



**Minutes of a meeting of the Parochial Church Council
Held in the Church Rooms on Wed 13th May 2026 at 7.30 p.m.**

Present: Susan Clarke (Chair), Richard Tuck, James Lester, Sarah Smith, Sue Knight, Margie Nursey, Jane Etherington, Alan Walton, Maurice Bowles, Paul Jenkins, Alison Hendy, Sandra Keeping, Claire Jones, Mike Roberts, Jane Dyer, David Cox, Nicola Craven-Smith. Katherine Tuck attended for Item 6.

1 Susan welcomed everyone to the meeting, mentioning by name those who were new to the PCC, and led the opening prayer.

2 Apologies: Erik Heemskerk, Susan Tresman, Alistair Smith, Steff Shepherd

3 Elections: The following were elected for the coming year:

Vice Chairman: Susan Clarke (proposed by Claire Jones, seconded by Jane Etherington). Alan Walton will continue as Chair of the Vacancy Management Committee.

Treasurer: Alistair Smith, until someone is found to replace him (proposed by Richard Tuck, seconded by Sandra Keeping)

Secretary: Paul Jenkins (proposed by Margie Nursey, seconded by Alison Hendy)

Standing Committee: Rector and two Churchwardens, plus two elected PCC members. Sandra Keeping and Richard Tuck were elected (proposed by David Cox, seconded by Sue Knight)

4 The Minutes of the meeting 11th March 2026 were agreed (with the addition of Area Dean as a member of the interview panel under Item 4b) and signed (proposed by Maurice Bowles, seconded by Sarah Smith, with all in favour).

5 The Minutes of the APCM were agreed and signed (proposed by Maurice Bowles, seconded by Jane Etherington, with all in favour). Nicola will now upload to the website.

6 Safeguarding:

Having previously circulated copies of a) the Parish Safeguarding Policy, b) the Policy on the Recruitment of Ex-Offenders and c) the list of Church and Non-Church Activities, Katherine spoke about each of these and sought the PCC's approval of (a) and (b).

(a) Parish Safeguarding Policy – Promoting a Safer Church. This is much the same as the one we approved last year. Approved with all in favour (proposed by Katherine, seconded by Sue Knight).

(b) Policy on the Recruitment of Ex-Offenders. Approved with all in favour (proposed by Susan Clarke, seconded by Ricard Tuck). This policy will be made available to all applicants whose role requires a Disclosure and Barring Service (DBS) check, at the start of the recruiting process.

Information will be sent out pertaining to the management of known offenders, support for victims and survivors and information for victims and survivors. The PCC is aware that this information exists and will comply with the requirements should the need arise.

The list of Church and Non Church Activities was accepted as being accurate and complete.

Looking ahead:

On June 1st the new Safer Recruitment and People Management code of Practice comes into effect. Anyone taking on a new role, even within the church, will need to go through the Safer Recruitment process.

On 27th June Katherine is organizing a short basic safeguarding training session from 10 a.m. to 12 noon, delivered by Natasha Kelley from the diocesan team. This is for anyone at St Nicolas and will also be open to members of the other churches in the deanery.

In July we will be looking at Promoting a Healthy and Safe Culture, with a sheet being sent out prior to the meeting.

The Lone Working Policy will be revised and updated.

Sandra Keeping and Petula Sole have agreed to become chalice assistants. They will be commissioned after receiving training from Martin Booth and Sue Tresman. Once they have been commissioned they will be able to assist with the chalice during communion services and will be equipped to take holy communion to parishioners. The PCC approved with all in favour – subject to following safeguarding policy.

Katherine left the meeting at the end of Item 6

7 Treasurer: In the Treasurer's absence the PCC received the accounts for the first quarter (Q1) previously circulated with his brief comments. The financial situation is mostly in line with last year, with overall giving up a little, mostly through planned giving. For this increase in planned giving we have to thank the Giving Team chaired by Erik, who gave a much appreciated sermon on this topic in February.

Finance Committee: Richard Tuck (Chairman) presented the Minutes of the meeting 27th April 2026 which had been previously circulated.

It was agreed that we increase the hire charge for the Dancing Classes by 4% from September 2026 (proposed by Richard, seconded by Alan with all in favour).

A discussion took place about the state of the car park surface and the lighting in the car park and it was agreed that we will keep these matters under review. It was noted that when the work begins on church refurbishment the car park may have to be used by heavy vehicles.

Margie raised the matter of bees in the church tower and this led to a long discussion. She said that the bees could not and should not be removed and they were of no danger to people if they were not disturbed. Alan will consult with Margie and other bee keeping experts. See also Agenda Item 13.2.3.

