



Distribution:

Mr K Croxton – Chair M & O	Ms V Hughes - co-opted PCC	Revd W Pearson-Gee – Rector
Mrs S Dumbleton – PCC (Secretary)	Mr T Jones – PCC (Chair of Fabric)	Mrs L Piper - PCC
Mr M Evans – Church Warden	Mr R O’Connell - PCC	Mr M Roskell – PCC
Mrs P Fox – Deputy Warden	Mrs P Mason-Evans - PCC	Mrs P Stanton-Saringer – Deanery
Mr J Grinyer - PCC	Mr H Morten - PCC (Head of	Synod
Mr M Hailey – Church Warden	Finance)	Mr H Stolze - PCC
Mr P Hirons – Diocesan/ Deanery	Mr A Miscampbell - co-opted PCC	Staff Team
Synod	Ms R Newell – Deanery Synod	Notice Board

MINUTES

MEETING OF: Buckingham PCC

DATE & TIME: 21 January 2020 at 7.30pm in Church Room

PRESENT: Revd. W Pearson-Gee (Chair), Mrs S Dumbleton, Mr M Evans, Mr J Grinyer, Mr M Hailey, Mr P Hirons, Mrs V Hughes, Mr T Jones, Mr A Miscampbell (from min.15), Mr H Morten, Mrs R Newell, Mr R O’Connell, Mrs L Piper, Mrs P Stanton-Saringer

IN ATTENDANCE Mr B Roskell, Mrs T Roskell

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 Mrs P Fox, Mrs P Mason-Evans, Mr M Roskell and Mr H Stolze.	
3 Approval of minutes of PCC meeting held on 19 November 2019 Pauline Stanton-Saringer proposed and Tim Jones seconded the approval of the minutes as an accurate record of the meeting held on 19 November 2019.	
4 Correspondence None	
5 Nomination of AOB Reapproval of September 2019 minutes Ministry approval	
6 Conflict of interest PCC members should notify Council of any anticipated conflicts of interest.	
7 Staff Feedback – Sue Fox 7.1 Sue Fox gave the PCC an overview of her work as PA to the Rector, which she has carried out for the past five years. Sue is currently employed for 16 hours per week, with 4 of these hours allocated on a temporary basis following the departure of the Operations Director. Sue attends two fixed meetings per week, a PA meeting with Will and the Thursday Staff Team meeting, and the remainder of her time is mostly home-based.	

- 7.2 Sue outlined the tasks that she was responsible for, which included diary management, uploading the weekly video update onto YouTube and circulating the associated email, keeping the website up to date, embedding events and integrating ChurchSuite, emailing people new to the church and organising welcome suppers, coordinating Benefice Service rotas, organising the confirmation service, APCM administration, attending planning meetings, and monitoring comments on Facebook. Sue was also the wedding coordinator for Buckingham and all of the villages.
- 7.3 Sue reported that one of her key objectives for this year was to enhance her knowledge of ChurchSuite and its functions. Currently Sue was involved in training Andrew Gibson on ChurchSuite to enable him to run the Sunday rotas.
- 7.4 Sue ended her presentation by conveying how much she loves her job and the flexibility that it provides her and her family. Sue thanked the PCC for its support and in particular expressed sincere gratitude to Will for his understanding and support, especially over the past year.
- 7.5 The PCC thanked Sue for her presentation and for all of the work that she does 'behind the scenes' for BPC. Will noted that Sue does an amazing job and was a very valuable part of the team.

8 New Stewardship Director

- 8.1 Will Pearson-Gee reported that following a discussion at the Standing Committee meeting in December 2019, he had asked Brian and Tracy Roskell to manage the Stewardship function at BPC and they had accepted. As discussed in previous PCC meetings, there was a growing need for someone to oversee stewardship and develop a strategy and this was an important appointment. Judith Bundock had done a fantastic job as stewardship coordinator and would now spend time with Brian and Tracy to handover this work.
- 8.2 It was envisaged that Brian would take on a Stewardship Director role (title tbc) and Tracy would manage the financial recording and analysis. They both had skills from their working lives, along with the experience of managing their own finances at different levels and were open minded and would bring a degree of empathy to the role. They were keen to learn quickly and would be attending a stewardship conference run by the Diocese in February 2020. Max Hailey proposed, and Robert O'Connell seconded the appointment of Brian and Tracy Roskell to manage the Stewardship function at BPC and all agreed.

