



**Minutes of a meeting of the Parochial Church Council
Held in the Church Rooms on Wed 8th July 2026 at 7.30 p.m.**

Present: Susan Clarke (Chair), Richard Tuck, James Lester, Sue Knight, Margie Nursey, Jane Etherington, Alan Walton, Paul Jenkins, Alison Hendy, Sandra Keeping, Mike Roberts, Jane Dyer, David Cox, Erik Heemskerk, Alistair Smith, Steff Shepherd

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

2 Apologies: Susan Tresman, Claire Jones, Nicola Craven-Smith, Maurice Bowles, Sarah Smith

3 The Minutes of the meeting 13th May 2026 were agreed and signed (proposed by David Cox, seconded by Sue Knight, with all in favour).

4 Safeguarding:

Katherine had previously circulated a brief report:-

Sandra Keeping and Petula Sole have undergone the Safer Recruitment process and have been duly appointed as chalice assistants.

The proposed Basic Safeguarding Training course was cancelled as only two people signed up from the whole deanery. It might be offered again at some time in the future.

An updated Lone Working Policy is being finalised and will be brought probably to the next meeting. A discussion on Promoting a Healthy and Safe Culture is planned for the October meeting.

5 Treasurer:

Alistair presented his June (half year) accounts, previously distributed:-

The Parish Giving Scheme is well ahead of budget, with an off-setting reduction in other forms of giving – standing orders, blue envelopes and church collections. Gift Aid is low, possibly because of timing. Expenditure is generally in line with budget.

Finance Committee:

Richard presented the minutes of the meeting 7th June, previously distributed:-

Trevor Martin has joined the team and might be willing to take on some of the Treasurer's tasks.

With Erik's departure the PCC will need to consider the future of the Giving Team. It was agreed that this should be left until the arrival of the new Rector.

Jane needs to be given a clear indication as to where items of income should be allocated.

Church yard maintenance: overspend of £5K on LED lights, which has now been cleared by a grant received from the Diocese.

The work is just completing on the vestry roof – costing just over £14K. For this Alan is preparing a grant application. Once we are certain that the work has been successful we need to re-decorate the choir vestry and toilet. Quotes have been received (see Item 11) and it was agreed that we accept the one from Marius Henderson (£925) – proposed by Alison, seconded by Mike with all in favour.

Rectory: The Standing Committee has approved £7795 for re-decoration. The shed behind the garage will need to be replaced.

After Erik's departure decisions will need to be made regarding the properties in Charts Close and Orchard Gardens.

Mike R and Susan C will investigate how Gift Aid is offered on the card reader in church.

6 The Vacancy:

It was announced on 28th June that The Revd Natalie Worsfold has been

appointed as our new Rector. She and her husband Mike will hopefully be moving into the Rectory in October and the installation will take place almost certainly on a weekday evening in October/ November. We should pray for Natalie, as she is praying for us.

Bishop Peter has offered to lead a PCC discussion on the changes that lie ahead and how we should welcome our new Rector. We are grateful for his guidance and will place this as an item on the agenda for the September meeting.

It was mentioned that a separate appointment has been made to fill the vacancy at Ewhurst – The Revd Liz Richardson, a part time priest with house for duty.

We closed this agenda item by saying together the updated version of the Vacancy Prayer.

7 Young People & Families

After serving twelve months in their current roles Steff and Claire J had been asked to prepare brief reports on their respective areas of work.

Steff reported on Little Nics Toddlers, which meets on Friday mornings in term time with a good number of helpers and is attended by a varying group of parents/ carers with their pre-school children.

Open the Book and School Assemblies in each of the primary schools – C of E, Cuthbert Mayne and Park Mead. Run by an enthusiastic group of adults from the Cranleigh churches.

Ignite and Ignite Junior. Variety of activities, catering for a group of teenagers and pre- teenagers, some church members, others not.

Claire, in her absence, reported on Sunday morning Trackers. Use of St Andrew's Room has been very successful and will continue in September. During August activities will be provided in Baynards for any children who are present. Looking for better materials and for some new adult volunteers to help.

