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

**Held in the Church Rooms on Wed 12th March 2025 at 7.30 p.m.**

**Present:** Roy Woodhams (Chair), Susan Clarke, Alan Walton, Alistair Smith, Paul Jenkins, Maurice Bowles, John Watson, Erik Heemskerk, Bill Rothwell, Joan Connolly, Richard Tuck, Bryn Jones, Sandra Keeping, Nigel Lynn, Alison Hendy. Steff Shepherd joined the meeting at 8.40 p.m.

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

**2 Apologies:** Sue Knight, Sue Tresman, Margie Nursey, Nicola Craven-Smith

**3 The Minutes** of the meeting 8th January 2025 were agreed and signed (proposed by Alan Walton, seconded by Susan Clarke).

Matters Arising: The minutes of the meeting 11th September 2024, already agreed, were signed.

The date of the AGM was confirmed to be Wednesday 30th April, 7.30 p.m., in the church, preceded by refreshments.

**4 Safeguarding:** Nothing to report

**5 Treasurer / Finance Team**

The final accounts had been completed and distributed. However, they were still with the auditor, so an extra-ordinary meeting of the PCC would be required in order for them to be approved. This meeting will be held on Sunday 6th April 2025, 11.30 a.m. in St Andrew’s Room, following the 10 a.m. service.

Richard (Chair of the Finance Team) referred to the minutes of the Finance Team dated 17th February, distributed by email, commenting that the major issue was the Budget for 2025.

Richard pointed out that the budgeted deficit indicated the need to increase our income. Erik offered to assemble and lead a team as part of his training, to encourage people to re-consider their level of giving. The team would include Nigel. Frank Sole and Nicola.

Roy said that past experience suggested that we might not end up with a deficit, as income could be more than anticipated and expenditure less.

Richard and / or the Treasurer will speak about the need for increased giving at the AGM.

The budget was approved in principle (proposed by Bryn, seconded by Maurice) – subject to final approval on 6th April.

**6 Young People and Families**

Roy reported that Claire Jones is now employed, as agreed at the September meeting of the PCC, for one and a half days a week, to cover the planning of Sunday children’s and young people’s activities. She works on a Tuesday and some evenings. A letter of agreement has been prepared.

Steff has agreed to act as a ‘consultant’ on a casual basis, invoicing the PCC on an hourly rate.Her work will include finding and training volunteers and ‘hands on’ work with the Ignite Group. Her work with Open the Book is voluntary. Roy will check that she is fully insured.

The arrangements for both Claire and Steff were agreed by the PCC (proposed by Nigel, seconded by Alison). Claire’s and Steff’s positions will be reviewed in June 2025.

**7 Team Reports:**

Joan reported on our link with Hope Into Action. An information leaflet had been distributed at a previous meeting. A representative has been invited to speak at the All Age Service at 10 a.m. on 4th May.

Susan referred to the minutes of the Social Team dated 22nd January, drawing particular attention to the Quiz Night planned for 22nd March.

**8 Church Building Project**

1. Details had been provided by Tim Oxborough on Time Line and Fee Structure, and these had already been distributed by email. An additional £500 + VAT was required to complete Stage 4; this was agreed (proposed by Alan, seconded by Susan).
2. It was agreed that where possible any money put towards advance fees will be regarded as a loan and re-imbursed from the eventual cost of the project. However, Alistair expressed concern that it may not be possible to reclaim from any grants the cost of fees incurred and paid for already.
3. Alison raised the issue of Baynards, expressing the strong opinion that the soundproofing of Baynards should be included as part of the project. This would provide a good space (much more suitable than the choir vestry) for taking children aside during services.

This was mentioned at the November meeting with the architect but Alan thought we had decided not to pursue it due to cost and increase in timescale to completion. He agreed to request from the architect an indicative costing and timescale for the PCC to consider in due course.

