

Parish of West Grinstead

PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 14 July 2026 at 7.30pm in St George's Parish Church, West Grinstead

MINUTES

PRESENT

Rev'd. Alison Letschka, Chairman
Mike Phillips, Churchwarden
Neil Jacobsen, Churchwarden
Kit White
Michael White
Ian Holland
Jayne Montague-Drake
Iain Mitchell

Mike Phillips opened the meeting as Chairman.

1. APOLOGIES

Beryl Payne, Secretary, Kate Wydra, Bernard Wiggins

2. MINUTES

2.1 Minutes for the last meeting Tuesday 21 April 2026

These were proposed as a correct record by Neil Jacobsen seconded by Jayne Montague-Drake and approved unanimously.

2.2 Matters arising and actions outstanding from meeting 21 April:

Following up on actions points from 18.11.25:

- The parish administrator's job specification still needs to be documented and shared. **Action Alison and Beryl**
- The issue with the sycamores at the edge of the churchyard still needs to be addressed with a tree surgeon. **Action Neil**
- Fire Safety risk assessment to be completed. **Action Iain Mitchell.**
- Smoke alarm near organ. **Action Neil.**
- PAT testing at St. Michael's. **Action Michael White with D.T.**

Following up on action points from 3.2.26

- Parish Website – ongoing. **Action Michael White.**
- Tree to be planted in St. Michael's Churchyard in November **Action Kit.**

2.3 Minutes for the 1st PCC meeting following APCM 17 May 2026 and matters arising

- These were approved as a correct record by Neil Jacobsen and seconded by Michael Phillips. No matters arising.

3. PCC MATTERS

3.1 Appoint new Treasurer

Iain Mitchell, having been proposed by Mike Phillips and seconded by Ian Holland was unanimously appointed as our new Treasurer for the parish of West Grinstead.

3.2 Formal appointment of Sidesmen (Welcomers) for both churches

- It was agreed that we need to produce a list of all those who are officially sidesmen or welcomers in both churches before this can be done. Iain and Alison thought that this was normally done at the APCM.
We should also note that sometimes others will stand in as welcomers on a temporary basis.

3.3 Dates for PCC meetings 2026/27 and APCM

- **Tuesday 15th September, Tuesday October 20th (Vision and Mission), Tuesday 17th November, Tuesday 19th January 2027, Tuesday 16th March 2027**
All these are in the hall at St. Michael's at 7.30pm.
- **2027 APCM Sunday 18th April 12.30pm at St. George's**

3.3 Review of Computer and Social Media policy

- This was reviewed and approved. Mike will check that it is on the website.

3.4 Review of Reserves policy

- This was reviewed by all and referred to Iain for approval as the new Treasurer and he approved it.

3.5 Internal data protection complaints process as per P.S.N. May 2026

- To be carried forward. **Action Beryl**

3.6 First Aid Training

It was agreed that "Assist First Aid Training" which is run by Heather Kingdom would be approached, initially for Basic C.P.R training, and then for a half day course. We would host the course for our volunteers and open it to the local community as well.

Action Beryl.

4. FINANCE

4.1 Treasurer's draft Report and Accounts for 1st Qtr. 2026

- These accounts were presented by Mike Phillips in his role as interim Treasurer.
- After concern was expressed about the apparent deficit, Mike addressed the concern as follows:
- There are dividends from C.A.F. account which are not evident. Money had been moved into savings. More income has now come in from Friends of St. George's, the Hornung trust, and Gift Aid. The real position is that we have a surplus of £9,600.
- The Rector gave thanks on behalf of the parish for Mike's care of the finances during Paul Taylor's illness.

4.2 Approval of final copy of 2025 accounts for submission to the C.C. and Diocese

- The 2025 Accounts are still with the Independent Examiner.
To be carried forward. **Action Beryl**

4.3 Online Finance Return arrangements

- The return date should have been 30th June 2026 but there was an extension until 31st July. Iain has submitted the Financial return to the Diocese. The deadline for the Charity Commission is the 31st October.
- Iain reported that thanks to PT and MP he is now set up to work with the spread sheets which he also shares with MP thus sharing oversight.

