

## **Minutes of HTC PCC Meeting on Monday, 24 March 2025**

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

**Present:** Revd Canon Richard Hibbert (Chair); Keri Husband (Secretary); Nehemiah Akinyele; Andrew Selwyn; Chris Howard; Kathryn Hunter (Treasurer); Matthew Davies (Vice-Chair); Paul Doggett; Revd Carolynne Powell; Jim Kendall; Febin Desinghraj; Mahima Bolledu; Chris Jupp; Martin Trewinnard; Churchill Gnanaraj.

**Apologies:** Wilfrid Kendall; Nick Jackson; Monica Theophilus; Mike Draper; Julie Wilcockson; Abram Saviour Udeh; Laurence Wood; Amarachi Umah; Jenny Williams

**In attendance:** Vicki Johnson, Parish Safeguarding Officer; Revd Clifford Uba

**1) Opening Prayers:** Revd Canon Richard opened the meeting reflecting on Psalm 85 and how the Lord, in His grace and mercy sets aside his wrath and anger. The psalmist longs for the Lord's favour to fall on him and ends with a call to bring love, faithfulness, righteousness and peace with one another and to the Lord. The time of reflection ended with a prayer inviting the Lord to lay aside his wrath and restore us as his faithful servants and asking for his blessing and favour to be poured onto Holy Trinity.

**2) Conflict of interest:** There were no conflicts of interest.

### **3) Safeguarding Update**

**a) HTC Youth Mentoring Policy:** Jim Kendall shared his experience being a Youth Mentor. Mentors are appointed through Safer Recruitment, involving the Vicar and Congregational Pastors. Training is then provided. Mentors and mentees meet in public places and there is accountability to the parent and Vicar. Jim was asked if the experience was as expected and if the Policy was robust enough, especially if there were tricky conversations to manage. Jim confirmed he felt well supported by the Policy and found being a mentor very rewarding.

**"It is proposed the PCC approve Holy Trinity's Youth Mentoring Policy".**

**Proposed: Chris Jupp; Seconded: Andrew Selwyn**

This was unanimously approved.

#### **b) Safeguarding Policy:**

Following on from the last meeting where the Safeguarding Policy was approved for 2025, Chris Jupp followed up with the Diocese Safeguarding Team with some of the questions he had raised at the last meeting. Holy Trinity has a good safeguarding culture and Vicky does a wonderful job. However, whereas employees are accountable to the Church of England, as Trustees the PCC is accountable to the Charities Commission and their guidelines. Chris would like to suggest that we put together an appendix or other guidelines to make sure we are in line with the Charity Commission's expectations. This could be done together with St Marks, Coventry, who have similar concerns. Revd Canon Richard reported this is something the Church of England is struggling with as a whole.

#### 4) Approval of minutes

- a) The minutes of the PCC meeting held on Monday, 27 January 2025 were approved as a correct record of the meeting.
- b) **Matters arising from previous meetings:**
  - i) **IT update:** The new phone system is up and running.
  - ii) **Social Missioner's Contract:** This has been renewed to June 2025. Sophie and Revd Canon Richard have created a framework to work through and this will be brought to the May PCC meeting.
  - iii) **Staff holidays:** Revd Canon Richard has written to staff members about this and is in consultation with them.
  - iv) **Pattern of meetings:** Please note the PCC Away Day is now on 21 June 2024.

#### 5) Vicar's Update

- a) **Update on Lead Youth and Children's Minister:** An offer has been made to Oworibo Thomas and he has accepted. He brings experience of youth and children's work from overseas. He has also shown leadership and servanthood qualities in volunteer work. His appointment is dependent on receiving a successful DBS check and undertaking safeguarding training and also acquiring the appropriate visa status.
- b) **Commendations from the Pastoral Team:** A report including commendations had been circulated to the PCC before the meeting and these were noted as received. Jean Howard will be stepping down as the Congregational Pastor for the 11:15am service after Easter. There was interest to form a small team to undertake this role going forward.

#### 6) Finance Update:

- a) **Update on HSBC account:** Kathryn Hunter reported that they were still awaiting sign-off from HSBC for the increased daily transfer limit for the Church bank account.
- b) **Management Accounts 2024:** Income is slightly lower than hoped for and the year ended in deficit which is not a surprise as a deficit budget had been set. The PCC was encouraged to pray that more people would feel led to make monthly donations and give regularly.
- c) **PCC Investments:** Advice from Andy Gray, Investment Manager at Quilters Cheviot was shared with the PCC before the meeting. The Finance Committee recommends Option A as it is lower cost and has good yields. It would also be possible to provide a list of restrictions to be in line with our values as a charity.

