



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 Monday November 6th, 2023

Present; Revd Hannah Gordon (Chair), Jenny Smith, Nigel Smith, Jill Lindsay, Ray King, Tom Sanderson, Kat Wicksteed, Janice Whittle, Perry Esparon, Ian Thirlwall, Madeleine MacCallum
Revd John Wates,
Eamonn Davern, Rosalind Lumberg, Sally Bowes

1 The meeting was opened at 8.00 pm with a bible reading Isaiah 43 verse 15 and a prayer.

2 No apologies were received.

3 Minutes

The minutes of the meeting held on 25th September 2023, were approved, and were signed by Revd Hannah Gordon.

4. Matters Arising.

Faculty Application: Sally reported that the architects had finalised comments on the Application which had now been referred to the Diocesan committee who will advise of their decision. There is currently a backlog of Faculty applications.

Anti-Slavery Pledge: Eamonn will meet with the Church Warden of the Good Shephard on 8th January to discuss actions which they have taken following adoption of the Pledge. He is also setting up a meeting with Reigate Deanery Social Justice Focus to discuss approaches to implementation.

Action: Eamonn will report outcomes of these meetings to January PCC.

Church Lighting

The specifications prepared by the company which previously prepared a quotation to renew

Church lighting will be referred to the Diocesan committee to consider. Nigel and the Premises Team will review the response and take this into account when developing new proposals for improving lighting and preparing a Faculty application request as necessary.

Risk Assessment

Hannah and Nigel will review all existing Risk Assessments, investigate how these could be systematically applied, and report back to January PCC.

Actions: Hannah and Nigel will investigate how Risk Assessments can be systematically applied for all areas of Parish activity.

Bigger Thinking

5 PCC Away Day

The PCC Vision Away Day will be held in spring 2024.

6 Significant Events

Hannah facilitated an exercise involving PCC members reflecting on significant events during their time as members of St Margaret's congregation. These conclusions have been summarised (see annex one).

Planning for our Future

7 Sparkfish

Hannah has met with Harriet Pearce the Sparkfish Director. Harriet clarified the organization's financial position. She explained that there was a temporary funding shortfall and consequently a £10k deficit. Sparkfish activities are delivered through 3 Streams –

Think Spaces,
a Hope Stream (Pastoral Work including mentoring at St Bede's school), and
a Learn Stream (provision of RE lessons and extra-curricula support).

Sparkfish has temporarily lost funding (which should be reviewed and reinstated for the next financial year) due to an assessment by the Funding Body that the programme is not sufficiently innovative.

PCC agreed to a one-off donation to Sparkish. This will be funded from collections at Christmas services, including the Carol Concerts and Crib service, (but excluding the Christingle collection which is ring-fenced for the Childrens Society), a Christmas QR code will be used. If the amount raised is less than a pre-set target the balance will be added from Parish funds. An ongoing contribution to Sparkfish will be considered as part of a review of charities supported by the Mission Committee to be conducted in the New Year (see next item).

Harriet will be invited to speak at a future service.

8 Mission Partners

A review of St Margaret's Mission Partners will commence early in 2024. The review will consider the; objectives of organizations currently supported, the specific use of funds by partners, the level and frequency of funding, and balance between local and national/international charities. Specific Terms of Reference (ToRs) for the review exercise will be considered at the January PCC.

9 Parish Magazine

The Parish Magazine Editor has advised that she will need to step down at the end of December. In the absence of anyone to take over this role the December issue will be the final edition. John has agreed to offer to expand the coverage of *Church without Walls* to Parish magazine readers who would like to continue receiving a print update on Parish news by post. The final edition of the Magazine will provide details for people who would like to join the *Church without Walls* mailing list.

A review of Parish communications will be conducted in 2024, this can consider options for the future production of a quarterly publication, and possibly an annual glossy magazine available in a print format.

10 Finance Team

Martin Mabbutt has kindly agreed to again prepare the annual accounts for the Independent Examiner. He will join the Finance Team with Peter Keymer who has also agreed to join to supplement the current HR Team (with a revised broader Finance and HR remit) comprising, Amanda King, David Wicksted, and Eamonn Davern.

11 Safeguarding Report

Hannah has discussed Safeguarding procedures with Samantha Esparon who has reviewed Parish staff and Volunteer roles to ensure full compliance with Safeguarding requirements. Deborah will prepare a list of staffing and volunteer roles to support a review of procedures.

Samantha regularly liaises with the Diocesan Safeguarding Team. DBS checks should be completed every 3 years, all outstanding checks, including for all PCC members, and all members of the Pastoral Care Team, should be completed by January 2024. A volunteer is needed to assist Samantha with DBS administration. Anyone interested in taking on this role is requested to speak to Hannah.

All PCC Members should take the basic mandatory on-line safeguarding course. Volunteers and staff in other roles may need to take more advanced courses and will be advised. Any individuals with queries should contact Samantha who can provide detail of training and compliance requirements.

Members of the Congregation will also be encouraged to also take basic Safeguarding courses.

PCC members will be requested to comment/agree by email to a set of 5 St Margaret's safeguarding standards building upon National Standards (see annex).

Action: PCC Members to reply to email listing St Margaret's safeguarding Standards.

12 Premises

Disabled Parking

Reigate and Banstead Council have agreed to designate 2 Disabled Parking spaces in front of the Church adjacent to the Lyche Gate.

Costings for raising the ramp in the Churchyard to comply with DDA requirements and improve access, will need to be compiled before a Faculty Application is submitted. The new ramp will also have weatherproof surface.,

Energy Efficient Lighting

Installing energy efficient lighting and new lighting fittings is being considered for the Orchard.

Risk Assessments

Perry has updated the Parish Risk Assessment policy for Hannah's review and signature, one bespoke risk assessment form will be completed for each building.

Car Parking for special events

Local counsellors will be asked to intervene with Reigate and Banstead local authority on behalf of St Margarets for the barriers on the village green to be removed.

Chipstead Village Preservation Society have advised that they will not agree to The Paddock being used for overflow car parking for Church events.

Fabric Report

Ian presented the November Fabric Report (see annex 2). The Premises Team will now oversee and provide information on all church repairs.

13 Any other business

Future pattern of PCC meetings

Hannah's rest day will in future be Tuesday rather than Monday, so PCC will meet on Tuesdays, this minimises diary clashes with Life Groups. A regular scheduling pattern for PCC meetings following the 2024 APCM will be considered at January PCC, possibly on the 2nd or 3rd Tuesday of alternate months where feasible subject to other Parish events.

A proposal of revised dates for the January and March 2024 meetings will be forwarded to PCC.

Morning Prayer

Morning Prayer will in future be held on Tuesday and Wednesday mornings at 9.15 am.

14 Date of next meeting

- TBC 16 January 2024 – 8pm in the Parish Office

Following meeting

- TBC 12th March 2024 – 8pm in the Parish Office

The meeting closed at 10pm.