**Minutes of PCC Meeting on Tuesday15th September 2020**

 **at 7-30pm by Zoom**

The meeting began at 7-30pm with a prayer from Rev Tim Barnard.

1. **Attendance:** Rector Rev’d Canon Tim Harper, Rev’d Tim Barnard, Rev’d Sue Gill, Charles Howlett, Dumpy Swerling,Howard Pool, Howard Hughes, Clare Atkinson,Clare Samuels,

Peter Clackett, Petrina Clackett,Louise Baneke,Loraine Hollett, Nadia Daly

 [14]

**Apologies:** Sarah Ainsworth-Coles, Graeme Coles, Stephen Fitzjohn, Steve Johnson.

 **2.** **Minutes of previous meeting:** 25th February 2020

Mrs Daly was at the meeting, but her name was not recorded. Apart from this, the minutes were agreed as an accurate record of the meeting and signed by the Rector.

1. **Matters arising not on this agenda:**
2. Postponed retirement of the Rector: Due to the pandemic this has been postponed until just after Easter 2021.
3. Charles Howlett retirement and moving away by the end of 2020. Charles is moving to the West Country and our loss is their gain. Charles said that whilst he would be sad to go, felt that he was ready for new challenges. The parish is well placed with numbers of staff.

**4. Correspondence**

 **a) Weekly emails from the Diocese.** These have been reasonably good.

b) Correspondence regarding faculties, authorisation and arrangements for the works in St Mary’s have been dealt with as they have come in.

**5) Safeguarding**

a)Safeguarding in the parish is up to date. The Rector advised that notices must be displayed in both churches. At St Mary’s with the ongoing works, this must be displayed on a removable board. The Rector advised that all safeguarding issues can be forwarded immediately to Steve Johnson as Parish Safeguarding Officer, and does not have to be dealt with by churchwardens.

b) New training requirements: the modules in the diocese training programme have been revised, as have the intended the recipients: main change is that all PCC members must have completed the Basic Awareness module, with further training required of Wardens and other officers. Changes in training requirements will be notified by the PSOs to those affected. Mrs Atkinson asked whether the training she has completed with DCGS would suffice, but Mrs Samuels said that the Diocese had asked that the modules be taken as well. Mrs Samuels advised that she could do one hour training session, face to face with up to 6 people, if they didn’t want to do the online course.

 **SJ, as PCC Secretary and a PSO, was asked to express**

**these points to the DST by telephone or in writing.**

**6. Reports from Wardens/Committees**

1. **All Saints**

Mrs Swerling asked whether the House Group could meet in the church, as at the moment it is split between two groups to meet social distancing requirements, whereas meeting in the church, this could be achieved with all members present. The Rector and Rev’d Tim Barnard agreed.

Mrs Swerling asked whether there could be a midweek Communion service, as some members of the congregation find it difficult to get to church by 9am on a Sunday. The Rector agreed.

Re-opening All Saints’ Church for private prayer and for services – the churchwardens advised that this had gone well.

b) **St Mary’s**

 a) The Parish Administrator has agreed and signed the contract.

 b) Piggotts Orchard: There are new tenants in the house, with the revised rental of £1495 per calendar month.

c) Standing Committee approved the works on the Parish Rooms roof caused by a storm – it was found that the guttering needs attention at some point in the future. These works were the subject of an insurance claim.

d) The hirings policy was agreed, but limited use of the church rooms at the moment.

e) Re-opening St. Mary’s Howard Hughes advised that he had received good feedback and compliance was good. Mrs Hollett advised that the rota for cleaning the church pews after the 11am service had gone missing. It was lost but now is found and displayed on the electrical cupboard door.

f) The difficulty of the remaining brass that is too fragile to be mounted and relocated for better display in the Drake Chapel might be solved by creating a replica for display, possibly with a memorial plaque dedicated to more recent Drakes; PCC approved this suggestion. Mr Hughes has send a reminder that we are interested in this, and would appreciate costings involved. At the moment nothing could be done with the redecoration works and that St Andrews Chapel was being used for storage.

Mr Charles Howlett wanted to record special thanks to the people involved in the works at St Mary’s – the church is beginning to look wonderful.

**Standing Committee decisions**

PCC noted the APCM date is Sunday October 18th both physically in St Mary’s and by zoom. April 26th. There will be reduction in reports: The Rectors Report, Treasurers Report, PCC Report, Safeguarding Report and Charitable Giving. DP to send message to the Churchwardens asking if they want to make a report for their churches.

