Minutes of a meeting of the Parochial Church Council
Held in the Church Rooms on Wed 9th September 2026 at 7.30 p.m.

Present: Susan Clarke (Chair), James Lester, Sue Knight, Margie Nursey, Alan Walton, Paul Jenkins, Alison Hendy, Mike Roberts, Steff Shepherd, Claire Jones, Maurice Bowles, Sarah Smith, Nicola Craven-Smith.
Bishop Peter Hancock attended for Item 4.

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

2 Apologies: Susan Tresman, Richard Tuck, Jane Etherington, David Cox, Sandra Keeping, Jane Dyer. Alistair Smith was not present.

3 The Minutes of the meeting 8th July 2026 were agreed and signed (proposed by Mike Roberts, seconded by Margie Nursey, with all in favour).

4 Supporting our New Rector: Bishop Peter Hancock gave an introductory talk on Change and this was followed by a short discussion. The content will be distributed with the Minutes as a separate document. Peter was thanked for his contribution. His helpful advice and encouragement were greatly appreciated.

Before leaving the meeting, Bishop Peter thanked Susan and Alan as churchwardens and Nicola as Administrator for their wonderful hard work during the Vacancy.

5 Safeguarding:

Katherine had previously alerted the PCC to the fact that the Safeguarding Procedure for Managing Allegations or Concerns was due for renewal and had distributed the relevant document. The Procedure was approved, with all in favour (proposed by Nicola Craven-Smith, seconded by Sue Knight).

The Safeguarding Action Plan is looking mostly green. Katherine has

the yellows under control. The Plan needs to be amended to reflect: a) the change of Leader of the Men's Group from Erik Heemskerk to Peter Flint; b) the establishment of a new group for young men under the leadership of James Lester, who is already DBS checked. This new group was approved by the PCC and will be added to the Parish Dashboard.

Following a change to regulations regarding regulated activity with children, Toddler helpers now need a DBS check. Open the Book helpers must now have the child barred list added to their checks. These are being dealt with by Brian Boxall.

6 Treasurer:

The Accounts for August had been distributed, but in the Treasurer's absence they were not discussed

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Finance Committee:

In the absence of both the Treasurer and Richard Tuck, Alan Walton commented on the latest Minutes of the Finance Committee, which had been distributed.

Nicola, Claire and Steff left the room while increases in their salaries were discussed. 3% salary increases for each of them were agreed, with all in favour (proposed by Alan Walton, seconded by Sarah Smith) – Nicola's from 1st January, Claire's and Steff's from 1st October. Job Descriptions for Claire and Steff need to be updated and will be distributed to the PCC.

The possibility of selling the property in Orchard Gardens and purchasing the one in Charts Close was discussed in some detail. The decision was taken that we should not do this, on the basis that a) We would have to pay the market rate for Charts Close, contrary to what we had been led to believe; b) Orchard Gardens is in a good condition, whereas Charts Close would require a lot of work; c) Orchard Gardens currently has a good tenant and is bringing in a regular income; c) this is not a good time to sell. We could always re-consider selling Orchard Gardens and purchasing another property at some time in the future. The decision to continue as we are was proposed by Margie Nursey and seconded by Steff Shepherd, with all in favour.

We are still looking for a new Treasurer. Trevor Martin has joined the team and is helping out.

A question was asked about the role of Steff and Claire on the PCC. As paid employees they are ex-officio members, with voting rights. The Role Descriptions for Steff and Claire will be updated and distributed to the PCC.

7 The Vacancy:

Natalie and Mike are moving into the Rectory this week. A hamper and a welcome card have been left for them. Invitations to the Installation Service have been sent out and there has been a good response so far. The refreshments after the service will be mostly bought in.

Natalie has sought our approval of a thematic series of sermons for the first few 10.a.m. and 8 a.m. services after her installation. Her proposal was enthusiastically received.

The Management Team in its current form will meet for the last time on 16th September. Alan commented that Sarah Hutton (Area Dean) has been extremely helpful.

8 Young People & Families

Steff
The Toddlers team celebrated the end of the summer term with a tea party. They were thanked for their loyalty and hard work. Numbers coming to Toddlers have dipped a bit.

Open the Book. They have taken an assembly already at Park Mead and will be returning to Cuthbert Mayne. The new head has started at the C of E Primary School. He seems very keen and we hope to be invited into the school. Three of the staff are coming to the Installation.

Ignite and Junior Ignite will resume on 20th September.

Claire
Trackers. Numbers are very low. Georgie and Annie (both nursery nurses) could look after very young children in Baynards, with a view to taking them to Trackers when they are older. More volunteers are needed for Trackers, to sit and support leaders (this is required for safeguarding).

The suggestion was made that Steff and Claire should add a prayer for their work with children and young people in the Sunday News Sheet.

9 Team Reports

Outreach: A one-off donation of £500 to Tabitha Thomas (Youth with a Mission) was proposed by Mike Roberts and seconded by Alison Hendy, with all in favour. The Outreach Team will consider making this an annual donation.

