



**Minutes of a meeting of the Parochial Church Council
Held in the Church Rooms on Wed 13th March 2024 at 7.30 p.m.**

Present: Roy Woodhams (Chair), Susan Clarke, Alan Walton, Paul Jenkins, Rogan Dixon, Bryn Jones, Margie Nursey, Maurice Bowles, John Watson, Jane Etherington, Revd Erik Heemskerk, Bill Rothwell, Steff Shepherd, Alistair Smith, Nigel Lynn. Sue Tresman attended for Item 3.

1 Roy welcomed everyone to the meeting and led the opening prayer.

2 Apologies: Sue Knight, Katherine Tuck, Sandra Keeping, Joan Connolly, Nicola Craven-Smith

3 ECO CHURCH Application

Sue Tresman, representing the Outreach Team, gave a short presentation on ECO CHURCH. Sue, who will be nominated as a PCC member at the APCM, has agreed to take on responsibility for this project.

She explained that ECO CHURCH is sponsored by A Rocha – an organization to which the PCC makes a financial contribution as part of our mission giving.

The project involves working for three awards – Bronze, Silver and Gold – all of which are to do with supporting the environment. There are five themes:

Worship & Teaching; Buildings, Land; Community & Global Engagement, Lifestyle. We as a parish are already on the way to gaining the Bronze Award.

Sue said that we need to answer two questions: 1) Should we as a PCC apply for the Bronze Award? 2) Should we make a long term commitment to embark on a programme of work for the Silver and eventually the Gold Award?

Roy said that the Diocesan aim is that every church should be carbon neutral by 2030 (or as soon as possible) and is encouraging churches to join this scheme. He proposed that we should apply for Bronze now. His proposal was seconded by Bryn and met with unanimous agreement.

Roy thanked Sue for taking on the role and for the efforts she had already put in.

4 Minutes: The minutes of the meeting 10th January 2024 were agreed and signed (proposed by Maurice Bowles, seconded by Rogan Dixon).

Matters Arising: No matters arising.

5 Safeguarding: Nothing to report.

6 Treasurer

Rogan presented his Finance Report to the PCC and the 2023 Annual Report & Financial Statement – both of which had been distributed prior to the meeting. The Annual Report & Financial Statement had been approved by Oakwood our Independent Examiner and both documents had been reviewed by the Finance Committee.

Sue Knight, in her absence, requested that the 1170 accounts be kept separate from the St Nicolas Church accounts as 1170 is a separate organization.

The Annual Report & Financial Statement was accepted by the PCC, with all in favour. Proposed by Maurice Bowles, seconded by Nigel Lynn.

Various points were made regarding the 2024 Draft Budget. The car park is bringing in an income – potentially £8,000 per annum. Rogan said this should be reflected in an updated forecast later in the year. He noted that regular giving is going down, although there were increased amounts in bags and contactless giving. Gas usage has been re-calculated, bringing a refund of £5,000 and we have recently received a legacy of £5,000. We can therefore consider that in addition to the £6,000 kept in reserve we have a further £18,000 to add to the budget.

The 2024 Draft Budget was approved as presented – proposed by Maurice Bowles, seconded by Bryn Jones, with all in favour.

In conclusion, Rogan stressed the need for a Financial Stewardship Campaign and Roy said that he was looking to the Finance Team to give him a steer towards this.

7 Outreach Leader Appointment

Roy began by commenting on the feedback he had received from the Finance Team. They had stated that the likely cost of a full-time Outreach Leader would be £34,000 per annum. So far we have potentially £20,000. They then asked four questions, to which Roy responded. 1) Where will the shortfall come from? Roy is confident that the pledges will increase. This is a vital appointment. Volunteers are doing a wonderful job, but their generosity won't last for ever. If necessary we will have to redeploy our reserves. 2) Is there an alternative? – e.g. a part time appointment or sharing with another parish? Roy explained why neither of these suggestions would be practical. 3) Do we have a clear aim? Yes – it's in the job description. 4) What happens when we have an inter-regnum – which will happen when Roy retires? The churchwardens will be responsible.

In the general discussion which followed, Nigel said we shouldn't dismiss the idea of a part-time worker. Not everyone wants to work full time. We should remain flexible. Rogan pointed out that there could be competing appeals for money: for general funds, re-ordering the church, Outreach Leader. We could dedicate car park income to funding an outreach leader, although Susan warned that we will need to use some of this to improve the car park. In reply to a question from Maurice, Roy said that the Diocese has a new scheme for training apprentice youth workers, but our need is for an experienced person.

Roy proposed and Bryn seconded that we go ahead and advertise for an appointment before the end of May, to start in September. 12 were in favour with none against. There were two abstentions and one declined to vote.

Roy will speak at the APCM and Steff will give a short presentation to the morning and the evening congregations after the APCM .

8 Strategy Team Reports

Since the last meeting of the PCC the two churchwardens have met with each of the Strategy Teams. The reports of the **CARING** and **SHARING** meetings have already been circulated and are attached to these minutes.

The report from the CARING TEAM outlines the activities of the Pastoral Assistants, the Social Team, Home Groups, the Welcomers, the Mothers' Union and the ongoing work to ensure that our Safeguarding Policy is being implemented.

The SHARING TEAM report covers the areas of Communications, Magazine, Young People, Little Nic's Toddlers, Mission & Outreach, Open the Book and Alpha-type Outreach.

