

Parish of West Grinstead

PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 19 July 2022, 7.30pm in the Church Room, Partridge Green

MINUTES

PRESENT

Rev'd. Alison Letschka, Chairman
Mike Phillips, Churchwarden,
Neil Jacobsen, Churchwarden
Dave Ellis, Treasurer
Beryl Payne, Secretary
Dave Tidey
Bill Holt
Heather Tomsett
Karen Adams
Rev'd. Caroline Armitage

Alison opened the meeting with a prayer for guidance.

1. APOLOGIES – Tony Martin, Kate Wydra

2. WELCOME – Alison welcomed Caroline Armitage to the Parish and said that she is already a Lay Reader and we would also perhaps be able to utilise her law background.

3. MINUTES

3.1 Minutes for the last meeting Tuesday 22 March 2022

These were proposed as a correct record by Karen Adams and seconded by Dave Tidey with agreement from those who attended the meeting.

3.2 Matters arising

There were three matters requiring attention:

- Alison to draft letter to residents backing on to car park, Mike to put up signs in car park re gate to be closed once a year and Dave T to organise chain for across the gateway. **Action Alison, Mike and Dave T**
- Claw back £120 from FoSGs – **Action Dave T**
- Karen to ask Claire Phillips and Alison to ask Caroline Charman re ideas on how to best display PCC member photos on each church noticeboard. – **Action Karen and Alison**

4. PCC Matters

4.1 Proposal to appoint Rev'd. Alison Letschka as Incumbent

At this point, Alison was asked to leave the room before this item was discussed.

There was then a short discussion during which it was unanimous that all present were very happy with the pastoral work Alison was doing; that she was well-liked and that we were very lucky to have her. To have her as the permanent Incumbent was indeed a bonus. The following Resolution was read out by the Secretary and then duly proposed to be supported by the PCC by Mike Phillips and seconded by Neil Jacobsen with all present being in favour:

RESOLUTION

“That the Parochial Church Council of West Grinstead, having received notification concerning the vacancy in the Benefice in accordance with the provisions of the Patronage (Benefices) Measure 1986 and whilst they acknowledge their rights under

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the Measure, resolve to waive these rights on this occasion to enable the presentation to be made of the current Priest-in-Charge, the Reverend Alison Clare Letschka, as the next Incumbent of the Benefice pursuant to Section 16A of the Measure”.

Alison was then invited back into the room and told the happy news.

Mike suggested that when Alison was made the Incumbent “Hookshile” should be renamed The Rectory and that he would apply to the Diocese to do this. **Action Mike**

4.2 Appointment of Architect for the Parish

There was a discussion concerning the letter and fee proposal received from Jonathan Cerowski, who has left Cowen Architects Ltd and set up on his own as Cerowski Architects Ltd. It was agreed that we have been happy with his work, that he is a Christian and he is also familiar with old church buildings. Neil Jacobsen proposed we employ him and this was seconded by Dave T. Neil will sign and send off the Letter of engagement. **Action Neil**

4.3 Serious Incident reporting

Alison outlined the guidance sent from the Diocese and explained the difference between Safeguarding Serious Incidents (involving vulnerable children and adults) and Serious Non-Safeguarding Incidents (involving damage to, or theft from, buildings, cyber-crime, financial loss, incidents leading to damage to the reputation of the church, etc. She suggested that the two named persons to be responsible for this NSSI reporting should be the two Churchwardens. The Safeguarding Officer would continue to be responsible for reporting Safeguarding incidents, but the three would work closely together.

RESOLUTION: It is resolved that the PCC of West Grinstead delegate authority for the reporting of SSI's and non-SSIs to the Safeguarding Officer and the two Churchwardens respectively and as outlined in the form entitled “Delegation by the PCC Members: Reporting Serious Incidents.”. Proposed by Dave Tidey and seconded by Dave Ellis. All in favour.

4.4 St George’s Organ Faculty

Alan Thurlow, the Diocesan organist has agreed with Ian Balls, our organist, that certain works need to be completed so that the instrument will be playable by any organist now and in the future. Ian is asking the PCC for authority to prepare a Faculty for this work to be carried out by Bishops. Proposed by Neil Jacobsen and seconded by Dave Ellis. All in favour.