The Maundy Thursday SEN-friendly service was well received and Claire would like to build on this on future occasions.

There will be a children's marquee at the Rectory Fete, including ads for our current offerings for young people and a potential restoration of JAM (Jesus and Mums) for school mums after drop-off. Claire has lots of other ideas for developing our work with children.

Claire plans to use Tuesday as her 'office day'. She will try working in the main office so that she and Steff have separate spaces.

Both Steff and Claire are willing to renew their contracts for another year. This was approved by the PCC – proposed by Alistair, seconded by Richard, with all in favour. Alistair pointed out that the cost of our youth leaders is covered by a restricted fund.

It was noted that Claire Oxborough has become involved in the C of E School, where a new headteacher is due to start in September.

8 Deanery Synod Report:

Mike reported that at the first meeting of the new Deanery Synod representatives from the ten churches in the Deanery were invited to lead a time of prayer and to give a short account of what of significance had taken place or was planned in their parish.

St Nicolas gave a brief account of the recent find of an ancient tile, using it as an example of how people over the centuries have worshipped in the church and how it is now our responsibility to maintain this journey into the future. Interestingly a similar approach was adopted by Bishop Paul at his Deanery meeting at St Nicolas' on 29th June.

9 Church Rooms

Blocked toilet in St Nicolas Room. Awaiting clearance of a section of the rear wilding area for a path to access the sewer inspection covers.

Rain gutters and downpipes cleared by roofer but he needs to return for the rear gutters and downpipes. He will clear a path to access the gutters and downpipes.

St Andrews Room -Thanks to Peter Etherington who repaired the curtain rail which had come down recently.

St Nicolas Room - one window lock repaired by Peter Etherington. one window lock is broken and cannot be repaired. It will require a replacement window. AW to obtain quote.

The window locks on all windows require servicing, as there are a number of them very loose.

10 Vision 2030 – Accessibility & Positivity Church Re-ordering

Adam Heiki our Inspecting Architect is working on our statements of significance and need for submission to the Amenity Groups. The project group will assist in the completion of the final version of the Statement of Needs.

11 Churchwardens' Reports

Susan

We have been looking at standardising the regulations for our Garden of Remembrance. As you will know, our churchyard is closed for burials, but our Garden of Remembrance is available for Interments of Ashes. So we have a proposed notice that can be sent to families wishing to use the Garden, but we are consulting with Jackie Vale and Barbara Pearson about what sort of containers or vases are acceptable. Will bring final version to next PCC (two points from Margie: When finalised, put article in magazine. What will be the final capacity of the Remembrance Garden?)

Sue Tresman has kindly offered to increase her working days during the remainder of the vacancy, which will help us greatly in covering services in church, at the retirement village and care homes, and including funeral and other special services. She will be taking Thursdays and Fridays as her days off.

With the departure of Erik and the usual absence of many people during August, Sarah Hutton has approved the streamlining of services in that month, meaning that there will be no Sunday evening services in August and also no Tuesday 12.00 Communion Service. The plan is that these will resume in September. (Some discussion about the Tuesday 12 o'clock service)

After departure of Erik, early morning prayer will continue on Tuesdays and Fridays led on Tuesdays by Sue Tresman and on Fridays by Margie Nursey. May change time from 8am to 8.30am.

Those of you who remember Jonathan Thomas and family may be interested to know that his daughter Tabitha is now working as a missionary with 'Youth with a Mission' in Spain and there is an opportunity for her to come and tell us a bit about her work some time before she heads off to Spain with YWAM. This will probably be in August, if we can find a suitable date.

We are grateful to Sandra Keeping and Dorothy Walton who have been providing some office cover the last fortnight to receive fete donations and provide a welcome to enquirers.

Alan

11.1 Church Repairs - Q1 2025 Report Priority Repair:-

Traditional Stone - Vestries Roof Stonework and Weather Proofing
Removal of Growth new gravel and reseal against weather around the roofing material. Work will complete on Friday. Costs are:

Original Invoice = £10,668.04

Additional Topping Stone = £1,373

Total inc VAT = £14,449.24

Potential Grants - AW - Diocese are encouraging churches to apply for grants to Surrey Churches Preservation Trust (SCPT), who have recently had a large legacy donated to them. The application will need 2 years signed off accounts to support the application.

