

Minutes of HTC PCC Meeting on Monday, 24 November 2025

Held in the School Room, Trinity House (OBCS)

Present: Revd Canon Richard Hibbert (Chair); Keri Husband (Secretary); Kathryn Hunter (Treasurer); Matthew Davies (Vice-Chair); Nehemiah Akinyele; Revd Carolyn Powell; Paul Doggett; Jim Kendall; Nick Jackson; Febin Desinghraj; Abraham Saviour Udeh; Pam Hopkins; John Roy; Peter Civzelis; Mahima Bolledu; Jenny Williams; Andrew Selwyn; Mike Draper; Wilfrid Kendall; Monica Theophilus

Apologies: Geoff Wilcox; Dani Joyce; Chris Jupp; Amarachi Umah.

In attendance: Vicki Johnson, Parish Safeguarding Officer

1) Opening Prayers: There was a reflection on Matthew 25:14-20 and the parable of the bags of gold. The servant who plans practically and is carefully adventurous gets the reward. We need to take careful risks: not say yes to everything, but not always no. There will also be place to disagree agreeably. The reward for doing well is to be given more to do!
The reflection ended in a time of prayer.

2) Conflict of interest: No conflicts of interest were declared.

3) Safeguarding Update

- a) Safeguarding Audit:** There will be an independent audit of the Coventry Diocese from 6-10 July 2026. More information about this will be available in March. The Archbishops' Council has appointed an audit programme which will be running for 5 years.
- b) Update on Data Breach:** Further to the report presented to the PCC in September, Vicki confirmed that she had written to the 9 people affected by this data breach at the request of Revd Canon Richard and Revd Carolyn to offer support. This has been received with thanks.
- c) Dashboard Action Plan:** The PCC reviewed the Dashboard Action Plan:
 - i)** There are outstanding actions for Youth and Children Volunteers to complete the "Raising Awareness of Domestic Abuse" training.
 - ii)** The PCC confirmed that the list of Church activities is complete.
 - iii)** The PCC needs to consider how they can better promote a health and safe church culture and how this is discussed. It is recognised by the Diocese that HTC is "helpful and friendly" and it was asked if Vicki could ask the Diocese why they have said this.

The PCC approved the Dashboard Action Plan.

ACTION: PCC Secretary to circulate the approved Dashboard Action Plan to the PCC.

- d) Whistleblowing Policy:** Concern has been expressed that the Diocesan Whistleblowing Plan has the Bishop as the only point of reference for a whistleblowing claim, rather than a group. This could result in a claim not being dealt with appropriately if the Bishop is implicated. Thus, the PCC agreed for a working party to be put together to consider putting together a Whistleblowing Policy for HTC. Please contact Vicki if you are interested in being part of this group.
- e) Risk Assessments:** A risk assessment for Youth and Children's activities in the Church and Trinity House was reviewed by the PCC. Some questions were raised as to the level of detail in the risk assessments and whether some actions had been completed. Vicki would liaise with the Building and Fabrics Secretary, Bill Johnson, with regard these.

After the meeting updated risk assessments were circulated to the PCC indicating that most actions had been completed.

4) Approval of minutes

a) The minutes of the PCC meeting held on Monday, 22 September 2025 were approved as a correct record of the meeting.

b) *Matters arising from previous meetings:*

i) **Mission Grant Application:** The application was returned with further questions and then re-submitted in November.

ii) **Evensong Overseers:** There are now 5 overseers for the service. The 11:15am leadership team would now like to consider if this can be replicated for this service, especially encouraging younger people.

iii) Standing Committee approved the replacement of a failed battery cartridge unit which backs up the internet module at a cost of £450 + VAT by Solution Squared in November on behalf of the PCC. This was urgent expenditure to address network issues recently identified.

5) Vicar's Update

a) **Update on new Warden:** There is nothing to update and the Vicar continues to have conversations about this with people.

6) Finance Update:

a) **Report and Accounts 2024:** On Monday, 27 October 2025, Standing Committee approved the HTC Report and Accounts 2024 on behalf of the PCC.

"It is proposed the Annual Report and Accounts is approved by Standing Committee on behalf of the PCC."

Proposed: Kathryn Hunter; Seconded: Nehemiah Akinyele

This was approved unanimously.

The Report and Accounts 2024 were circulated to the PCC before the meeting and there were no questions arising so the above decision was ratified by the PCC at the meeting. Kathryn reported that the Reserves Policy had been amended in 2025 to 6 months. Currently we report with reserves above this amount which is often queried by Grants Officers.

There was an increase in income by 8.5% which is encouraging. This has mainly come through an increase in giving. PCC queried the drop in Gift Aid but this may be because those giving do not qualify for gift aid.

Thanks were offered to the Independent Examiner, Kojo Numar, for his work on the Accounts.

b) **Management Accounts 2025:** A copy of the management accounts to October 2025 were circulated to PCC before the meeting. Most expenditure is as expected, although administrative expenditure is above expected due to the investment in a new photocopier. It is hoped savings will be made in the future.

Currently, the year end will reflect a deficit of £14,786.

Thanks were offered to Kathryn and Vito in preparing these management accounts.

c) **Missions and Donations 2025:** A copy of the Missions and Donations proposals from the Missions and Donations Committee was circulated to the PCC before the meeting.

It was explained that after discussion and review during the year the Church Urban Fund was replaced with A Rocha, an environmental charity. It was also noted a collection for

TearFund was taken as the collection at the Harvest Service in October and that support of NoviMost is a good option for a short overseas mission.

The PCC approved the proposals and thanks was offered to the Missions and Donations Committee for their work in preparing these proposals.

d) Budget 2026:

A copy of the proposed budget for 2026 had been circulated to the PCC to consider before the meeting.

