

# *Parish of West Grinstead*

## PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 27 September 2022, 7.30pm in the Church Room, Partridge Green

### MINUTES

#### PRESENT

Rev'd. Alison Letschka, Chairman  
Mike Phillips, Churchwarden,  
Beryl Payne, Secretary  
Rev'd. Caroline Armitage  
Tony Martin  
Kate Wydra  
Dave Tidey (by Whatsapp)

Alison opened the meeting with a prayer for guidance.

**APOLOGIES** – Neil Jacobsen (Churchwarden), Dave Ellis (Treasurer), Bill Holt, Heather Tomsett, Karen Adams (Safeguarding), Kit White

#### 1. MINUTES

##### 2.1 Minutes for the last meeting Tuesday 19 July 2022

These were proposed as a correct record by Mike Phillips and seconded by Kate Wydra with agreement from those who attended the meeting.

##### 2.2 Matters arising

There were seven matters requiring attention:

- Mike has installed the St Michael's carpark sign, but Alison still to draft a letter to residents backing on to car park and Dave T to organise chain. **Action Alison/Dave T**
- The PCC photo boards for both churches are being made by Clive Charman – **O/G**
- When Alison is licensed as Rector for the Parish, there was some talk about changing her house sign from "Hookshile" to "The Rectory", but it was decided that this would be too time-consuming, so it was agreed that she would just change the external house sign to "Hookshile, the Rectory" and just let the Post Office know. **Action Alison**
- Alison reported that the letter to Woodlands had been sent and nothing more had been heard to date, so it was suggested that the Treasurer should send off a cheque to them for the £840 with a note to say "In full and final settlement". **Action Treasurer**
- The Emergency Lighting at St Michael's – is it mandatory? Question to be asked of Architect. **Action Dave T**
- **Grant for Rectory** – O/G **Action Neil**
- The land matter with James Hordern is ongoing. **Action Neil**

#### 3. PCC Matters

##### 3.1 Warm Room

Following Archdeacon Angela's suggestion, some discussion took place on this and it was decided that St Michael's church was not suitable for a drop-in centre and the Church Room was a bit out of it, being at the back of the church. There was a suggestion that we combine with the Methodists to use their hall on the high street and we could provide volunteers for that. It was also suggested that perhaps we could have a coffee morning once a week in the church room, which would be a designated day. **Action Alison**

##### 3.2 Data Protection Policy

This was discussed and reviewed and it was decided that the next review date would be 2024. Proposed by Kate Wydra and seconded by Mike Phillips.

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### **3.3 PCC Training**

The Secretary read out an email from Helen James of Church House who had offered to give one off training seminars to PCCs. Alison asked for this item to be carried forward to the next meeting when there would be more members present. *Action Secretary*

### **3.4 Deanery/Diocesan representatives**

Alison explained that we do not need to provide Diocesan representation – that would be covered by a Deanery rep. volunteering to do this. However, there have not been any Deanery meetings for some time: However, there will be a Deanery Finance meeting on 9 November which Alison and Caroline will attend and report back to the PCC. *Action Alison/Caroline* Item also to be C/F *Action Secretary*

### **3.5 PCC member photos** – see item 2.2 above.

**3.6 Date of APCM** – this was set for Sunday 7 May at 12.30pm after the morning service at St George's.

**3.7 Church Room rates** – new rates have been decided and these are WEF 1 October 2022: £8.50ph for regular users and £9.95ph for occasional users

## **4. FINANCE**

### **4.1 Treasurer's Report and Accounts**

The Treasurer was absent and there were no accounts until October.

Alison outlined what had happened at a recent meeting at her house when the Parish Share was discussed and what was agreed then.

She suggested a S.C. meeting on Tuesday 25 October to discuss this and our response to the Deanery in readiness for their Finance meeting on 9 November. Also, at this meeting we could clear up the finances between the PCC, FoSG and the Hornung Trust. Dave T and the FoSG Treasurer, Ian Balls, would need to attend. - *Action Alison*

## **5. MISSION**

### **5.1 Bereavement Group**

Alison said that there was a need for this in the Parish and all thought it was a good idea. She suggested that Kate visit Paul Doick, Vicar of Henfield, for advice on how to set this up. Sue Maule-Oatway and Kit White would be willing candidates to have the training. All thought this was a good idea. *Action Kate*

### **5.2 Eco Group**

Caroline said she would set this up and thought it would have impact for the church and for the people. Websites of organisations she mentioned are below:

<https://ecochurch.arocha.org.uk/> and <https://creationcare.org.uk/> - *Action Caroline*

## **6. REPORT FROM THE CHAIR**

### **6.1 Debrief of Archdeacon Angela's Visitation**

Alison reported that over all she was impressed with the Parish. She had one suggestion which was the Warm Room – see item 3.1 above

Her list of non-compliances was:

- Log Books for each church – *Action Dave T*
- Terrier for St Michael's – *Action Mike*
- Accident Books – to locate. Dave suggested that at the forthcoming Church clean-up day on Saturday 8 October we would look at the back of St George's as there were boxes still not unpacked from tidying up from the Bat Project. – *Action Dave T et al*

This prompted Beryl to say that we need to know where the First Aid Boxes are in each church and that we should have a volunteer to check the contents periodically-*Action Alison*

### **6.2 Licensing, Installation and Collation service**

Alison reminded the meeting that the West Grinstead Living had now been suspended for five years at which point the Diocese must either make Alison permanent or provide an alternative.

