



Holy Trinity Church of Seer Green & Jordans

Minutes of the PCC meeting of 9 September 2025 at 7.15pm

The meeting was held at Holy Trinity.

Present:

Jez Carr, *Chair*

Tom Allen, Janice Barrett, Janine Dunnell, Janna Holder, Sue Puttergill, Linda West, Sam Barclay.

Apologies: Audrey Hardy, Anthony Bargioni, Anne Wall.

1. WELCOME AND PRAYER

Jez welcomed everyone and opened with prayers.

2. APPROVAL OF MINUTES

The minutes of the previous meeting dated 26th June 2025 were approved.

Proposer Janice. Seconder Sue.

3. MATTERS ARISING

6 The risk assessment for Teen Spirit has been completed. Janine commented that it may need a further review, based on DBS training she attended. Further clarification is needed from the Diocese on the level of DBS required for those running this group.

The email request to treat Grace Gilbertson as an employee of Holy Trinity, and to use a third party to pay her, was agreed in person.

4. UPDATE FROM JEZ CARR

It has been quiet over the summer months, and Jez's Arts Ministry has taken some of his attention. But he will be more present in the autumn, also with the loss of Jenny Tebboth in the Benefice.

The café is doing well, with support from Tom, Grace and Janna.

Jez will be providing technical support at the Beer Fest for the youth bands, mainly to establish connections with the teens.

The Oxford Diocesan Board of Finance has contacted Jez to set up a meeting in October with him, Audrey and Janine to discuss our parish share. Tom requested that we do not go into the meeting with the intention of negotiating with the Diocese, and that any offer made by them is approved by the PCC.

Jez is going to introduce a new 'short service', (Jez and Janna to decide on an appropriate name) that will run monthly in October and November. It will have songs, prayers and a short talk, with an opportunity to chat about the talk over tea and coffee. It is for everyone, but is an opportunity to invite those who are exploring faith. Jez also indicated, based on Lydia Gilbertson's talk on Sunday and his own reflection, that this needs to be through personal invitation. Sue then asked for more information, so that we can know what we are inviting people to and who it is appropriate for.

Action: Jez to make sure sufficient information is available for personal invitations to be made.

Jez is also looking at evening sessions to discuss the big questions in life. The café would be open for this session. He needs to get feedback from SGBC on their experience during the summer.

Since Asher is now in school, Jez has made Saturday his day off, and would like to be undisturbed as far as possible.

5. BUILDINGS AND CHURCHYARD

5.1 Café Update

Tom provided an overview of the café finances and there is on average a net profit of £1000 per month. The café holds about £700 of coffee stock. The café will donate £300 per month to the church from September to support mission work by Janna within the café. This is dependent on how the café does during the autumn and winter.

More volunteers are needed to help, and the café will recruit them.

Sam raised the question on whether people could be encouraged to bring their own mugs for takeaway coffee to reduce our environmental impact. He has seen this working in the cafes in Bristol. There was also a discussion of maybe having our own branded mugs in the future.

5.2 Buildings Report

Tom presented his estimates and guesses for the refurbishment of the church building.

The vestry is a standalone area and will need fundraising to cover the work.

The church lighting is a priority as two lanterns do not work due to their wiring and it is already dark in the front. Tom to get a firm quote for the rewiring of the main church area, and to see if these lights can be fixed, as well as adding wall lights.

Action: Tom to get at least 2 quotes for rewiring the main body of the church.

The quote for the church heating covers 4 heaters for the café and two for the church. This is also a priority.

Action: Tom to split the lighting and heating quotes for the church and café.

Professionals need to be brought in to look at the redecoration of the church, and to provide a quote.

Action: Tom to get 2 to 3 quotes for redecorating the church.

Janna and Tom will go to the Christian Resources Exhibition in October to look at chairs.

The path was discussed to make it more accessible for wheelchairs and buggies. Sam suggested resin that sets the stones, but still has grip.

Action: Tom to raise faculty and get quotes, Sam to get helpers.

5.3 Parish Church Hall

An expert has looked at the Parish Church Hall and it is in a poor state, especially with the building on the right that was added in the 1930's. There are unacceptable levels of damp, and remedial work needs to be done as the walls are deteriorating. Over £14,000 has been spent on the building this year. Tom will share the report when he receives it.

5.4 Clearing the sheds

Sue to ask Fernando, who mows the churchyard, if he is interested in the lawnmower. This will provide more space for café items to be stored during winter, and provide easier access to the green chairs.

Action: Sue to contact Fernando, with photos supplied by Janine.

6. SAFEGUARDING

There has been a data breach from a third party company that APCS uses. 4 members of our parish have had their data stolen. The Diocese is offering Experian free of charge for a year to those affected. The recommendation is not to request new DBS's until the information is secure, or to contact the Diocese if there is an urgent DBS that is required. The Diocese is communicating on ongoing investigations. Sam has a contact experienced in data breaches and ask if he has any advice on protection.

Action: Sam to contact his friend and share any information with Anne and Janine.

7. FINANCE

7.1 2025 Actuals vs Budget

Income is below where it should be, but that is primarily due to the budget for fundraising. The Parish Church Hall has significantly depleted the reserves, with £14,000 already spent this year.

7.2 Relationship between café and church finances

The café is part of the church's operations and so will be included in the report to the Charity Commission and the Diocese. They have a separate account under the PCC's umbrella account to manage their own income and expenses.

Sam raised the question on how the profit generated by the café should be used, suggesting that the café is a vehicle for mission in the villages. Tom indicated that some of the profit is needed for further improvements to the café eg heating, but it was proposed that a maximum £300 a month will be allocated for Janna's missional activities in the café. Jez proposed, Janice seconded, voted unanimously. It was also suggested that Janna and Jez need to look for grants to fund the missional activities for children and teens. And that the charges for project work, such as Fun, Food and Fireworks, needs to be increased in line with inflation.

Action: Jez and Janna to look for grants to cover new activities for teenagers.

9. AOB

All Souls weekend: On Saturday 25th October, the café will be open until midday, and those coming to the café will be invited to light a candle and remember a loved one. From midday to 5pm, the church will be open and quiet for others who want to come and light a candle.

The All Souls Sunday service is 26th October at 3pm.

Still in the planning stage, but Janna and Jez are looking to also open the café on Sunday 5th October from 9 to midday for Harvest, and all profits to be donated to OneCan.

10. CLOSING PRAYER

Jez closed in prayer.

The next meeting will be on Thursday 20 November 2025 at 7:15pm at Holy Trinity. Sam will take the minutes.

The Community Prayer group will meet at 6:30pm.