

Minutes of the meeting held on **Wednesday, May 8, 2024** in the **Blue Room**.

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

Ref	Discussion / Decision / Action	Owner
I Introductions		
1.1	Opening prayers - were led by Simon.	
1.2	Apologies for absence - were received from Geoff, Rob and Tim.	
2 For approval		
2.1	Approval of minutes for the meeting held on 13 Mar 2024 <ul style="list-style-type: none"> The PCC accepted the minutes of the meeting held on 13 March 2024. (If you find a correction in future minutes, please e-mail 'pccsecretary@httchurch.org'). No matters arose from the minutes. 	
2.2	Approval of minutes for the meeting held on 28 Apr 2024 <ul style="list-style-type: none"> The PCC accepted the minutes of the meeting held on 28 April 2024. (If you find a correction in future minutes, please e-mail 'pccsecretary@httchurch.org'). No matters arose from the minutes. 	
2.3	Approval of APCM minutes of 28 Apr 2024 <ul style="list-style-type: none"> The PCC accepted the minutes of the APCM meeting held on 28 April 2024. (If you find a correction in future minutes, please e-mail 'pccsecretary@httchurch.org'). No matters arose from the minutes. 	
2.4	Receive volunteers lead meeting minutes of meeting on April 15, 2024. <ul style="list-style-type: none"> The PCC accepted the minutes of the meeting held on 15 April 2024. (If you find a correction in future minutes, please e-mail 'pccsecretary@httchurch.org'). No matters arose from the minutes. 	
2.5	Approval of Church Fees for 2024 <ul style="list-style-type: none"> The PCC approved the recommended Church Fees for 2024. However, the following items need to be included: video streaming/recording for funerals and Service of Remembrance. 	Tim L Simon C
2.6	Approval of resolution for AV upgrade <ul style="list-style-type: none"> The PCC approved the resolution. However, both Church Wardens need to approve so Rob F needs to action. 	Rob F (Giles N Simon C)
2.7	Approval of resolution for replacement of big boilers <ul style="list-style-type: none"> The PCC approved the resolution. Three quotes have been received and we are still waiting for 2 additional ones. It was noted that, of the 3 received, one is significantly cheaper than the other two. Simon, Tim L, Fleur and Rob will need to sign to give final approval. In addition, the following questions were raised: 	Tim L/ Simon C/ Fleur B/ Rob F

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	<ul style="list-style-type: none"> i. Was a brief created to describe what was needed and for the companies to quote against? ii. Does a faculty need to be raised for this? Simon will discuss this with Richard Frank to determine if needed. 	<p>Tim L Simon C to chase</p>
3 For discussion – vision progress and other big issues		
	<p>MAP 1: children and young people</p> <ul style="list-style-type: none"> • Katy needs to replace Karen Redfern who has stepped down from leading nursery group. Request has gone out to others to step in but no response as yet. • Suggestion has been made to merge 2 groups as an option but is not the preferred or ideal solution. 	<p>Katy P</p>
3.1	<ul style="list-style-type: none"> • Anna C has offered to help provide cover and Simon C is also keen to help. • Noisy Church in June will include “Noisy Baptism” – and looking for ways for children to come into the Communion service to receive a blessing. • Youth Group going well with 6-7 attendees but need to push for volunteers. Would like to increase to twice a month but also have issue of timing (starting at 4.30) and potentially overlapping with previous hire group. 	<p>Vicki R Simon C</p>
3.2	MAP 2: improving the building.	
	<p>1. <i>Fabric team report:</i> Simon will do some minor spring cleaning eg declutter and move some boxes currently in Lady Chapel etc.</p>	<p>Simon C</p>
	<p>2. <i>Tech team report:</i> Faculty is needed to approve 2 new additional screens. Resolution was agreed to update AV system (ongoing project). Simon, Tim L, Fleur and Rob will need to sign to give final approval.</p>	<p>Giles N, Simon C Tim L, Fleur B, Rob F</p>
	<p>3. <i>Boiler update:</i> see notes in section 2.7.</p>	
	<p>MAP 3: renewing socials</p> <ul style="list-style-type: none"> • Men’s and women’s socials are scheduled for June 13 and 18 respectively. E-mails will be sent out in addition to promotion in weekly newsletter for final numbers. • There was the suggestion to poll congregation to ask them what kind of socials they want to see and when. Need to secure certain level of number to ensure success and make viable. 	<p>Fleur B Lucy J</p>
3.3	<ul style="list-style-type: none"> • ADC PTA has noticed similar issues to those of HTT regarding getting attendance and support for activities – has suggested to do more shared events? To do this it would be advisable to have a DOU to agree priorities/format/share revenue etc. • ADC is running a quiz night in October/November. It was suggested to organise a BBQ/social for September 11 to coincide with Founders Day Service – and use this to promote the ADC quiz night. • It was suggested HTT could run a summer picnic on July 14 and combine it with the Sunday School end of term party – and avoid clash with Noisy Church on July 14. 	<p>Simon C, Tim L, Katy P Simon C</p>

