



ST MARGARET'S CHURCH

To know and share God's transforming love with one another,
our local community and the wider world

Minutes PAROCHIAL CHURCH COUNCIL MEETING held at 8pm in the Parish Office on Tuesday May 13th, 2025

Present; Revd Hannah Gordon (Chair), Tom Sanderson Julia Thompson, Jill Lindsay,
, Kat Wicksteed, Ray King, Rosalind Lunberg, Revd. John Wates, Janice Whittle, Lucy Wales,
Nigel Smith, Jen Smith, Eamonn Davern,

1 The meeting commenced at 8pm with a prayer and reading

2 Apologies:

Apologies were received from Jon Hill

Stewardship

3 The Minutes of the meeting held on Tuesday 11th March 2025 were approved and signed by Rev. Hannah Gordon.

Matters arising not on the agenda:

Treasurer Appointment

Andrea Dunhill will attend the September PCC meeting.

Finance and HR Committee

The draft Terms of Reference (ToR) for the newly convened **Finance and HR Committee** (see annex) were presented to PCC , adoption of the ToR was proposed by Ray King and unanimously seconded by PCC.

Streaming Guide

Jon Hill is developing a guide for **volunteers live streaming** services, he will report back to the July PCC.

Bigger Thinking

4 Purpose, Values, and Vision Feedback

Gareth Lewis-Jones has been working with Hannah to further analyze the outputs from the February Parish Vision Day to develop a first draft of a revised statement of **Purpose and Values** for the Parish. The aim is to develop a revised **Parish Vision**, Gareth will assess the first iterations of documents for risks, these will then be referred to the PCC as the basis for developing a St Margaret's Parish **Strategy Statement** looking forward 3-5 years. An **Annual Action Plan** will form the first year of the rolling multi-year strategy and be the basis of the Annual Report in future. Progress against Targets will be reviewed in the Report for discussion at the APCM.

Stewardship of our Resources

5 Safeguarding

Samantha Esparon provided an update on Parish Safeguarding. The **Church Safeguarding Audit** referred to the Diocese in March, no issues of concern were raised. All volunteer's DBS certificates are in date. Samantha advised that she will renew her own Safeguarding training over the summer and will advise PCC of the DBS renewal dates of members.

A Parish "**Whistle Blowing**" policy is needed and should be incorporated in the Safeguarding Action Plan. David Wicksteed will be asked to take this issue forward in Finance and HR Committee. A note on Safeguarding issues related to the live streaming of services is also needed.

Hannah reiterated that Safeguarding is everyone's responsibility and confirmed that the Parish will organize a further **Safeguarding Sunday** in November to coincide with the national event.

Actions: *Hannah to prepare a note on Safeguarding issues and live streaming to be placed in the church pews.*

A Whistle Blowing policy will be considered by the Finance and HR Committee.

6 Presentation of the new Church Property Register (previously Terrier) for Signing

Jen had completed a review of the **Church Property Register and Inventory** compiled by the Church Wardens and Incumbent. It is the Church Wardens' responsibility to ensure that this document is kept updated. All purchases should be noted by Church Wardens and reviewed annually as part of the annual inspection prior to referral of the document to the PCC after the APCM.

The Terrier summary document was signed by the Church Wardens and Revd. Hannah Gordon.

The Secretary proposed a vote of thanks to Jen which was unanimously seconded by the PCC.

7 Staff Pay

Hannah has been in discussion with the Music Director concerning the current hourly rate in her contract. Hannah will **circulate a proposal to the Standing Committee** for comment, a Recommendation for contract revision will be submitted to the July PCC.

8 Organ Repair

Nigel reported that the **Church Organ required major repair**, the last substantial repair had been in 1992. One estimate had been received, from Henry Willis and Son, quoting £19,200 to; remove pipes, address problems with the keys, clean and overhaul and then reassemble the Organ which would be out of commission for two to three months. A Faculty will be needed, and a letter has been prepared for the Archdeacon. A second estimate will be obtained and a recommendation to PCC will follow. Parish funds are available in the Unrestricted account to cover costs; Grants may also be available to contribute to the cost of repair, including applications **to the Listed Places of Worship Scheme** enabling recovery of VAT if the works are completed by the end of May 2026.

