



**Minutes of a meeting of the Parochial Church Council
Held in the Church Rooms on Wed 14th January 2026 at 7.30 p.m.**

Present: Susan Clarke (Chair), Richard Tuck, Steff Shepherd, James Lester, Sarah Smith, Sue Knight, Erik Heemskerk, Joan Connolly, Margie Nursey, Jane Etherington, Alan Walton, Maurice Bowles, Paul Jenkins, Nicola Craven Smith. Mike Roberts attended by invitation to speak under Items 7 and 8.

- 1** Susan welcomed everyone to the meeting and led the opening prayer.
- 2 Apologies:** Sue Tresman, Alison Hendy, Sandra Keeping, Bryn Jones, Claire Jones. Alistair Smith was absent with no apology given.
- 3 The Minutes** of the meeting 12th November 2025 were agreed and signed (proposed by Maurice Bowles, seconded by Sue Knight).

Matters Arising: None

4 Safeguarding:

Katherine Tuck (Parish Safeguarding Office) had previously circulated her report. This was taken as read.

On Katherine's behalf, Susan commented on whether we should sign up to using the new Diocesan DBS provider, Matrix Security Watchdog (MSW). We need to consider the matter of liability before we make any decision.

Regarding the concern expressed in the report on the use of WhatsApp, Susan said that a new group has been created for the church so that we have control over who has joined.

5 Treasurer: In the Treasurer's absence, no report. We await information on the Year-end December 2025 figures.

Finance Committee: Documents previously circulated: a) Finance Committee Minutes; b) Recommendations for changes to fees and hiring rates and treatment of other receipts; c) Delegated Authorities.

The increases in fees and hiring rates were approved by the Standing Committee and implemented from 1st January 2026.

The new car park fees were agreed, with no objections. Euro Car Parks will be contacted with the aim of implementation from 1st April.

The Document 'Delegated Authorities', under the heading 'Financial Policies and Procedures' is a bringing together of policies and procedures already agreed. This was approved (proposed by Alan, seconded by Jane) with all in favour and with thanks to Richard for completing the task.

The Chairman, being an interested party, left the room during a discussion on appropriate payment for our Director of Music. Currently Michael is paid a lump sum in instalments, but the diocese recommends that he should be paid as an employee. Michael has indicated that he would prefer to continue with the present arrangement.

It was proposed that Michael's pay should be increased to £4,000 per annum, paid in monthly instalments, until the end of 2026, with a further increase in 2027 depending on affordability.

The Finance committee recommends: -

- We increase payment to £4,000, starting in 2026.
- We offer Michael a choice - to continue as he has for the past 33 years being paid via an honorarium or the opportunity to become an employee. A draft agreement can be presented to him for his consideration.
- In the future Michael's successor's situation should be carefully reviewed but it is very likely an employment agreement would be the most appropriate.

The three recommendations were accepted unanimously by the PCC (proposed by Maurice, seconded by Sue Knight)

Nicola left the room during a discussion on her salary. Roy had recommended an inflation increase plus 50p per hour, bringing her hourly rate to £16.80. This was agreed – proposed by Steff, seconded by Joan, with all in favour.

6 The Vacancy:

The Vacancy Management Team which meets monthly had distributed to PCC Members a first draft of the Parish Profile. Comments were made that the presentation was excellent. It emphasises very well the need to maintain traditional worship as well as introduce more contemporary worship. In outlining the kind of person we hope to welcome as our new rector we must find words to help discover his / her spiritual gifts.

Any comments, contributions or photos should be sent to Nicola, who was thanked for her input.

With the comment that she would distribute the timeline of dates relating to the appointment, Susan led us in saying the Vacancy Prayer.

Vacancy timeline:

28th Jan - Parish Profile Team meeting with Area Dean and Archdeacon

Early Feb - Final draft circulated to PCC

11th February OR 11th March - PCC meeting (known as 'Section 11 meeting') – at which the PCC (a) approves parish profile (b) appoints two parish reps (c) agrees to advertise

We may well go for the latter date, but we will still have a meeting on 11th Feb, so that we don't end up with too much to do in March

Advertise - 3rd, 10th, 17th, 24th April

Closing date - 28th April

Shortlisting - 19th May

Informal visits - 3rd June – this one should be in everyone's diary!