Kathryn reported that although not much different to the Budget for 2025, if the following could be noted:

- i)** Income projections have been conservative and based on based on the October 2025 management accounts.
- ii)** Personnel costs have dropped slightly from 2025 with the ending of the Social Media Missioner's role. They also reflect an inflationary rise for all staff of 3.8%, based on the CPI in September 2025. This is the basis that has been used in previous years to calculate cost-of-living increases. PCC was asked to consider whether this is the right level of increase to offer as we set another deficit budget.
- iii)** The biggest increase in our budget for 2026 is the Parish Share which rises by £8,182 and has already been agreed by the PCC.
- iv)** The Building and Fabric's budget includes £10,000 agreed by the PCC as a contribution towards the screens project. This could be moved into reserves as a capital investment, thus reducing the B&F budget.
- v)** Insurance is now fully paid by the PCC.
- vi)** The Outreach budget includes many different activities around student and young adult ministry e.g. The Table and evangelistic/discipleship courses and events. It also includes the development of the prayer room at Trinity House. At present, the majority of the food costs that fall under this budget are covered through the generosity of the team who buy and serve food without asking for reimbursement. As such, it is proposed we continue to approve a budget that would cover these costs if needed, particularly as this ministry grows. It is suggested that where food costs are not reimbursed, any unused funds under this heading could be redistributed throughout the year to fund other items as needed.
- vii)** The Youth and Families' budget has been slightly increased as it has stayed at the same level for the past two years.

There were no questions arising and the PCC agreed the following:

- i)** To remove £10,000 from the Building and Fabrics Budget and make it part of capital expenditure of reserves.
- ii)** Personnel costs would be increased by 3.8% in line with inflation or to the minimum Living Wage if applicable.
- iii)** The Youth and Families Minister salary would be considered later in the year once the probation period has ended. This would be managed by Standing Committee and the Finance Committee.

“It is proposed that the PCC approves the proposed Budget for 2026 including amendments agreed at the meeting”.

Proposed: Kathryn Hunter; Seconded: Paul Doggett

This was unanimously approved.

7) Associate Vicar's Update

- a) Update about The Table:** Revd Carolynne reported the current focus is to grow leaders at The Table so they can become hosts of their own "Table" in their homes and workplaces. This will ensure the further growth of the Table beyond Trinity House and Holy Trinity. Bishop Sophie joined the Table for a meal before the confirmation service earlier in November, and this really resonated with her. She also mentioned they were looking for homes to host students away from home for a Christmas lunch on Christmas Day. Revd Carolynne offered thanks to those who supported the Table and provided food. This made it feel like a family. She asked for prayers for financial and immigration provision for the Leaders of the Table.
- b) Scriptorium:** Revd Carolynne is planning to start a Scriptorium in January with Sally Song and will report more on this in the future.
- c) Prayer Room:** Plans to set up a prayer room at Trinity House continue to be developed. Margaret will be on site to welcome people once she has been DBS checked and it is hoped others will feel called to welcome people to the Prayer Room too. These will be activities of HTC so need to fall under our safeguarding provision.

8) Social Media Team Policy and Structure

Jim Kendall had prepared a report on a Social Media Team Policy and Structure for the PCC to review and approve. This was circulated to the PCC before the meeting. There will be two volunteer teams to manage a regular online presence and outreach via specific social media platforms of Holy Trinity Church: one will be creative and one will fulfil a monitoring role. A Social Media Officer will oversee the teams and be accountable to the PCC and incumbent. It was asked if more clarity could be provided on how the reporting would work.

ACTION: Jim was asked to prepare a Role Description to share with Standing Committee in January.

The PCC received and accepted the proposed Social Media Team Policy and Structure.

9) Building and Fabrics Update:

Mike Draper provided a report on behalf of the Building and Fabrics Committee who had met on Monday, 17 November 2025:

- a) Organ Project:** Chris Howard will forward the structural engineers report to Bill so that a faculty application may be submitted.
- b) Eco Church:** Two grants have been obtained across the Church and Trinity House buildings for draught proofing, valve insulation and LED lighting replacement for a total of £5,409.48. Orders have been placed for the draught proofing and valve insulation and quotations are being sought for the lighting project.
- c) Church Building Risk Assessment:** Simon Brake has produced a paper on recent anti-terrorism legislation (Martyn's Law) that was circulated to B&F members. The legislation has a two-year lead in period so there is no immediate requirement for action.
- d) West End Modifications and Screens Project:** Mike Draper has held a meeting with Novum and is awaiting an updated and revised quotation, incorporating our latest requirements. Following our faculty approval, four grants have been applied for. Approval time varies between January 2026 and April 2026 and funding bodies will generally accept work that has already been carried out. Revd Canon Richard agreed to make a short video of the case for

screens and the need for funding. This will be used for a bid to the Joseph Rank Foundation and for congregation fund raising in the New Year.

- e) **Office Kitchen Refurbishment:** Dave Hodges, a reliable contact of Jane Hutton, has surveyed the kitchen and will produce a quotation for the refurbishment.

10) Deanery and Diocesan Synod Updates:

- a) **Deanery Synod:** A report from the Deanery Synod meeting held on 21 October was circulated to the PCC before the meeting. There were no questions arising.
- b) **Diocesan Synod:** A Diocesan Synod meeting was held on 22 November 2025 and there was not time to prepare a report before the PCC meeting. This will be brought to the next PCC meeting.

11) Any Other Business

No further business was brought to the meeting.

The meeting closed by saying the Grace together.

The next PCC meeting will be held on Monday, 26 January 2026.