

Minutes of Parochial Church Council Meeting

Wednesday 7th June, 7.00pm – Wisley Room, Church House

Chair: Rev Nick Parish

Secretary: Rob Jeffery

Members present: Richard Deavin, Phil Keith, David Eggett, John Flower, Chris Lutton, Sarah Lutton, Helen Williams, Sarah Jeffery (Online), Alex Rennie, John Padwick

Non-PCC member present: Judith Mitchell

1	Opening Prayer - led by Rev Nick Parish, meeting opened at 1905
2	Apologies for absence - Lynne Scholefield, Andrew Roberts, Howard Bluett, Martyn Hollway-Neville,
3	Declarations of interest - None
4	<p>Minutes of the previous Parochial Church Council meetings</p> <ul style="list-style-type: none"> a. 8th March 2023 - full meeting b. 16th April 2023 - adoption of the Annual Trustees Report (including accounts for 2022) <p>Both signed as a true record of the meetings</p>
5	<p>Matters Arising from the minutes - 8th March 2023</p> <ul style="list-style-type: none"> a. 5 - H&S - ramp has been removed, noted that nothing was recorded in the accident book, wardens will follow up with Howard Bluett as he was present. HB confirms that the accident book was filled out at the time, this has been confirmed with DE. b. 6.a.iii - Fire Risk Assessment has been completed and actions will be executed by church staff and Fabric committee c. 6.a.v - wardens will carry this over d. 7.b. Discesan Energy Grant has been received e. 13.a. Sanctuary Lamp - deferred for a later meeting
6	<p>PCC 2023 - 2024</p> <ul style="list-style-type: none"> a. Chair's overview of PCC for the forthcoming year including membership of committees (Standing & Finance, Mission & Evangelism, Discipleship & Fellowship, Fabric). <p>NP provides an overview of the priorities of the PCC and how we should best operate. Highlighting that this year we should be focussing on growth of the Parish and the strategic view of how we achieve this. Members should act as a positive conduit for information between the Church Council and the wider church</p>

congregation, all members are encouraged to positively engage with the wider congregation and where possible attend worship in church.

NP introduces the new committee structure for the year ahead.

Appointment of PCC Secretary - Rob Jeffery - appointed unanimously by the meeting

Members are invited to let the secretary know if they are interested in being on or chairing a PCC - in particular for the M&E and D&F committees, or to suggest chairs from among non-PCC members. PK volunteers to sit as part of the Standing & Finance committee.

- b. Election of PCC representatives for Health & Safety, Ministry Team, Eco-Church

The meeting appoints the following members as the following representatives:

- Health & Safety - John Flower
- Ministry Team - Sarah Lutton
- Eco-Church - Helen Williams

- c. Churchwardens work list - update

Received with thanks - NP asks if any of these items could be delegated to the members of the PCC. HW volunteers to support whenever she is able to with any of these tasks.

7 Standing and Finance Committee Report - received with thanks

8 Safeguarding Update

- a. Adoption of Safeguarding Policy - the meeting formally adopts this policy for the forthcoming year. **RJ to update and publish to the Church Office**
- b. Safeguarding Action Plan
 - i) Delegate responsibility for reporting Serious Safeguarding Incidents to the Diocesan Safeguarding Advisor

The meeting formally delegates this responsibility with a unanimous vote.

- ii) Audit of PCC member's Safeguarding Training

	<p>Members are requested to complete the training and update Howard Bluett as soon as they have completed this training.</p> <p>Question from PK: are any of the safeguarding training courses transferable between organisations? NP will follow this up with the Dioscean Safeguarding Officer.</p> <p>iii) Annual Safeguarding Report circulated for information - received with thanks</p>
<p>9</p>	<p>Health and Safety - Adoption of H&S policy for 2023-24. The meeting formally adopts the policy and acknowledges that this will be updated over the course of the coming months. John Flower will work with the wardens to action this. The meeting recommends that the S&F committee take a look at this at their next meeting.</p>
<p>10</p>	<p>Treasurer's report - Update on 2023 Q1 financial report</p> <p>Parish Manager notes that rentals from 2021 were paid at the start of 2022 which shows slightly inflated 2022 figures. She feels that the income in 2023 is at a similar level to 2022.</p> <p>Q: What is the difference between 4011 and 4013? DE will find out from Sarah Scott</p>
<p>11</p>	<p>Resources - Update on John Chandler Hall & Langley Vale Village Hall</p> <p>DE updates the meeting:</p> <ul style="list-style-type: none"> • John Chandler Hall - background given. Survey has now been completed which gives a clearer picture about what could be done with the site. It is hoped that a formal proposal for the site will be brought to the next meeting of the PCC. • Langley Vale Village Hall - Lease discussions continue regarding the finer details about rent review, break clause and legal queries. DE fed back comments from Mark Everett and Iain Macfarlane. <p>The outcomes of our decisions are recorded in part 2 as these are deemed as commercially sensitive issues.</p> <p>TO BE REDACTED FROM PUBLIC VIEW</p> <p>Following detailed discussion, members unanimously agreed to remove from the proposed lease with the Village Hall Association:</p> <ol style="list-style-type: none"> 1. The requirement for a rent review 2. The requirement for a break clause <p>However, members confirmed that the proposed lease must be excluded from the Landlord and Tenant Act 1954</p>

	<ul style="list-style-type: none"> • DE updates that we have negotiated new gas contracts which will come in from 2024 with an increase from 3p per unit to 8p per unit. Standing charges will increase from 22p to £3.92 per day. This is a 2 year contract with a 1 year review option in our favour.
12	<p>Church Development Plan - Adoption of the CDP</p> <p>The council enthusiastically adopts the Church Development Plan.</p> <p>SL updates the meeting about the background to the plan, as a PCC we have to adopt a plan on the understanding that plans change and this will be updated as the years progress. NP asks members to consider where they are able to support SL with the plan.</p> <p>The meeting formally records the PCC's thanks to all Sarah's hard work on this item.</p>
13	<p>Lay Minister Permission to Officiate - record of previous electronic vote to support the application for Howard Bluett. Vote to support application for John Padwick to continue to have Permission to Officiate within the Parish.</p> <p>Meeting formally records that an electronic Vote was conducted via email to all members of the PCC in April 2023 and confirm that the members of the PCC unanimously voted to support Rev Nick Parish's application for Howard BLuett's continued Permission to Officiate within the Parish.</p> <p>The PCC of Epsom, St Martin of Tours with St Stephen on the Downs, supports the Vicar, the Revd Canon Nick Parish, in his request that Mr John Padwick's Permission to Officiate be renewed to enable him to continue his ministry as a Lay Minister (Reader) in this parish for a further 2 years.</p> <p>The PCC vote: Passed unanimously</p>
14	<p>Ordination of Judith Mitchell - Will be ordained Deacon on July 2nd at Guildford cathedral. A reminder that there will be a celebratory lunch in Church House.</p>
15	<p>Deanery Synod Report - no meeting since previous PCC meeting.</p>
16	<p>Faculty Application for Disposal of Redundant Furniture</p> <p>DE summarises the situation. The PCC hears the comments from members.</p> <p>The PCC unanimously approved the draft letter written by the churchwardens in response to HB's letters.</p>

17	Correspondence - Letter from Bell Restoration Fund - Agreed to donate the same amount of money as in 2022 - RJ confirmed this as £300 from September 2022 minutes.
18	Any Other Business - Eco Fair - The PCC unanimously agreed to support the event.
19	Closing Prayers - led by Rev Nick Parish

Meeting closed at 2132

DRAFT