Formal interviews - 4th June

7 Outreach & Mission:

Mike Roberts (Chairman of the O & M Team) had been invited to put in context the decision made at the November meeting to accept the recommendations of the Outreach and Mission Team regarding mission giving for 2025.

In principle, the Team's aim is to support two local causes, two national and two international. The six causes in 2025 were:

Local: Rowley's (local community support) £1,000; Jigsaw Plus (adults with special needs) £2,000

National: A Rocha (Eco Church) £2,000; Hope into Action

(helping the homeless) £1,000

International: USPG (Mission Society) £1,000; Ride for Women (bicycles in Uganda) £500

Mike is writing an article for the February Parish Magazine in order to make parishioners more aware of our PCC support for these causes. We need to share information as widely as possible, inviting people to take an interest and to pray as well as give. We welcome visiting speakers occasionally and must ensure that this happens at least three or four times a year.

Potentially we have £2,500 still to be allocated, depending on the end-of-year figures. The PCC recommends that if available it goes to a particular charity, and the O & M Team is asked to meet before the next PCC meeting and report back in February.

8 Lent Course 2026:

Mike announced that a Lent course is being organised, to be held in church for the five weeks beginning Wed 25th February, 8.00 p.m. and Thurs 26th February, 11.00 a.m. It will be based on the York Course 'The Gift of Christ'. More details will appear in the coming Sunday News Sheet and people will be invited to sign up for either the evening or the morning sessions.

9 Young People and Families:

Steff gave a brief report on Little Nics, Trackers, Open the Book and Ignite. She hopes to set up a younger version of Ignite and will be seeking a new volunteer helper.

10 Team Reports:

Social Team: The Minutes of their meeting on 10th November had been previously circulated. Susan drew attention to the proposal to organise Lent lunches on the Thursdays in Lent.

11 Church Rooms: Nothing to report

12 Vision 2030:

12.1 Now features in Parish Profile. Currently at the stage where our architect has prepared draft letter outlining the statements of

significance and need for the Amenity Groups and pre-application letter to WBC re planning permission for the west door glazed units.

12.2 The Project Group needs to respond to our architect by end of January regarding these draft letters.

12.3 Architect has submitted the Artist Impression 3D images for us to consider re using for engagement with the church family and subsequently the wider community.

12.4 Manufacturing and installation indicative costs of the glazing to the west door and Baynards from Ion Glass UK (N.B. more detailed costs to be supplied if required)

West Door - Automated with Button Operation (fully accessible)

- i. Complete automated glazing fixed to stone
£41,080.00 plus VAT = £49,296
- ii. Alternatively - Perimeter European oak frame
(fixed to the stone) + £4,520.00
= £5,424 Combined total = £53,789

West Door - Non automated (N.B. This is not then fully accessible)

- i. Doors only hung from stone £6,680 + VAT = £8,016
- ii. If Oak perimeter fitted £10,600 + VAT = £12,720

Baynards - i. Glazing to arch above parclose screen £21,650 + Vat = £25,980

- ii. Glazing to screen openings £6,150.00 + VAT = £7,380
- iii. Combined totals = £ 33,360

Overall indicative combined totals inc west door fully accessible = £87,149

AW circulated copies (thanks to Nicola) of the architect's 3D artists's impression of the reordering changes.

It was discussed that these images should be shared with the church members at coffee following the 8 am, 10 am and 6 pm. services. AW and SC to discuss further.

13 Churchwardens' Reports:

Susan:

