



## 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 21<sup>st</sup>, 2024**

Present; Revd Hannah Gordon (Chair), Lucy Wales, Jenny Smith, Julia Thompson, Jon Hill, Tom Sanderson, Kat Wicksteed, Janice Whittle, Jill Lindsay, Ray King, Madeleine MacCallum, Rosalind Lumberg, Revd John Wates, Eamonn Davern

**1** The meeting was opened at 8.00 pm with a prayer.

Hannah congratulated Tom Sanderson on his election as Church Warden, Jen Smith on her re-election as Warden, Kat Wicksteed on her re-election to serve a further term on the PCC, and welcomed newly elected PCC members, Julia Thompson, Lucy Wales, and Jon Hill.

#### **2 Minutes**

The minutes of the meeting held on March 12<sup>th</sup>, 2024, were approved and were signed by Revd Hannah Gordon.

#### **3 Matters Arising**

Eamonn had contacted Alison Elson who had confirmed that she was keen on St Peters supporting a joint *Modern Slavery awareness* event with St Margarets. She would discuss this with her PCC and advise Eamonn of their interest in the proposal, he would also contact Dave Sumner, Pastor of Woodmansterne Baptist Church to establish if his congregation would also wish to be involved. On receiving confirming of interest Eamonn would invite colleagues to a meeting to commence planning an event.

Following the January PCC discussion on *Mission Giving* Hannah will prepare a note to inform a PCC discussion about options for a future strategy.

*Photographs of PCC members* will be placed on the Website and placed on a notice board in Church.

## 4 New PCC

### *Election for PCC/Parish roles*

The following positions were filled for 2024-2025 following unanimous votes of the PCC.

***PCC Secretary and Lay Vice-Chair***, Eamonn Davern, proposed by Ray King, seconded by Rev John Wates

***Electoral Roll Officer***, James Gordon, proposed by Kat Wicksteed, seconded by Ray King

***Sides Persons*** (see annex) were proposed by Jen Smith and seconded by Janice Whittle.

***Standing Committee*** vacancy to be filled by Ray King, proposed by Kat Wicksteed, seconded by Eamonn Davern

Eamonn also confirmed that Samantha Esparon had agreed to continue as ***Safeguarding Officer*** Perry Esparon was happy to continue as ***Health and Safety Officer***, Nigel Smith had confirmed that he would continue as ***Premises Team Lead***, and David Wicksteed will continue to chair the ***HR/Finance Committee***.

The ***Treasurer*** position was still vacant. Hannah confirmed that a post holder did not need to be an accountant, and that she would be very happy to discuss the duties with someone considering the role.

### *Charity Commission declarations*

New PCC members need to complete Charity Commission ***Fit and Proper Persons*** (to be a Charity Trustee) declarations

***Action***: Eamonn will issue the declarations for new PCC members to complete.

### *PCC Training*

Hannah advised PCC that CPAS offered on-line training products for PCC members. She would discuss this with the Archdeacon and then table a discussion with PCC to consider options for addressing individual's interests and requirements.

## 5 Review of Service Pattern

30 replies were received to the consultation on Service Patterns. There was a small majority in favour of leaving the early service starting time at 8:45 service starting, and equal numbers in favour, against, or having no preference when specifically questioned about a 9:00 starting time.

No responses expressed a preference for changing the second service starting time from 10:15.

In an indicative vote PCC agreed that the current service pattern should be maintained, including joint services on the 5<sup>th</sup> Sunday of a month and Remembrance Sunday. PCC also endorsed Hannah's proposal that the service pattern should be reviewed annually, each January. Hannah said that the result of the consultation would be reported to the congregation, and she would speak to any

individuals who had concerns.

## **6 Staff Salaries**

The HR Committee had formulated a proposal for a staff salary increase which would be referred to the Standing Committee, following their consideration a proposal would be submitted to the July PCC for approval.

## **7 Safeguarding**

1 concern had been raised since the previous PCC meeting, no further action was required, there are no ongoing issues.

Hannah had met with Sam to discuss new information on Parish Safeguarding to be posted on the Website. A volunteer was requested to assist Sam with some Safeguarding administration, including management of DBS Checks. Ros agreed to assist Sam with this.

A deputy Safeguarding officer was also needed, this position would be advertised to the Congregation.

**Action:** Hannah to discuss the deputy Safeguarding position with Sam and arrange for an advert to be circulated.

## **8 Premises Report**

The PA Hall boiler and all fire equipment across Parish buildings had been tested. A five yearly test of all electrical equipment would be conducted during w/c 27<sup>th</sup> May.

The Premises Team had visited 3 churches to explore options for upgrading church lighting, including the installation of LED lighting which would reduce costs by 90%. The Team will investigate potential lighting companies and refer proposals to PCC for approval.

2 quotes would be obtained for repairs to the PA Hall which fell within the Parishes landlord responsibilities and referred for PCC consideration and approval.

The “hard copy” of the document confirming the granting of Faculty (to remove pews and enable installation of the new AV system) had not yet been received from the Diocese.

## **9 Donation for St Peters**

Jen advised that St Peters a toilet at St Peters Woodmansterne needed repair and they had no funds for this. She had confirmed, with the Area Dean, that a PCC could agree to provide funds for another church. It was agreed that Jen would discuss the cost of repairs with St Peters and report back to the PCC which will consider contributing.

**Action:** Jen to discuss the cost of repairs with colleagues at St Peters and report back to PCC.

## **10 Exegeting Template**

In Table Groups PCC discussed the current range of Parish activities and considered why we arrange these. PCC members were requested to each complete Templates to support a discussion at a future PCC.

**Action:** PCC members to forward Templates to Eamonn

## **11 AOB**

The first meeting of relaunched *CAMEO* had taken place in Hooley Village Hall on May 20<sup>th</sup> and had been well attended, including local residents who were not members of the congregation. Meetings would continue on the third Monday of each month between 1pm and 3 pm.

A Quiz to raise funds for *Zimbabwe Link* was taking place on 15<sup>th</sup> June at All Saints Purley. Madeleine had details and was hoping to organise a St Margarets Team.

Notes of Parish activities could now be placed in *CR5 magazine*, Jill could provide contact details for the placement of notices.

Hannah will provide statistics for PCC on donations made via the *Card Reader*, these will be discussed when available, PCC will also consider options to promote use of the machine e.g. placing information cards in a bowl by the church door.

## **12 Date of next meeting**

- 9<sup>th</sup> July – 8pm in the Parish Office

The meeting closed at 10pm.