

Minutes of the meeting held on **Monday 13 March 2023** in the Blue Room.

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

Ref	Discussion / Decision / Action	Owner
I Introductions		
	Opening prayers Were delivered by Rob.	
1.1	Apologies for absence Apologies were received from Giles & Geoff.	
1.2	Minutes of the last meeting The PCC accepted the minutes of the meetings held on 9 January 2023 and 6 February 2023 If you find a correction in future minutes, please email pccsecretary@htchurch.org - we won't go through minutes in detail in future.	
1.3	Matters arising from the minutes on 9 January 2023 <ul style="list-style-type: none"> ✚ We no longer use Microsoft To Do and are moving to a web-based system called Trello; more details soon ✚ Disability Access Audit – key for Blue Room outer gate is now on hook in Blue Room; break glass box on order ✚ Induction loop is not working – remedy in hand ✚ All PCC members now have a set of keys for kitchen door and inner office door ✚ Eco Pod project is an agenda item ✚ Chancel roof leak – the minute was expanded to give more details and the topic is an agenda item ✚ Safeguarding – Georgia needs to tell us who the Creche volunteers are; Vicki to talk to Georgia ✚ Training – thank you to all the people who have done their training Matters arising from the minutes on 6 February 2023 <ul style="list-style-type: none"> ✚ Following some guidance from the Safeguarding Team in the mothership, we have removed School, EcoChurch and Gardening from notifiable church activities 	
2 For approval		
2.1	PCC accounts 2022 were presented by Jon and unanimously approved	
2.2	PCC budget for 2023 was presented by Jon. Agreed to uplift the organ/piano budget to £350 and the maintenance budget to £20,000 to take into account the chancel roof leak repairs.	



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	Post meeting note: we agreed in principle to have the clock repaired so might need to increase maintenance budget to about £30,000.	
2.3	<p>Church furniture</p> <p>We asked Lucy to take a look at the church meeting room furniture and suggest a way forward. She presented her views to the meeting by sending a summary in advance. The view of the PCC is as follows:</p> <ul style="list-style-type: none"> ✚ Children’s chairs – go ahead with the purchase at £702 ✚ Table storage – hold ✚ Children’s tables – hold ✚ Chair trolley – not decided <p>It was suggested that we might try to find another place to store the tables or another mechanism to secure them.</p> <p>Jon also explained ‘At work, we donate a lot of furniture to this company https://www.warp-it.co.uk/pricing.aspx who then distribute it to charities. It looks free for us to sign up to, so I wonder whether it’s worth us signing up. Even if it’s not for this set of requirements, it might be something we could use in the future.’</p> <p>Tim agreed to meet with Lucy to discuss issues and come back to the PCC.</p>	
2.4	<p>Whistleblowing policy</p> <p>We receive “guidance” from the mothership about the various policies that we need. This policy was noted as being comprehensive [complicated?] but was approved. It is our plan to put all of our formal policies on our website.</p>	
3 For discussion		
3.1	<p>Parish profile</p> <ul style="list-style-type: none"> ✚ Version 9 has had all comments included, and vicarage floor plan included. Draft has now gone to Jonathan for his perusal and a draft of the Bishop’s introduction ✚ Adam and Giles volunteered to sort out photos and have a stab at improving the look of the document 	Jonathan Adam/Giles
3.2	<p>Quinquennial inspection report</p> <ul style="list-style-type: none"> ✚ Read the summary ✚ South side roof will need re-slating perhaps within 5 years ✚ Tower hatch cover is heavy – is there a way of making it lighter? ✚ We will arrange a Fabric Team meeting to discuss report recommendations ✚ South side aisle ceiling repair is on the move and will need repairing again; we will contact Michel Wolfe to see how much it will cost. 	Giles Anna
3.3	<p>Eco Pod programme</p> <ul style="list-style-type: none"> ✚ Three of us met the DAC onsite recently ✚ We were underwhelmed by their reaction ✚ We will wait for their letter and suggestions following their meeting due on 17 March 	

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3.4	<p>Chancel roof repairs</p> <ul style="list-style-type: none"> ✚ We have agreed to fund the first phase of this ✚ Mandy Lorenz has accepted the proposal from Roberts Roofing ✚ A start date is being chased 	
3.5	<p>Clock repairs</p> <ul style="list-style-type: none"> ✚ Tim circulated a proposal from Gillett & Johnson to repair the clock ✚ Cost will be £7838 – but the quote is just over a year old so Tim will get another one ✚ We agreed in principle to go ahead with the repair 	Tim
3.6	<p>DBS checks for PCC members</p> <ul style="list-style-type: none"> ✚ All PCC members need to have an enhanced DBS check ✚ Lucy has circulated an email of what needs to happen ✚ Thank you to those who have started 	
3.7	<p>Interregnum issues</p> <ul style="list-style-type: none"> ✚ The service reading should have the gospel introduction ✚ PCC rep to go up to altar after the peace, close the gates and stand quietly to one side ✚ The Archdeacon is coming to do a couple of services for us – Pentecost I think ✚ We should have service times on the notice boards ✚ We need to clarify Sunday School instructions with any visiting clergy 	Lucy Lucy Katy
3.8	<p>Coronation of King Charles 3</p> <ul style="list-style-type: none"> ✚ A question was raised asking if we were going to do anything for the coronation ✚ One suggestion was that we open the church on Saturday morning and live stream the coronation event to the church monitors; people could bring a picnic and a bottle of their favourite tincture ✚ Agreed that was a very good idea ✚ Tim to check if Karate with Tony is going ahead 	Tim
3.9	<p>Gardening gang</p> <ul style="list-style-type: none"> ✚ Please help Paul with gardening if you are able on the published dates ✚ Katy made the excellent suggestion of asking Paul what jobs could be done if people did gardening on their own ✚ Tim will ask Paul about this 	Tim
3.10	<p>Progress report – children and young people</p> <p>Nothing specific to report.</p>	
3.11	<p>Progress report – improving the building</p> <p>Several items discussed and routine maintenance going ahead.</p>	
3.12	<p>Progress report – renewing socials</p> <p>Nothing specific to report.</p>	
3.13	<p>Progress report – music and worship</p>	

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	Nothing specific to report	
3.14	Progress report – links with school Nothing specific to report.	
3.15	Progress report – community outreach Some discussion about this.	
4 For information		
4.1	Treasurer’s report received Various documents were circulated in advance of the meeting.	
4.2	Fabric concerns The hearing induction T-loop is not working. We have a sign on the wall saying we have a loop and we have been asked about it. Tim contacted RNID who use a partner organisation called Contacta to carry out maintenance and repairs. The call out charge is £130 + VAT plus some time onsite. Agreed to go ahead with this.	Tim
4.3	Communications received – nothing received	
4.4	Safeguarding Lucy circulated the summary report from the Safeguarding Parish Portal.	
Future meeting dates		
	2023	2024
	9 Jan – chair Vicki 13 Mar – chair Katy 8 May – chair Giles ?? May APCM – chair Rob	10 Jul – chair Tamsin 11 Sep – chair Sue 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