

Minutes of the meeting held on **Monday 9 January 2023** in the home of Vicki & Giles.

**Attendees**    ✓ Adam                    ✗ Geoff                    ✓ Katy                    ✓ Sue                    ✓ Vicki  
                   ✓ Anna                    ✗ Giles                    ✓ Liz                    ✓ Tamsin                ✓ Tim L  
                   ✓ Fleur                    ✓ Gordon                ✓ Jon                    ✓ Rob

Ref	Discussion / Decision / Action	Owner
<b>I Introductions</b>		
	<b>Opening prayers</b> Were taken from Isaiah and led by Vicki.	
1.1	<b>Apologies for absence</b> Apologies were received from Geoff and Giles.	
1.2	<b>Minutes of the last meeting</b> The PCC accepted the minutes of the meeting held on 14 November 2022. If you find a correction in future minutes, please email <a href="mailto:pccsecretary@htchurch.org">pccsecretary@htchurch.org</a> - we won't go through minutes in detail in future.	
1.3	Matters arising from the minutes <ul style="list-style-type: none"> <li>✚ Agenda to have two separate items on fundraising</li> <li>✚ ChurchSuite up and running; demo late spring at a convenient time</li> <li>✚ Fleur &amp; Rob will be the Parish Reps</li> <li>✚ We still need to get under the skin of DBS checks</li> </ul>	Tim
.4	We have been using Microsoft To Do to record all of the actions arising from our PCC meetings, so the actions are all in one place. However, it is not possible for all members of the PCC to have access to this system unless they have an account with the church Microsoft 365 account and this is probably somewhat impractical. Tim is going to stop using To Do and will investigate a better option.	Tim
<b>2 For approval</b>		
2.1	<b>Disability Access Audit.</b> This was completed as part of our Quinquennial Inspection requirements. There are a few actions arising from the audit which Tim will action. Three specific items were mentioned in the meeting: <ul style="list-style-type: none"> <li>✚ How would we evacuate people if there was a fire in the kitchen or Green Room?</li> <li>✚ We should have a key in the Blue Room [in a break glass box] to open the external gate</li> <li>✚ The induction loop is not working</li> </ul>	
<b>3 For discussion</b>		
3.1	We agreed that all members of the PCC would have a key to the external kitchen door; a key for Green Room cupboards; and a key to the office inner door. There is a key cabinet in the office with all of the other keys in it. Tim will circulate details of how to access the cabinet.	Lucy  Tim
3.2	We will order more palm crosses.	Lucy



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3.3	Mothering Sunday posies. Katy will talk to Rebecca.	Katy
3.4	Car parking is becoming a big problem. Tim, Lucy & Tamsin to discuss possible solutions and come back to PCC with ideas.	Tim, Lucy, Tamsin
3.5	Rebecca is disappointed that there will be a few missing 9am services. We will suggest that if she wants to plan something then it is up to her to have a go.	
3.6	<b>HUGE</b> thank you to Lucy for all her hard work recently. Big claps.	
3.7	Agreed to move the <b>Eco Pod</b> project to the next stage which is to arrange an informal visit by the DAC. This is currently in hand. NB: The Eco Pod is approximately 9.7m x 3.9m, totalling 38 sq. m. The Blue Room is approx. 5.5m x 4.8m, totalling 26 sq. m. So the planned Eco Pod is about 45% bigger than the Blue Room, but does include a disabled toilet and kitchenette.	Tim + others
3.8	<b>Chancel roof leak.</b> Anna had prepared a paper describing what needs to be done to try and fix the problem. Agreed to go ahead with the proposal. Because the expenditure is likely to be sizeable it is worth offering some clarity within the minutes. The proposal has 2 elements to it. 1. Quote from Roberts Roofing to carry out repair work - £7350 2. Mandy Lorenz [QI Architect] - £960 Total fees - £8310 VAT - £1662 Total payable - £9972 The PCC agreed a spend of up to £10,000 to move the project forward. As this is repair work we will almost certainly be able to claim the VAT back, meaning we have a little wiggle room on fees. Once the roof is open and we know the scale of the problem any additional costs will be notified by email.	Anna
3.9	<b>Parish Profile.</b> Four of us met last week and refined the work that Tim G had done. Draft v2 is now being worked on. Fleur will edit and then circulate to PCC for comment.	PP team
3.10	<b>Interregnum</b> ✚ Sundays are planned to Easter but we need to plan Q2 soon ✚ It would be useful if the PCC reps on Sundays could ask people if they need any help; this might be done while the rep reads any notices ✚ Richard Frank meeting with Fleur and Rob went well ✚ If people need any help send an email to the Prayer Group ✚ Jonathan Rust meeting in hand ✚ Katy would like us to promote need for helpers for Sunday School	
3.11	I have left the 6 main items from the Mission Action Plan in the minutes so we don't lose track of them. Until the interregnum is over we will only do exception reporting on these items.	
3.12	<b>Progress report – children and young people</b>	
3.13	<b>Progress report – improving the building</b>	
3.14	<b>Progress report – renewing socials</b>	
3.15	<b>Progress report – music and worship</b>	

