed his thanks to Jayde for doing such a great job, and that it was a pleasure to have her on the team. Will reiterated that he was blessed with an incredible staff team, and that the CYPFAM Team had been very well line managed by Danny Rodgers.

8 New Curate – Kate Pellereau

Will reported that Kate Pellereau had been appointed as the new Curate at BPC and would start in the role in June 2020. Kate was currently studying at Wycliffe Hall and came very well recommended.

9 Development Fund Bid - update

- 9.1 Vicky Hughes, Lorna Piper and Harry Morten gave the PCC an update on the progress of the Development Fund Bid. It was reported that, in consultation with Will Pearson-Gee, Jo Wigley and Jo Brice, they had drafted a proposal for two new roles to join the staff team:

1. Families Team Assistant – 20 hours per week (2-year fixed term contract)
2. Pastoral Assistant – 20 hours per week (2-year fixed term contract)

These roles would report to the Families Team Leader and Pastoral Worker respectively and as such funding to cover an additional 5 hours per week for Jo Brice and Jo Wigley had also been included in the bid.

- 9.2 This proposal would create more capacity to reach out into the expanding local community. The Archdeacon had seen the initial proposal and was pleased with its missional aspect. The application was almost complete and the deadline for submission was the 30th September.

10 Annual Safeguarding Report

10.1 The PCC noted the Annual Safeguarding Report on safeguarding matters relating to children, young people and vulnerable adults for the period September 2018 – September 2019, which had been prepared by the Parish Safeguarding Officers, Jane Wardale and Denise Evans.

10.2 Harry Morten proposed, and Robert O'Connell seconded, the approval of the Parish Safeguarding Policy and Parish Recruitment Policy for 2019-20. All agreed. Tim Jones proposed, Lorna Piper seconded, and all agreed to the approval of the appointment of the four new volunteers highlighted in the report. It was noted that not all PCC members had completed the online basic safeguarding awareness module and they were encouraged to do so. The PCC expressed its thanks to Jane and Denise for all their work in such an important area.

11 Review Ali and Lara Burt's probationary period

It was noted that Ali and Lara Burt had now reached the end of their three-month probationary period. It was agreed that they had settled in well and were doing a great job. Will and Danny, as their line managers, proposed that they pass their probationary period and would inform them formally. Will expressed his thanks to Vicky Hughes for her help and advice in the recruitment of these roles.

12 Parish Weekend - update

12.1 The planning of the Parish Weekend was going well and it was expected that 120-130 people would attend. It was noted that the 11.15am congregation wasn't as well represented as hoped, and Will would reflect on how the weekend could have been made more attractive to this group. On reflection, selling separate tickets for the individual sessions might have been better. In particular some people, unable to make the events during the day, had reported that they would have liked the opportunity to attend the evening event to say goodbye to Danny. These people had been given the opportunity to attend the evening entertainment after the meal free of charge.

12.2 Will reported that Jan Ballantyne was doing a fantastic job coordinating the event, however it was noted that this was a huge piece of work for Jan and presented a big time pressure on top of running the busy office.

13 Sub Group Reports

a) Finance Committee

13.1 The PCC received the finance report and the accounts for the 7 months to the end of August 2019. It was noted that the accounts had been simplified and, rather than including income and expenditure from all funds, it now reported on the status of the General Fund with summaries of all the PCC Projects Fund and the Curates Fund.

13.2 It was reported that the General Fund, in the first 8 months of the year, showed a credit of £22.7k. Actual expenditure to the end of August was £198.6k, which was £32k below budget. Actual income to the end of August was £221k, at £27.6k per month, which was £10k above budget. The PCC spent some time discussing the process for introducing new people to the church. There would be a stewardship day on 13 October 2019.

b) Fabric Committee

13.3 Tim Jones reported on the various fabric projects that were ongoing and/or outstanding:
i. Three quotes had been received for the churchyard resurfacing. This work had to take place before the Remembrance Service and the PCC agreed to the commencement of work on 31 October 2019. The car park would need to be closed for two days. Danny agreed to inform Jayde that this work would coincide with the Light Party.

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- ii. There were ongoing issues with the drains which would cost £500 to remedy.
- iii. The marble floor was slowly sinking on the west side by the breakout coffee area. To fully rectify this would involve significant expenditure. The PCC agreed that Tim should proceed with cheaper solutions.

c) Production

13.4 The PCC noted the report provided by Mike Roskell.

e) Mission & Outreach

13.5 The PCC received the notes from the Mission and Outreach meeting on 8 August 2019 and noted that:

- i. There would be a strategic review of Emma Cottrell's ministry area in 2020.
- ii. Jo Wigley would take over some of Jacob's responsibilities at The Centre.
- iii. Olly Holland had taken over the Men's ministry.
- iv. A mission trip to India was being planned for February 2020

14.0 Rector's update

Revd Will Pearson-Gee reported that:

- It was great to see so many PCC members at the PCC Social on 5 September. It was a good evening and it was great for members of the staff team and the PCC to get together, and in some cases meet each other for the first time.
- Holiday Club was a huge success. Jo Brice did a great job, and it was great to see how well the Buckingham Churches Together Team, comprising BPC, the Salvation Army, Well Street and Buckingham Evangelical Church, worked together. Focus had taken place during the week before Holiday Club this year, which presented a time pressure for the team. BPC Youth would go to Focus Alive next year which would take place at the same time as Focus. Holiday club would run during the week commencing 10 August next year.
- Danny's licensing date had been confirmed as the 13th November 2019.

The PCC expressed its thanks to Danny for all that he has done for BPC. In turn Danny recorded his thanks to the PCC and noted that it had been great to work with such a warm and effective PCC made up of such a wonderful group of people.

15.0 Any Other Business

None

16.0 Date of next meeting

16.1 The date of the next meeting would take place on 19 November 2019 at 7.30pm in the Church Rooms.

16.2 The PCC noted the dates of future meetings in 2019/20 as follows:

21 January 2020

17 March 2020