

# *Parish of West Grinstead*

## PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 18 July 2023, 7.30pm in the Church Room, Partridge Green

### MINUTES

#### PRESENT

Rev'd. Alison Letschka, Chairman  
Rev'd. Caroline Armitage, Curate  
Mike Phillips, Churchwarden  
Neil Jacobsen, Churchwarden  
Dave Ellis, Treasurer  
Beryl Payne, Secretary  
Karen Adams, Safeguarding  
Kit White  
Bill Holt  
Kate Wydra  
Olivia Izzard  
Pat Kelly

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

**APOLOGIES** – Tony Martin, Dave Tidey

#### 1. MINUTES

##### 2.1 Minutes for the last meeting Tuesday 21 March 2023

These were proposed as a correct record by Karen Adams, with one minor alteration by Neil Jacobsen, and seconded by Dave Ellis with full agreement from those who attended the meeting.

##### 2.2 Matters arising

There were several action points outstanding:

- **Emergency Lighting at St Michael's** – this is O/G until the QIR – to be C/F
- **Sale of Rectory proceeds grant** - O/G with Neil – to be C/F
- **Window renovation and cleaning at St. Michael's** – this will wait until the QIR and ask advice of the Architect – *Action Dave T* - to be C/F.
- **Smartmeter at The Rectory** – although agreed to be done at the March meeting, Alison has decided that she does not want a Smartmeter – NFA

#### 3. PCC Matters

##### 3.1 Wheelchair accommodation at St George's

Ian Balls had raised this for discussion. The meeting agreed that we should move one or two pews out from the area near the war memorial, so that would serve the dual purpose of accommodating wheelchair worshippers and make more room for looking at the memorial. Liaise with Dave T on his return from holiday – *Action Neil*

##### 3.2 PCC meeting dates for 2023/24

These were agreed for Tuesdays on 26 Sept., 14 Nov. 16 Jan, 2024 and 19 March, with the APCM to be Sunday 19 May 2024, 12.30pm at St Michael's. *Action All to diary these dates.*

##### 3.3 PCC training

Rev'd. Caroline's training session on Monday 10 July was poorly attended by only four members and no apologies for absence. She offered to deliver this session again perhaps in October. – *Action Rev'd. Caroline*

### **3.4 Serious Incident Reporting policy review**

The Secretary reported that the existing policy did not entirely align with the template provided by the Diocese, both of which had been circulated prior to the meeting. It was decided that Safeguarding incidents would be delegated to the Churchwardens as well as the Safeguarding Officer. Secretary to redraft the policy and Rev'd. Caroline will check before final acceptance by the PCC. *Action Secretary*

### **3.5 St George's noticeboard**

The external noticeboard requires updating to show Alison as Rector. The internal one, which was taken off the wall to facilitate bat works, requires replacing with a moveable one, requested Alison. Check whereabouts of the old red one we used to have. *Action Secretary*

### **3.6 St Michael's noticeboard**

FoSM provided original external noticeboard. Needs replacing to facilitate update. Design for both St M and St G noticeboards to be organised and final artwork submitted to Alison. - *Action Bill Holt*  
Planning permission to be checked for both external noticeboards – *Action Alison*

## **4. FINANCE**

### **4.1 Treasurer's Report and Accounts for half year 2023**

The Treasurer reported that the accounts were not complete at time of circulation as more information had subsequently arrived and there will be more payments due. He tabled an updated sheet.

Questions were:

- what is the £11K payment in Church and Services – Energy has greatly increased this payment
- what is the £6,466 St Michael's choir fund and £600 monthly payment to it – the Treasurer explained that it was decided some years ago to pay into this fund to support music in general, including the organ and organist and for any hymnbooks.

### **4.2 Five-year plan**

Mike explained that the 5-year plan will be re-visited in October when a PCC decision needs to be made concerning the 2024 Parish Share. Meanwhile he is monitoring it.

### **4.3 Sale of Rectory grant update**

Neil reminded the meeting that the two projects that we would submit to the Diocese to claim the grant were St George's toilet extension and St Michael's ramp for the disabled.

## **5. MISSION**

### **5.1 Eco Church update**

Rev'd. Caroline had circulated a paper on what would be feasible, namely the ground surrounding St Michael's to the west to have raised beds containing pollinator plants and new hedging to be put round the boundaries with perhaps the odd small tree. The proposal for this plan to be agreed in principle was put forward by Kate Wydra and seconded by Kit White. Bird boxes, mentioned in the paper, to be discussed at a later date.