- Sheelagh Poole, wife of Peter Poole who died last year after many years of service as a retired minister in Cranleigh, has donated a picture that she would like us to hang on a wall in the church. It is a print of Rembrandt's Return of the Prodigal Son and was very special to Peter. This was unanimously approved.
- Alan and I would like to thank Erik and Sue and all the team who helped to continue all our Christmas services despite the huge gap that has been left by Roy's departure.
- Time to update Risk Assessments for all groups. I will be sending round an email.
- Procedures manual. We are producing a folder of guidesheets to outline how to prepare and set up for various services (Baptisms, funerals etc.). This will be kept digitally but also a folder in the clergy vestry.
- Emergency Evacuation. We hope to arrange an evacuation drill at the end of a Sunday morning service, so that we can test out our procedures and time how long it takes to empty the church in a fast but orderly fashion!
- Photoboard. The photo display by the font is being updated. All PCC members will be going up. If you aren't happy with the one we have put up there, do send us a self-portrait!
- Spring Clean – our annual Spring Clean will take place the day before Palm Sunday. Before then, we hope to have the windows cleaned and also the carpets.
- PCC membership Elections at the APCM now stand at 3 new PCC members and 6 new Deanery Synod members. I am working on a little booklet to help people who may be thinking of standing, so they know what to expect on the PCC (or Deanery Synod).
- Radio mic. A new radio mic would be useful when we have big services featuring 3 leaders. Also if one of the mics was out of action. The hand-held is a radio mic. but not really usable as a substitute. Cost quoted: £960 +VAT. Possibility of holding a parish breakfast to raise funding? Richard commented that there is currently a restricted fund for AV amounting to £1,000 which would cover this cost. It was therefore agreed that we should go ahead with this purchase. A parish breakfast would nonetheless be a welcome event.

Alan:

13.1 Cedar Tree - canopy successfully reduced by Ben Nicholson's Tree Services. The arboriculturalist (Matt Jones) will re-survey in the coming weeks, but has advised that temporary fencing along with the warning signs can be removed. Seat still requires moving in due course.

13.2 External Floodlighting LEDs - CES revisiting tomorrow am to review the installation and apply the louvered lens to the garden of remembrance light. This lens was missing from the original order delivery.

13.2 North and south aisles -Anstey & Stone surveyors (DAC recommended) report -

Chris Anstey visited November 2025 to investigate the floor levels dropping in the north and south aisles. His report highlights a known grave collapse in the north aisle but as there are no historical burial records for the south aisle this is apparently ground settlement and requires monitoring. A notable find was the level of moisture in the soil samples given a very dry summer. Chris has notified our architect, as this has implications for our proposed underfloor heating under Vision 2030.

However the north aisle does appear to be a collapsed grave site. Restoration of the floor will cost £1,958.40 to remove floor tiles and level the ground reinstating as many original floor tiles as possible.

Chris is very experienced in dealing with internal grave collapses and discovery of human remains. In which case the diocese will be notified.

AVIVA our insurers have been notified and they have appointed their loss adjuster, who has visited the church to ascertain if the aisles can be covered under the insurance. AVIVA currently consider this as non insurable due to it being known historical ground movement and settlement. They now have the loss adjuster's report which takes into account our QI reports of 2020 and 2025.

When work commences the church will remain open as normal with the north aisle cordoned off.

13.3 Rectory

Alarm

Ground work

PCC responsible for garden and lawn

13.4 Survey of Churchyard - James Lester on behalf of Building Team chair has began work to survey the churchyard initially with the larger monuments of interest but now this project has widened to include collaboration with the local history society (Denis Lester) and the CofE, National Burials Ground Survey, and Diocese of Guildford DAC.

It is envisaged that this will also link with the local 'Heritage Trail Destination Cranleigh'. Giving the churchyard monuments and gravestones greater historical visibility.

13.5 Quinquennial Report - Quotes For Repairs

Roofing Repairs: Bill Hailes, the church roofer will quote for the roofing repairs and will meet AW this Friday at 11 am to assess the work required to the roof sections.

Stonework - Traditional Stone and Anstey and Stone will quote for all the stonework repairs highlighted in the report. Traditional Stone visited the church on Monday to survey the stonework identified for repair.

Once the quotes are received AW to advise the Finance Committee and report to the PCC.

14 Eco Church: In her absence, Susan Tresman wants it to be known that we are well on the way to achieving the gold award.

15 1170: Nothing to report

16 Any Other Business:

- a) Rectory Fete 2026. This will go ahead as usual, with Richard in charge. As we are in vacancy an offer has been made that we could use Knowle Park, but it was felt that this would present too many difficulties. With diocesan agreement we can use the Rectory Garden, possibly with refreshments in the church rooms.
- b) Christmas Tree Festival 2025. Jane reported that £3,100 was raised, plus an unspecified amount from credit card donations.

17 Dates of Future Meetings: 11th February (if ready, Parish Profile formally agreed and parish reps chosen); 11th March (Annual Report approved prior to the APCM). APCM: 15th April, 7.00 p.m.

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