Actions: *The Premises Team will obtain a further quote for the Organ repair and prepare a Recommendation for the July PCC.*

Church Wardens are researching possible Grants to cover the cost of repairs to the Organ.

9 Aging the Church Beams

The chair of the Chipstead History Group has approached Hannah to request that archaeologists are provided with access to take **samples from the beams in the Lower North Tower** as part of a project to ascertain the date of construction. The proposal is for the Parish and the Chipstead Village Preservation Society to each cover 50% of the £980.00 cost. Following discussion PCC agreed to **allow the archeologists access**, but not to contribute to the cost. Hannah will advise the History Group accordingly.

10 Premises Team Update

Nigel advised that architects needed to be identified to conduct the **quinquennial review of the building**.

Nigel proposed that Andrew Burrell, a firm specializing in historic buildings, be appointed to conduct the work. The proposal was unanimously seconded by the PCC.

Action: *Nigel confirmed that following PCC approval, he would arrange an architect's visit to enable a list of repairs to be prepared by 5th June.*

The recent **Fire Inspection** was satisfactory, and a smoke alarm should be installed in the Parish Office. The Premises Group had recommended that building evacuation procedures were read out twice a year at major services attended by the largest congregations. Jen will draft instructions; a **laminated version will be placed in the Church**.

Action: *Jen to prepare a Fire Precautions document to be placed in the Church.*

A **Bat Survey** will be conducted during July or August coinciding with a visit by the Light Project.

11 Church Suite Update

The **Parish Newsletter** will be sent via Church Suite from June, current subscribers who have not registered for Church Suite will receive a notice two weeks before the existing distribution system is terminated advising them to register.

All current **Rota Teams** have now been added to Church Suite and the functionality will be tested prior to live running. Existing Rota email notifications and the Church Suite reminders will continue to be issued in tandem for a trial period.

The form for parents to enter their **children's details on Church Suite** will be reissued in June.

Planning for our Future

12 Actions following APCM

Two organizations have been contacted as potential **Independent Examiners** of the Parish Accounts, Warner Wilde, a not-for-profit organization, and Stewardship, a charity. Stewardship provides an Independent Examination at a lower cost and for an extra fee also provides payroll and accounts preparation. Following discussion of the two options PCC decided to approach Stewardship.

Appointment of Stewardship as Independent Examiners for the 2025 Annual Accounts was proposed by Lucy and unanimously seconded.

Acceptance of nominees for appointments to PCC roles, as Holy Communion Assistants, and Sides People (see annex) was proposed by Lucy, and unanimously seconded

13 Action Planning Next Steps

Ray advised of his conclusions from a review of remaining **outstanding actions from the Truscott Report**. Development of the Parish Vision was now being taken forward reviewing inputs by participants at the February Vision Day (see item 4).

Ray will issue a questionnaire to PCC and prepare a note to support a subsequent PCC discussion on improving **Parish Communications**.

14 PCC Training

Following her appointment as Bishop of Crediton Archdeacon Moira Astin will no longer be available to deliver the **joint PCC Training Session** with St Peters Woodmansterne scheduled for 25th June. The session will be rearranged for a date later in the year.

15 Reflections on Easter Services

PCC members expressed a variety of views following the **joint services** held with St Peter's and Woodmansterne Baptist Church during Holy Week. The absence of an all-age service at St Margaret's on Good Friday was particularly noted and following the unprecedented and unpredicted size of the congregation on Easter Sunday (which had caused lengthy delays at Communion), provision of extra "overflow" Communion stations should be considered for next year. A more in-depth discussion concerning the future approach to joint and inter-denominational services will be held at the July PCC meeting.

16 Any Other Business/Date of Next Meeting

The **Archdeacon's Visitation service** will take place at St Patrick's Wallington at 7.30pm on Wednesday June 18th PCC members and sides people are also invited to attend.

The meeting closed with a prayer at 10pm.

The next PCC meeting will be on Tuesday 8th July, at 8pm in the Parish Office.

