



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 March 12th, 2024**

Present; Revd Hannah Gordon (Chair), Jenny Smith, Nigel Smith, Jill Lindsay, Tom Sanderson, 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 from Ecclesiastes Chapter 3 and a prayer.

2 Apologies were received from Kat Wicksteed

3 Minutes

The minutes of the meeting held on 16th January 2024, were approved, and were signed by Revd Hannah Gordon.

4. Matters Arising.

Faculty Application: Sally reported that the Application was now with the Chancellor for final agreement. Project costs would be presented to PCC for their approval prior to final agreement to proceed with the Project. Details of the Faculty Application will then be placed on the West Door of the Church for 28 days. If no objections are raised by anyone registered on the local authority electoral roll resident in the Vestry area (i.e., the historic Chipstead Ecclesiastical Parish Boundary) or on the PCC electoral roll, the Application will be forwarded to the Diocese.

5 Mission Giving

Hannah welcomed Steve Cheng-Whitehead (Chair of the St Margaret's Mission Committee) to the meeting. She described the context for the discussion and described three key questions to be considered.

Is St Margaret's approach Partnership in Mission or Charitable Giving?

Should the Parish focus on 3 main and 2 smaller organizations?

How should St Margaret's fund Mission Giving, through Regular Giving, Fund Raising, from PCC funds?

Steve presented the role of the Mission Committee and summarised St Margaret's approach to Fund Raising since the building of The Orchard in 2012. He described difficulties with Zimbabwe Link which had returned cheques to the Parish uncashed. The organization had experienced difficulties in managing its account which had now been closed.

It was agreed that during 2024 St Margaret's Mission Partnerships would be reviewed. The review would consider; how future donations should be funded, what our Mission should be, and which Partnerships were consistent with this?

Before Covid an update from a Mission Partner was delivered each month – some were timebound e.g., the Bishop's Lent Call, and Christian Aid. It was agreed that these would be reinstated when our Partnerships had been reviewed.

PCC unanimously agreed that the Mission Committee budget for 2024 Donations should be set at the 2022 level, (£13k- which had been increased to £15k for 2023) supplemented by the £2k returned from Zimbabwe Link, so that 2024 Donations would remain at £15k. The Mission Committee would submit a proposal for allocation of funds to the May PCC. The Future Strategy, for 2025 onwards, would be considered as part of the Review.

Action: PCC will consider the Mission Committee Proposal for allocation of 2024 Funds at the May PCC. Eamonn will contact Steve regarding the Terms of Reference for the Mission Giving Review and report back to PCC.

6 Remissioning Course

Hannah described the curriculum and structure of the Diocesan Remissioning Course. This is a 30-week programme for Church Leaders supporting them in leading Parishes to consider their future Mission, honouring the past and re-orientating their focus for the future. Subjects covered included ; Discipleship, translating Mission Statements into innovative approaches, identifying opportunities for Remissioning , and Parish Ministry with staff.

The cost of the course was £2.5k. The Diocesan Training Fund can contribute £500, the Bishops Fund £1k, and Hannah had identified a church charitable grant and could apply for a further contribution of £500. Hannah requested that PCC fund the balance of £500 subject to the grant application being successful. This proposal was agreed unanimously.

Action: Hannah will update PCC on progress with applying for funding to participate in the course

7 Anti-Slavery Pledge: Eamonn and Fofu met with Jennifer Hyde (of the Reigate Deanery Social Justice Forum) on 23rd January. Jennifer had confirmed that she and Chris Elliott would be happy to visit St Margaret's and speak about the Pledge at services. Jennifer recommended that St Margaret's organise an awareness course in conjunction with neighbouring Christian Churches. It was agreed to approach Chris and Jennifer inviting them to attend a future service and to approach Alison Elson , Vicar of St Peter's Woodmansterne , and Dave Sunman the Pastor of Woodmansterne Baptist Church to invite their congregations to a joint event.

Action: Eamonn will contact Alison Elson and Dave Sunman to discuss inviting their Church Members to a joint training event. Hannah will invite Chris Elliott and Jennifer Hyde to speak at St Margaret's to raise awareness of Modern Slavery.

