

## Minutes of HTC PCC Meeting on Monday, 27 November 2023

*Held in the School Room, Trinity House (OBCS)*

**Present:** Revd Richard Hibbert (Chair); Catherine Jupp (Vice-Chair); Keri Husband (Secretary); Nehemiah Akinyele (Treasurer); Chris Howard; Andrew Selwyn; John Roy; Wilfrid Kendall; Paul Doggett; Kathryn Hunter; Abraham Saviour Udeh; Laurence Wood; Ambreen Ehsaan; Martin Trewinnard; Pam Hopkins; Emmanuel Vasanthkumar; Revd Carlyne Powell

**Apologies:** Megan Bishop; Geoff Wilcox; Alison Jackson; Matthew Davies; Churchill Gnanaraj

1) **Opening Prayers:** Revd Richard opened the meeting with prayer and a reflection on 1 Corinthians 16:1-3 regarding how “collections” were done in the early Church. Generosity is encouraged: we are to give from all that God has given us, and God promises that his blessing will follow (Malachi 3).

2) **Conflict of interest:** Revd Richard Hibbert and Revd Carlyne Powell declared a conflict of interest for an AOB added under Vicar’s update: Interim Vicar post.

### 3) Safeguarding

a) **Reporting a Safeguarding Allegation:** Vicki had circulated a refresher and reminder to the PCC about how to report a safeguarding allegation. There was a comment that sometimes “closed questions” need to be asked to confirm what has occurred, so the wording may need to be changed to reflect this. Vicki and Revd Richard will feed this back to the Diocesan Safeguarding Team.

There was also a query about the Vicar being able to use his discretion about reporting an allegation to the Diocesan Safeguarding Team. Vicky clarified that we need to follow process and report all allegations. However, any mitigating circumstances can be included in the report made. There is a strong communication between Vicki and Richard.

b) **Safeguarding Dashboard:** Holy Trinity has reached Level 3 of the Diocesan Safeguarding Dashboard. PCC members are now required to do a further training model: “Raising Awareness of Domestic Abuse” which everyone has been asked to complete by the end of December. Keri also advised the PCC that notices with helpline and emergency contact numbers, including one for Domestic Abuse, have now been mounted inside the toilets in the Church and Trinity House.

### 4) Approval of minutes

a) The minutes of the PCC meeting held on Monday, 25 September 2023 were approved as a correct record of the meeting.

#### **b) Matters arising from previous meetings:**

i) **Net Zero Working Group:** Martin Trewinnard has agreed to be part of this group. It consists of John Roy, Paul Doggett, Bill Johnson, Jan Clarke and other members of staff.

ii) **Faculty to replace 4 rainwater drainpipes:** Keri Husband, PCC Secretary, reported the following faculty had been approved: “Standing Committee is requested by Buildings and Fabric Committee, to approve an application for faculty, to replace 4 of our smaller diameter rainwater downpipes and hopper heads. The smaller diameter downpipes require regular attention because they regularly block and have caused roof leakage

problems. Finance for the scheme has been agreed by the Feoffees and a bid for funding has been made to the Church Fabric fund". Proposed: Chris Howard; Seconded: Revd Richard Hibbert. This was unanimously approved.

#### 5) Vicar's Update

- a) **Staff Update:** Colin Millard is approaching retirement age. He'd like to reduce his hours and the implications of this needs to be thought through and discussed with Colin. Revd Richard proposes that this is done by Standing Committee on behalf of the PCC, which was agreed. Standing Committee will report back to the PCC.
- b) **Growth Group Leadership:** Keri Husband is stepping down from overall co-ordination of Growth Groups as she no longer has capacity to do this. A replacement will need to be found. Revd Richard and Keri will meet in January to put together a job description for the role. If anyone can suggest someone to take on this role, please let Richard or Keri know.
- c) **Interim Minister post:** *(Revd Richard and Revd Carolyne left the meeting, Catherine Jupp, Vice-Chair, took over chairing the meeting):* Chris Howard, Warden, informed the PCC that we are now half-way through the 3-year interim ministry appointment of Revd Richard. There had been some queries from members of the Church whether Revd Richard could be appointed permanently. He had received a reply from the Diocese that morning to say that a process laid down by the Diocese needs to be followed and the PCC has been asked by the Diocese to take a vote on making Revd Richard permanent. Revd Richard has indicated that he would like his role to be made permanent.  
A discussion followed regarding whether the PCC was minded to vote, or delay until the January meeting. Some members spoke in strong support of Richard being made permanent. Another raised a concern whether Richard effectively supported all traditions followed at Holy Trinity and asked if the vote could be delayed to January for a proper discussion to be had about this. The chair asked the meeting if they were minded to vote or wished to delay to January. The majority of the PCC were minded to take an indicative vote which would be reported to the Diocese by the PCC Secretary and Wardens. However, there would be further opportunity for discussion and feedback as part of the process of making the Interim Ministry post permanent.

The PCC of Holy Trinity Coventry took an indicative vote on the following motion:

**"The PCC of Holy Trinity would like to make the role of Vicar permanent."**

*Proposed: Ambreen Ehsaan; Seconded: Wilfrid Kendall*

This was approved with 14 YESES, 1 NO and 0 ABSTENTIONS.

*(Revd Richard and Revd Carolyne were invited to rejoin the meeting at the end of this item and Revd Richard resumed chairing the meeting.)*

## 6) Finance update

- a) **Management Accounts 2023:** A copy of the management accounts had been circulated to the PCC before the meeting. Nehemiah Akinyele, treasurer, reported he was pleased by the figures reflected. He noted that IT spend was a capital expenditure.

