



Minutes Parish of Bushey PCC 6th September

Attendees: Fr David Stephenson, Roy Golding, Salome Jayaratnam, Gill Onslow, Taiye Sanwo, Marion Golding, May Teague, Russ Teague, Felicity Cox, Gay Butler, Peter Humphries, Clare Humphries, Ingrid Harris, Greg Batts, Stella Nichols.

- 1. Introductory Remarks** - the PCC went to visit the vestry and to see the way the St James Church has been cleared and tidied, to add to our worship. The same was being undertaken at St Pauls.
- 2. Opening Prayers** - were led by Fr David
- 3. Apologies for absence** Peter Clark
- 4. Minutes of previous PCC meeting(s) February, June (Annual Report) (att 1)**
These were approved as a true record.
- 5. Minutes of the last meeting 19th July (att 2)**
These were accepted as a true record. Minutes to Jane Batts for the website.
- 6. Action Log & Matters Arising (att 2)**
- 7. Business by Correspondence**
It was noted that the Smart Meters, HT Lease amendment, contribution to electrical works at HT, were approved unanimously by correspondence, the lease extension for nursery at Church House was approved by a majority.
- 8. Policies and Procedures**
The last set of policies were signed in 2017, these all need to be updated and refreshed. Salome, Stella and Felicity agreed to pull together the existing list and give to the relevant groups and individuals to update. Policies will be reviewed by groups of 3, who will check and proof read them. These will be brought to a future PCC for acceptance.
This will also pick up who we need to have certification for food hygiene, first aid etc.
- 9. Finance**
 - 9.1. Budget (Taiye) (att 4)**
Taiye ran through the budget and the amounts in the parish accounts

Parish £13,000 although £7,000 is the deposit for HT, £5,762.16 is final payment for John Stobart Hall.

Tower Bell Appeal - £5,943.

St James account has been closed and £68,032.77 transferred to a deposit account. Greg suggested that £60,000 was moved to the CBF investment fund where this will earn 5% as opposed to less than 1% where it is. Proposed by Greg and approved by the 15 of PCC with 1 abstention.

St Pauls Account has £120 in it.

HT has about £100 in it and is to be closed and transferred to the parish account.

9.2. Draw down (Taiye)

Taiye requested £22,293 to be drawn down to pay the parish share to June, this would be drawn from the Church Fabric Fund which now holds the Trinity House Fund. Taiye proposed this, and it was accepted regrettably, unanimously.

The Rector, the wardens, Stella as Vice Chair of the PCC and the Hon Treasurer to meet and discuss making a representation to the diocese to seek financial relief.

10. Architects fee for the specification of works and overseeing replacement of lead valley gutters (Roy Golding)

The architect's fee will be 12% + vat of the cost of works to specify and repair the valleys and some of the decking underneath. This will be funded for the Church Fabric Fund. The quote will be provided to drawdown the money. From the appropriate reserves Gay noted there are funds to be approached for grants. The fee was agreed by PCC.

It was noted that VAT could be reclaimed as a grade 2 listed building.

11. Forthcoming Seasons

11.1. Harvest - 1st October single parish service, followed by bring and share lunch. The collection will be split between the Bishops Harvest appeal and the parish. Nice displays at both churches. Non-perishable food will go to the Red Trust. The Red Trust are moving the food to the Pheonix Centre at Little Reddings. The food collection point is likely to move but breakfast on Friday will stay at Church House.

All Saints will come together as a parish, all Souls Day there will be a requiem at each church.

11.2. Advent - Christ the King 26th November – the Lord Bishop is coming to celebrate mass at St Pauls. The whole parish will be at St Pauls. This is the day after SP Christmas Fair. Following Sunday will be first Sunday of advent will be at SJ together.

There will be advent carols 4th December 6pm from Purcell School.

Nine lessons and carols 17th December, 6pm at St James.

11.3 Christmas - these services will be organised between the wardens and Fr David. There will be two crib services at SJ and one at SP and a single christingle.

Fr David said that Fr Tayo may return, and expenses and £20.00 fee per eucharist will need to be paid.

12. Safeguarding Report (Gay)

All PCC members are required to undertake an enhanced DBS check. Gay checked who were already DBS checked and who needed to refresh their DBS. Until January 2024 DBS runs for 5 years, but in future this will run for 3 years.

Those who need to renew Fiona Gray (Messy Church), Ingrid Harris and Felicity Cox need to renew now. Gay will send links round.

Gay and Fr David met as Parish Safeguarding Officer and Rector. For any event there must be person who is enhanced DBS checked and DBS checked people.

Gay will send policies out to all which need to be read and confirmed, a safeguarding action plan, responding to concerns, Acting on Concerns will need to be sent to PCC and approved by correspondence.

All PCC members need to do Basic Awareness, the Foundation Course and Domestic Abuse. The PCC members need to show Gay our certificates of completion. This will enable Gay to complete the parish dashboard.

Action: Gay to circulate the relevant links for training can circulate the policies. PCC to complete training and notify Gay, Gay to complete the parish dashboard.

13. Bell Tower Appeal Forward Plan (Gay)

The next event is the quiz, an additional £200 has been given to the Treasurer tonight.

Coronation event had £500 grant from the council, which was to be spent on the event, the donations covered the costs so those who donated will claim and then make the donations to the Tower Fund.

In October Bushey Museum will do an exhibition of paintings of St James with the Tower Appeal. There are also cards produced which have been bought at £1.25 and will be sold at £2.50. Gay is looking for help to set up the exhibition.

14. Clearing and cleaning the Churches

Much has been done at St James and St Pauls commences on Sunday. Fr David is reviewing all the holy linen.

15. Keyholders

The keys need to be tracked and issued to those who need them. We are aware that some people have keys and admit themselves. We need to ensure that we keep proper control of these.

16. Minutes/Reports received (Committee Chairs)

Buildings committee raised issue of the parapets this will be on the next agenda.

SJ Committee meetings is 17th September after church next Sunday.

SP committee to be arranged.

17. Future Agenda Items

- 17.1. First Aid Training
- 17.2. The MAP and Pattern of Services
- 17.3. Addressing the ongoing deficit
- 17.4. Update the Trustees list for the charities commission.
- 17.5. Parapets
- 17.6. Policies

18. AOB

- 18.1. Possible use of churches as refuges for local homes (Jill Macey)

This will enable local residential homes to take refuge here if there is an emergency at the homes local to churches. This was agreed unanimously.

- 18.2. BBC will be filming Monday 16th to Thursday 19th October.

We need to adjust our fees to match the going rate, the DBF may have the rates. Greg suggested we need to ensure that we adjust rates according to what the use is for and note that Greg is the named contact on the website and this needs to be changed.

- 18.3. Services times

Father David introduced the paper which had been circulated and asked us to prayerfully think about how we can move forward in possibly changing our service times and pattern. Fr David will produce a more detailed paper.

19. Date of next PCC

It was agreed that for the time being that PCC meetings will be monthly, not bimonthly. The 11th October 7:30 – 9pm with smaller agenda put together by the standing committee.