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

**Held in the Church Rooms on Wed 14th May 2025 at 7.30 p.m.**

**Present:** Roy Woodhams (Chair), Susan Clarke, Alistair Smith, Paul Jenkins, Joan Connolly, Richard Tuck, Bryn Jones, Sandra Keeping, Alison Hendy, Sue Tresman, Margie Nursey, Steff Shepherd, Jane Etherington, James Lester, Sarah Smith, Nicola Craven-Smith (who left the meeting at 8.10). Erik Heemskerk joined the meeting at 8.20.

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

**2 Apologies:** Alan Walton, Maurice Bowles, Sue Knight

**3 Elections:** The following were elected for the coming year:-

Vice Chair: Susan Clarke (proposed by Roy, seconded by Bryn)

Standing Committee: Rector, Churchwardens, Treasurer, Sandra

Keeping, Bryn Jones (proposed by Sue T, seconded by Joan)

Treasurer: Alistair Smith (proposed by Roy, seconded by Richard)

Secretary: Paul Jenkins (proposed by Susan C, seconded by Jane)

Safeguarding Lead: Bryn (proposed by Steff, seconded by Jane)

All the appointments were approved, with all in favour.

Roy said we should co-opt Claire Jones as a member of the PCC, in view of the responsibly she shares with Steff for Children and Young People’s Work. This was agreed (proposed by Roy, seconded by Susan).

**4 The Minutes** of the meeting 12th March 2025 were agreed and signed (proposed by Joan Connolly, seconded by Alistair Smith).

Matters Arising: None

An Extraordinary Meeting of the PCC was held on Sunday 6th April, to give final approval to the Annual Report. The Minutes were circulated and will be brought to the next meeting to be signed.

**5 Safeguarding:** Nothing to report

The Safeguarding Officer, Brian Boxall, will be invited to the July meeting to give his report (action Paul). He will be asked to issue a reminder to any PCC members who have not yet completed their safeguarding training

**6 Treasurer / Finance Team**

Alistair drew attention to the First Quarter Accounts and his accompanying notes which had been previously circulated. He commented that there was nothing surprising in the figures and it was hard to draw any conclusions so early in the financial year.

Roy mentioned that the donation from Tricia Hislop’s family was a gift, not a legacy, and should therefore be gift aided.

Richard, as Chair of the Finance Team, referred to the Minutes of the Finance Team dated 28th April previously circulated. He drew particular attention to Items 3, 7 and 9. Richard advised the PCC to be careful in applying for grants, ensuring that we list our needs in order of priority.

**7 Young People and Families**

Steff reported that Discovery, Ignite, Trackers, Little Nic’s Toddlers and Open the Book are all going well. We still need more volunteers to become involved in these activities.

**8 Team Reports:** Nothing to report

**9 Church Rooms**

Susan reported that the St Nicolas Room floor has been re-sealed. The St Andrew’s Room floor is damaged and will need attention.

Susan and others were given a demonstration of the cordless floor cleaning machine mentioned at the last meeting. A reconditioned model could be purchased for £1,500 (half the price of a new one), with a £400 discount in part exchange for the old machine. The cordless machine is more flexible and easier to handle and seems like a good solution.

Roy proposed that we go ahead, and the suggestion was made that we make a rounded down offer of £1,000. Susan proposed and Sandra seconded that we purchase a re-conditioned cordless machine in part exchange for the current machine. All in favour.

Susan is still trying to get a grant for improvements to the kitchen.

The piano in St Andrew’s Room is being swapped with the piano in the choir vestry.

**10 Church Building Project**

In Alan’s absence there was nothing to report. The next stage of the presentation is being prepared.

Alison re-iterated her plea that work on Baynards should be part of the project. Roy commented that this would be very expensive.

**11 Churchwardens’ Reports:**

**Susan**

Susan said she would send round details of the PCC teams and encouraged everyone to join a team for the coming year.

The car park continues to bring in a good income. The figure for March was £800.

Susan commented that no-one had yet responded to a request from a parishioner for lifts to church. Roy noted that fewer people are responding to requests for lifts to hospital.

A discussion took place and it was agreed that fewer drivers are available these days and that there are also concerns about safeguarding and the difficulty of finding a parking space at the hospital.

**Alan:** Nothing to report.

**12 Eco Church:**

Sue T reminded us that we are on the journey towards a Gold Award. The requirements are very different from those for the Silver Award. Sue is working with the Churchwardens and other supporters and she is learning from the experience of other churches.

**13 1170**

In Sue K’s absence, nothing to report.

An email had been received from Mike Roberts, who is Clerk to the 1170 Trustees, asking the PCC to nominate up to three persons to serve on the committee for the next three years. The PCC agreed that Sue Knight and John Woodford should continue. This leaves a vacancy, which could be advertised in the Sunday notice sheet. Roy commented that he would like a closer link with the PCC and said he would speak to Mike.

**12 Rector’s Business:**

Roy reminded the PCC that on 15th June there will be a Confirmation Service in church at 3.00 p.m. On this one occasion there will therefore be no service at 10.00 a.m. or at 6.00 p.m.

Roy then referred to the Church Development Plan, which he had spoken about at the APCM and which he had circulated prior to the meeting.

This has been updated as part of the diocesan Parish Needs Process and will be presented to the Archdeacon.

The Church Development Plan is still based on the four priorities: CARING, SHARING, DARING and Providing the resources to make the other three priorities possible. The Plan was adopted by the PCC (proposed by Richard and seconded by Susan, with all in favour) and will be reviewed by the PCC in January 2026.

The Plan is a living document, and going forward we will need to be more specific about individual roles and responsibilities, especially in the section on CARING.

**13 Any Other Business:**

1. Emails have been received from the Charity Commission informing the PCC that both Alistair and Nicola have been given user administrator permission for our charity.
2. Alison reported that a huge quantity of historical documents had been passed on by Brian Bagot for storage in the church, which was being kept for the time being in a cupboard in Baynards. Roy said he would discuss with the churchwardens a more permanent arrangement, pointing out the need for security and accessibility.
3. Erik, who had come straight from the first session of a confirmation course, reported that six teenagers had joined, four from St Nicolas and two from Dunsfold. There were also five adults interested. Any enquirers were welcome to join one of the groups.

**14 Date of Next Meeting:** Wednesday 9th July

The meeting closed with the Grace at 9.00 p.m.

**Note from the Secretary**

A request has been made for all documents relating to a PCC meeting to be sent out well in advance with the Agenda. This would give members time to read everything and be well prepared for the meeting.

This used to be our policy and practice, and I would urge those of you who are responsible for preparing documents to note the date of each meeting and let me have them to send out a week in advance.