

Minutes of the meeting held on **Monday 10 July 2023** in the Blue Room and via MS Teams.

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 led by Richard Frank	
1.1	Apologies for absence We had a full complement of members.	
1.2	<p>Richard Frank, Archdeacon We welcomed Richard Frank who came to guide us during the interregnum. He likes to work with PCC teams who are between vicars. His thoughts included the following:</p> <ul style="list-style-type: none"> ✚ What impression does the new vicar have of us? Are we welcoming? ✚ The role of the PCC is important and he offered thoughts on four headings which were governance, co-operation, communication and prayer ✚ Understand what the roles on the PCC are ✚ Understand what the rules of the PCC are ✚ Understand when stuff needs a vote and be clear on the boundaries ✚ Mind your language; accept your vulnerabilities; us the words we and us ✚ Establish how to ask loving questions and challenging questions <p>Questions that we might want to think about</p> <ul style="list-style-type: none"> ✚ Are we really clear about why we, as a church community, are here? ✚ Do I believe that God wants me on this PCC? ✚ Do we talk about the right things? ✚ Do new vicars get a talk like this one? ✚ Ask Simon why he wanted to come here ✚ Will we meet him before he starts? 	
1.2	<p>Minutes of the last meeting The PCC accepted the minutes of the meeting held on 15 and 21 May 2023. If you find a correction in future minutes, please email pccsecretary@htchurch.org - we won't go through minutes in detail in future.</p>	
1.3	<p>Matters arising from the minutes</p> <ul style="list-style-type: none"> ✚ Is there any progress on the volunteer project? At the moment it has stalled. Sue offered to take up the reins and move it forward by arranging a meeting of the volunteer leads 	Sue/Tim



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2 For approval		
2.1	Defibrillator Agreed that we should get an external one installed. But we should prepare a list of all the projects that are dependent on our funding and then take a view on which projects carry high priority.	Tim/Jon/Giles
2.2	Common Fund pledge 2024 Jon circulated a finance report. We agreed to continue giving about 105% of the parish cost as our common fund pledge. For next year our contribution will be £95,000. This was agreed unanimously.	
2.3	Room hire prices Lucy has pulled together some numbers from other churches. Tim will put this together in a brief paper and circulate. The plan is to put our prices up.	Tim
3 For discussion		
3.1	These are the six areas from our Mission Action Plan.	
3.2	Progress report – children and young people Sunday School team will get together in September 2023 to get everyone’s ideas and input.	Katy
3.3	Progress report – improving the building Fabric Team meeting were circulated as well as a brief progress report. Vicarage The Diocese estates team are going to carry out some refurbishment in the vicarage prior to Simon arriving.	
3.4	Progress report – renewing socials No action at the moment	
3.5	Progress report – music and worship No action at the moment	
3.6	Progress report – links with school No action at the moment	
3.7	Progress report – community outreach Val Dean has emailed to say that Pamela Walter is in the Hampton Care Home. If anyone wants to go and see her she is sure it will be appreciated. A card is going to be sent.	Vicki ??
4 For information		
4.1	Treasurer’s report received Various documents were circulated in advance of the meeting.	
4.2	Fabric concerns See 3.3. The builders renovating the vicarage may need to turn the power off while undertaking the work. The internet router is in the vicarage. Giles will explore alternatives as should really have the router in the church office.	Giles
4.3	Communications received – nothing received	



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4.4	<p>Safeguarding report</p> <p>A summary was circulated. Tim will ask Lucy to circulate a summary of who has done what especially in the light of the required DBS Enhanced checks.</p>	Lucy
4.5	<p>Interregnum</p> <p>We have a new vicar and the lucky incumbent is Simon Couper from St Paul's Church, New Beckenham. His induction looks like 18 October 2023.</p> <p>It was felt that Simon would benefit from us producing some form of overview of how the church runs on the basis that no two churches are the same. This may take the form of two documents – one at a fairly high level and one more detailed. Tim is writing, in conjunction with Lucy and certainly others, an Operations Handbook which will satisfy the detailed element. The higher level document could be based on the Parish Profile. I think Rob and Adam offered to work on this.</p>	Tim Adam/Rob
Future meeting dates		
2023		2024
9 Jan – chair Vicki	10 Jul – chair Tamsin	
13 Mar – chair Fleur	11 Sep – chair Sue	
8 May – chair Giles	13 Nov – chair Adam	
?? May APCM – chair Rob		