4.5 Grant resulting from sale of former Rectory and Rectory Lodge

Neil explained that the Parish was entitled to 5% of the residual proceeds of the sale of these two buildings. He had been in touch with the Diocese over the matter ever since the sale and for this, thanks are recorded. All negotiations are not complete and any expenses and payments deducted leaving a 5% residual figure of £41,000. This is termed a grant and must be applied for outlining what the Parish is intending to use the money for. The two projects earmarked are the Toilet extension at St George’s and the Ramp for the Disabled at St Michael’s, for which Mike tabled a diagram to be circulated to the PCC by the Secretary.

THE MOTION for Neil to apply for a grant from the Diocese was proposed by Heather Tomsett and seconded by Dave Tidey. All in favour. **Action Neil**

4.6 Consideration of Kit White as PCC member

Alison explained who Kit is and that he had been connected to the Weald church until its demise, but was now a full and dedicated member of St Michael’s church and is well known by several of its congregation including Mike Phillips.

Mike Phillips then proposed that he be co-opted on to the PCC and formally elected at the next APCM. The motion was seconded by Dave Tidey and all were in agreement. Forms were handed to Mike to get completed by Kit. **Action Mike**

4.7 Appointment of an Electoral Roll Officer

Alison explained that we still had no ERO and that she was resolved to ask someone, namely Bernard Wiggins, to do the job. **Action Alison**

4.8 Appointment of Diocesan and Deanery Representatives

Alison reported that nobody had come forward for these roles, but that the Diocesan Rep. role was not so important. Heather Tomsett, who is the only Deanery rep. will be stepping down in 2023 when she will have served three years. Perhaps advertise on Service Sheets?

4.9 PCC Member Photos.

These are ready, but need a proper way to present on noticeboards. See item 3.2 action.

5. FINANCE

5.1 Treasurer's Report and Accounts

The Treasurer highlighted the main points which were that we were expecting large bills to finish off the works at St George's, we had received three further donations towards work at St George's and that the Archdeacon's loan of £50,000 would need to be paid back in 2023. He also reported that receipts had increased by £5,000 against last year and payments have stayed mainly the same. Alison thanked Dave for his work.

Beryl asked where the £17,000 donations were reflected in the accounts.

5.2 Fundraising – nothing to report at this time.

6. MISSION

6.1 Progress plans for Worship @11

Alison reported that this service was going extremely well and that she intends to increase the number of services so as not to lose the potential for increased worshipping.

She would like volunteers to form a working party to clear out the vestry and bell tower at St Michael's so that we can have a crèche there to encourage more families to attend.

6.2 Sponsorship of Kit White for an Authorised Lay Ministry Course

Kit is unfortunately above the age limit to for training to be a Lay Reader, but is keen to undertake the ALM training. The meeting was unanimous in agreeing for this to happen and the PCC will also pay the £50 charge.

7. REPORT FROM THE CHAIR

Alison reported that the Parish is developing:

- Sally is prepared and trained and her last day of service with us is 31st July.
She takes up an interim post at Nuthurst during their Interregnum and Alison asks that we all pray for Diocesan support for her.
- Caroline Armitage has now joined us as assistant curate
- Kate Wydra is now more or less recovered after her unfortunate period of ill health.
- She has met with Vicky Price, the new Head of Jolesfield School and she will instil a Christian ethos there.
- She wants to start up a Bereavement Group for the Parish.
- There are two House Groups operating in Partridge Green.

8. FABRIC

8.1 St George's

8.1.1 Update on works

Dave Tidey reported that the Bat project and associated works are more or less finished with only a few minor items to complete. The central heating was now complete and would be commissioned in mid-August.

He then tabled a sheet of some queries from the wood company asking for more money for extra works they had had to complete, totalling £21,467 + VAT.

Dave pointed out that he refutes all of these except for £850 for access panels, which he had requested as a necessary extra.

He is not happy to write back to them, but offered to draft a letter of facts and refutations which the Churchwardens could then finalise to be sent to Woodlands.