It was proposed by Alison and seconded by Joan that the soundproofing of Baynards should be included, and this was met with unanimous agreement.

**9 Church Rooms**

Susan reported that grants had not been forthcoming this year for the Kitchen renovation. Perhaps we will have better luck next year. Meanwhile she is seeking a fresh quote for a less ambitious project.

Alan commented on:

Tree works on overhanging branches at rear of Church Rooms and removal of self-seeding willow at side of offices.

Floor cleaning: Nigel Lynn has offered to join the rota. There have been two complaints from the Dance School about the cleanliness of the floor. Mixed feelings were expressed about whether anything would be gained by replacing the floor cleaner with a lighter, cordless machine. Roy proposed that we ask the company responsible for the floor re-sealing to give us a demonstration of the cordless floor cleaning machine.

Replacement of carpets in entrance and hallway: quotes have been received from Mitchell & Sons and Village Carpets.

LED strip lights have been installed in St Nicolas Room

Gents Toilet Cistern and Heating problems both attended to.

**10 Churchwardens’ Reports:**

**Susan**

All Risk Assessments have been updated.

Celia Jenkins will be giving up as Co-ordinator of the church cleaners at the end of April, although she will continue as a cleaner. We need to find a replacement.

**Alan**

Church Maintenance and Repairs:

The arborist has reduced the crown of the yew tree adjacent to the path at the corner of Baynards and the Lady Chapel. This work was delayed due to the Tree Officer at WBC initially not approving the reduction to below rain gutter height. However, they did agree to a two metre reduction. The side branches have also been reduced in width.

Tree Annual Safety Survey. 24th March a.m. Conforms to Church Insurers requirements. Includes undertaking any tree maintenance identified in the annual tree safety reports.

Three window panes have been replaced, one in the East window and two in the South porch.

Temporary floor repair - choir vestry north transept.

LED lighting in areas not already replaced

Quotes received from Mitchell & Sons and Village Carpets for new mats – coir mats to choir vestry and main porch.

Annual gutter clearance due for church and church rooms.

In spite of the ‘No Parking’ notice, a car parks regularly across the emergency exit to the church rooms. Nicola to be asked to contact Euro Car Parks about the possibility of imposing a penalty charge for this offence.

**11 Eco Church:** Following her six weeks placement Sue Tresman will convene a meeting of all concerned to plan for Gold application.

**12 1170:** Nothing to report

**13 Rector’s Business:**

1. Bill Rothwell and John Watson (elected in 2022) and Nigel Lynn (co-opted in 2022) have completed their three years on the PCC.
2. Holy Week:

There will be a Holy Communion Service at 12.00 on Tuesday only, not on Monday, Wednesday or Thursday. Proposed by Richard, seconded by Alan. All in favour.

The Tuesday evening service will be held at Elmbridge at 6.00 p.m., with everyone invited to a ‘bring and share’ supper. There will be no service in church. Proposed by Alan, seconded by Susan. All in favour.

The main Good Friday service will be for one hour, 2.00 to 3.00 p.m. Proposed by Bill, seconded by Sandra. All in favour.

1. Trinity Sunday, 15th June: The Bishop will be visiting for a Baptism and Confirmation Service with Holy Communion at 3.00 p.m. This will replace the normal 10.00 a.m. Parish Communion. Proposed by Bryn, seconded by Nigel. All in favour.
2. A very generous gift (gift aided) has been received in memory of Roy Hislop – to be used for something we could not otherwise afford.

**14 Any Other Business:**

Steff reported that we are short of First Aiders, especially among those working with children and young people. It was agreed that we should arrange a First Aid course – a full Saturday or two half days, at a cost of c£40 per head for a maximum group of twelve (proposed by Alan, seconded by Susan).

**15 Date of Next Meeting:** APCM Wednesday 30th April, 7.30p.m.

PCC Wednesday 14th May, 7,30 p.m.

The meeting ended with the Grace at 9.15 p.m.