

Parish of West Grinstead

PAROCHIAL CHURCH COUNCIL MEETING

Tuesday 24 January 2023, 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
Rev'd. Caroline Armitage, Curate
Kate Wydra
Heather Tomsett
Karen Adams, Safeguarding
Kit White
Dave Tidey
Bill Holt

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

1. APOLOGIES – Tony Martin

2. MINUTES

2.1 Minutes for the last meeting Tuesday 22 November 2022

These were proposed as a correct record by Kate Wydra and seconded by Kit White with full agreement from those who attended the meeting.

2.2 Matters arising

There were several action points outstanding:

- Draft letter to St M carpark neighbours - This was discussed and it was decided that a letter was not the right course of action as we would not want to antagonise neighbours. Concern was registered by Mike Phillips as there are now two gates in the fences into the carpark. After some discussion, it was decided that the entrance will be chained and locked for 24 hours on 1 March with a Notice in the carpark the week preceding to advise that this was going to happen and on any vehicles that are in the carpark. If we do this once a year, this will then serve to protect our land rights in the carpark. **Action Dave T**
- Emergency lighting at St M – awaiting architect when he does the Quinquennial **O/G Action Dave T**
- Sale of the Rectory proceeds grant – **O/G Action Neil**
- St G's land swop matter – **O/G Action Neil**
- Defibrillators – Karen has arranged for two to be donated and maintained free of charge, one for each church. The St M one will be sited in the Church Room entrance lobby, but will not be accessible 24 hours, and the St G one will be sited in the outside porch when there is an external case available for it and so will be available 24 hours for church use and for walkers. Thanks to Karen for arranging this.

3. PCC Matters

3.1 PCC approval for Lay Reader Training

The PCC nominates and approves Mr Mike Phillips to go forward for selection in the Diocese of Chichester for training as a Lay Reader. Proposed by Kate Wydra, seconded by

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Karen Adams and unanimously agreed. Also, that the PCC will pay £300pa towards training and pay such expenses as are necessary – books, travel, robes, etc. The official form was signed by Neil Jacobsen, Churchwarden.

3.2 Legacy policy and Leaflet

Beryl reported that Rev'd. Caroline had kindly modified and simplified the draft leaflet she had cribbed from Horsham Parish Church and this had been circulated prior to the meeting. There was general approval and Beryl will now get a few printed in A5 size. Thanks to Rev'd. Caroline for her input. The policy which was approved at the last meeting, will be looked at again in the light of the new Church of England policy. *Action Beryl/ Rev'd.*

Caroline

3.3 PCC Training (B/F)

Not much interest was shown for having a one-off training session. Rev'd. Caroline offered to condense the letter and information Beryl has for new PCC members – *Action Beryl/Rev'd. Caroline*

3.4 PCC Member photos

Karen reported that the boards are up in each church and when Kit White's photo has been produced, all the photos will be affixed. – *Action Karen*

3.5 Church Insurance

Beryl reported that following a small group effort the church insurers had now been changed from Ecclesiastical to Trinitas with a saving of £88 per month. Everything is online and there are no hard copies of Policy, etc. We will await our first claim to see how they perform in settlement. Thanks to Mike, Beryl, Rev'd. Caroline.

3.6 Deanery Synod

A communication from the Diocese states that we are entitled to **four** lay Representatives. At present we have one, Heather Tomsett, who will be stepping down at the APCM. Alison said there had been little interest.

4. FINANCE

4.1 Treasurer's Report and Accounts

the Treasurer reported that there were no accounts available to view yet as he was working on the full last year accounts to present at the APCM. However, the bank balance is looking healthy. He has received a donation of £20,000 from the Hornung Trust and £30,000 from FoSG, so will soon be able to pay back the Archdeacon's Loan of £50,000.

4.2 Five-year Financial Plan - Nothing to report on this.

4.3 Parish Share Proposal

It had been agreed that we would pay 75% of our Parish Share has previously been agreed.

4.4 Stewardship plans

Alison stated that she and the Churchwardens would be attending training on this on 8 February. Our 5-year plan would then be presented to the congregations on the first Sunday in Lent, 26 February at Breakfast church in St M's and at Evensong at St G's. The Churchwardens would deliver the financial side and she would present the spiritual side. This would be recorded, there would be simplified handouts for the congregations and the presentation would also be put on the church email. There would then be a follow up on the last Sunday in Lent.

Action Alison/Churchwardens

5. MISSION

5.1 Bereavement Group

Three of the volunteers have had training. Kate is going to do some online training: and when that is finished Alison will launch the new Bereavement group. Kate will organise leaflets and the group will also be promoted at the Festival of Memories in November.

5.2 Eco Group update

Rev'd. Caroline said that she, her husband Andrew and Kit will meet in February to plan the way forward. Kit said he had a recording of Protected Species which the group could use. -

Action Rev'd. Caroline

5.3 Mission Action Plan Update and Implementation

Alison said that this would be discussed at the next staff meeting between herself, Rev'd. Caroline and Kate.