8 The Vacancy: Susan reported that there had been an encouraging response to the advertisement, but she could give no more information at this stage. She reminded us of the informal visit by short-listed candidates on 3rd June and the interviews on 4th June.

The informal visit will include a bring-and-share meal from 5.30 to 7.00 p.m. This will be an opportunity for meeting the candidates and their spouses/partners (not 'interviewing' them). Any feed-back should be given to the Area Dean, either verbally at the end of the evening or by email before the end of the day.

Bishop Peter Hancock has suggested that we should include an item at our July meeting about how we will welcome our new incumbent, assuming one has been appointed, and how we prepare for change. Peter offered to lead a discussion if we think that would be helpful.

Susan led the Vacancy Prayer.

9 Young People and Families:

Claire gave a brief report on the various young people's activities. There is still a need for more volunteer leaders and helpers.

10 Team Reports:

Outreach. Mike Roberts outlined the proposal for outward giving in 2026 and it was agreed by the PCC that the allocation of £10,000 will be divided equally between a) Arocha, b) Wintershall Education Programme, c) The Bible Society, d) Ride for a Woman. In addition, £1,000 will be earmarked for outreach activities within the church.

The first three allocations of £2,500 will be paid during the year, perhaps at regular intervals. The payment to Ride for a Woman will be made once we are sure that the money is going to the intended recipients. Sue Tresman is currently seeking this reassurance.

The four payments of £2,500 were proposed by Susan Clarke and seconded by Sue Knight with all in favour.

11 Church Rooms: A new screen has been installed in St Nicolas Room.

12 Vision 2030:

The Project Team has endeavoured to draft the Statement of Need for the Amenity Groups, but the Inspecting Architect has advised that further detailed work is needed. The Project Team agreed that to move forward we would ask the architect to provide a quote for him to complete the Statement of Need on their behalf. We are awaiting his

reply.

13 Churchwardens' Reports:

Susan:

Firstly, to outline some upcoming services:

Ascension Day – Thursday 14th 6pm at Wintershall with picnic

Ascension Choral Evensong - Sunday 17th 6pm in church

'First Communion' for children – Sunday 24th May 10am (Pentecost)

Baptisms and Confirmations – Sunday 31st May 10am

Sue Tresman Ordination as priest on Saturday 27th June am, followed by her first celebration of Communion the following day (28th) at 10am (and the next Sunday 5th July at 8am?)

Bishop's Service ('Cranleigh Deanery Gathering') Mon 29th June 7pm refreshments. 7.30-9 service

And an upcoming candle-light concert in church:

Lumos playing the music of Ludovico Einaudi

22nd May – 2 sittings 7-8pm and 9-10pm

We are very grateful to Keith for cleaning our Altar and vestry carpets, and to Chris King, for doing a lovely repair and clean of the lectern. He is planning to return to revive our brass on the chancel floor.

We have so far had offers for the sponsored purchase of 22 copies of the Book of Common Prayer, a new edition in larger print. There are also standard-sized smaller copies, which some people have expressed a preference for, so we may purchase a number of these also.

Charts Close. As you may be aware, Erik has not yet been successful in finding a post for when his curacy with us finishes at the end of July, although there are others still in the pipeline. He has asked whether as a church we would be happy for him to continue residing at Charts Close until such time as he is ready to move on. This would involve us in continuing to pay the rent, something which we have been able to afford as we are still successfully renting out our Orchard Gardens property. Susan proposed the motion that we would be happy for him to do this, with Richard seconding. All were in favour.

Message from the Social Team

Our 6 Lent Lunches (four run by ST, one by MU and one by Men's Group)

raised a total of £602.

Community Lunches planned for last Thursday of September, October, and November. The PCC was happy to approve these, Congratulations to Barbara and her team for raising over £325 for Christian Aid at the Cake Sale on Sunday.

Alan:

13.1 The Surrey Churches Preservation Trust recently received a very substantial legacy, and the Diocese has alerted its inspecting architects regarding churches that might benefit from the Trust's grants. AW has approached the Cranleigh area representative and been told that the Trust is currently considering how the legacy can be used within its grant regulations.

If a grant is awarded by the Trust there is an obligation on the recipient church to participate in the annual national Ride & Stride for Churches event in September. This is an individual sponsorship event which includes opening the church and welcoming walkers and bikers. A register is normally provided for each church and participants sign off each church visited. Participants are sponsored for each church they visit, or distance covered.

We will need to submit our annual accounts over the past 2 years with any grant application to the Trust.

13.2 Repairs:

13.2.1 Choir Vestry and Clergy Vestry Roof Repairs - Traditional Stone (stonework and roof repairs). The company has done several repairs to the church building in recent years.

