

Minutes of HTC PCC Meeting on Monday, 25 November 2024

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; Laurence Wood; Revd Carolyne Powell; Julie Wilcockson; Mike Draper; Nick Jackson; Jenny Williams; Wilfrid Kendall; Jim Kendall; Churchill Gnanaraj; Amarachi Umah; Febin Desinghraj; Mahima Bolledu; Monica Theophilus; Chris Jupp

Apologies: Abram Saviour Udeh; Geoff Wilcox; Martin Trewinnard

In attendance: Vicki Johnson, Parish Safeguarding Officer

Revd Canon Richard opened the meeting by welcoming Febin Desinghraj, Mahima Bolledu, Monica Theophilus and Chris Jupp as new PCC members who had been elected to fill casual vacancies that had arisen on the PCC.

1) Opening Prayers: Revd Canon Richard opened the meeting by reflecting on 1 Corinthians 9:24 in which Paul remonstrates against the Corinthians for their lack of care and generosity towards him. At the end of the chapter, he tries to focus them on what is important: running the race. Being part of the PCC is a discipline and we need to serve together to attain the crown together. Those who prepare and train well together usually come near the top. The time of reflection ending by reading the post Communion Prayer for Christ the King.

2) Conflict of interest: Trinity House Trustees (Vicar and Wardens) declared a conflict of interest with regard the item about Trinity House Reconciliation under the Finance Update. The Feeoffees (Vicar, Wardens and past Wardens) declared a conflict of interest with regard the item about Reimbursement of Feeoffees under the Finance Update.

3) Safeguarding

a) Risk Assessments: The risk assessments for Youth and Children's work conducted in Church and in Trinity House will be reviewed by the Building and Fabrics Committee and brought back to at a future meeting.

b) Review of Parish Dashboard: Vicki Johnson, Parish Safeguarding Officer, reported that churches now needed to adhere to the 5 National Safeguarding Standards, and this will be looked into in more detail at the PCC meeting in January.

Vicki offered thanks to the Music Director and Choir for completing all the required safeguarding training to achieve green on our dashboard. In total 115 safeguarding training courses had been undertaken during the year by staff and volunteers at Holy Trinity.

However, safeguarding is not only about green lights and training, it also takes creativity to ensure everyone is kept safe at all times.

"It is proposed the PCC approve the Safeguarding Action Plan Level 3".

Proposed: Chris Howard; Seconded: Jim Kendall

This was unanimously approved.

4) Approval of minutes

- a) The minutes of the PCC meeting held on Monday, 23 September 2024 were approved as a correct record of the meeting.
- b) **Matters arising from previous meetings:**
- i) **Warden vacancy:** Jenny Williams was elected as a Warden at a special Parishioners meeting held during the service on 6 October 2024.
 - ii) **Deanery and PCC casual vacancies:** Febin Desinghraj and Nick Jackson were elected as Deanery Representatives by the PCC to fill 2 casual vacancies. Mahima Bolledu, Monica Theophilus and Chris Jupp had been elected as PCC Representatives by the PCC to fill 3 casual vacancies on the PCC. The elections were conducted by e-mail.
 - iii) **Annual Report and Accounts 2023:** The Annual Accounts 2023 were approved by Standing Committee on behalf of the PCC in order to be submitted to the Charities Commission by the deadline of 31 October 2024. These were then circulated to PCC for information. Thanks were offered to Nehemiah Akinyele (Finance Warden) and the External Examiner for the speedy turnaround.
Keri Husband, PCC Secretary, noted that there were new requirements to confirm that appropriate finance controls, employment policies and safeguarding measures were in place when submitting the annual accounts to the Charities Commission. She will undertake an audit of these this year and report back to PCC before October 2025.
 - iv) **Update on Banking Mandate:** Kathryn Hunter, PCC Treasurer, was pleased to inform PCC that the difficulties with HSBC had been resolved and the new mandate had been accepted and the online banking arrangements updated too. HSBC has given £100 as recompense for their error. Kathryn offered thanks to Ed Kendall and Alison Jackson for their support and help whilst these issues were being resolved. Thanks to the Finance Committee who have worked so hard over 4 years to put this in place.
 - v) **IT Update:** The service laptop has been replaced and the cost was covered by a donation, which has been received with thanks.
 - (1) Servers: Still waiting to find out whether they can be moved to a Cloud environment. A decision will be taken about this in the first quarter of next year.
 - (2) The cyber essentials upgrade will take place soon.
 - (3) The phone system and WiFi extenders will be done early next year.
 - (4) Standing Committee, on behalf of PCC, authorised the Church Alarm to be moved to the same provider as Trinity House for the cost of £450.
 - (5) Standing Committee, on behalf of the PCC, also approved the upgrade of the WiFi service to a more stable and reliable connection for an increased cost of £82.80 per month.
 - vi) **Livestreaming and video and photography policies** will be combined into one policy and brought back to PCC to review and approve.

