



**Minutes of a meeting of the Parochial Church Council  
Held in the Church Rooms on Wed 8<sup>th</sup> September 2021 at 7.30 p.m.**

**Present:** Canon Roy Woodhams (Chair), Michael Roberts, Susan Clarke, Paul Jenkins, Rogan Dixon, Georgina Francis, Joan Connolly, Sandra Keeping, Margie Nursey, Alan Walton, Bryn Jones, Jane Etherington, Revd Tim Clifford Hill, Maurice Bowles, Katherine Tuck, Emily Clark

**Apologies:** Nicola Craven-Smith, Rev Rutton Viccajee, Frank Sole, Paul Dyer, Tim Oxborough, Judy Wedderspoon

Roy welcomed everyone to the meeting, noting that this was the first 'live' meeting of the PCC since March 2020 owing to the lockdown caused by the coronavirus pandemic. He then led the opening prayer.

Roy welcomed Emily Clark as our new Young People's Minister and proposed that she be co-opted on to the PCC with voting rights. Roy's proposal was seconded by Katherine Tuck and all were in favour.

**1 Minutes:** The Minutes of the Meeting 23<sup>rd</sup> June 2021 were approved unanimously – proposed by Margie Nursey, seconded by Sandra Keeping. There were no matters arising. These minutes and the minutes of all the meetings held via Zoom since March 2020 will be signed by the Chairman before the next meeting.

**2 Safeguarding:**

Roy announced that Brian Boxall will be attending the October meeting to lead a discussion on Safeguarding and that this will be the only item on the agenda at that meeting.

Katherine reminded those of us who have not completed the on-line basic training that we should do so before the October meeting and let her or Brian know. The requirement for training applies to all who have not completed the course within the last three years.

Brian has asked us to consider, before the October meeting: 'What do we at St Nicolas' need to do to ensure that we have a culture of safeguarding?' He also hopes that we can recognize in some way

Safeguarding Sunday, which is being kept on 10<sup>th</sup> October.

### **3 Treasurer:**

Please see Rogan's Report, already circulated.

Rogan said that a small surplus was still achievable at the end of this year. We have benefitted from the grant money from Waverley Borough Council and from two legacies. In addition, the Rectory Fete generated £6400. The Mission Giving of £4165 can now be allocated.

Rogan went through the Approvals Required and Points to Note contained in his Report.

A Designated Fund has been set up for Building repairs, maintenance and improvements, into which an opening balance of £80 000 has been transferred from the General Fund. This was unanimously approved (proposed by Rogan, seconded by Maurice)

It is intended to open a new CAF Bank Account, which over time will become the church current account. In addition, Rogan intends to set up a CAF Donate on-line giving account for the receipt of on-line donations. (Proposed by Rogan, seconded by Mike and unanimously approved). As a consequence the existing current account will be used exclusively for regular giving under the control of the Stewardship Officer, so providing a greater degree of confidentiality.

Oakwood Business Consultants were appointed at the APCM to provide the Independent Examiner's Report on the church accounts. Their Engagement Letter for the 2021 Accounts needs to be signed by two Trustees. The PCC were asked to approve for Roy and Rogan to sign the letter on behalf of the PCC (Proposed by Rogan, seconded by Margie and unanimously approved.)

Rogan confirmed that income from weddings and funerals goes into a separate Lloyds Bank Fees account, and expenditure is paid out of this. Unanimous approval was given to the addition of Rogan and Jane Mant to the list of signatories on this account (proposed by Rogan, seconded by Jane Etherington).

Payment for flowers is now made by BACS or petty cash from the office, rather than cash via Val Watts.

Young People's Minister Funding: Roy will take this forward.

Proposals will be put forward for a schedule of 'Delegated Authorities' for the management of the Church finances.

A discussion took place about the installation of a donations box and a suitable card reader. Alan mentioned what he regarded as a good system of giving to the church using Amazon Smile. Roy referred these matters to the Finance Team.

#### **4 Update on Caring, Sharing and Daring:**

In July the Daring Team had an ongoing email discussion about the future pattern of Sunday services and in the absence of complete agreement proposed a 'halfway house' into a new normal. They proposed a pattern of services to run for a four-month period (September to December) with a review in November for hopefully proposing something more permanent for January 2022 onwards. We may eventually decide to resume evening worship on the first and third Sundays.

The proposal was for the following Sunday services from 1<sup>st</sup> September:

8 a.m. Said Holy Communion (alternating BCP and CW)

10 a.m. Holy Communion CW with Choir and Organ each Sunday, with SEA Church at the same time on first and third Sundays.

4 p.m. Worship @ 4 – second and fourth Sundays only.

Contemporary Worship, with Music Group.

The proposal was put to the PCC by email and members were asked to vote. 18 voted in favour, 2 against and there was one abstention.

No meetings have taken place since the June PCC Meeting, so nothing further to report.

#### **5 Churchwarden's Report: Susan**

The new Risk Assessment Template Covid 19 was circulated and subsequently approved unanimously by email.