**"It is proposed that the PCC approves Option A with a list of our usual exclusions".**

**Proposed: Kathryn Hunter; Seconded: Churchill Gnanaraj**

This has been unanimously approved.

- d) **Reserves Policy:** The PCC is currently making use of its reserves for both capital expenditure, on projects such as the 2023 IT upgrade, and operational costs, due to setting deficit budgets and using reserve funds to make up the shortfall. Other project spending is coming down the line, such as the West End improvements and south side roof repairs. Slightly amending our policy would allow us to restructure how our funds are organised, so that the amount above the level of six months' expenditure could be set aside in a designated fund. This could then be put towards our building projects or other anticipated operating costs such as the increase to our parish share to fund the Associate Vicar role. This

would also support our grant funding applications, as otherwise our reserves could be seen as 'too high' and reduce our prospects for winning grants.

**"It is the policy of the PCC to hold unrestricted, undesignated reserves of six months' operating expenditure and an amount in reserves for major building works which is consistent with the Charity Commission guidelines. The level of unrestricted reserves on 31 December 20XX is sufficient to maintain this".**

***Proposed: Kathryn Hunter; Seconded: Paul Doggett***

This was unanimously approved.

- e) Appointment of Independent Examiner:** Finance Committee would like to recommend that Kojo Numar is re-appointed as the Independent Examiner and he is happy to undertake the role for another year.

Kathryn and the Finance Committee were thanked for all their work.

## **7) Annual Meetings:**

- a) Electoral Roll Revision:** 27 people had signed up so far via the electronic form. The PCC were encouraged to sign-up. Julie will be stepping down as Electoral Roll Officer and if anyone is interested in taking on the role, then please speak to Keri, Revd Canon Richard or a Warden.
- b) PCC length of service:** Revd Canon Richard has brought to the PCC's attention a request to allow a person to sit for two terms on PCC, rather than 3 years as at present. He believes this would increase continuity of service within the PCC and would be line with Deanery Synod representation. If agreed, this would need to be taken to the next Annual Parochial Church Meeting to approve the change and could only be enacted in 2026.  
The PCC commended for this to be considered at the next APCM.

## **8) Eco Church Report:**

The Eco Team, led by Martin Trewinnard, had prepared a report for PCC which was circulated before the meeting. This included some suggested actions including supporting a Christian environmental charity through our Missions and Donations giving. This will be considered by the M&D team when the next meet. Most importantly, they hoped to embed a focus on eco concerns in teaching and prayers. These actions will be taken forward by the Eco Team. Martin and the team were thanked for their work and will be asked to report back in March 2026.

## **9) Building and Fabrics Update:**

A report prepared by the Building and Fabrics Committee was received by the PCC.

- a) Screens and West End modifications:** Demonstrations of the screens took place on a sunny day and there were no reflections. Novum and our architect are speaking and there appears to be some progress. The Treasurer commented that the architect fees are what is creating spend under Buildings and Fabric which is greater than budgeted for. However, involving the architect is necessary for the DAC to progress anything.
- b) Solar Panels:** These had been considered 6 years ago, but the cost was prohibitive. This is something that can be explored again and there may be grants available to help with the cost.

- c) *Approval of application to the Church Decarbonisation Fund:*** PCC is requested to approve an application to the Church Decarbonisation Fund for energy efficiency measures as recommended in our Energy and Net Zero Carbon Audit carried out in January 2025. Measures will include lighting replacement, draught proofing and pipework insulation up to the maximum grant value of £3K.  
This was unanimously approved.

**10) Deanery and Diocesan Synod Updates:**

- a) *Deanery Synod:*** No Deanery meeting has been held since the last PCC meeting.  
**b) *Diocesan Synod:*** A report prepared by the Diocese was shared with the PCC. The Diocesan Reps shared their views from the meeting, particularly safeguarding. Accountability is key in this area and may take us to places where we are not comfortable.

**11) Any Other Business**

- a) *Foundation Governor at Blue Coat School:*** There are two vacancies for Foundation Governors at Blue Coat School. Please let Revd Canon Richard know if anyone is interested in being nominated.

The next PCC meeting will be held on Monday, 19 May 2025.