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**Minutes of a meeting of the Parochial Church Council**

**Held in the Church Rooms on Wed 8th May 2024 at 7.30 p.m.**

**Present:** Roy Woodhams (Chair), Susan Clarke, Alan Walton, Paul Jenkins, Bryn Jones, Margie Nursey, Maurice Bowles, John Watson, Erik Heemskerk, Bill Rothwell, Alistair Smith, Sue Tresman, Sandra Keeping, Joan Connolly, Alison Hendy, Richard Tuck

**1** Roy welcomed everyone to the meeting, with a special welcome to the three new members – Sue Tresman, Alison and Richard – and led the opening prayer.

**2 Apologies:** Sue Knight, Nicola Craven-Smith, Steff Shepherd. Nigel Lynn was also absent.

**3 Elections:** Vice Chair: Alan Walton (proposed by Roy, seconded by Maurice – all in favour)

 Standing Committee: Rector & Churchwardens, Treasurer, Sandra Keeping, Bryn Jones (proposed by Maurice, seconded by Joan – all in favour)

 Hon Treasurer: Alistair Smith (proposed by Roy, seconded by Sandra – all in favour)

 Hon Secretary: Paul Jenkins (proposed by Joan, seconded by Alistair – all in favour)

 Safeguarding Lead: Bryn Jones (proposed by Roy, seconded by Sue T – all in favour)

**4 Minutes:** The minutes of the meeting 13th March 2024 were agreed and signed (proposed by Bryn, seconded by Susan).

Matters Arising: No matters arising.

**5 Safeguarding:**  Nothing to report. Brian Boxall (Safeguarding Officer) will be invited to speak at the July meeting. Action Paul.

**6 Treasurer**

Alistair presented his first report after taking over as Treasurer from Rogan. He distributed and presented the Year to Date Income and Expenditure Accounts. He had a few queries about the Income and said that there was nothing surprising in the Expenditure and nothing of concern. Roy thanked him for taking on this role.

**7 Young People and Families Leader Appointment:** Roy said that there had been no applications so far. Deadline tomorrow.

**8 Team Reports:**

Outreach: The report of the meeting of the Outreach Team dated 23rd April 2024 had been distributed.

Erik commented particularly on the Cranleigh Food & Farming Festival (formerly called the Cranleigh Show), to which the parish church has been invited to contribute. Roy saw this as a valuable opportunity for outreach and hoped we could respond. Various suggestions were made: a gazebo, with seats where people could sit and relax; a giant lego kit for children to use, which Sue K had offered from 1170; Open the Book presentations; an Eco stall, to include news of the St Nicolas Bronze Award. A few things could be taken from the previous day’s Rectory Fete, including perhaps a steam engine which Richard has arranged to borrow for the weekend. Roy and Erik will go away and discuss these ideas.

Roy will ask Mike Roberts to clarify the comment in the report that the Monday home group established after the 2023 Lent Course has now stopped.

Social Team: The report of the meeting dated 24th April 2024 had been distributed. Susan drew attention to the Desert Island Discs evening - Saturday 18th May at 7 p.m. - and encouraged people to come.

**9 Car Park**

Susan reported as follows:

With a further 2 months gone (£573 and £625), our income is averaging £550 per month

Still a few blips, with penalty notices being issued rather erratically.

Pleased to report that the potholes have been filled (by the Diocese).

Main request this evening is regarding some cutting-back of the trees overhanging the back of the car park.

We have a quote from Clive Richards for £850 to do this work. He will liaise with Waverley as appropriate. I would like to ask the PCC to approve this expenditure. A key aim is to improve the maintenance and ‘look’ of the car park, and this is one of the things we had identified as work that needed doing.

It was agreed to accept this quote and arrange for the work to go ahead (proposed by Susan, seconded by Maurice – all in favour)

Susan said that in due course, we wish to improve the lighting, preferably in time for next winter. This may require planning permission.

The other main job needing attention will be some sort of hard path across the grass to the church rooms.

**10 Churchwardens’ Reports**

**Susan**

Alan and I have been liaising with Nicola to obtain quotes for a new kitchen in the St Nicolas Room. This will involve new units, new cookers and appliances (including a caterer’s dishwasher), an enlarged serving hatch, new flooring and ceiling tiles.

The quote we have from Howdens currently stands at £7,895 (+possible addition of £2,000 for quartz worktop)

And for the installation and building work a quote from Thomson Properties for £10,200

So a total of £18-£20K

Unless the PCC feels we should go straight ahead with this paying from our own funds, then we are proposing to apply to possible bodies for a grant to cover a sizeable portion of these costs.

This will of course take time and we may have to delay starting work for 6 months or more.

It was agreed that we should go ahead applying for grants, with the proviso that some proportion of the cost will be paid by us.

The only other thing Susan had to mention was to thank Barbara Pearson and her allies for running the cake stall on Sunday which raised an amazing £384 for Christian Aid.

**Alan:**

**Repairs and Maintenance:**

* 1. Pillars to the Chancel Arch and the South Transept Arch (adjacent to organ).

Plaster repair crumbling at the arches. Likely caused by water/damp ingress overtime from the exterior walls and roof rainwater drainage. Bill Hales the church roofer is providing a quote to repair the exterior rainwater guttering. A water repellent coating can also be applied to the exterior stone work.