Castellations repair and replace roof ballast, remove growth and vegetation, mastic pointing - all raked out and repointed in lime mortar. Total cost = £10,668.04 exc. VAT. Inc VAT = £12,821.65

The Surrey Churches Preservation Trust and 1170 to be approached regarding the possibility of a grant to fund the stone work and roofing repairs.

13.2.2 Atlas Cedar Safety Bracing - Following the recent remedial works our arboriculturalist re-assessed the tree and has advised safety 2 bracing cables need to be applied. Two quotes have been obtained as -

Ben Nicholson - £1,600 + VAT = £1,920 / Luke Nicholson - £1,800 + VAT = £2,160

Therefore, I recommend to the PCC Ben Nicholson's quote as being the most economical quote by £240. This was accepted with all in favour – proposed by Alan, seconded by Susan C.

13.2.3 Safe Removal of Bees in Tower - This is a Quinquennial Report 2025 action.

We have Received one quote from BeeGone for up to £14,000 inc VAT. However, this does not cover all of the tower areas where the bees are to be found. It is only for removal and does not include repair to stone work, and fixing netting over the access holes.

AW also contacted Guildford Bee Keeping Society to seek advice regarding the safe removal of the bees from the bell tower. Following which the access points need to be sealed with appropriate netting. See also Agenda Item 7.

13.2.4 Churchyard - Bradshaw Monument/Celtic Cross (double grave of Arthur Bradshaw). The cross is in danger of falling down. Therefore, Chris Anstey, the stonemason who repaired the north aisle floor, has temporarily placed wooden bracing in place to prevent the cross from completely falling over, as this would be a much more expensive repair. The cost of repair to level the cross would be circa £1,872.00 + VAT = £2,246.40; Chris Anstey will hold for 6 months from March 2026).

13.2.5 Lightning Conductor Annual Testing - Due in June 2026. Two quotes received from-

MDS = £250 + VAT = £300.00. LRL = £150 + VAT = £180.00. LRL proposed and comes within the purchasing limit of £500.

AW recommends to the PCC LRL's quote and this was agreed.

13.2.6 The Rectory: SC and AW met this pm with Paul Davies the diocesan surveyor responsible for the Rectory. The diocese has agreed to fence off the attenuation pond at the entrance to the Rectory.

It was identified that the Rectory needs-

1. A new ground floor toilet and the room redecorating, along with the study and hallway, for which the diocese is responsible.
2. Removal of vanity wash basin in the fourth bedroom to allow for more hanging space.

The surveyor advised that he would meet with the new incumbent at some time following their appointment, to discuss the Rectory interior and grounds regarding their preferences for the house and grounds.

3. Carpets ? Replace lounge carpet, and 2 bedroom carpets.

The diocesan builder will prepare a quote for the above works for the diocese to consider.

There is a need for a working party to -

1. Trim the shrubs and small trees around the Rectory.
2. Remove the cut grass from the Rectory garden and place it on the compost heap at the rear of the churchyard.
3. The driveway needs to be swept at some point prior to the new incumbent moving in.

The PCC will need to consider in due course how we support the Rector in moving into the Rectory, re-decorating work and carpeting. Albeit it is at the discretion of the PCC to assist, or not, with these items

N.B. Whilst it may appear at first glance that the PCC has a healthy budget for building works the areas that we are responsible for repair and maintenance include the church, large churchyard inc footpaths, trees and monuments/gravestones, church car park, church offices (x2), church rooms and kitchens (x2), garden and trees behind the church offices, maintain the Rectory intruder alarm , Rectory garden during vacancy, and 22 Orchard Gardens.

14 Eco Church: Nothing to report

15 1170: Sue Knight reported that the committee are currently planning their input into the Heritage Day exhibition. She encouraged people to attend the London Community Gospel Choir Concert in church on the Saturday evening (12th September).

16 Any Other Business:

- a) Maurice raised concern about the Lumos concert to be staged in church on Friday 22nd May and thought the PCC should have been approached to give their approval. Susan said that the churchwardens have approved this event and Nicola is our contact with them. Lumos are hiring the church for the concert – it is their concert and they are responsible for stewarding etc. They have been made aware of the car park limitations and advised of the other car parks in Cranleigh. One of our church management team will meet the organisers on the day and lock up at the end of the evening.
- b) Erik, in his absence, was congratulated on a very special celebration of Easter at St Nicolas this year. All the services were well attended and Erik's daily emails were much appreciated.

17 Date of Next Meeting: Wednesday 8th July 2026

The meeting closed with the Grace at 9.40 p.m.