



## **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 July 8<sup>th</sup>, 2025**

Present; Revd Hannah Gordon (Chair), Tom Sanderson Julia Thompson, Jill Lindsay,  
, Kat Wicksteed, Ray King, Revd. John Wates, Jon Hill, 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 Rosalind Lunberg

#### **3 Minutes**

The **Minutes** of the meeting held on Tuesday 13<sup>th</sup> May 2025 were approved and signed by Rev. Hannah Gordon.

#### **Matters arising not on the agenda:**

##### **Staff Pay**

The Standing Committee has agreed to a proposal to increase the **hourly pay rate for our Music Director**.

##### **Independent Examiners**

**Stewardship** has now been appointed; the firm was now familiarizing itself with the Parish .

##### **Streaming**

The **system was now being tested** at Wednesday morning Holy Communion services and on YouTube. Jon is finalizing operating instructions for volunteers and Hannah, who is drafting safeguarding guidance, explained that areas of the church would be identified where people not wishing to be filmed could sit.

## **Bigger Thinking**

### **4 Purpose, Values, and Vision Feedback Update**

Gareth Lewis-Jones and Hannah have now produced three drafts of a short Vision, Values, and Vision statement which has been tested with six members of the Congregation so far. One further volunteer will be asked to consider the statement and share ideas and thoughts on how to review a draft document prior to Gareth and Hannah launching this with the Congregation. This will include Our Parish Purpose – why the Church exists, Values – our Behaviors and Beliefs (putting our Values into action), and Vision – What type of church do we want to be in 2030. The PCC will be asked to lead work to produce an Action Plan which will include milestones and targets.

### **Stewardship of our Resources**

### **5 Parish Support Fund**

The Parish Support Fund will be discussed at the September PCC where a decision will be made on the **St Margaret's 2026 contribution**. The Diocese has advised that annual indicative costs had increased by 5.7%

### **6 Safeguarding**

There are **no live safeguarding** issues.

### **7 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.

### **8 Premises**

The **architect's report** is being prepared following the recent inspection.

### **9 Church Lighting Project**

Jon presented the report prepared by **CES (see annex)** describing three options for upgrading the Church internal lighting. This involved installing a new system, with LED bulbs, offering various options for controls which adjusted could vary the ambience to suit different services. The proposals were costed to be delivered within an overall spending envelope of £120k and would incorporate essential work to replace the current wiring required following electrical safety

inspections. In a subsequent initial discussion PCC expressed a preference for option 2 to maintain certain existing desirable features, e.g. pendants. A Faculty would be needed, and the Project scope covered internal lighting and windows only, work on external lighting would require a separate project.

Jon, and his team, were thanked for the significant amount of work already completed on developing concepts. PCC members were requested to review the presentation pending a further discussion at September PCC.

## 10 Communications

Ray reported his review of the **Truscott Report** and summarized responses to the recent **PCC Communications survey**. All issues raised and recommendations made in the Truscott Report have now been addressed or superseded with the exception of communication of the Parish Vision.

**Key Take -Aways** from the survey are that: Outreach works, the Newsletter is the most used and popular communication medium (the date of issue should be reviewed), PCC documents should be issued earlier, Use of the Standing Committee should be optimized, is there scope for some issues to be referred for PCC consultation and decision between meetings?

PCC agreed that the primary purpose of the Parish **Web Site** was as an “online window” for the wider community providing the best possible view of St Margarets for curious outsiders. It should therefore be redesigned to ensure that it was well targeted to provide an accurate view of St Margaret’s for the wider community beyond the Congregation, especially people considering attending who may not be familiar with the Church. Information should be up to date and accurate and the site dynamic, i.e. containing information about each week’s activities. It was agreed that a professional Web Site Design consultancy should be commissioned to develop proposals for a user-friendly redesign including defining pathways into the site to optimize the impact on potential target audience.

The **Newsletter** was confirmed as the primary source of information for the congregation. As such the day of issue was crucial for optimum impact with a balance between timely information and ensuring that recipients had sufficient notice of events. As the mailing had on occasion been at the end of the week a revised deadline and issue date would be introduced.

Access to **Church Suite** was discussed, PCC concluded that this should be possible via an App and the Website. Church Suite administration also needs to be reviewed, specifically access levels for different user groups and functions. Individuals could be nominated to review access at fixed intervals to ensure that this remains up to date. Volunteers can access Church Suite to confirm their availability for Rotas.

A Premises Team site will be used to test the introduction of a **central information repository** with an objective to introduce a centralized PCC site.

**Actions:** Ray will explore options for possible Design Consultancies to develop the Site and report to PCC.

*The Parish Newsletter will be emailed out by close Thursday from September, a deadline for input of information will be agreed.*

## 11 Joint Services and potential collaboration with St Peter’s Woodmansterne

PCC debated issues to be considered concerning a **future approach to joint services**.

St Margaret's and St Peter's "**share geography**", the Parish Boundary transects Chipstead , and worship styles are very similar. This provides a logical foundation for some joint "outward working". There were no plans to create a joint benefice for the two Parishes however in other parts of Reigate Deanery this is being considered due to resource constraints and shortages of ordained clergy to fill vacancies. Therefore, it was prudent to take advantage of opportunities to work closely with our neighbors to spread the Gospel message outside of Church. There are both gaps and opportunities.

Unlike St Margaret's St Peter's has a Primary School but no active **youth work** at present, therefore there could be synergies in collaborating on this agenda.

Hannah and Alison Elson (a previous Curate at St Margaret's) know each other well, and so there is clear potential for periodic "**pulpit swaps**".

However, it is important that the Parishes do not lose their **distinctive identities**, and concerns about this have been raised following the recent Easter Joint Services. Some of the Congregation have a strong view that St Margaret's is their church, and expect a full schedule of services at major festivals, especially Christmas and Easter. More people have travelled between parishes to joint Christmas as opposed to Easter services.

Developing a mutually beneficial **approach to future inter-Parish collaboration** will be an ongoing item for PCC discussion.

## **12 Any Other Business/Date of Next Meeting**

Hannah was congratulated on her recent appointment as **Assistant Area Dean** for Reigate Deanery The meeting closed with a prayer at 10pm.

The **next PCC meeting** will be on Tuesday 9<sup>th</sup> September at 8pm in the Parish Office.