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3.16	<b>Progress report – links with school</b>	
3.17	<p><b>Progress report – community outreach</b></p> <ul style="list-style-type: none"> <li>✚ Gifford Lodge don't need home communion anymore</li> <li>✚ Liz to go ahead with her plans</li> </ul>	
4 For information		
4.1	<b>Treasurer's</b> report received. Broadly on target.	
4.2	<p><b>Safeguarding.</b> Lucy has circulated a Safeguarding Action Summary level I. We need to undertake some actions which will be covered in separate emails. The Action Plan was approved by the PCC.</p> <p>Georgia needs to tell us/Lucy who the creche volunteers are. Vicki will contact Georgia.</p>	Vicki
4.3	<p><b>Communications received.</b> Email from the mothership explaining what we need to do about the vicarage and bills while it is empty. Copy email circulated to PCC. A number of actions were identified and these include:</p> <ul style="list-style-type: none"> <li>✚ Putting curtains up in some of the vicarage windows</li> <li>✚ Fitting timer light switches</li> <li>✚ In the near future making sure that the church has it's own internet feed, rather than piggy-backing on the vicarage feed</li> </ul>	
4.4	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>✚ Unconscious bias training is booked for 24 January and will be delivered via Zoom. All PCC members expected to attend if possible</li> <li>✚ Safeguarding training – all PCC members need to complete basic course and ideally foundation as well. Tim will circulate details of how to access the system. If you have done safeguarding training as part of your day job no need to do ours; but you do need to let Tim know so he can update the learning and development record</li> <li>✚ Note that 8 PCC members still need to do the training!</li> <li>✚ Domestic Abuse Training – we all need to do this course</li> <li>✚ Records – when you do the training please let Tim know so he can update the L&amp;D record</li> </ul>	
4.5	<b>DBS Checks</b> - Tim, Tamsin and Lucy to work on this off-line	
4.6	<b>Eco Church</b> – several people have expressed an interest in helping out. Let Tim know who they are and he will get the group going again.	
4.7	<b>Cameras</b> – Gordon made the point that when viewing the service on YouTube it looks as though the church is empty. This is mainly because people tend to stay towards the rear pews. We should try to encourage people to sit forward.	
4.8	<b>PCC rep</b> – it was suggested that we could do with 2 reps on a Sunday when there are 2 services.	
Future meeting dates		
	<b>2023</b>	<b>2024</b>
	9 Jan – chair Vicki 13 Mar – chair Fleur	10 Jul – chair Tamsin 11 Sep – chair Sue



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	8 May – chair Giles ?? May APCM – chair Rob	13 Nov – chair Adam	

NB: The APCM might be in April or May; after it a meeting is held after the 10:30 service and AGM to vote in PCC members and officers