5.4 Children's Ministry update

Kate reported that the clearing of the belfry at St. Michael's has made it possible to provide a space for children every Sunday. On the 4th Sunday of the month, Super Sunday – children's prayer and activities takes place in the hall. Alison thanked Kate and said that the meeting on 14th February at her house would be devoted to planning for the future so that children's work could be better resourced every Sunday. *Action Alison*

6. REPORT FROM THE CHAIR

Alison reported how pleased she had been with all the Christmas festivities and how we can do even more. Kit suggested the Real Chocolate Company for chocs for children and it was suggested that adults should have laminated prayer cards to take away. Alison asked for volunteers for the next Christmas Tree Festival.

7. FABRIC AND PROPERTY

7.1 St George's

Dave Tidey reported:

- Kestrel have installed a new control board for the security beam and on testing it they found that the sensors were not working. We will therefore need new ones, which he will organise. *Action Dave T*
- The Lighting is nearly finished, including over the Lectern.
- The CCTV is in and working with 3 cameras.
- The Heating is not yet running as efficiently as it should, nor in the conservation mode, but needs 3 different people to get together to solve – *Action Dave T*
- The storm damaged oak tree in the churchyard – Dave has had a quote from Mark Gasson, a local man, who will fell it for £45. It was agreed that this was very reasonable and we should proceed.
- He mentioned that *The Servants' Ball* had been practising in St George's for their next album and that they were going to give a concert at the end of June in the church.

7.2 St Michael's

7.2.1 Lychgate – Mike reported that this has now been dismantled and stored in a corner of the carpark. The interim Faculty under which this was dismantled states that it must be reinstated again within six months. Dave T volunteered to get a quote for this. – *Action Dave T*

7.2.2 Ramp – Mike said that the revised drawing had been submitted by him to the Horsham Planning department, saving us in the region of £3,500 which it would have cost if it had been submitted by the Architect.

Bill Holt, who had not been present at the PCC meetings when the ramp was discussed, nor at the church service when the whole project was presented to the congregation, put forward a strong objection to the ramp being at the front of the church on the grounds that a) it would spoil the look of the front of the church and b) it would make things difficult for getting equipment in and out of the entrance to the boiler room.

Dave T stated that the latter would not be an issue because the oil tank has been drained and access to the cellar would be very infrequent.

Mike Phillips added that there was not enough room at the side of the church for the architect-designed ramp and that the whole ethos was not to relegate disabled people to the side entrance, but to welcome them in at the same entrance as everyone else. Alison added that rather than spoiling the look of the front entrance it would show that we had modernised and were being facilitative to disabled people.

The business of hearses turning was discussed briefly, but the undertakers would cope with this. It was decided that we would go forward as previously agreed and if the Planning department and the Diocese were in favour then the project would go live. *Action Mike*

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Dave T reported on the proposed extension to the existing St Michael's Memorial Garden; that the ground immediately in front of the low wall needed levelling and returfing which he and friends would do. **Action Dave T**

He also reported that the Lightning conductors at both churches have now been tested.

8 SAFEGUARDING

8.1 Safeguarding Report

Karen Adams stated that there was nothing to report and her recent training had advised that if there was nothing then it was pointless in saying so in writing.

9. **CORRESPONDENCE** – Alison had received a letter from Archdeacon Angela which unfortunately she had forgotten to bring to the meeting, but would circulate separately.

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

11. A.O.B.

- **Parish Weekend**

Dave T, speaking on behalf of FoSG, reported that this would be held on 22-24 April when *Super Strings* would be playing on the Friday, the stalls on one day only, on the Saturday. The Run is on the Saturday as well and the Walk on the Sunday.

There will be a planning meeting in the Church Room on Monday 13 February at 7pm.

12. **DATE OF NEXT MEETING** – Tuesday 21 March 2023 at 7.30pm in the Church Room.

Alison closed the meeting at 9.30pm with The Grace.

| Sums approved by PCC | | | To be reimbursed by |
|-----------------------------|------------|--|----------------------------|
| 10 Mar. 2021 | 5,000 | St G heating design | |
| 21 May 2021 | 80,000 | St G light'ng, h'ting, hydrol. tests, porch roof | FoSG |
| 22 Sept. 2021 | 50,000 | St G heating upgrade | Loan |
| 11 Nov. 2021 | 9,878 | St G elec. skts, h'tg op. 3, addl. timber survey | FoSG |
| 26 Jan. 2022 | 960+VAT | St G surveyor's design for rafters support | ? |
| 26 Jan. 2022 | 15,000+VAT | St M Lychgate work | ? |
| 26 Jan. 2022 | 200 | St M Lychgate replacement roof tiles | ? |
| 26 Jan. 2022 | 400 | St G coat of arms renovation | ? |
| 22 Mar. 2022 | 934+VAT | St G rafters repair | ? |
| 22 Mar. 2022 | 240+VAT | St G greetings cards | PCC |
| 27 Sep. 2022 | 508+VAT | St G CCTV | Hornung Tr. ? |
| 27 Sep. 2022 | 1,000+VAT | St G Lighting system earth | Hornung Tr. ? |