9 Quinquennial Inspection Report

- 9.1 The PCC considered the quinquennial inspection report, following the inspection of the Church building on the 10 October 2019. Tim Jones reported that the cracks in the Kitchen corner and North Tower room, which were visible in both the outside and inside walls, had increased significantly in the five years since the last inspection and would need attention. Tim had contacted a structural engineer recommended by the Diocese who had advised that the first step should be the excavation of two trial holes. PCC agreed that Tim should proceed with this work. TJ
- 9.2 Tim reported that of more urgent concern was the outer face of the stone on the external walls, as some was loose and could cause damage if it fell. Scrapping off the loose material could be an immediate action and Tim would look into this. Tim would also consider if any other work could take place while the equipment, which would be costly, was on site for the stonework job. It was also noted that the boiler house roof was leaking, and the drainage in this area would need attention in the near future. TJ
- 9.3 It was agreed that Tim would provide costs for consideration at the Standing Committee meeting in February. If costs exceeded £2.5k then they would need PCC's approval. TJ

- 10 Update on Office Staffing**
Will reported that Jan Ballantyne would be out of the office for a period of time from the end of January 2020. There was cover in place and therefore Jan's absence should not affect the running of the office. Gillian St Ledger Smith had been appointed to provide admin and bookkeeping support in the office for 8 hours per week and there would be a one-week handover with Jan. Sue had also agreed to spend more time in the office during this period.
- 11 Update on Sunday Operations Coordinator**
It was reported that Andrew Gibson was settling in well to the role of Sunday Operations Coordinator. He was attending ChurchSuite training and would be managing the rota for all three Sunday services
- 12 Car Parking**
Nothing to report
- 13 Policy for large purchases/works**
The Standing Committee had agreed at its meeting in December that, with the absence of a Fabric Committee, Tim was potentially left vulnerable when agreeing to work and making large purchases. Therefore, in order to protect Tim, and in the light of the forthcoming major works identified in the quinquennial inspection report, it was agreed that all work and purchases over £1k would require agreement by one other person. This would ensure that at least two people had gone over the detail and agreed on tenders. The PCC agreed with this proposal. Paddy Collins, Nigel Collinson and Mike Evans had been identified to provide this check, which could be given in person or via email.
- 14 Staycation 2021 and Weekend away in 2023 – agree plan**
Will Pearson-Gee reported that, after looking at the feedback from the previous staycation and speaking to church members, the general preference was for an event every two years. Therefore it was agreed that the next staycation would take place in 2021 and there would be a weekend away in 2023. A saving plan would be set up for individuals to help manage the cost of the weekends away. Will would now agree a date of the next staycation, which was likely to be either in February or October 2021 and book High Leigh for 2023. **WPG**
- 15 PCC Study Day in 2020**
The PCC considered the need for a study day to reflect on the Daring Faith series which ran for the period 2015 – 2018 and to look forward. At present there was a sense that God wasn't calling BPC to anything in particular, apart from the development of a church school, and therefore at present the focus was on improving current activities. The PCC agreed that a study day would be very beneficial and that a facilitator to manage the day would be desirable. Will agreed to look into this. **WPG**
- 16 Operation LONDON BRIDGE**
Will Pearson-Gee reported that he was in close contact with the Town Council regarding Buckingham's planned response to the death of the monarch.
- 17 Sub Group Reports**
a) Standing Committee
- 17.1 It was noted that BPC's Development Fund Bid had been unsuccessful. The feedback indicated that our bid was declined as it had created the impression that we were already involved in the activities proposed in the bid and therefore a grant would simply increase capacity in these areas. Will expressed his thanks to those involved in submitting the first application and it was agreed that the original team would look to prepare a bid for a new initiative for the 31st May 2020 deadline. Will would ask Team Leaders for their thoughts on areas of focus. **WPG**

b) Finance Report

17.2 The PCC considered the finance report and accounts for the 12 months to the end of December 2019. Harry Morten reported that the general fund showed a deficit of £2k, and that the full year-end forecast was for a surplus of £8k, including funds from the legacy. Forecast income to the end of December was £334k, including a legacy of £25k, which was £8k ahead of budget. It was noted that actual income reported did not include cash income for November and December.