**7. Mission in the Parish**

a) Children and family worker: This cannot be progressed at the moment.

 b) Charitable Giving Committee report. Loraine and Martin Hollett have been regularly selling books outside St Mary’s and have raised just over £700. Mrs Baneke has asked that she puts something in the weekly notices asking for donations towards the Church’s chosen charities. This was agreed. Rev’d Sue Gill added that people have been knitting blankets – not sure of how many as yet.

c) Update on creating a Parish Website. Offers have come to nothing. During lockdown the website and streaming services have become very important as a link to the congregation and community. PCC agreed that the Rector to look for someone to be employed to do this. Streaming of services has been a great success with live streaming from both churches. Rev’d Sue Gill advised that the Rector of Denham had completed a survey on remote or physical services and should we think about that in the parish. It was decided against this.

Mrs Pounce joined the meeting

d) Mrs Olwen Morris has tended her resignation, and is due to leave on 26th December

2020. Whilst we need a replacement, a process must be followed. It was suggested that the

post is advertised on the website.

**8. Finance**

 [i] The Treasurer send his apologies via the Rector. He gave a verbal report that whilst things are tight the parish is doing ok.

Mr Peter Clackett advised that at ASC giving was down, but they were doing OK. Some of the congregation had gone over to Direct Debit/Standing Order which meant that the monthly income had gone up by 35%.

Mrs Atkinson advised that income is up, a number of people had switched to Standing Order and some have given generous one off donations. It was suggested that the congregation could be asked to make a one off donation on a Sunday morning. It was pointed out that a request for donations to the Parish and to Charitable Giving should not be made at the same time.

 b) Update on contactless and card payments at St Mary

Mr Coles had told Mr Clackett that he had the device for All Saints’, but this has not arrived as yet. There is a new wifi connection at All Saints’**. Rev’d Sue Gill asked to contact GC to see where the device is.**

**9. Fabric and Property**

a) The old tenants of Piggots Orchard were hard hit by the lockdown and returned to Poland.

 The deposit was kept in leiu of rent, but the parish refunded them for the dishwasher installation. The Parish has had additional expenditure having the electrical/gas checks completed.

b) The lighting at St Mary’s has been completed. The plates indicating which light was which had a number of spelling issues and DP had made a chart which has been used. Damage to one of the Comper lights by the lighting contractor will be repaired. The Sanctuary light in St. Catherine’s Chapel is still too bright but a dimmer switch cannot be used.

c) Redecoration of St Mary’s is well underway. The side aisles have been done and work in the central aisle at high level has just started. The contractors are aware of the two weddings we have and will move the scaffolding accordingly. The redecoration is very noticeable and highlights just how awful the paint work was, with different shades of white.

**10. Data Protection matters:** Mrs Daly went through the requirements the parish needs to be undertaking in order to comply with GDPR and Covid requirements. The Parish is fulfilling all the requirements. There will be a Track and Trace app available in churches shortly, but we need the website to be ready with the interface.

**11. School** **news**

a) Coleshill: All children back to school. The Rector is allowed to stand outside the school to meet parents, and then take assembly class by class. A new playground has been put in during lockdown, but some of the equipment needs replacing. It was suggested that an application is made to the Charitable Giving Committee and to Amersham Trustees for specific items.

 b) St Mary’s Most children back. The Rector is not allowed to stand outside the school to meet

 parents but records collective worship which is shown to the whole school class by class each

 Monday.

Lockdown has been a difficult time for both schools, with parents having strong views.

12. **Deanery Synod** **Report**

The Rector pointed out the Synod representatives need to be elected at the APCM. The structure of the Deanery Synod had much improved in recent years.

**13. Any other business**

a) Howard Hughes advised that a letter had been sent from the Diocese, and that the Rector could swear in the Churchwardens. The Rector suggested this is done on 25th October 2020.

b) Remembrance Sunday – a service will be held in the Memorial Gardens. A decision on

 what format the Memorial Service should take is still to be decided.

c) It was suggested that the Carol Service could b held in the churchyard – it is too early to make this decision.

d) Mr Philip Woodhead had formally resigned from banking money – Mrs Hollett has been doing this for some time.

**14. Dates of future meetings**

 As detailed on the agenda – these were agreed.

Charles Howlett closed the meeting with prayer at 8.35pm

DP 16.09.20