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	<ul style="list-style-type: none"> • Simon will ask for PCC input regarding i) what we/HTT want to do for HTT and ii) what we/HTT want to do with ACD PTA during 2025. <p>May Fair</p> <ul style="list-style-type: none"> • 8 people have currently responded and completed the volunteer form for Twickenham Fair on May 27. • Fair runs from 10.30 – 15.30 so more help is needed. Additional push will be made this Sunday and also in newsletters. • Tables can be set up after Youth Group on Sunday May 26 - need to get bunting out and put flowers on tables. • Do we need to organise and circulate a rota to tell volunteers when to be there and for how long? 	Liz R Lucy J
3.4	<p>MAP 4: links with school</p> <ul style="list-style-type: none"> • This term they are looking at Galatians 5, “Fruit of the Spirit”. • James Kelly has been formally nominated to be PCC rep on School Governors Board – PCC approved this nomination. Simon will contact the school to progress. 	Simon C
3.5	<p>MAP 5: community outreach</p> <ul style="list-style-type: none"> • Friendship Café: flyers have been posted in local GP surgeries, shops, businesses etc. Paul B is supporting by publishing it in local social media outlets. Katy P suggested putting one in ADC school foyer. • PCC agreed with idea to get a permanent banner made to promote this and hung on fence facing Hampton Road/The Green. To ensure we don’t have too many at one time, (eg Piano School etc), it is recommended to rotate them. 	Liz R Anna McP Lucy J
3.6	<p>MAP 6: music and worship</p> <ul style="list-style-type: none"> • Request was made for suggestions for incidental music eg to play in, play out etc. • It was discussed how to get Lucas to be more integrated with services. Ideally it would be good to have him at 2 other major service events eg Harvest, Trinity, Easter, in addition to Christmas. • Lucas would like a regular weeknight for rehearsals – is it difficult for people to commit though? • Simon to discuss with him to set expectations regarding budget, objectives, potential concerts etc. 	Giles N Simon C
3.7	<p>Operational issues</p>	
	<p>I. <i>Treasurer’s report:</i></p> <ol style="list-style-type: none"> a. The recent £10k windfall donation has been gratefully received. b. Significant budget has been allocated for the boiler replacement. c. Utility bills continue to be high. d. It was suggested to promote this on Volunteers Sunday/combine with giving. 	Jon B

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	<p>2. <i>Safeguarding report:</i></p> <p>a. PCC members are all up to date regarding DBS checks.</p> <p>b. Getting DBS checks completed for Creche, Sunday School and Trinity Toddlers leaders is the most critical issue currently.</p> <p>c. It was agreed to see we can get volunteer leaders all together one night and do the training together – might need to do in batches?</p> <p>d. If we can get the Sunday rota from Georgina Marchant, we can contact the volunteers in advance and ask to bring the relevant documents on the Sunday they serve, and then complete the final checks.</p> <p>e. Sue, Tim and Lucy will then work together to follow up and process.</p>	<p>Lucy J</p> <p>Katy P</p> <p>Sue M, Tim L, Lucy J</p>
	<p>3. <i>Communications received:</i> Bishop of Zambia has asked for support with curates. Simon is to help tutor them and support as a pastoral resource.</p>	Simon C
	<p>4. <i>Review of outstanding PCC actions from Trello:</i> PCC members were encouraged to review completed and outstanding actions from Trello, and support/progress where necessary.....</p>	All PCC
	<p>5. <i>Safer recruitment and people management assessment tool.</i> Tim L has taken Lucy J's draft assessment and added his thoughts. PCC need to agree actions.</p> <p>a. PCC agreed with proposed actions in the tool – and specifically that a more structured/formal recruitment process needs to be defined for Sunday School, especially as HTT currently needs more leaders here.</p> <p>b. Recruitment processes need to be amended to cover DofE volunteers – work in progress.</p> <p>c. DBS checks are essential here – see comments in point 2.</p>	<p>Katy P - Lucy J/Tim L to support?</p> <p>Tim L, Sue M, Lucy J</p>
4 AOB and prayers		
4.1	• See notes in section 3.4	
4.2	Concluding prayers were led by Simon.	
Future meeting dates		
	2024	2025
	<p>Jan – chair Fleur</p> <p>13 Mar – chair Jon</p> <p>28 Apr – this is the APCM meeting; chair Rob</p> <p>8 May – chair Sue</p> <p>3 Jul – chair Geoff</p> <p>11 Sep – chair Liz</p> <p>6 Nov – chair Katy</p>	<p>8 Jan – chair Vicki</p> <p>5 Mar – chair Katy</p> <p>27 Apr – this is the APCM meeting; chair Geoff</p> <p>14 May - chair Tamsin</p> <p>9 Jul – chair Giles</p> <p>3 Sept – chair Adam</p> <p>12 Nov – chair Simon</p>