5) Vicar's Update

- a) **Update on Youth and Families' Co-ordinator recruitment:** No applications were received in this round of advertising. It will be advertised again and suggestions were made to advertise in Bible Colleges, Youth Courses and through Thrive.
- b) **Renewal of Social Media Missioner's Contract:** This is a fixed term contract which is coming to an end at the start of January. This role needs to be considered alongside the Budget for 2025 which will be discussed later in the meeting.

- c) **Discussion of paper on Welcome at Holy Trinity from PCC Away Day (July 2024):** Revd Canon Richard offered his thanks to Nick Jackson and Chris Aston for preparing this paper. Nick Jackson reported to PCC that Sunday service welcomers are to be included in 'Welcome training' and a session of this is taking place on 1 December. The Building and Fabrics Committee are looking at some of the structure/building issues raised in feedback at the PCC Away Day. He also emphasised that everyone has a role in welcoming people to Holy Trinity and commended the leaflets and welcome cards that are available in Church and can be handed out to visitors. The PCC would like the recommendations in this paper to continue to be implemented.
- d) **Generous Giving – further discussion and agreement of actions:** PCC agreed the following actions:
- i) General information about Church finances could be given at regular intervals during the year, rather than just at the APCM.
 - ii) The Parish Giving Scheme should be promoted more in 2025.
 - iii) It was commented that most of the PCC money spent was to support people doing ministry, rather than the building.
 - iv) Generosity attracts generosity.

6) Finance Update:

- a) **Trinity House Reconciliation:** The annual meeting between Trinity House trustees and the PCC Treasurer has been held about how Trinity House has used and supported Trinity House.

"It is proposed the PCC will pay Trinity House £2,000 for use of Trinity House in 2024. This will be reviewed again in 2025".

Proposed: Kathryn Hunter; Seconded: Mike Draper.

This was unanimously approved. The Vicar and Wardens abstained from this vote as they are Trustees of Trinity House and so there is a conflict of interest.

- b) **PCC Reimbursement to the Feoffees:**

The Feoffees have asked the PCC to re-imburse them for the following items:

- i) Reimbursement by the PCC of £3,352.80 for the new laser projector.
- ii) Reimbursement by the PCC of £970.00 for the Architect's fee for the outside CCTV.
- iii) A contribution from the PCC towards the new downpipes (total cost £28,975.82): the sum of £10,000 has been suggested.

The total cost would come to £14,322.80

"It is proposed that the PCC re-imburse the Feoffees a total of £14,322.80 as requested to cover the costs of a new laser projector, the Architect's fee for the outside CCTV and contribute towards the new downpipes. This will be funded from PCC reserves"

Proposed: Kathryn Hunter; Seconded: Nick Jackson

This was unanimously approved. The Feoffees (Vicar, current Wardens and past Wardens) abstained from the vote due to a conflict of interest.