From 1998 to 2025 SCPT have only funded £500-£2,000 grants.

St Nicolas has not applied before for a grant to the Trust. Other Cranleigh and Deanery churches have benefited during this period. SCPT is currently developing their approach to awarding grants based on their recent large legacy. Once we have confirmation either way from SCPT we will apply to 1170 for a grant. N.B. any shortfall will need to be met by the PCC, if not from other grants.

11.2 West Tower Stair Turret QI Report Priority Repair -Remove growth and repair tiles and stone work. Awaiting roofers quote but the scaffolding is estimated at £2,900. When AW receives a full estimate will submit to be approved by PCC and then the Online Faculty system for Archdeacon's approval via a B listing 'Faculty'.

N.B. As the church's executive group we have to ensure that we follow QI recommendations and advice to maintain our insurance liabilities (as tree safety advice).

2. Church maintenance -

2.1 Once we are confident that the vestry roof is water tight, the Choir Vestry & Vestry Toilets require redecoration. Hopefully in time for Natalie's induction. To this end AW & SC have obtained 3 quotes from-

Colin Gunner	£1,400
Lamberts (Garry & Chris)	£1,444
Marius Henderson	£925,00 (less if same colour throughout)

All prices include labour and materials and VAT where payable.

Whilst currently we do not have funding we could consider legacies.

Please can we vote now in anticipation of funding (Marius Henderson's quote agreed - see item 5 under Finance Report).

2.2 Bill Hales our roofer has recently cleared the gutters, downpipes and drains of the church.

3. Church Rooms -

3.1 Non-urgent but windows require servicing and one window replacing.

3.2 Rain gutters and downpipes cleared last week except for rear of building where it is inaccessible due to the wilding. The roofer has agreed to clear a two-meter pathway for this work to be completed. Circa £80 to be negotiated.

4. Rectory -

4.1 Painting and decorating throughout - PCC Standing Committee (due to tight timescale and securing a contractor with immediate effect) approved £7,795 for Laurie Neely Painting & Decorating Ltd. 6 weeks work. (also recommended by Roy Woodhams)

4.2. Extra storage required as Natalie and Mike have requested space in the mower shed to accommodate cycles. The garage will be used to store their camping equipment. Action - Following the fete RT and AW to assess what we might dispose of from the mower shed. Shed falling down (need a skip to clear this) in Rectory and the 2 sheds in the churchyard.

We will then be in a better position to assess storage capacity for mowing equipment etc. A new metal shed may be a solution with a firm base. Cost including foundation circa £1,000.

4.3 Rear northern boundary fence needs replacing and is the responsibility of WBC. AW and diocesan surveyor liaising with WBC to arrange replacement prior to Natalie and Mike moving in.

4.4 The footpath from the Rectory needs to be improved or replaced due to it being very slippery in wet weather. This will be the PCC's responsibility.

4.5 The footpath from the Rectory is only lit by security lighting up to the rear Rectory gate. It will require improved lighting up to the West door.

12 Eco Church: Our application for the Gold Award has been submitted.

13 1170: Preparing for Heritage Day, 12th September and Heritage Sunday, 13th September.

Sale of tickets is going well for concert on 12th September.

14 Any Other Business

a) James Lester has enrolled on the Foundation in Ministry course – a two-year lay ministry course run by the Diocese. As a parish we offer him our congratulations and full financial support.

b) Margie regretted the fact that there will be no paper

programmes available at the fete. She was told that programmes are expensive to produce and that there will be plenty of notices around for those who don't have mobile phones.

- c) This was Erik's last PCC meeting and we thanked him for his input and support over his time with us and wished him well for the future. There will of course be further opportunities for farewells and thank-yous at his final service, which will be at 10.00 a.m. on Sunday 19th July. The service will be followed by a barbecue lunch.

15 Date of Next Meeting: Wed 9th September, 7.30 p.m.

The meeting closed with the Grace at 9.10 p.m.