A query was raised as to why the IT spend was greater than expected. It was explained that some of the expenditure had been agreed as planned capital expenditure from reserves in the budget for 2023.

The PCC received the October 2023 Management Accounts and thanked Nehemiah and Vino for their work in preparing these.

- b) **Missions and Donations 2023:** The proposed Missions and Donations for 2023 had been prepared by the Missions and Donations Committee. This had been circulated to the PCC before the meeting for consideration. It is proposed:

**“The PCC approve the Missions and Donations for 2023 as proposed by the Missions and Donations Committee”.**

*Proposed: Paul Doggett; Seconded: Wilfrid Kendall*

This was approved with 17 YESES; 1 ABSTENTION and 0 NOES

- c) **PCC Budget Approval:**

Nehemiah Akinyele (Treasurer) began his report by thanking Kathryn Hunter (Secretary, Finance Committee) for all the work she had done to co-ordinate the preparation of the Budget.

The proposed budget had been circulated to the PCC before the meeting for consideration. Nehemiah noted:

- There had been a 21% increase in personnel costs attributed to the PCC decision to increase the remuneration of the Director of Music. There had also been a small increase to correctly remunerate employees' pensions.
- Budget planning had moved to role-based budget holders for 2024 to help the PCC manage the budget better and hold the budget holders (PCC members) to account.
- The proposed Budget reflected a deficit of £57,755.

In the discussion which followed, the following questions were raised:

- What was included in the proposed IT and Outreach Budgets?
  - (a) The IT budget included £7,773 of “must-do” work (cyber-security; e-mail filtering, etc) and £8,402 of “to discuss” work (upgrading of 3 laptops – this could be deferred to 2025, but the laptops could fail before then and the upgrade would need to be completed in 2025).
  - (b) Outreach: This year this included the cost refreshments at the 7pm service and the meal provided at “The table” for students. This had been generously funded by Church members for 2023, but now needed to be included in the PCC Budget for 2024. Thus, there is £3,750 of “must do” and £2,465 of “to discuss” work included in the Outreach budget.

- How conservative are the proposed income figures?  
The expectation is for income to be above the proposed figures, but it is good practice to start by anticipating what would be the leanest income. Some suggestions were offered about how to encourage more donations in Church e.g. bring a box for cash donations more into the Church (e.g. immediately behind the pews) and put this next to the contactless giving machine so people can have the option to donate how they wanted. Maybe have signs around saying how much it costs to run the Church.
- Was the proposed deficit within the Reserves Policy agreed by the PCC?  
Yes.
- A comment was made that we would be theologically poorer if we didn't have a deficit.

Following discussion, it was suggested that £5,000 be added to the proposed income, and £10,867 expenditure related to IT and Outreach paused, to be reviewed in May and July 2024, to reduce the deficit to £41,888. This was agreed and the following motion was voted on:

**"The PCC agrees to approve the proposed budget for 2024 with £5,000 added to income and £10,867 expenditure related to IT and Outreach paused from the expenditure to reduce the deficit to £41,888. The £10,867 expenditure will be reviewed at the PCC meetings in May and July 2024."**

*Proposed: Wilfrid Kendall; Seconded: Chris Howard*

This was approved with 17 YESES; 0 ABSTENTIONS and 1 NO.

#### 7) Building and Fabrics Update:

- Risk Assessments:** Keri updated the PCC that the Risk Assessments prepared by Jack Bishop had been sent to the Buildings and Fabric Committee and Trinity House Steering Committee to review and they were actioning the risks raised. The risk assessments will be brought back to the PCC once this work had been completed.
- Novum quote:** This had been rejected by the DAC so would need to be re-done and brought back to the PCC at a later date.

#### 8) PCC Away Day reflections

The Chair asked that this discussion be postponed to the next meeting.

There was one correction to the priorities agreed at the Away Day, namely: "Anglicanism is the hub connecting our multiculturalism, **and we must (not but)** ensure we are celebrating the diversity within Church."

#### 9) Deanery and Diocesan Synod Updates:

- Deanery Synod:** Wilfrid Kendall had prepared a report on the Deanery meeting held on 7 November 2023. This had been circulated to the PCC before the meeting and there were no questions arising.
- Diocesan Synod:** A meeting had been held on 18 November 2023 and John Roy provided a verbal update:

- i) The first draft of a scheme about redress for victims of church abuse was approved overwhelmingly, and sent to the Revision Committee, to return in the future. It is possible that some degree of responsibility may fall to individual PCCs, but some sort of safety net is also included.
- ii) The debate on Living in Love and Faith lasted for two days. Views were expressed strongly on both sides of the argument. The House of Bishops has been working on appropriate prayers, on pastoral guidance and on pastoral provision. The final motion, which passed in a vote by houses, noted that the Church is not of one mind, and that there is much hurt: it encourages the House of Bishops to consider giving temporary authorization to services of blessing for same-sex couples. That can be done on the authority of the two archbishops together, and (more-or-less by definition) does not mark a change in the doctrine of the Church.

#### **10) Any Other Business**

- a) *Foundation Governor, Blue Coat School:*** Revd Richard said that a vacancy for a Foundation Governor had arisen on the Blue Coat School Governing Board. If anyone was interested in standing to please come and speak to him. They were particularly interested in people who had experience with SEND and disabilities.
- b) *PCC Advent Social:*** Please could you RSVP to Revd Richard as soon as possible.

The next PCC meeting will be held on Monday, 29 January 2024.