

PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 18 November 2025 at 7.30pm in the Church Room, Partridge Green

MINUTES

PRESENT

Rev'd. Alison Letschka, Chairman
Mike Phillips, Churchwarden
Neil Jacobsen, Churchwarden
Paul Taylor, Treasurer
Beryl Payne, Secretary
Pat Kelly
Kit White
Iain Mitchell
Michael White
Dave Tidey
Ian Holland

Alison opened the meeting with a prayer for grace and guidance in our decisions.

1. APOLOGIES,

Olivia Izzard, Jayne Montague-Drake, Kate Wydra

2. MINUTES

2.1 Minutes for the last meeting Tuesday 20 September 2025

These were proposed as a correct record by Neil Jacobsen, seconded by Dave Tidey and approved unanimously.

2.2 Matters arising and actions outstanding from meeting 30 September:

Item 3.5 Administrator job description O/G – *Action Alison*

5.2 Send thank you note to Natalie re Marriage course – *Action Alison*

8.1.5 St G Sycamore trees boundary check – *Action Dave T*

AOB Church Room gutters – O/G

3. PCC MATTERS

3.1 Approval for the St G toilet extension to go ahead

Neil J gave a PowerPoint presentation on what we have done so far, where we are now and the next steps, including costings. There was some discussion and some doubts expressed because of the projected costing. The approval proposed by Mike was purely procedural as no PCC funds were being requested for this amount. The project would be funded by grants from the Friends of St George's, (where money has already been donated for the extension), and The Horning Trust, plus other specific fundraising and grants from other bodies.

In effect, approval was given for:

1. The architect to produce final drawings and take forward a proposal for formal DAC approval.
2. An archaeological survey to be commissioned.
3. full quantity survey and costings to be obtained. It was estimated the cost of these items to be in the region of £20K.

It was noted that these costs although borne by FOSG and the Horning Trust, the PCC would need to pay them out in the first place. Mike Phillips proposed that the PCC give

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approval to proceed with the project and for an initial spend of £20K and this was seconded by Iain Mitchell.

3.2 PCC Awayday debrief and Actions

Alison said that this warranted a separate meeting and dates were agreed, being Tuesday 2 December and Tuesday 13 January 2026. The Secretary gave her apologies for both meetings. Alison said she would check the availability of the Church Room. – *Action*

Alison

3.3 Separate email addresses for PCC roles

The Treasurer, Paul, who had requested this, asked whether this could be carried forward. –

Action Secretary

3.4 Fire Safety Policy

Iain Mitchell had prepared two papers on Fire Evacuation Policy and Plan which had been circulated prior to the meeting. He suggested that we use Ecclesiastical's template and that he should discuss further with Mike and Dave T. – *Action Iain Mitchell*

4. FINANCE

4.1 Treasurer's Report and Accounts

The Treasurer apologised and said that he would have the June accounts ready for the following day and circulate. – *Action Treasurer*

He reported that he intends to use the general fund to cover not only day to day maintenance, but any major projects that may occur.

4.2 Report from recent Finance meeting

The Treasurer advised the PCC that it had been agreed that budgeting would be carried out on a 'light touch' basis, rather than a budget for every single item, the exception being Children.

Adjustments will be made to the General Fund and Designated and Restricted Funds.

4.3 New bank account

This is still in process – *Action Mike*

4.4 Five-year plan update

The Treasurer reported that this was on track to meet 100% of the Parish Share. Neil suggested we agree to the new Parish Share when it is released.

5. MISSION

Alison said that this would be the subject of a separate meeting when the brainstorming points from the PCC Awayday would be addressed.

She also added that she is pleased with our strong presence in the Community with the Bereavement Group, the Lunches and the Café and that we should always be presenting who we are wherever we can, a good opportunity being the Christmas time services and other activities.

6. DEANERY AND DIOCESAN MATTERS

The Minutes had already been circulated for the meeting on 15 October and Alison urged anyone who had not attended to do so as they would learn what is going on in the Diocese.

7. REPORT FROM THE CHAIR

Alison asked for thanks to be recorded for all those who contributed to the Remembrance services.

8. FABRIC

8.1 St George's

Dave T reported:

- that the car park at St G's had been resurfaced and that we should consider giving the cost or a meal for four as a thank you for the two contractors giving their time,

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labour and materials for the car park work. He suggested £50pp for the contractors and their wives. This was agreed.

- Four smoke alarms had been installed and the last one was to be inside the organ, which necessitates waiting for Bishops to come to remove the pipes. *Action Dave T*

8.2. St Michael's

8.2.1 Damp inside the S and W tower walls.

A recent survey has shown that the problem is penetrating damp and the solution is to strip the walls, put in a membrane and replaster and redecorate.

8.2.2 Lighting project

Dave T's suggested we wait to do the damp work when the Lighting is being done and that he is getting two more quotes. – *Action Dave T*

8.2.3 War Memorial cleaning

Mike said that he is still waiting to hear from the Diocese re this and the Lighting project.

8.2.4 Churchyard cleanup

Mike reported his endeavours to obtain quotes for this work. He had received a quote that was more than the quote from Neat & Stripey. The meeting agreed that he had demonstrated due diligence and we were happy to award the works order to Neat and Stripey.

8.3 Both churches

- The Lightning conductor testing for both churches is due.
- PAT testing is also due and should be carried out annually in order to comply with the insurance and H & S requirements. St G's is not a problem, but at St M's there is a lot of portable equipment. He suggested we ask for volunteers to be trained to do this work, which is paid for by the civic parish council. – *Action Dave T*

9. SAFEGUARDING

Alison read out a list of PCC members who had yet to complete their DBS training online and asked that they please do so.

10. CORRESPONDENCE – none.

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

12. A.O.B. – there was none.

13. DATES OF NEXT MEETINGS

Mission meetings – Tuesday 2 December and Tuesday 13 January 2026.

PCC - Tuesday 03 February 2026

Alison closed the meeting at 9.45pm by inviting members to say the Grace with her.

Action Points summary for next meeting:

- Parish Administrator's job description to be formalised with the Rector. *Action Alison*
- Send thank you note to Natalie re Marriage course – *Action Alison*
- **St G Sycamore trees boundary check** – *Action Dave T*
- Alison said she would check the availability of the Church Room. – *Action Alison*
- **Fire safety** - *Action Iain Mitchell*
- The Treasurer apologised and said that he would have the June accounts ready for the following day and circulate. – *Action Treasurer*
- **New bank account** This is still in process – *Action Mike*

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