17.3 Actual expenditure to the end of December was £328k, which was £22k below budget. This excluded the main fabric expenditure which would come out of the PCC Projects fund. The majority of the savings had come from salaries. Harry agreed to check the pension contributions made during 2019. **HM**

17.4 The Finance Team had now met with all team leaders regarding their requirements for this year and the PCC considered the 2020 budget. A deficit budget of £55k was proposed, which was double that budgeted for 2019. The PCC agreed that the Finance Team, Rector, the Stewardship Team and Vicky Hughes should meet to look at the budget in order to identify areas where savings could be made. It was agreed that expenditure should not be allowed to increase with such a large deficit expected, unless income increased accordingly. There was a feeling that it was not that expenditure was too high, but that income was too low. The appointment of the Stewardship Team would hopefully address this. **HM**

c) Production

17.5 The PCC noted the report provided by Mike Roskell.

d) Fabric Committee

17.6 Tim Jones reported on the various fabric projects that were ongoing and/or outstanding. In particular it was noted that at a Lady Chapel Committee meeting last week it was decided that the scope of the Lady Chapel remodeling was too large to be considered as a whole and therefore a sub-committee would be assembled to help move the project forward.

e) Mission & Outreach

17.7 Nothing to report

18.0 Rector's update

18.1 Revd. Will Pearson-Gee reported that:

- The Christmas Services had been a success with a healthy attendance. Of note was the Contemporary Carol Service, a new service for 2019, which had been very well received.
- The new chairs had worked well during the Christmas period and had made set up much easier.
- A production company had recently been filming in the church for two BBC Bitesize videos for use in schools.
- The first night of the new youth café, Refresh, had just taken place. 15 people had attended, and 10 of these were new to the church. Lara had done a great job promoting this evening in local secondary schools.
- Peter Williams' group had completed its study of the traditional service and its report was now available. It focused on ways to revive the service and to make it more missional. The timing of the Sunday services continued to be reviewed. One option that was being considered was moving the 9.30am service to 4pm for a trial period over the summer term, however this trial would not be confirmed until all of the teams involved in the service had been consulted to ensure that the new time was workable.
- There would be a confirmation service on 22nd March 2020.

- Olly Holland would soon be starting 'prayer on the streets' as part of his outreach work.
- BPC would be taking a group to Focus again this summer, and promotion for this event would be launched this week.
- The current financial situation meant that the purchase of a new bookcase for the back of church would not be possible at the present time.

18.2 The PCC agreed that the clock chimes would sound from 8am – 10pm.

18.3 The PCC discouraged Will from addressing the Peter Ball case with the congregation following the recent BBC broadcast, as it was deemed that this would not be helpful.

19.0 Any Other Business

19.1 Reapproval of the September 2019 minutes

The PCC received a revised copy of the minutes of the September 2019 PCC meeting. It was noted that the original minutes had incorrectly stated in minute 10.2 that the Parish Recruitment Policy for 2019-2020 had been approved at the meeting and therefore reference to the recruitment policy had therefore been removed. Harry Morten proposed, and Max Hailey seconded the approval of the revised minutes of the September 2019 PCC meeting. All agreed.

19.2 Ministry Approval

Paul Hirons proposed, and Ruth Newell seconded the list of all regular ministry activity at BPC that ministers in whole or in part to children, youth and vulnerable adults. All agreed.

20.0 Date of next meeting

It was noted that the date of the next meeting would take place on 17 March 2020 at 7.30pm in the Church Rooms.