“Historical sources, date these arches from the early 14th century. In the case of

the South Transept Arch the triple mouldings and the capital were reworkings of

the earlier arch, which would have looked something like how the North Transept

Arch still does”. Source: Brian Bagot

Traditional Stone, who repaired the north west window recently, have been asked

to quote for the repair.

(Thanks to Tony Garston and Brain Baggot for their support with this repair)

* 1. Boiler Room Door Frame – Thanks to Richard Tuck for this repair recently. Door and frame now require re-coating with creosote.
	2. Gas Smart Meters – Smart Meter Services & Total Energies to fit these in churchyard and St Nicolas Room kitchen. Request for dates and times emailed to them.

2.0. 22 Orchard Gardens: – The tenants have advised us of their intention to purchase a property and anticipate moving out by the end of May. They are fully aware of their contract terms of early release. Which specifies they are responsible for paying the rent until such time that we have new tenants in situ.

The Rector, Churchwardens and Treasurer have agreed with Hestia on behalf of the PCC that the property is advertised as soon as possible.

We are aware of a damp area on a staircase ceiling and wall which has not deteriorated since last reported, when at that time our roofer repaired a roof tile area. The tenants have agreed to repaint the area damaged by the dampness.

Hestia have undertaken a timely six month property review of the house and a report is awaited regarding what work is required (if any) to market the property.

3.0 Church Lightning Conductor: annual service is due. I am in process of actioning this.

4.0 Accessible Church: As highlighted at the APCMour church architect Adam Heiki, has now submitted to the ‘Positivity and Accessibility Group’ 3 floor plans for their consideration. These will be discussed at the groups next meeting on 20th May**, f**ollowing whichadissemination process will be implemented.

**11 Eco Church**

Sue T distributed a paper entitled ‘St Nicolas Church Eco Award Bronze to Silver Journey’. She mentioned some of the ways that the Eco Project can be introduced to the congregation and promoted, among them:- Eco slides for display as part of the welcome before the 10 a.m. service; up to three annual eco inputs in our cycle of worship; an eco corner in church. She talked about Community Engagement – 10 steps to Silver – including potential joint events with our Eco Partners in Shere and Peaslake; input in the Rectory Fete, the Climate Event at the Arts Centre on 14th September and the Heritage Day on 21st September; working with our children and schools.

Roy thanked Sue for all her hard work.

**12 1170**

In her absence, Sue K sent an 1170 report to help new members of the PCC to understand the relationship of the two charities.

The Charity, 1170 was set up as a **completely separate** charity from the Church primarily to raise funds for the building and maintenance of the Church building. As a Historic Building, the Church is valued by the whole community from which the trustees are drawn. I am the trustee representing the Church.

The maintenance costs are high and the works are often complex requiring skilled tradesmen due to the historical nature of the building. Whilst contributing towards some of the smaller building renovations that arise, the Charity also wishes to build a reserve fund so that eventually there will be monies available for larger maintenance projects e.g. a new roof on Baynards.

To this end the Charity holds events to raise money.

Upcoming Events

**June 15th** Queens Six in collaboration with the Cranleigh Arts.

**June 29th**Stall at the Lions Carnival

**July 13th** Stall at the Rectory Fete

**November 2nd** Guildford Shakespeare Company: Romeo and Juliet in St Nicolas Church .

**Saturday, September 21st**  Heritage Day in St Nicolas Church. Preceded by a Heritage Gift Day envelope drop to the whole area

As well as these events, we have joined with Cranleigh Heritage Trust for a Heritage 1000 club, the first draw being held on June 15th at the Concert.

The Operational Team is small in number which limits us to the events we are able to run. If anyone would like to join us they would be very welcome.

I would be very happy to answer questions from individuals or at the next PCC.

**13 Rector’s Business**

Erik will be ordained priest in Guildford Cathedral on Saturday 29th June. Tickets will be available, but anybody can go to the service. On Sunday 30th June Erik will preside at our Parish Communion and baptise his new-born baby (due at the end of May). The service on that day only will be at 11 a.m. instead of 10 a.m. and will be followed by a bring-and-share lunch in the Parish Rooms. We will be joined at the lunch by Gabrielle and family, as Gabrielle is to be ordained deacon at the Cathedral on the Sunday morning. The change of time for the Parish Communion on Sunday 30th was unanimously approved (proposed by Sue T, seconded by Joan).

On Wednesday 25th September a group of Clergy Pilgrims, along with some Clergy from our own diocese, will be visiting Cranleigh as part of a pilgrimage from Dorking to Guildford. Roy is looking for volunteers to put them up for the night and provide them with breakfast. This notice has been in the Sunday news sheet for the last two weeks, and so far there has been no response. Roy urged PCC members to let Nicola know if they could help.

**14 Any Other Business**

Richard reported on his preparations for the Rectory Fete. There will be a number of new attractions, and he wants to give the Fete as much publicity as possible – posters around the village. Cranleigh Magazine, social media and programmes delivered on the new estates. He has lots of helpers already, but more volunteers would be welcome.

**15 Date of Next Meeting:** Wednesday 10th July 2024, 7.30 p.m.

The meeting ended with the Grace at 9.10 p.m.