Action Dave T/Churchwardens

Dave went on to talk about the CCTV which had existed since 2018 with one camera working, but that has had to be taken out to facilitate the Bat works. Now was a good time to install a new system for which he had been given a quote of £600 (as some wiring exists) for one camera at the back of the nave and one outside on the north side

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overlooking the car park. We would also need a viewing box console which could be sited next to the organ and a cabinet to house the monitoring equipment. Neil Jacobsen proposed we go ahead with this suggestion and this was seconded by Mike Phillips, all in favour.

Beryl then asked about loudspeakers in the choir area, but Dave said this had been done.

8.2 St Michael's

8.2.1 Lychgate update

Mike said that obtaining wood had been a problem, presumably because of Brexit and Covid. He will keep monitoring the situation.

8.2.2 Quinquennial Report

Dave Tidey has this in hand with the new Architect. This is a mandatory requirement for all churches.

8.2.3 Emergency Lighting (B/F)

The costs for this were tabled by Dave Tidey and total some £7,000. Mike Phillips stated that he was not happy to go ahead with this unless it proved to be a legal requirement which needs to be checked. *Action Dave Tidey*

8.2.4 Disability Access Ramp

Mike said that Paul Taylor is looking into this and Mike will circulate the diagram *Action Mike/Secretary* Mike proposed a Faculty be applied for and this was seconded by Karen Adams. All in favour.

Miscellaneous

- **The new boiler** which is leaking and is only a year old. Mike offered to take this up with the installer. *Action Mike*
- **The oil tank** seems to be rusting and as it is now disused Dave will get the sludge pumped out for a cost of £375 + VAT.
- **The Church Room** has been repainted and paid for by Bill Holt who will now get the shed weatherproofed. Alison accorded thanks to Bill for arranging and paying for this.

9. THANKSGIVING SERVICE for completion of Bats project – B/F

Alison suggested this could take place at Harvest Festival time:

9 October at St George's and 25 September at St Michael's.

She also said that the Burrells ought to be invited as they contributed to the costs. She asked for volunteers to send out invitations.

10. SAFEGUARDING

10.1 Safeguarding policy for 2022

This was brought to the meeting by Karen who had it signed there and then ready for display.

10.2 Safeguarding Report for Summer 2022 (*attached*)

This had been circulated prior to the meeting.

11. CORRESPONDENCE

Alison said she had received a letter re Sally Mitchell taking up her new post as interim priest at Nuthurst during their Interregnum.

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

13. A.O.B.

- **Horsham Deanery Synod Report (*attached*)**

This had been circulated prior to the meeting.

- **Land abutting James Hordern's property**

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- Neil said that this had dragged on for too long. We were now being billed by the diocesan solicitors for their work to date, and the price was rising because of the lawyers complicating the matter. It was tempting to abandon the whole project but he would speak to James again and try to establish a simpler way forward, which would not cost more. *Action Neil*
- Alison said the date for the next Archdeacon's Visitation was Tuesday 6 September 2022 at 5.30pm and for members to note this in their diaries JIC.

14. DATE OF NEXT MEETING – Tuesday 27 September

Other dates: Tuesday 22 November, Tuesday 24 January 2023, Tuesday 21 March 2023. APCM date to be decided at next meeting.

Alison closed the meeting at 10.10pm with The Grace.

Sums approved by PCC

10 Mar. 2021	5,000	<i>St G heating design</i>
21 May 2021	80,000	<i>St G lighting, heating, hydrology tests, porch roof</i>
22 Sept. 2021	50,000	<i>St G heating upgrade</i>
11 Nov. 2021	9,878	<i>St G elec. skts, h'tg option 3, addl. timber survey</i>
26 Jan. 2022	960+VAT	<i>St G surveyor's design for rafters support</i>
26 Jan. 2022	1,500+VAT	<i>St M Lychgate work</i>
26 Jan. 2022	200	<i>St M Lychgate replacement roof tiles, if necessary</i>
26 Jan. 2022	400	<i>St G coat of arms renovation</i>
22 Mar. 2022	934+VAT	<i>St G rafters repair</i>
22 Mar. 2022	240+VAT	<i>St G greetings cards</i>
19 Jul. 2022	600	<i>St G CCTV</i>