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**Distribution:**

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| 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 D Squibb (PCC) |
| Mr N Collison (PCC: Head of Fabric) | Mr R O’Connell (PCC) | Mrs P Stanton Saringer (Deanery Synod) |
| Mr M Evans (Churchwarden) | Mr H Morten (PCC: Head of Finance) | Staff Team |
| Mrs S Fox – (PCC Secretary) | Mr A Miscampbell (PCC) | Notice Board |
| Mrs P Fox (PCC) | Mrs R Newell (Deanery Synod) | Parish Safeguarding Officers |
| Mr A Gibson (Deanery Synod) | Revd Will Pearson Gee (Rector) |  |
| Mr J Grinyer (PCC) | Mrs L Piper (PCC) |  |
| Mr M Hailey (Churchwarden) | Revd K Pellereau (Curate) |  |
| Mr P Hirons (Diocesan & Deanery Synod) | Mr M Roskell (PCC: Head of Production) |  |

**MINUTES**

**Meeting of:** Buckingham PCC

**Date and Time**: Tuesday 7 December at 7.30pm (via zoom)

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| **Present:** |  |  |  |
| Revd Will Pearson Gee (WPG) | Gerry Causer (GC) | Nigel Collison (NC) | Max Hailey (MH) |
| Paul Hirons (PH) | Andrew Miscampbell (AM) | Robert O’Connell (RO’C) | Kate Pellereau (KP) |
| Lorna Piper (LP) | Brian Roskell (BR) | Mike Roskell (MR) | David Squibb (DS) |
| Pauline Stanton Saringer (PSS) |  |  |  |

**Secretary**: Sue Fox

**In attendance for Item 7a:** Jane Wardale and Glynnis Eastwood, Safeguarding Officers

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| **Item** |  | **Action** |
| 1 | **Opening Prayer**  The meeting opened with a prayer led by WPG |  |
| 2 | **Apologies for Absence**  Apologies were received from Mike Evans, Pam Fox, Vicky Hughes, Harry Morten and Ruth Newell |  |
| 3 | **Approval of Minutes of PCC Meeting held on 21 September 2021.**  NC proposed and PSS seconded the approval of the minutes as an accurate record of the meeting held on 21 September 2021. All voted in favour. It was noted that the last line of item 16 be deleted. |  |
| 4 | **Correspondence**  None |  |
| 5 | **Nomination of AOB**  The Queen’s Jubilee Celebration, see item 12  Change of Charity Name, see item 12 |  |
| 6 | **Conflicts of Interest**  None |  |
| 7a | **Safeguarding** **Report**  Following Denise Evans’ retirement, Jane introduced Glynnis Eastwood to the PCC as our new Parish Safeguarding Officer and reported that they are working well together.  It was agreed that all PCC members who have not completed their training, must do so within the next week, as it is unacceptable for any church leader not to have completed this mandatory exercise. Certificates to be sent to [safeguarding@bpchurch.uk](mailto:safeguarding@bpchurch.uk) once finished.  JW will let WPG know who has not completed the training.  There was some discussion around Safeguarding and Health & Safety at the Community Lunch. It was agreed that the online foundation course should be made available to anyone who helps at the lunch. Physical assistance offered to those frail attendees falls under Health & safety and not Safeguarding. LP offered to share some helpful resources in this matter.  Appendices to the Safeguarding Report were proposed and seconded as follows:  **Appendix One**: Safeguarding Policy for 2021/22. MH proposed and BR seconded that this document is approved. All voted in favour.  **Appendix Two**: Safeguarding Action Plan. PSS proposed and LP seconded that this document is approved. All voted in favour.  **Appendix Four:**  Procedure for Dealing with Safeguarding Concerns & Allegations, and **Appendix Five**: Appointment of new volunteer, Gill Brennan. GC proposed and PH seconded that this document is approved. All voted in favour.  WPG expressed, on behalf of the PCC, huge gratitude to the Safeguarding Team, who work so hard in keeping BPC safe.  Jane and Glynnis left the meeting. | All  JW  LP |
| 7b | **Stewardship Report**  BR ran through this report, and it was noted by the PCC.  People should be reminded of all the good that is happening and encouraged to give to BPC. |  |
| 7c | **Finance Report**  In HM’s absence, BR ran through this report, and it was noted by the PCC.  Income/expenditure is largely balanced. All budget holders have been asked about their requirements, and we have a clear picture of what is needed for 2022. A deficit of between £38k to £40k is forecast. Figures will be checked at least quarterly and reviewed.  BR will look into staggering expenditure and keeping budget holders informed of their spending on a monthly/three monthly basis. | BR |
| 7d | **Fabric Report**  NC ran through this report, and it was noted by the PCC  Underpinning work has been put out to tender to five contractors. Two have replied.  This cost is looking to be between £55k to £60k, with a possibility of a grant from the National Churches Trust, of up to £10k.  It was noted by LP and AM that there is a shortage of building materials at present and that delaying the work could mean a considerable price increase. |  |
| 7e | **Production Report and Request for Funding**  The new equipment will cost up to £5k, and the old equipment will be sold. MR to get together some further figures.  Standing Committee had agreed to obtain the best possible price for the second hand kit and this should be followed through. |  |  |
| 7f | **MOG report**  The PCC noted KC’s report and agreed to accept his recommendation of donating £900 to the Afghan Appeal. |  |
| 8 | **Service Timings Review and Update**  WPG’s report was well received by the PCC, and the evidence of attendance numbers particularly convincing. It was agreed unanimously that whilst it wasn’t popular with everyone, it was certainly the best solution for the church overall. DS proposed that the current trial timings be adopted, seconded by MH, and all voted in favour. |  |
| 9 | **Staff Update**  Jayde Crouch will be moving on in June 2022. .  Beth Jeremy is currently working four hours a week at the Ark. Recruitment to replace Jayde will commence in the New Year.  Olly Holland has completed his BAP Pt 1, which went well. He is on course to pass and start ministry training in September 2022.  In 2022 thought needs to be given to a new member of staff working in the area of Outreach. |  |
| 10 | **Review of PCC Morning**  The PCC morning was a good time for discussions, whilst not being under time constraints of a meeting, and should be held once a year. |  |
| 11 | **Approval of 2022 Budget**  PH proposed and MH seconded that the budget is approved. All voted in favour. |  |
| 12 | **Any Other Business:**  **Change of Charity Name**  The PCC resolved to change its charity name from THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. PETER AND ST. PAUL BUCKINGHAM – to Buckingham Parish Church.  The resolution was proposed by AM and seconded by MH. All in favour.  **The Queen’s Jubilee Celebration**: It was agreed that we should offer to host a Civic Service on the morning of Sunday 5th June and to hold a combined 5pm service followed be a BBQ for the whole church. |  |
| 13 | **Date of Next Meeting**  Tuesday 8 March, 7.30pm at Church. |  |
| 14 | PSS closed the meeting in prayer at 9pm. |  |