

Parish of West Grinstead

PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 16 January 2024, 7.30pm at Hydon, High Street, Partridge Green RH13 8HR

MINUTES

PRESENT

Rev'd. Alison Letschka, Chairman
Mike Phillips, Churchwarden
Neil Jacobsen, Churchwarden
Beryl Payne, Secretary
Karen Adams, Safeguarding
Pat Kelly
Kit White
Kate Wydra

Alison opened the meeting with a prayer of thanks and for guidance in decisions.

1. APOLOGIES

Dave Tidey, Rev'd. Caroline Armitage, Tony Martin, Dave Ellis, Bill Holt, Olivia Izzard

2. MINUTES

2.1 Minutes for the last meeting Tuesday 21 November 2023

These were proposed as a correct record by Karen Adams, seconded by Kate Wydra and approved unanimously.

2.2 Matters arising and action point follow up (not covered elsewhere)

- **Updating list of Rectors** – C/F as Dave Tidey not present *Action Secretary*
- **St M Defibrillator** – Karen reported that all unit cabinets supplied by PART so far have been installed FOC, but no one has come forward to install the one awaiting fixing on outside wall of Church Room. She will address this at the next PART meeting to ascertain who will pay the quoted £250 charge. *Action Karen*
- **St M trench** – Mike reported that the trench surrounding the tower that he and Dave T had started digging out to ease the collection of rainwater was still work in progress.

3. PCC MATTERS

3.1 Administering Holy Communion at St Michael's

Alison reported that at St M there are steps up to the altar and therefore more candidates are needed. We have Heather Tomsett and Simon Harvey and Mike Phillips and Ian Holland will be licensed to administer Holy Communion when they have finished their training. Alison intends to approach Lisa Penfold, who as yet is not on the Electoral Roll. *Action Alison*

3.2 Midnight Mass

This had been discussed at a previous meeting and the congregations of both churches canvassed for their opinion, the outcome being that MM should be retained, but held at St Michael's each year. Proposed Mike, seconded Neil, majority in favour.

3.3 PCC meeting venue and dates

As Mike has kindly offered his house as a venue, Alison said that future meetings will be held there on a Tuesday, the next being 19 March. However, APCM date changed to 26 May at St Michael's. - *Action Secretary*

3.4 Parish Weekend

This is a joint fundraising opportunity, but the organisation always falls to the same people. There was some discussion and it was generally agreed that we should have the Parish Weekend and ask for a list of willing volunteers to help with marquee erection and dismantling, bric-a-brac packing and unpacking, teas, produce, etc. Date 20/21 April at St George's. Popular inter-church Walk and Run to be retained and children to be asked if they will perform playlet. Susie to be asked to hold a meeting. – *Action Alison* Karen also to ask FoSG – *Action Karen*

3.5 Health & Safety draft policy

This had not been circulated prior to the meeting: Alison reported that she had spoken to Rev'd. Caroline who with her husband, Andrew, is willing to help with all the policies required generally. Dave Tidey to be involved with the H & S one. To be C/F – *Action Secretary*

4. FINANCE

4.1 Treasurer's Report and Accounts

Mike produced some accounts for the last quarter of 2024 and talked the meeting through them. We are sticking to the budget over all and there is a small surplus.

4.2 Parish Share

Payment of this is on track with our 5-year plan.

4.3 Move to change bank account

Mike reported that nothing had been done about this as Dave Ellis was temporarily vacant as Treasurer. He will discuss with Dave this month. – *Action Mike*

4.4 Reimbursement of stamp money

This has been resolved in the normal way with Expenses form, NFA.

5. MISSION

5.1 Eco Church update

Kit read out ideas produced by a horticulturist who has agreed to do the necessary work FOC. An arch of willow, hedging of willow and wiring along which ivy will be grown and the raised planters to be wild but manageable. We need a detailed sketch and plan to consider. *Action Kit*

5.2 Bereavement Support Group

Alison reported that she was going to discuss with St Andrew's, Roffey Methodist group for their ideas. – *Action Alison*

6. REPORT FROM THE CHAIR – see attached notes

7. FABRIC AND PROPERTY

7.1 St George's

7.1.1 Extension update

Neil reported that now Jonathan, the Architect was no longer ill, things were back on track with new design drawings which are being floated before the relevant bodies before submitting to the Diocese for final approval.

7.1.2 Quinquennial matters – nothing to discuss.

7.2 St Michael's

7.2.1 Disability Access Ramp update

Mike reported that planning permission had been granted and six companies had been approached for quotes, but only three quotes received to date.

7.2.2 Window cleaning

Alison reported that next week the window causing a draught was being repaired and the same company were to clean the windows. Karen said FoSM would fund this.

7.2.3 Lychgate update

Mike said that we are still awaiting a response from the Chancellor. NFA at this time.

7.2.4 Quinquennial matters – Nothing new to report other than the trench in hand with Mike and Dave T.

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7.2.5 Noticeboards

Alison reported that the blue internal one was finished and the external Church Lane one had been received.

8. SAFEGUARDING

Karen said there was nothing to report and that any required training had been done or was in hand.

9. **CORRESPONDENCE** - None

10. **CONFIDENTIALITY & PUBLICATION OF MINUTES** - Approved

11. A.O.B.

Beryl mentioned that Canon Paul Doick, Vicar of Henfield was leaving after Easter day to join a new Parish in Chichester near the Cathedral.

12. **DATE OF NEXT MEETING** – Tuesday 19 March 2024 at 7.30pm at Hydon.

Alison closed the meeting at 9pm with The Grace.