

# 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 November 12<sup>th</sup>, 2024**

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

1. Apologies: Eamonn Davern,

2. The meeting started at 8pm with a thankyou from Hannah for the support she has been given over the past difficult couple of months. She was encouraged to know that the "Church" carried on. This led into Hannah's explanation of her hopes for the way forward.

### **Remissioning**

3. Hannah said she has realised that looking forward to the next 5 years or so she does not need to be present at or copied into everything.

She would hope that, where possible, documents for future PCC meetings would be available three weeks in advance and all papers read before the meeting.

AOB would be only for emergencies.

Members were given the opportunity to say how they felt about completing the Remissioning: Remembering and Rooting questionnaire.

Members were then split into 4 groups and asked to discuss 3 of the topics :

--- What happened during the glory days of our church?

---What do you fear we might lose as we go into the future from our past?

---What are some of the changes that have happened over the years that helped the church to be healthier and more faithful to the mission?

Feedback was then given by each group with some general discussion. Hannah to produce notes she made of feedback to accompany the minutes.

### **Awayday**

4. Hannah has produced an invite for this event which is to be held at Wychcroft on Saturday 8<sup>th</sup> February 2025 and will now be referred to as the "Vision Day".

The cost is £20 per person which means that the Church will subsidise by £25 per person.

There will be the option for people to pay more, and help will be available if cost is a problem.

The planned 3 sessions for the day are :

Remembering

Hopes and Dreams

[What kind of disciples are we making?](#)

Hannah to explain the "Vision" to us at the January meeting.

Hannah to consider if we should be offering children's activities at Wychcroft on the day (possibly led by James and/or Josh. [Now Confirmed](#))

## 5. Feedback from 24 hours of prayer

Kat felt this had been a positive experience with approximately 40 to 50 attendees and only one negative feedback. It might be something to consider repeating, possibly next summer.

Hannah thanked Kat for organising the event.

## 6. Minutes

The minutes of the meeting held on 10<sup>th</sup> September 2024 were approved and were signed by Revd. Hannah Gordon.

## 7. Matters Arising not on the agenda

- Josh has not yet circulated his new Vision for Youth Work for PCC members comments and possible placement on the website. **Action:** Hannah to follow this up with Josh.
- Ray has signed St. Margaret's up for a month's trial of the Church Suites software and reported a positive start.
- Hannah advised that Friday Youth has now re-started.
- For future reference our Church Warden should be referred to as Jen Smith, not Jenny.

## 8. HR/Finance Group

Eamonn's statement was read explaining that TORs are being prepared and would hopefully be available at the next PCC meeting. Ray asked that to aid our new Treasurer the PCC and Finance Officer are conscious of time constraints with information forwarded promptly.

## 9. Premises

The Premises report was circulated prior to the meeting.

Following a reminder about a light that is not working at the PA hall the members were advised that remedial electrical work to the PA hall and the Orchard was to be carried out on Wednesday 13<sup>th</sup> November.

## 10. Churchyard Memorials.

Prior to the meeting 2 documents were circulated for discussion – one from Jen Smith explaining concerns about how to deal with broken memorials, the other was an advice document from The Church of England dated January 2019.

Jen explained that it had recently come to her attention that work had been carried out by members of the Premises team to repair a number of headstones and crosses in the churchyard. There is guidance from the Church of England on how to manage repairs and she also sought guidance from the Archdeacon. In many cases a faculty is required. No repairs should be done without making efforts to trace the family.

The PCC agreed that in future damaged stones are to be laid safely flat on the grave and left undisturbed. Any headstones that fail the annual topple test should also be laid flat and details reported to the PCC. Requests by families to repair or restore stones should be referred to a local stonemason. Applications for cleaning, changing or stabilising headstones have to be approved by Hannah. She suggested that a notice be placed in the churchyard advising families to contact the church if they want to carry out any changes. It was agreed that the repairs already carried out can stay but those identified but not yet done should not proceed.

The PCC asked Jen Smith to write to Geoff and Jason explaining the PCC's decision following additional information which sets out the legal procedure. She was asked to thank them for the many hours of work that they and the team put in to make our churchyard such a well-maintained and much admired place. **Action:** Jen to thank Geoff and Jason

## 11. Safeguarding

The Safeguarding report was circulated prior to the meeting.

Following discussion on outstanding Safeguarding checks it was agreed that Hannah would talk to Sam Esparon, Safeguarding officer, to clarify what action she takes in such instances and what we should be doing going forward. **Action** Hannah to discuss with Sam  
Hannah suggested that as next Sunday, 17th November, is National Safeguarding Sunday we should show a video that Sam had sent on the subject.

Prayers were said for survivors of abuse and for Justin Welby, Archbishop of Canterbury, whose resignation was announced today, and for his family. We also prayed for those in the wider community whose lives have been affected by Safeguarding issues.

## 12. Future Planning

- **AV** Jon confirmed that the AV system installation will begin on 13<sup>th</sup> January 2025
- **Lighting Project** The Premises team have identified Bruce Kirk as a potential consultant for the project and said that he would be sending out invitations to contractors to bid for the work ( if appointed). The PCC questioned whether we should be seeking more quotes from different consultants. Following inclusion of the update required to the church's electrical system the latest quote for Bruce Kirk's consultancy fee is £23,000.
- Jon confirmed the cost of the whole project, including electrical works, would be in the region of £140,000
- Following concerns from PCC members that we should consider other consultants Hannah asked Jon to draw up a paper explaining Bruce Kirk's proposal and advising what CES were quoting, and provide an updated quote, to include the electrical works. This paper to go to all PCC members in next couple of weeks so a decision on the way forward can be reached.  
**Action:** Jon to forward update to PCC within 2 weeks.

## 13. AOB

- Panic alarms identified in church office. **Action** Hannah to ask Perry Esparon to draw up a "Lone Working Policy".
- Fire Drill. **Action:** Hannah to plan with Church Wardens
- Church Cleaning day, 15<sup>th</sup> November 2024: **Action** : Hannah to send out email reminder

**Date of next meeting: Tuesday 21<sup>st</sup> January 2025 at 8 pm in the Parish Office**

## Addendum

Further to Item 7 Josh's Vision for Youth Work is now attached.