Social Team: The Harvest Lunch will be on Sunday 4th October at 12.00 noon. Tickets are available. Community lunches are planned for the last Thursdays in October (29th) and November (26th). Offers of help welcome.

10 Vision 2030 – Accessibility & Positivity Church Re-ordering

Adam Heiki has submitted his draft of the Statement of Need for the Project Team to add specific input to enhance the final draft prior to submission of it to the Amenity Groups.

11 Garden of Remembrance:

The Churchyard Regulations recently produced which had been previously circulated were approved with all in favour (proposed by Sue Knight, seconded by Alison Hendy).

Plastic flower vases will be left in the church porch, the use of which will give some uniformity to the garden. In answer to a question about space limitations and who has the right to be interred in the garden, the churchwardens, Nicola and Natalie will look into this and report back to the PCC.

12 Churchwardens' Reports

Susan

We have been in contact with Gregory Yeoman Community Resilience and Data Officer regarding setting up local hubs to support an emergency response from the emergency services in the case of a major incident such as wildfire, flood, major accident or police incident.

The hubs would be local, trusted places that residents can go to during times of disruption or emergency to:

* get reliable information,
* ask for or offer help,
* connect with others,
* link with the council and emergency services where needed.

We have offered the Church Rooms to act in this way, and have received a resource box for the church rooms.

Stagecoach concert - Friday 11th December, all day, for a local Stagecoach Theatre Arts Group to do their Christmas Concert. Booked church from about 4pm until 9pm. They are a national company, (this is just the Godalming branch that are booking for the concert) so this means he has PL insurance, Risk Assessments, Safeguarding policies etc all in place and available to send us as soon as we need them.
He will advise his attendees to park in the Village Way car park and only use the Church car park for him and the staff who are there earlier.
He would probably like to use our sound system, and he would be happy to work this himself once we give him access to it.

Alan

12.1 Church Rooms -

i. Cleanliness of toilets and floors. CWs reviewing this with Nicola and the complainant.
ii. East rain gutters cleared by Bill Hales our roofer inc trimming a path to access the roof. His invoice for the halls and church for Spring and late Summer gutter clearances including downpipes was £ 680.00.

Iii. Toilet in St Nicolas Room is now clear.

12.2 Vestry Roofs' Repairs now complete and paid for @ £12,093.77. AW submitted a grant application to Surrey Churches Preservation Trust (SCPT) and an enquiry to Marshalls Charity (for Surrey Churches). On notification of grants AW to liaise with 1170. SCPT has a 'Grants Review Meeting' on Monday and will advise AW accordingly either by Monday, or Tuesday next week.

12.3 Rectory - Natalie and Mike will move in this week 9-11 September. The house has been painted internally (PCC funded except diocese funded 3 rooms).

Ii. Parking in the Rectory - The Head of Estates, Diocese of Guildford has advised that there should be no parking in the Rectory. The gate will be closed for security as determined by Natalie and Mike.

Ii. Storage space has been made in the garage (thanks to Richard Tuck ride on mower now stored in the mower shed). AW and MW cleared the loft to provide further storage space.

iii. Mower Shed will have its doors reversed to open outward. Thus providing more accessible space for the mowers and storage.

iv. The 3 sheds in the churchyard require a tidy up to create further storage space.

v. Wooden shed adjacent to the mower shed needs to be dismantled and disposed of.

Given that we create more space in the existing sheds we may no longer need an additional shed.

12.4 5 Year Safety Certification 10th August - failed but the church remained safe to use. The issue is that here are too many plugs and switches in the vestries that are off a single spur. The electrician returned this am to carry out an inspection and repair in order that the church passed the 5 year electrical safety inspection. I am pleased to report that It was successful. Total cost inc VAT = £1,835.00

12.6 Atlas Cedar - Ben Nicholson Tree Services Ltd fitted the tree on 26th August 2026, with a number of Cobra Braces. The bracing system is scientifically developed to give the best support, shock absorbance and flexibility for tree safety. The cost was £1,920.00 inc VAT. AW has written a description with photos of the tree inc the Cobra Bracing for the next Parish magazine.

12.7 22 Charts Close - Thanks to Malcolm, Susan, Erik and Rosemary for their help in a general garden tidy up. The churchwardens advised Erik that due to the tight time schedule for his move that the PCC would be responsible for the house cleaning in liaison with the diocese estates team. Susan Clarke and Dorothy Walton cleaned the kitchen today. AW tidied the hedge by the garage and cut down ivy that was growing into the facia at the front of the house. Still some more to do but will await advice from the diocese estates team.

13 Eco Church:

Gold submission has been received and will now be reviewed. Blister packs are getting too many to pass on. The congregation will be asked to take their own donations to the Boots Pharmacy *(NB Cranleigh*

Pharmacy is not able to accept them).

14 1170: Heritage Day, 12th September. Sue expressed her thanks to everyone who had distributed envelopes.

15 Any Other Business: None

16 Date of Next Meeting: Wednesday 14th October &/or Wednesday 11th November , 7.30 p.m.

The meeting closed with the Grace at 9.35 p.m.