A new structure has been introduced for volunteers who help at services, with the emphasis on welcome, as well as safety. At each Sunday service there will be one duty warden, plus one welcomer at 8 a.m./ 4.00 p.m. and two at 10 a.m. The former duties of sidespeople, welcomers and stewards will be combined.

A form has been produced listing some of the ways in which church members can offer to volunteer. The form will be available to everyone with the next weekend mailing. It can either be completed and returned on line or filled in on paper and returned to a welcomer at the

end of a service or to the church office.

Susan emphasized the need for more volunteers to help plan and run social events and in particular the Rectory Fete 2022. She suggested we should offer a first aid refresher course to those who qualified more than four years ago. She also mentioned a guide to the church in different languages which had been mislaid and could not be found on the office computer.

Responding to the issue of welcomers at services, Rogan suggested a small, attractive welcome card that could be given to newcomers, and perhaps a Christmas card from the church with a list of the Christmas services. Mike reminded us of the welcome pack that we delivered to new residents in the parish before the pandemic began.

### **Churchwarden's Report: Mike**

#### Lighting in the Church

A handover meeting is to be held on Thursday 9<sup>th</sup> September 2021 with CES the lighting contractors. The meeting is to re-visit some of the lighting levels and re-focus required based on the last few weeks experience, together with instruction on using the tablet-based control system.

#### Insurance cover – change to the excess on the Church Building

The Finance team agreed that the insurance excess amount on the Church building was to be reduced from £500 to £250. The increase on the annual premium is £49.41 inc IPT.

#### Lamp post in the Churchyard – Peter Spring memorial

The lamp post between the choir vestry and the car park was vandalised beyond repair. Arrangements are in hand to replace the lamp post, hopefully like for like. An insurance claim had been registered, albeit with £500 excess, and a police report filed. The thanks of the PCC were recorded to the Cranleigh Lions, who have given a grant covering the insurance excess amount through the representations made by Peter Currie, one of their members, who had remembered Peter Spring's outstanding works with the Romanian orphanages.

#### Window at the west end of the north aisle

Vandalism damaged several panes of the window with a hole through the centre. No insurance claim was made but a police report was made. The cost to repair was £75.

### Heating system in the Church Rooms

Re-piping the system from the main kitchen through to St Andrew's room is currently underway at a cost of £2800 inc VAT. This work was necessary due to a leak under the floor in St Andrew's room. Digging up the floor was considered not an option even if the place of the leak could be identified.

### External flood lights

Those at ground level behind the east window need replacement, as corrosion does make a repair impossible without irreparable damage to open them up. Proposals will be brought forward in due course.

## **6 Reports from PCC Teams**

The Finance Team's Report was covered under Item 3.

**Social Team.** While expressing satisfaction at the success of the Rectory Fete and gratitude for all who had helped, Sandra re-iterated what Susan had already said about the need for 'new blood' if there is to be a Rectory Fete in 2022. She would be prepared to organize a fete only if there were five or six volunteers willing to share the responsibility for organizing and running it. Roy suggested that we should personally approach any likely candidates.

**C of E School.** Sandra announced that Cranleigh C of E has received an award for the exceptional way in which they have dealt with coronavirus. The head and staff are doing really well, but they are short of governors. The chairman and vice-chairman are moving away from Cranleigh and there are other vacancies too. Roy supported Sandra and appealed to PCC members to consider offerings their services.

## **7 Young People's Minister's Report**

Roy warmly welcomed Emily once again and said he would introduce her to the congregation on Sunday. He hoped she might have a report for the PCC at the November meeting.

## **8 Rector's Business**

Roy said he was encouraged by the size of the congregation and the friendly atmosphere on the previous Sunday – the first Sunday when the church had returned to 'normal' after the lockdown. People seemed pleased to be back and coffee in the churchyard afterwards lasted an hour and a quarter. He was now looking forward to the first 4 p.m. service on Sunday.

The present pattern of services is for a four-month experimental period and due for review at our November meeting. He asked PCC members to gauge people's reactions and come to the meeting with some feedback from the congregation.

The church office opening hours have been changed to Monday, Wednesday and Friday, 9.30 to 2.30. Nicola has taken over sending out the weekly email on a Friday afternoon. Copies are posted to people who are housebound or have moved away. The Sunday sermon is put on the website on a Monday.

There will be a Christmas Tree Festival over the second week in December (10<sup>th</sup> – 13<sup>th</sup>), co-ordinated by Jane Etherington.

The Archbishop of Canterbury will be visiting the diocese later in the month, and we are encouraged to take cards for ourselves and to distribute to friends and neighbours for his talk at the Dorking Halls on Saturday 25<sup>th</sup> September. Roy commented that Archbishop Justin is an excellent speaker.

The PCC's attention was drawn to a document issued by the Diocese posing the question 'Are you a victim or survivor of Church-related abuse?' The document is available on St Nicolas' website.

**9 Any Other Business:** Katherine expressed her appreciation of 'Picnic in the Park', which she described as 'a brilliant event'. She felt that 5 p.m. was a good time, and the fact that it wasn't dark didn't matter.

**Date of Next Meeting** – Wednesday 13<sup>th</sup> October 2021 at 7.30 p.m.

The meeting ended with The Grace at 8.52 p.m.