8 Mugswell Mission Hall

The Chair of the Mugswell Mission Hall Committee has forwarded a request to PCC for £5,845 to cover general repairs. This has raised questions concerning the respective responsibilities of the Parish and Mission Hall Committee for funding maintenance. St Margaret's, as landlord, has a freeholder relationship with the Hall Committee and responsibility for covering general repairs. The Committee have reported that there are a number of issues needing attention which have arisen in recent years. There is ambiguity as to the precise definitions of general and minor repairs (the responsibility of the Hall Committee), and consequently a lack of clarity concerning responsibilities, PCC agreed that a Memorandum of Understanding (MoU) is needed. PCC will also require two quotes for any maintenance work prior to releasing funds.

Action: Ian will prepare a draft MoU and refer this to PCC after discussion with the Hall Committee and obtain a further quote for the PCC to consider before agreeing to fund the general repairs identified by the Hall Committee.

9 APCM Planning

Eamonn confirmed that arrangements were in place for the APCM on April 28th. Notices would be placed in the Church to meet the timetable laid down in Church Representation rules, and he had prepared a list of vacancies for PCC and Deanery Synod.

Sally advised PCC that she would not be seeking re-election as a Church Warden.

Eamonn proposed a formal vote of thanks to Sally for her great contribution to the PCC, initially as PCC Secretary and subsequently serving two years as Church Warden. This was seconded and carried unanimously by the PCC.

10 Holy Communion Administration

The list of Holy Communion Administrators needs to be confirmed for the Bishops Return before the May 31st deadline. A revised list will be circulated to PCC for approval in advance of the APCM. Hannah will advise the Congregation that she would welcome more people volunteering and will organise training.

Action: Hannah will circulate the revised list of Holy Communion Administrators and organise training for new volunteers.

11 Finance

A first draft of the 2023 Annual Report had been completed. Hannah and Deborah were in discussion with Jon Grant (Examiner) and Martin Mabbut (who has prepared the Accounts) concerning presentation of the draft Reports and Accounts. A special PCC will need to be convened to approve this document in advance of the APCM. The deficit was substantially reduced in 2023 from £92k to £20k during 2023, primarily due to ; a revised investment policy, a reduction in the Parish Share, and Gift Aid from donations following the instalment of the card reader in Church.

Action: A special PCC to approve the Annual Report and accounts will be arranged to take place

on April 21st immediately after the 10:15 service.

12 Church Lighting

A Lighting Consultant has met the Premises Team to discuss a specification to improve Lighting in Church. Two quotes will be obtained and a proposal then referred back to PCC for consideration and approval to proceed. The Legacy will fund this work.

13 Premises

Hannah explained that the role of the Premises Team was; Strategy, oversight of AV/Lighting, Health and Safety, and Practical Maintenance.

Deborah's responsibilities in regard to PA Hall and The Orchard have been clarified. She is responsible for Hall Bookings, but not control of keys. Deborah will book site inspections; members of the Premises Team will accompany visitors.

Receipts and Invoices are being placed in one central filing system.

An inspection of boilers in the Church, Orchard, and PA Hall, will take place on 15th April. Nigel will report on any issues raised at the May PCC.

14 Safeguarding

An on-line form should be completed for all Church Groups recording Safeguarding responsibilities. Training is being considered for PCC members on specific Safeguarding issues e.g., Domestic Abuse.

Action: Hannah will speak to Samantha Esparon regarding; Church Group Leaders completing Safeguarding returns, and possible Safeguarding training for PCC members.

15 AOB

Eamonn confirmed that CAMEO will be relaunched on May 20th, and will meet on the third Monday of each month in Hooley Village Hall.

Madeleine reported back to PCC on Readers meeting she had attended. She explained that Discipleship News could be included through a link in the Parish Newsletter, with pre-service copies of AV material. This will be considered following discussion with Deborah.

Deborah has met with the Hub Church CEO and action will commence after the APCM to contact all Church Members requesting their permission to be included in the GDPR compliant Church Hub system. In future people registered on the system will be able to "pull down" information of specific interest to them.

16 Date of next meeting

- 21st May 2024 – 8pm in the Parish Office

The meeting closed at 10pm with a prayer.