Alison is pleased to say that she is to have the Licensing service on Thursday 13 October at 12.30pm in St George's church when the Bishop of Horsham will formally make her the Rector of the Parish. She invites all to attend.

## **7. FABRIC and PROPERTY**

### **7.1 St George's**

#### **7.1.1 Quote for new alarm system**

Dave T said that the roof alarm system at St G's had had to be disconnected to facilitate the Bat work and that Kestrel had sent a quote for £628+VAT for this and also to include a WI-fi app. card, which Dave said we do not need. He has sought an alternative quote and it is roughly the same, so recommends we stay with Kestrel less £120 for the app card. Mike said that the Hornung Trust will likely fund this. Dave then proposed we go ahead with this and was seconded by Tony Martin – *Action Dave T*

#### **7.1.2 Lighting system update**

Dave said that the lighting system needed earthing and that this would cost £1,000+ VAT. Mike again said that the Hornung Trust would most probably pay for this and proposed we go ahead, seconded by Kate Wydra.

#### **7.1.3 CCTV system**

Dave reported that he and Clive Charman were making a box for this to sit next to the organ

He added that the heating system controls would soon be in the snagging phase when the heating was switched on.

### **7.2 St Michael's**

#### **7.2.1 Lychgate**

Mike reported that the wood for this was being cut and that work should start in the next fortnight. The tiles are being stored in the corner of the civil parish cemetery – *Action Mike*

#### **7.2.2 Wheelchair users' access ramp**

Mike reported that the Architect had asked for £4,000 to submit the plans and £3,500 for the drawings! He is in contact with the architect to see what they can do to reduce this bill and to advise that Mike would submit the plans himself. – *Action Mike*

Mike also reported that there had been objections to the proposed siting of the ramp and he stressed the importance of Alison and him doing a presentation to the St M congregation to show them the Project fully and to encourage them to understand that wheelchair users have rights and dignity and should use the same entrance as other worshippers. Sunday 16 October agreed for this. – *Action Alison/Mike*

### **7.3 Both churches**

#### **7.3.1 Lightning conductor testing**

Dave said that this should be done every two years and that we were late: it would cost £120 for each church. Go ahead. *Action Dave T*

#### **7.3.2 PAT testing**

Dave said that this must be carried out on all portable apparatus in both churches and he would need a volunteer to stay with the tester until he had finished. He will ask Alan Guest again as he kindly offered last year. He also added that the civil parish had a man to do this they would lend us for a donation. Dave has a file of actions to carry out for this matter - *Action Dave T*

## **8. THANKSGIVING SERVICE for completion of Bats project – B/F**

Alison said that this was already in hand from the last meeting.

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### 9. SAFEGUARDING

#### 9.1 Safeguarding Case Study (B/F)

Alison said that this should be carried forward again as she wanted more members to be present. *Action Secretary*

10. **CORRESPONDENCE** – none received

11. **CONFIDENTIALITY & PUBLICATION OF MINUTES** – OK to publish.

#### 12. **A.O.B.**

Mike commented that the lighting at St M's is getting dimmer and dimmer. Dave T said that he would ask the St George's lighting man to visit and see what was needed—*Action Dave T*

13. **DATE OF NEXT MEETING** – Tuesday 22 November at 7.30pm in the Church Room.

Alison closed the meeting at 9.15pm with The Grace.

<b>Sums approved by PCC</b>			<b>To be reimbursed by</b>
10 Mar. 2021	5,000	St G heating design	
21 May 2021	80,000	St G light'ng, h'ting, hydrol. tests, porch roof	FoSG
22 Sept. 2021	50,000	St G heating upgrade	Loan
11 Nov. 2021	9,878	St G elec. skts, h'tg op. 3, addl. timber survey	FoSG
26 Jan. 2022	960+VAT	St G surveyor's design for rafters support	?
26 Jan. 2022	15,000+VAT	St M Lychgate work	?
26 Jan. 2022	200	St M Lychgate replacement roof tiles	?
26 Jan. 2022	400	St G coat of arms renovation	?
22 Mar. 2022	934+VAT	St G rafters repair	?
22 Mar. 2022	240+VAT	St G greetings cards	PCC
27 Sep. 2022	508+VAT	St G CCTV	Hornung Tr. ?
27 Sep. 2022	1,000+VAT	St G Lighting system earth	Hornung Tr. ?