### **5.2 Bereavement Support Group**

Kate reported that the four comprising the team had been trained and the plan was to launch in late September. Alison thanked Kate for her work in setting this up.

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

### **6.1 Worship @11**

Alison reported that this was going extremely well on the second Sunday of each month, so much so that she was now going to hold it each Sunday, except for the fourth Sunday when Breakfast Church is held. This new arrangement would take place from the 10 September.

### **6.2 Misc.** Alison also reported that:

- the Parish was having a successful time and thanks were due to God for this.

## *Parish of West Grinstead*

- We had been highly commended by the Sussex Heritage Trust for our work on the Bats project at St George's and thanks were due to the team who had carried out the project.
- Mike Phillips and Ian Holland had been accepted for training as Lay Preachers.
- The Day of Prayer run by Rev'd. Caroline with its open doors and prayer slots at different times worked very well and was well attended. It was ecumenical as attended by the Methodists among others. We will hold another next May.

### **7. FABRIC AND PROPERTY**

Dave Tidey had circulated a report for the meeting in his absence.

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

##### **7.1.1 Working group for Toilet extension**

Alison decided that the working group would comprise of herself, Neil, Dave T and Ian Balls. She said the first new meeting would take place on Dave T's return from holiday.

*Action Alison*

##### **7.1.2 Quinquennial inspection**

Alison said that this had taken place and Dave was yet to analyse it as to what needs to be done and what the priorities are. St |G is in good condition generally. The two main points are that drainage of rainwater away from the church building is key to keeping moisture away from the building and that removing old render may solve this problem.

##### **7.1.3 Land swap update**

Rev'd. Caroline had been advising on this and she has established a clear route forward. We now need a formal survey costing about £750 -£1,000. The legal fees are likely to be £3,000 + VAT. She said that we could possibly use bequested restricted funds for this purpose if they were specified for the fabric of St George's. Neil Jacobsen proposed that the PCC agree expenditure of up to £4,000 and if more we use the said funds: this was seconded by Karen Adams.

##### **7.1.4 Organ**

Ian Balls has asked the PCC for authority to go ahead with a Faculty for organ works, although this was agreed at the PCC meeting on 19 July 2022. Proposal for the Faculty to be submitted, pending approval by Hornung Trust to fund the works and seconded by Olivia Izzard. – *Action Mike*

Dave Tidey had also put a note that Bats in Churches had offered the Parish £400 if we would promote what we had done. It was thought that the best way to do this was on a stall at the Ploughing Match on 16 September 2023 at Priors Barn. – *Action Dave T*

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

##### **7.2.1 Disability Access Ramp**

Mike reported that we are still awaiting Architect's drawings, due to illness.

##### **7.2.2 Lychgate**

Dave T had received an estimate for £22K to rebuild this. Mike said this was exorbitant and he proposed that we write to the Chancellor and request we scrap the whole idea as it is clearly not feasible: this was seconded by Neil. *Action Mike*

**7.2.3 Windows** – this will be covered when the St M Quinquennial is received, which is in the hands of the Architect who is ill at the moment. Dave will research specialist window-cleaning company. – *Action Dave T*

##### **7.2.4 Green spaces and shrubs**

Alison said there were some ugly box shrubs that were past their best in age and had box blight. She will ask Neat 'n Stripty to remove them. The green spaces have been covered under item 5.1. – *Action Alison*

### **8. SAFEGUARDING**

Karen reported that all persons likely to deal with children have been through DBS.

She said that it was now possible for her to send a hyperlink to anyone requiring DBS as an invitation to complete online.

## *Parish of West Grinstead*

### **9. CORRESPONDENCE**

The Secretary had received a letter and leaflet from Horsham District Council, which she tabled, offering free wellbeing support services for anyone aged 18+ and also detailing other services available to adults. It was decided that no action was necessary. The Secretary said she would post a copy of the leaflet on the Noticeboard in each church. *Action Secretary*

### **10. CONFIDENTIALITY & PUBLICATION OF MINUTES – OK to publish.**

### **11. A.O.B.**

- **Defibrillators** - Karen reported that PART were in the process of getting quotes for the two cabinets and that they were on their way and there is no cost to us. She also said that she would sort out some dates for training for anyone who would like to be trained.
- The Treasurer raised the matter of Natwest Bank charging us for our current account and said that he intended to change our bank, perhaps to Lloyds and would have a word with Ian Balls: there was general agreement to this.

### **12. DATE OF NEXT MEETING – Tuesday 26 Sept. at 7.30pm in the Church Room**

Alison closed the meeting at 9.30pm with The Grace.