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- A new email address has been set up for Iain:
treasurer.churcheswestgrinstead@gmail.com
- Iain now needs to be set up as signatory for the Parish bank accounts.

The following resolution was passed unanimously:

At a meeting of the Parochial Church Council of the Parish of West Grinstead the following resolution was passed:

That Mr. Iain Mitchell (Treasurer) should be made a signatory to the following accounts – 2 Accounts with NatWest, C.C.L.A account, C.A.F. account.

Proposed Neil Jacobsen, Seconded Ian Holland.

- Iain advised that the PCC should formally adopt the CofE fees for occasional offices – which all agreed to.
- Iain advised that he will start putting a budget for 2027, based on last year's figures, together to assist our financial control.
- Spending authorisation limits have been previously agreed – MP to send this information to Iain.

5. MISSION

- Ian Holland shared the content of the last Worship@11 meeting where it was decided to advertise Worship@11 themed and seasonal services in the school and throughout the parish. It was felt that the newer charismatic service could celebrate the seasons in a distinctive way and perhaps introduce new ideas for worship– for example in September a “Back to School “ service.
- Jayne Montague-Drake is to launch a Bible Club in school in September.
- The success of the Service in the Park was noted.
- New idea – Rogation Sunday 2nd May 2027 – A Church to Church Walk to include worship on the way and worship at St. George's.

6. DEANERY AND DIOCESAN MATTERS

- Jayne Montague-Drake reported on the last Deanery meeting at Billingshurst which gave her the idea for the Bible Club.
- The Deanery Confirmation was an uplifting event and really appreciated by our six candidates.
- The next Deanery Synod will include Bernard Wiggins.

7. REPORT FROM THE CHAIR

The Rector observed that we still need more people on the PCC and we need a better balance between the two churches. We should all be bearing this in mind and thinking about new candidates for Wardens. Succession Planning should not be forgotten. Next year it will be possible to have another P.C.C. Away day and the invitation to this event should be open to non-members who might be interested in joining.

8. FABRIC AND PROPERTY

a. St George's

8.1.2 Toilet extension update

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- Neil passed round the extension design as it currently is, after the intervention from Historic England. We then looked at the proposed sight so that everyone was able to envisage how it would work. The planning application would go in after July 31st this year because of some adjustment in legislation which would have happened by then.

b. St Michael's

- Work will begin on the new lighting scheme on 17th August 2026. The church will not be freely available during the week but on Sundays worship will continue as usual.
- The damp work in the tower has already been approved but there was a query about the expenditure on the wood work in the tower that will have to be adapted for the new electrical improvements. Can any of it be re-used? **Action Michael White and D.T.**
- Ian Holland is to source a projector that can be fixed up while the lighting system is installed. **Action Ian Holland**
- More power points will be included in the proposed kitchen area.

9. SAFEGUARDING

- The Rector is hoping that Jayne Montague-Drake will be able to take on the Safeguarding Role in the near future, as Karen Adams will be wanting to step down.
- PCC members should take care to renew their Safeguarding Training when necessary as it expires after 3 years.
- There is, working alongside the Safeguarding Dashboard, some of which is now up to date, a Safeguarding Hub and this needs to be addressed. **Action Alison**

10. CORRESPONDENCE – none received

11. CONFIDENTIALITY – not required

12. A.O.B.

- In order to update the Charity Commission, Neil asked all P.C.C members to send him details of their names, addresses and dates of birth.
- Ian Holland has asked that our insurance policy is checked to see if it provides Trustee Liability cover, as opposed to Public Liability. **Action Beryl.**

DATE OF NEXT MEETING September 15th 2026 at St. Michael's

The meeting closed at 9.40pm

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APPENDIX

Action Points from 18 November 2025 still outstanding:

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- The issue with the sycamores at the edge of the churchyard still needs to be addressed with a tree surgeon. **Action Neil**
- Fire Safety risk assessment to be completed. **Action Iain Mitchell.**
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Action points from this meeting (14 July 2026)

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