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

**Held on Zoom on Wed 8th January 2025 at 7.30p.m.**

**Present:** Roy Woodhams (Chair), Susan Clarke, Alan Walton, Margie Nursey, Maurice Bowles, John Watson, Erik Heemskerk, Sue Tresman, Sue Knight, Alison Hendy, Nigel Lynn, Sandra Keeping, Bryn Jones, Joan Connolly, Richard Tuck, Steff Shepherd, Nicola Craven-Smith.

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

**2 Apologies:** Paul Jenkins, Alistair Smith and Bill Rothwell.

**3 Safeguarding:** Brian Boxall’s Safeguarding report was circulated to the PCC prior to the meeting. Points to note:

* Reminder that all PCC members need to be DBS checked – this is in hand
* All members are required to do basic, foundation and Domestic abuse online training modules. Send completed certificates to Brian.
* PCC required to give renewed authority for listed church activities. Susan C asked for confirmation of what this means. Roy advised that anything that happens in the church’s name needs our authority to take place. Vote that all these listed activities be allowed to continue – Bryn proposed, Sandra seconded and all in favour. Risk assessments for these activities to be updated annually. Nicola and Susan C to action. (Ad Hoc risk assessments for other events to continue to be done as needed)
* Deferred vote on complying with lone working policy an appropriate boundaries policy as documents not available today. To be done at next meeting.
* Volunteer job roles are to be created using templates on dashboard. Brian to action.

**4 The Minutes** of the meeting 13th November 2024 were agreed and will be signed by Roy (proposed by Maurice, seconded by Nigel).

Matters Arising: No matters arising.

**5 Treasurer** Alistair gave his apologies for today and no report received. Richard, as head of finance committee, advised that as at December finance meeting, all was going as planned.

Roy noted that it is imperative that Alistair can be at the March meeting as we will need to approve budget and accounts.

**6 Young People and Families** Steff and Claire now appointed in their positions. We are still waiting for their contracts to be drawn up, which Roy will chase.

**7 Team Reports:**

**Finance Team**

Minutes of December meeting have been circulated to the PCC. Richard drew our attention to the following:

* Terms of reference have been finalised and they are seeking PCC’s approval to adopt. Proposed by Richard, seconded by Sue Knight. Majority carried with one abstention as they had not seen the document.
* Fees update – fees have been unchanged for 2 years. Increase to fees, with effect 1/1/25, approved by standing committee. This has been needed as costs to run the church halls in particular have increased by at least 10% if not more over the last 2 years.

Separate negotiations taking place with CDTA dance school as our biggest hirer and in recognition that they have already set their class fees for the year ahead.

Nigel asked if we should set an agreed time to renew fees annually. Roy advised that this is usually each January but last year got missed. Richard added that there may be a need to look at changing our review date as CDTA for example set their class fees each July.

* Bank accounts need tidying up, removing old signatories etc, as well as looking at how well our money is working for us. Sandra asked for clarification as to what CBF is – ‘Central Board of Finance’.

Susan C asked about card reader account and who is named on it. Richard to check this is up to date.

**Outreach & Mission**

Ride 4 a Woman – Update from Sue T. We are having difficulties making the transfer into their account as it is overseas. Sue is working on resolving this.

We have been sent details of a young woman who will be able to remain in school thanks to our donation.

Sue K suggested using ‘Remitly’, a service which can make overseas payments without some of the associated fees. Sue T also looking at ‘Revolute’ and will work with treasurer to resolve the issue of making the donation.

**8 Car Park:**

Nicola reported all going well. Lighting still to be discussed with ECP – Nicola will chase up again.

Averaging about £600 per month in income.

Margie raised the issue of the muddy access across the grass to church halls. Nigel offered to cut turf and lay slabs flush to ground to create areas of hard standing. PCC all in agreement and thanks to Nigel.

**9 Church Building Adaptations:**

PCC notes receipt of architect’s report. Alan and rest of project group will meet to summarise this and report and continue work, reporting back to the PCC.

**10 Churchwardens’ Reports:**

**Susan**

Disappointing news that we did not get the Biffa grant for our church rooms kitchen refurbishment. Sent enquiry to another grant scheme which was also fruitless.

Loathe to apply to other grant companies until we know who we may need to approach for our larger church reordering project. Susan asked for thoughts on how to proceed.

Roy suggested asking local food inspectors to come and advise us as to what needs to be done to get it up to a workable standard.

Bryn suggested looking into the Police Commissioner’s Fund.

Susan suggested we discuss these two ideas at next hall management meeting.

**Alan**

Net Zero Carbon report received and circulated prior to meeting. One big suggestion to come out of it was to stop floodlighting the church, and only do so on Holy Days/Festivals. Could also look at solar footpath lights instead of floodlights around the side of church building. Nigel noted that it is a private path so there wouldn’t be any council support to doing this work.

Our work as an Eco Church was noted and well received.

Sue T added that there are some shorter term ideas that they will bring to the next PCC for implementation, and some longer term ideas that will require further thought. We can tie in our journey to Gold Eco Award with our journey to NZC as they align well with each other.

Sue K asked that we make sure we look at NZC in conjunction with our re-ordering plans as she was particularly upset with the report’s suggestion of keeping the front half of pews to have under-pew heating, as this goes against our aims and plans for accessibility. Roy agreed with this.

**11 Eco Church:**

Sue T reported that she has viewed the new questionnaires for Eco Church and now has an understanding of what is required for our journey to Gold. Hopes to get together with all the Eco Team volunteers in early spring to formulate a plan and then bring this to PCC for approval.

Would like us to re-introduce our Eco Challenge slides before services again.

Confident that as a team we can achieve our Gold award.

(Sue also sent a note after the meeting as she forgot to mention that Ewhurst have approached us to join Eco Church and work together on this)

**12 1170:**

Heritage day is 2nd weekend of September. There is an article in next month’s magazine.

**13 Rector’s Business:**

Update on our partnership with Ewhurst – All involved PCC’s gave their permission for this to move ahead and it has been received very positively in Ewhurst. Roy said that he feels it opens up all sorts of possibilities.

We are now going through the legal processes – changing parish boundaries, deanery and archdeaconry boundaries.

Maurice asked if there was scope for their parish magazine to combine with us.

Roy said yes, currently they are very different entities as Ewhurst’s was a free, quarterly publication whereas ours is a monthly charged publication. However, if they don’t manage to resurrect theirs in some form then we could certainly look at combining in some way.

**14 Any Other Business:**

None

**15 Date of Next Meeting:** Wednesday 12th March 2025, 7.30 p.m. in the Church Rooms.

**Date for APCM to be finalised** – Roy and churchwardens to discuss at meeting this week.

Roy thanked everyone for making the technology work to join on zoom this evening.

The meeting ended with the Grace at 8.30 p.m.