PCC Minutes

4th November 2026, 7:00pm, Sydenham Old School Room

Welcome **Reverend Joan DeVal**

Rector:	Vacant	
Vice Chairperson:	Andrew Warman	
Treasurer:	Sue Ashdown	
Secretary:	Mark Prescott	
Ministry Team:	Joan DeVal	
Church Wardens:	Lauretta Milligan *1	
	Richard Boarder	Apology Received
	Roy Harrison	
	Robert Pegg	
	Adele Stancliffe *2	
	Margaret Warman	
	Tessa Wyatt *2	
Elected Members:	Jackie Griffiths	
	Gilly Harrison	
	Fiona Kermack	
	Rona Knight	
	Nic Milligan	
	Andrea Oughton *1	
	Margaret Poole LLM *1	
	Tricia Prescott	
	Shane Swaffield	
	Sue Wright	

*1 Member of Deanery Synod
*2 Deputy Warden

Apologies
Please see above for apologies for absence received.

Minutes of previous meeting for approval
The minutes of previous meeting held on 16th September 2026 where approved.

Correspondence **Mark Prescott**
Please see attached letter from Darren Oliver, Registrar of the Diocese.

Rector's Report

There is no Rector's report because we are in vacancy.

Finance

2025 Accounts
The following items were estimated, the actual sums and associated claims not made. Calculations of the amounts will need to be completed and payments made:

- Gift Aid 2025 £23,000
- GASDS 2025 (Included in above)
- Diocesan Fees £7,555

• **Action Finance Team**	Process the outstanding payments and claims for 2025 accounts.
• **Action Mark**	Contact Heather Emerson to find out how to submit the Accounts to the Charity Commission. The 2025 accounts have been accepted by the Charity Commission. **Action closed.**

2026 Accounts
Please see the attached report and profit and loss statement from the finance team:

SSE Electricity bill
Reverend Dr Jacky Barr has offered to make a payment for the electricity used, but not covering the interest charges. SSE has not responded.

• **Action Jacky**	Follow up with SSE, if they do not respond correspondence will be passed to the office, and the item will be closed. No update. **Action closed.**

Wardens Reports

Please see attached Warden's reports.

Proposal	To pay Chiltern Woodcraft £737.00 from Crowell Fabric fund for tree work and planting around car park boundary in Crowell.
Proposed	Andrew Warman

Seconded	Margaret Warman
Result	Passed unanimously

Church Hall **Nick Robins & Lauretta Milligan**

A fire risk assessment was performed on 8th September 2026; it recommended improvements to the safety lighting and thar an Electrical Installation and Condition Report (EICR) be performed on two consumer units. Two quotes have been obtained. Please see attached documents:

Proposal	To appoint Group GA to perform EICR tests on two electrical consumer units, replace LED lights to current standards and reposition of sockets and switches at a cost of £990.03 to be paid for from the Church Hall Fund.
Proposed	Lauretta Milligan
Seconded	Robert Pegg
Result	Passed unanimously

Children's work

Please see attached Children's worker report.

Safeguarding and DBS **Jane Tucker**

Please see attached report.

DBS checks are behind due to a variety of issues included the supplier being hacked. Considering change in responsibilities to reflect Margarets reduced availability during the vacancy. No key roles have outstanding DBS checks.

- **Action Mark** Inform Jane Tucker the Dorchester Area safeguarding contact is erica.hegg@oxford.anglican.org

  Email sent on 19th September. **Action closed.**

Friends of St. Andrew's **Lauretta Milligan**

Please see attached report.

Deanery Synod **Lauretta Milligan**

The Deanery Synod met on 2nd July 2026, please see attached minutes.

Please see attached document on proposed new approach to calculate the parish share:

GDPR **Mark Prescott**

No items to report.

Matters Arising

St Andrew's Churchyard boundary wall with property 'Dragons'.

Please see attached supporting information.

- **Action Laretta Milligan** Obtain quotes for each of the options outlined by the Structural Engineer.

  Structural Engineers report has been shared with owners. **Ongoing.**

Lone Working Policy

The policy was approved by PCC at meeting held on 16th September 2026.

- **Action Patricia Prescott** Create poster of Golden Rules of Lone Working, and display at all Churches.

  Poster created. **Action closed.**

- **Action Patricia Prescott** Email copy of policy to lone workers.

  Email sent. **Action closed.**

Preferred Suppliers

- **Fiona** Create a list of preferred suppliers.

  Ongoing

Pastoral Team Training

Grant application was successful. Training to be scheduled by Jacky with Pastoral team, paid for and then the Grant payment can be requested.
Once training has been held Lauretta will make grant application.

Lauretta confirmed that the grant is available until March 2027, the Pastoral Care team will arrange to do the training in September 2026.

- **Lauretta** Organise Pastoral Training

Ongoing

Mission Giving

- **Finance Team** Consider restarting mission giving when financial situation is clearer.

Ongoing

- **PCC** Consider which charity should benefit from mission giving.

Pending Finance Committee advice

On hold

CPR and defibrillator training

- **Lauretta** Organise CPR and defibrillator training.

Ongoing

Sydenham painting

- **Fiona** Resolve issue with incorrect paint at Sydenham

Contractor has assessed required work prior to providing a quote.

Ongoing

Policy for financial approvals

- **Finance Team** Review the policy's relating to financial approvals and propose any updates as appropriate. Two policies are in circulation.

Update has been requested.