DARING TEAM report:-

A. Church Buildings Team met Thursday 7th March 2024.

Membership – Maurice Bowles, Tony Garstone, David Mann, John Watson and Alan Walton (Chair). Associate Members who will assist with R&M Peter Etherington, Doug Lock, Richard Tuck.

Repair & Maintenance recently completed by Buildings Team -

- New notice board fitted to rear area adjacent to font
- Jet washing and anti-slip material applied to paving slab footpaths -West Tower and South Door areas
- Goodwins of Cranleigh - repaired (26th Feb) electric fault to main electric supply box for church boiler.
- Smart Meter fitted to church electricity meter by SMS on behalf of Total Energies
- Damage to 6 cwt 4th bell - bell frame and stay broken during recent ringing practice. AVIVA (on behalf of the church insurance broker's Trinitas) have accepted the claim pending photos and quotes from bell repair companies. Graham Lucas, Tower Captain has requested quotes from –
 - i. Nicholson Engineering Ltd, Church Bell Works, St. Swithin's Road, Bridport (visited 6th March 2024)
 - ii. Whites of Appleton Ltd. (Church Bellhangers), 69 Eaton Road,, Appleton, Abingdon, Oxon (visiting 21st March 2024).

The Diocesan Bells Adviser, DAC has been notified by Graham Lucas.

B. Accessible Church (accessible toilet, small kitchen, pew removals):

Members – Sue Knight, Tim Oxborough, Steph Shepherd, Jeff Wood, Alan Walton (Chair)

Church architect drawing up the floor plans with further site visit 27th March at 3pm.

Quantity Surveyor – MEA Construction Consultants, Elstead , indicatively costing the work.

Drain Survey for the accessible toilet (coordinated by Tim Oxborough) has highlighted that the drains from the vestry toilets are in danger of collapsing. Finance Team have approved urgent repairs. The drain survey also suggests that we will need a deeper drain run and a possible pump for the accessible toilet. The drainage remains under discussion.

C. Inaugural meeting of Church Rooms Management Team met on 2nd February 2024. Membership is Maurice Bowles, Susan Clarke, Nicola Craven-Smith, Mike Roberts, Bill Rothwell, Alan Walton (Chair).

Agreed to ascertain quotes from Wrens and Howdens for cost new kitchen units (excluding labour). Also to carry out storage audit linked to a proposed 'Spring clean' of the kitchens and cupboard storage spaces.

Ladies toilets – Blockages continued over the past few months. External drainage requires replacement and 2 quotes being sought for the necessary groundworks.

D. AV Development - January 2024 - Annual service of AV equipment and repair of middle screen.

E. Car Park - NC-S - Susan Clarke has the most recent figures to report.

F. Churchyard – Mowing Rota for 2024 has been circulated by Malcolm Keeping and Cynthia Plewman continues to manage the phase 2 hedging planting along the boundary of the rectory garden from the High Street. Hedging advice and hedging is from Surrey Woodland Trust.

G. Eco Church – Sue Tresman note her presentation earlier in the PCC meeting.

9 Car Park

Susan reported that the new system is working well. It is much less frenetic in the mornings and there are more spaces available for church and church room events. We have received statements for December (£316) and January (£700). Euro Car Parks want to revert to the original plan of pay on entry as pay on exit is not working for RingGo and the other app. The charging system has been simplified and ECP have agreed to not charge any fines for two weeks whilst people adjust to the new set-up.

We need to find out who is responsible for repairing potholes in the car park area, as they are currently a serious hazard.

10 Churchwardens' Reports

Susan wished to thank Barbara Pearson and all her helpers for the very successful 'Betty's Tea Room' which raised £653 and the Social Team for their Board Games afternoon. The next event is the Desert Island Discs evening on 18th May.

She commented on the two new notice boards which had been installed at the back of church, with thanks to Alan and team, Nicola and Richard Tuck. A volunteer is needed to keep the photo board up to date, as Michael Wild is stepping down after many years doing this job.

Alan introduced the Lone Workers Policy:

Lone Workers' Policy –papers presented are from the HR department of Diocese of Guildford, who advise: "It may be that your working situation is such that you find yourself working alone in a setting that is open to the public. If this is the case, then it is sensible to have considered what measures can help to reduce your vulnerability". The following papers were previously distributed:-

- Lone Working Guidelines for Parish Administrators
- Lone Working Policy
- Lone Working Checklist
- Lone Working Protocol (Pastoral Care)

Please let me have any feedback on these papers by 27th March. The churchwardens and Rector will then consider accordingly before implementing on behalf of the PCC.

11 1170: Nothing to report

12 Rector's Business

Roy thanked Rogan and Jane for serving on the PCC – Rogan as Treasurer and Jane as an elected member for three years. Also elected three years ago were Alan and Bryn, both of whom remain on the PCC, Alan as Churchwarden and Bryn as a Deanery Synod representative. Katherine, who has resigned as Safeguarding Officer, will also be leaving.

There will be three vacancies for three years and one for one year to be filled at the APCM. Sue Tresman has agreed to be nominated and Roy invited us to think of any others who might be interested.

Roy thanked Susan for serving the drinks and everyone on the PCC at this, our last meeting before the APCM.

13 Any Other Business: There was none. .

14 Date of Next Meeting

APCM in church, Wednesday 17th April, 7.30 p.m. (Margie to serve tea/coffee)

First meeting of the new PCC Wednesday 8th May, 7.30 p.m. (Maurice to serve tea/coffee)

No meeting in June – date of Archdeacon's Visitation

The meeting ended with the Grace at 9.05 p.m.