



## **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 January 21<sup>st</sup> 2025**

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

**1. The meeting commenced** at 8pm with a prayer and reading Acts 2 42-47.

#### **2 Apologies:**

Apologies were received from Nigel Smith and Jen Smith

#### **3. Stewardship**

The **Minutes** of the meeting held on Tuesday 12<sup>th</sup> November 2024 were approved and signed by Rev. Hannah Gordon.

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

Eamonn updated PCC on the establishment of the new combined HR/Finance team confirming that he is currently finalising TORs following inputs from the attendees at a meeting before Christmas to discuss the remit of the new group. An inaugural meeting would be held shortly.

Hannah will contact; Perry Esparon to discuss the drafting of a Lone - Working policy , Sam Esparon concerning the process for following up Safeguarding Referrals and Church Wardens to arrange Fire Drills , she will report back to the next PCC meeting.

The draft St Margarets vision as discussed at previous PCC meetings has been circulated to members.

#### **Governance and Communications**

Concerns raised by Janice on clarification of the role of the PCC and communication regarding these were discussed. Ray will investigate designing an Organisation chart (compatible with Church

Suite) and present a draft to the March PCC meeting. Archdeacon Moria Astin will attend the July PCC . Ray will also conduct a stock take of the Truscott Report to identify any outstanding recommendations which should be referred for PCC consideration. John Wates suggested that a copy of the book “The ABC of PCC” (summarising Church of England Governance as provided for by Canon Law) could be purchased for the Church library.

#### **Actions:**

*Ray to review Truscott report and advise PCC of any relevant outstanding recommendations .*

*Ray to draft a Church management Organisation chart to present to PCC.*

*Secretary to arrange for purchase of ABC of PCC guide for the Church library.*

#### **4. Questions**

##### **Staffing Issues**

Hannah advised that Libby Egwuba will be taking a sabbatical from her role as Music Director for 9 weeks from February 18<sup>th</sup> up to and including Easter Sunday (April 20<sup>th</sup>) , the worship band members will continue to work on a rota system during Libby’s break.

The 2024 staff pay rise has been implemented (5% effective from January 2024, based on inflation).

When Diocesan policy has been confirmed the HR and Finance Group will meet, preferably in advance of the March PCC meeting, to prepare a proposal for 2025 staff salaries for PCC consideration .

The musical director is self-employed and paid at an hourly rate. A proposal to offer her a retainer during her sabbatical will be considered by Hannah and the wardens.

##### **Safeguarding**

Hannah clarified the role and responsibilities of PCC members and our Safeguarding Leaders. All parishes have been asked by the Diocese to complete a Safeguarding Audit by 12<sup>th</sup> March.

##### **Church Suite**

Ray summarized progress with the implementation of the Church Suite system. He answered PCC questions on the new database and reminded members who have not yet logged on to do so. He explained that there will be 2 layers of membership - “Church family” and “Back Office” and that there will be 2 levels of access to the calendar - “Church family” and “Community”. This provided public facing content through the web site, information for Church Members opting in to agree to their information being included on a GDPR compliant database (replacing paper records) , and administrative functions accessible to specific PCC members e.g., Hannah, Church Wardens , and the Secretary. Church Members could request inclusion in specific groups which would enable them to receive updates on particular activities, e.g. youth.

Phase One, involving members of the Congregation completing contact details, would be launched on Sunday February 9<sup>th</sup>.

## **Parish Conversations**

Hannah advised that St. Margaret's would be taking part in the "Parish Conversation" on 5<sup>th</sup> February when Archdeacon Moira and Carol Coslett, Southwark's Director of Lay Ministry will be visiting the parish.

## **Standing Committee**

The Standing Committee recommended that PCC approve Hannah's request for a new AppleMac laptop (cost of £1386 to be paid from the PMT fund); and funding for Hannah to attend this year's Spring Harvest event (cost £279). *The Secretary proposed approval, seconded by Ray, this was unanimously agreed by the PCC.*

## **Premises**

Jon updated the PCC on the installation of the new **AV system** which should be completed on Friday 25<sup>th</sup> January. He will draft a "Role Description" with a view to encouraging more volunteers to help on the AV desk. It was confirmed that when Streaming is in use there would be a blind spot for Safeguarding purposes and GDPR compliance (for attendees not wishing to be recorded). Thanks were recorded for Sally Bowes and Jon Hill for their work on the AV project, and Jon Hill and Steve Whittle for their work on premises issues over the last few months.

## **Alarms**

Tom provided a brief update advising that Keyholders have agreed between themselves a protocol for responding to alarms in a safe way. It was noted that the church does not have fire alarms and Jon advised that installing these could be considered in the specifications for the proposed new electrical system.

## **5.Future Planning**

Jon updated PCC on progress with the **Church Lighting Project**.

The Premises team recommend that we use CES for the design and consultancy role subject to a satisfactory outcome of a consultation meeting with CES where they would present their proposal. As requested at the last PCC meeting Jon has asked CES to provide a quote for "Design, Consultancy, Tender and Oversight" in order for this to be compared on a "like for like" basis with Bruce Kirk (CBG).

CBG have quoted £28,000. CES are quoting £14,380.

The overall cost of the project work is likely to be in the region of a further £140,000.

Jon suggested that if we use CES we should ask them to prepare a blind tender for comparison and confirmed that we could commission them to deliver the installation project.

Jon concluded by suggesting that the Premises team invite CES to a consultation meeting as described above, *Ray proposed agreement to this suggestion, the Secretary seconded, and PCC unanimously agreed.*

CBG will not be contacted until a final decision has been made.

Hannah advised that she and Jon would be preparing a Faculty statement for the DAC Secretary and that only she and Jon should discuss this with him.

## **Vision Day**

Hannah explained her vision for the Parish using the draft documents previously circulated. The Parish Vision Day will be held at Wychcroft on Saturday February 8<sup>th</sup>.

## **2025 APCM**

The **APCM** will take place on 6<sup>th</sup> April 2025 following the 10:15 service. A full review and update of the **Electoral Role** will be required this year. The Secretary will update Hannah on the current remaining terms of office of PCC members.

**Parish accounts** will be presented at the next PCC meeting by Martin Mabbutt.

## **6 AOB**

### **Mid-week Holy Communion**

There will be a trial mid-week communion service at 10am on Wednesdays for seven weeks during Lent.

Hannah clarified that the morning prayer service had also been described as “morning praise.

**Date of the next meeting: Tuesday 11<sup>th</sup> March 2025 at 8 pm in the Parish Office**

The meeting concluded with a prayer at 9.55pm