- c) Management Accounts 2024:** Kathryn Hunter, Treasurer, reported that income is healthy, but stewardship giving may not reach the amount budgeted for in 2024, although this may change after the Christmas services.
Expenditure is slightly under budget, but may be because we haven't had a full complement of staff.
Contactless giving has been worth the investment.
The Management Accounts up until October 2024 were received by the PCC.
- d) Missions and Donations 2024:** The report on proposed Missions and Donations for 2024 prepared by the Missions and Donations Committee was received by the PCC and they were content with this.
- e) Budget 2025:** The proposed budget for 2025 had been circulated to the PCC for consideration before the meeting.
In discussion it was agreed it would not be possible for PCC to agree a deficit of £57,000 so some amendments were suggested and discussed:
- i)** The Youth and Children's Minister role be removed for the first four months of 2025 as it is unlikely to have recruited someone in post before that. This would remove an amount of £9,000.
 - ii)** Social Media Missioner: It needs to be considered whether this role would contractually conclude on 8 January and redundancy payment made or whether the contract is extended.
Action: Standing Committee will consider this on behalf of the PCC at their meeting on 9 December 2024 and report back to the PCC.
 - iii)** PCC needs to take ownership of the buildings insurance again (Feeoffees have been paying this since 2020). However, this will need to be done in stages so could it be negotiated with Feeoffees that the costs are split between the PCC and Feeoffees this year. It was suggested the PCC pay £5,000 towards insurance costs in 2025.
 - iv)** Income be adjusted to an increase of £5,000.
 - v)** A staff increase of 1.7% is suggested, which would amount to £780. Staff paid the living wage would automatically receive a salary increase, which had already been budgeted for.

"It is proposed to increase staff salaries, not on the living wage, by 1.7%"

Proposed: Kathryn Hunter; Seconded: Laurence Wood.

This was unanimously approved.

Action: The PCC approved an indicative budget for 2025 and the Treasurer will amend the budget proposal as discussed by PCC and send this to the PCC to approve by e-mail.

On 11 December 2025, it was proposed by e-mail, with the following comment from the Treasurer:

"Following PCC discussion of the Social Media Missioner contract, Standing Committee considered the role in further detail at their meeting on Monday, 9 December 2024 and recommend to PCC that the contract is extended for a further six months. This will allow for a full review of the job description and scope in line with the current needs of the

church and in conjunction with the current post-holder. An informed proposal can then be brought to PCC once this is complete”.

“It is proposed that the Budget for 2025, with the requested amendments, be approved”

Proposed: Kathryn Hunter; Seconded: Nehemiah Akinyele

The Budget 2025 was approved with 16 YESES; 0 NOES and 0 ABSTENTIONS.

7) Building and Fabrics Update:

a) *Repairs to candle holders on high altar:* Bill Johnson reported to SC that the candle holders on the high altar are unstable and don't stand straight. These can be repaired by modifying the feet and making new fixings for the top part of the candle holders. The DAC has advised that this work could be carried out under List 'B' (Archdeacon's approval) of the faculty system and as urgent business between PCC meetings could Standing Committee agree this work on behalf of the PCC so it could be done in time for the Christmas services.

“The Standing Committee of Holy Trinity Coventry approves minor work to the feet and upper supports for the two candle holders that stand on the high altar”

Proposed: Revd Richard Hibbert; Seconded: Chris Howard

This was unanimously approved.

b) *North Porch Doors:* Building & Fabric members felt that replacing the wooden boards in the doors leading into the North Porch with glazed units would be beneficial and this will be investigated.

c) *Wheelchair locations in the pews and wheelchair ramp:* Wheelchair locations were discussed at a meeting including our Architect, Adrian Mathias, and the DAC. A suggestion to remove the short pews adjacent the central columns each side of the main aisle was well received by the DAC. Adrian will be requested to design a scheme for submission to the PCC. A small portable folding wheelchair ramp will be purchased, that will allow access for wheelchair users from the South aisle to the altar rail. A budget of £150 maximum has been allocated from Building and Fabric funds.

8) Deanery and Diocesan Synod Updates:

a) *Deanery Synod:* A report from the Deanery Synod meeting held on 22 October 2024 was circulated to PCC before the meeting. There were no questions arising.

b) *Diocesan Synod:* There was no update since the last meeting.

9) Any Other Business

a) *Preaching Pathway:* Jim Kendall will be undertaking a Bishop's Certificate in Preaching.

b) *PCC Advent Social:* Revd Canon Richard reminded PCC members of the Advent Social taking place at the Vicarage the coming Saturday. He asked if PCC members could RSVP to him whether they could attend.

c) *Additions to the Electoral Roll:* Julie Wilcockson, informed the PCC, the following people had been added to the Electoral Roll: Benon Stephen Azarjan; Rini Sharon; Harold Sam Dharmaraj.

The next PCC meeting will be held on Monday, 27 January 2025.