Ongoing

Aston Rowant door repainting

- **Action Richard Boarder** Arrange for the door to be repainted with a colour matched to the existing paint.

The door has been repainted.

Action Closed.

Crowell Bellcote repair

Names of potential suppliers have been obtained.

- **Andrew Warman** Request quotes to repair Crowell bellcote.

Ongoing

Financial returns & energy footprint

Meeting held between Andrew Warman and Sue Ashdown. All information has been supplied for the energy footprint. Note date for submission has now passed.

- **Sue Ashdown** Provide Finance returns information to Andrew Warman.

Ongoing

Crowell Car Park Gate

- **Action Margaret Warman** Gate in Crowell Car Park - Clarify the following points:
  - Clarify the size of the gate.
  - What will the gate be used for.
  - Location of the gate.
  - Estimated cost, and who pays for it.
  - Agree to a written agreement.

Please see attached update from Margaret Warman:

Write up agreement on the use of the gate.

Note – Following proposal was passed: "The PCC offers to pay £300 residue of funds from compensation to mend fence. The Hill family has the option of installing a gate at their cost."

Agreement on location of gate, awaiting Hill family to install it.

Ongoing

Health & Safety Officer

The PCC were invited to apply to be the Health and Safety Officer.

Ongoing

Parish Employees

Role	Person	Manager
Administrator	Paticia Prescott	Sue Ashdown

Book keeper	Jenny Clamp	Sue Ashdown
Children's Worker	Fiona Ludlow	Shane Swaffield

- **Tricia** Check contracts of employment are available and up to date. Follow up with Jacky Barr if missing.

Interregnum Process

Please see the attached documents describing the process:

Team to create the Parish Profile will comprise:

Andrew Warman
Margaret Warman
Lauretta Milligan
Robet Pegg
Richard Border
Rona Knight
Adele Stancliffe
Fiona Kermack
~~Tony Whitacker~~
~~Joan DeVal~~
~~Margaret Poole~~
Mark Prescott
Patricia Prescott
Andrea Oughton

Note – Ministry team are not allowed to participate, but will be consulted.

- **Action Andrew Warman** Set date for first meeting and send invitations.

  Action closed.

- **Sarah Brennan** On 21st October she confirmed initial informal pre-vacancy meeting will be on Thursday 26th November at 7:30pm in St Andrew's Church Chinnor.
- **Andrew Warman** Circulate example parish profiles to PCC**.**

Meetings to create parish profile to be held on following dates at 7pm in St Andrew's Church, Chinnor.

9th December
6th January
3rd February

Suggested agenda:

Agree list of headings to create content for; i.e. Each Church, Rectory etc.
Agree owners; i.e. Wardens plus others who regularly attend.
Review list to determine if we have gaps.

Review content for consistency and style.

Please start to collect suitable photographs which will demonstrate Church life.

AOB

None

Future PCC meetings

Day	Date	Time	Place	Comment	Standing Committee
Wednesday	27th Jan 2027	7pm	Aston Rowant		18 Jan
Wednesday	3rd Mar 2027	7pm	St Andrew's Chinnor		22 Feb
Sunday	4th Apil 2027	11:30am	St Andrews Chinnor	APCM After service	-

All Standing Committee meetings are at 7 pm in St Andrew's Church, Chinnor.
Reports are due by date of Standing Committee meeting.
If reports haven't been included in the agenda which is emailed to PCC please email to PCC directly.

Parish to do list

When	What	Who	Status
After APCM	Update list of trustees.	Mark Prescott	The List of Trustees reflects the new PCC membership. Closed.
Q2 2026	Set PCC meeting dates for 2026	Rev Jacky Barr	See list of meeting dates.
5 Jun 2026	Review website for content and currency.	Rev Jacky Barr	
2026	Review other Parishes experience of National Burial Grounds Survey (NBGS)	Rev Jacky Barr	
2026 After APCM	Confirm bank account contact details are current and accurate.	Tricia Prescott	Progressing.

List of Proposals from recent meetings:

16-Sep-26	Appoint Treetop Arborists to carry out the work specified in the quote, with cost of £200 to be paid by the "Friends of St Andrew's".
16-Sep-26	The PCC accepts the Lone Worker policy.
16-Sep-26	The PCC offers to pay £300 residue of funds from compensation to mend fence. The Hill family has the option of installing a gate at their cost.
16-Sep-26	Office is recarpeted by Haddenham Carpets. Each Church to pay a quarter of the cost.
08-Jul-26	Approval of the St Andrew's Church Hall policies will initially be passed to the finance committee.
08-Jul-26	Engage Creative Memorials to repair two memorials in St Andrew's Churchyard.
08-Jul-26	To engage Royal Homes to install a resin pathway and ramp to the North Door.
08-Jul-26	To engage 24-7 to repair the bathroom in St Andrew's Church.

08-Jul-26	Engage Mathew Powell to provide cleaning at Crowell.
08-Jul-26	To engage Heritage Building Conservation to perform work as described at Crowell Church.
08-Jul-26	To accept all previous PCC policies.
08-Jul-26	The PCC approves the attached list of people to assist in Worship during services at the respective Churches.
04-May-26	To replace KDA as Book Keepers once the 2025 accounts have been approved.
04-May-26	Employ a paid Book Keeper to support the Treasurer
04-May-26	A finance team will be formed to assist the Treasurer
04-May-26	Nick Miligan & Andrea Oughton to be members of the finance team