

Parochial Church Council Meeting Agenda

Wednesday 8th March, 7.30pm – Wisley Room, Church House

Chair: Rev. Nick Parish (NP)

Secretary: Rob Jeffery (RJ)

Members Present: David Eggett (DE), Sarah Lutton (SL), Helen Williams (HW), Phil Keith (PK), Richard Deavin (RD), Laurence Impey (LI), John Padwick (JP)

Sarah Jeffery (online)

Mark Everett (Visitor)

Meeting Opens: 1930

1) Opening Prayer

2) **Apologies for absence** - Judith Mitchell, Martyn Holloway-Neville, Meg Topley, Andrew Roberts, Margaret Angus, Howard Bluett, Mary Gilbert

3) **Declarations of Interest** - NP is on the executive committee of the scouts, PK has children taking part in the scouts. SL has family links to one of the kitchen refurb companies.

4) **Safeguarding Update** - brief update from Howard - the dashboard is up to date with members training courses that have been completed. A reminder that the safeguarding officers should be updated when new volunteers are helping with groups.

5) **Health and Safety Matters** - HB reports one accident from the ramp leading into the Lady Chapel - this will be replaced behind the chairs in the Lady Chapel and put in place as and when it is required -

DE/SL will action this point & the accident book will be checked for details of the accident.

6) Minutes of the previous Parochial Church Council meeting (5th January 2023)

a) Matters Arising from 5th January

i) 7.i.1 - NP to check with the Parish Manager about the Safeguarding dashboard and whether this is up to date.

HB reports that the dashboard is up to date

ii) 7.i.3 - RD will look at improving the toilet facilities in the church and will consult with the churchwardens about the potential options and present a proposal to the PCC.

RD reports that for the time being we will keep the existing facilities until a point that we know exactly how the Church Building wants to be used. The possibility of developing the vestry area to expand the existing toilet facilities is being explored.

- iii) 7.i.7 - Fire Risk Assessment - This will be devolved to the church staff and not the Fabric Committee

Fire Risk Assessment is being undertaken by an external company as organised by RD.

- iv) 9.c - Disposal of Church Furniture - Action followed up later in agenda (9.c)
- v) 11 - Regulations for Garden of Remembrance - NP will ask the diocese for clarity about if this policy could be reworded and where the PCC would stand if this policy was adapted

The chancellor has laid down particular rules, however within that boundary the PCC is welcome to write their own conditions as long as it doesn't contradict the chancellor. The policy will be presented to the next PCC meeting.

- vi) 13.a - Letter from Events committee - RJ to write back to thank the committee for their hard work

RJ has sent this email.

- vii) 13.a - Discussion about whether an Events committee is required

7) Treasurer's Report

a) Financial Statements for year end 2022

Tudor John are in the process of auditing our end of year financial statements in preparation for the APCM. SJ observes that recital series is losing money. The Treasurer is going to look into the budgets overall and set these moving forward.

b) Diocesan Energy Grant

The diocese is offering energy support grants to parishes that would require it - it is felt that this can be used to offer a buffer for potential increases in future years.

ACTION: DE to respond to the diocese and request the payment on behalf of the PCC

8) APCM 2023

a) Preparations for the APCM 2023

i) Meeting Date - Sunday 8th May 2023, 11.30am

ii) Additional meeting to Approve Trustees report - Sunday 16th April, 11.30am

All members made aware of the date for the additional meeting of the PCC.

9) Ministry and Mission

a) Ministry Team minutes (NP)

Received with thanks - SL notes that the Stations of the cross have been located.

ACTION: Going forward RJ will circulate these as soon as minutes are received and any questions can be raised at PCC meetings.

b) Parish Needs Process Update (SL)

3rd May is the Arch Deacon's visitation - the final Church Development Plan will be presented to the first PCC meeting after the APCM.

10) Resources

a) John Chandler Hall - Guest attending - Mark Everett (DE)

DE welcomes Mark Everett to the meeting and gives a brief background to Mark's involvement with our properties and specifically John Chandler Hall. A discussion is had about the building and what could potentially be done with the site to include the Scouts. It is felt that the building is providing us with a potential financial liability if we take it back at the end of the lease and we shouldn't open ourselves up to this.

The Churchwardens recommend the PCC

- 1. To refuse Crown Church Global's proposition for rent*
- 2. To explore the options for selling the site for redevelopment whilst retaining space for the scout's to continue their activities.*

Proposed: David Eggett

Seconded: Phil Keith

For: All

Against: None

Abstain: None

MOTION CARRIED

b) Renewal of the stone steps leading up to the West door of St Martin's (DE)

Money will be paid from one of the undesignated legacies. It is anticipated that these works will be carried out at the same time as the tomb works.

The Parochial Church Council of St. Martin of Tours, Epsom with St Stephen on the Downs, having considered the quotation dated 30 January 2023 from Anstey and Stone, formally resolves to apply for List B permission to carry out all those works as set out in that quotation, for the sum of £13,204.00 plus VAT.

Proposed: David Eggett

Seconded: Sarah Lutton

For: All

Against: None

Abstain: None

MOTION CARRIED

c) Disposal of Redundant Furniture and the replacement of the wooden lectern & wooden steps leading to the brass lectern (DE)

HW has done some initial research to see if any of these pieces of furniture can be re-made into new pieces of furniture. It is felt that recycling the materials could be rather expensive and complex.

The Parochial Church Council of St. Martin of Tours, Epsom with St Stephen on the Downs, formally resolves to Petition for a Faculty or other permission as appropriate, to dispose of the following items of redundant furniture or artefacts from the Church:

1. Four pew responds,
2. A small oak table
3. A small prayer desk,
4. A small bookcase
5. 2 red chairs
6. Larger Prayer desk
7. The two medium sized hymn boards that were in front of the Georgian pews,
8. The two large hymn boards that were hung either side of the rood screen.
9. Three small hymn boards
10. Two medium sized prayer desks
11. Two candle stands for tea lights.
12. The wooden lectern on the dais
13. The steps to the brass lectern
14. The Warden's wands from St John's Church.

Proposed: David Eggett

Seconded: Phil Keith

For: All

Against: None

Abstain: None

MOTION CARRIED

d) Refurbishment of Kitchen & Kitchenette in Church House (RJ)

A discussion about the use of Church House and the history surrounding previous research into developing the facilities in the building. RJ explains that the current plan is to refurbish the existing

facilities in such a way that satisfies the needs of the existing hirers whilst also creating space that can be marketed in a favourable way to potential new hires.

The PCC is asked to approve a total budget of £25,000 for works to improve the downstairs kitchens and upstairs kitchenette areas in Church House. This money will be £10000 from already designated funds £10000 from the John Syrad Legacy and £5000 from the Peggy Hanley Legacy.

Proposed: Rob Jeffery

Seconded: Phil Keith

For: All

Against: None

Abstain: None

MOTION CARRIED

e) Sustainable Energy update (HW) - Received with thanks

11) Standing and Finance committee report

a) Draft minutes of the committee meeting (NP) - Received with thanks

12) Deanery Synod Report (MHN / HB) - Received with thanks

13) Correspondence

a) Sanctuary Lamp - Proposal by Adrian Esdaile - Moved to the next PCC meeting in June

14) Any other Business

- Church Inventory has been completed by HB and signed by NP, RD, RJ, DE, SL
- MHN - Update on AED - Lottery funding has been applied for and a decision will be made in Mid May.
- HW - Eco Fair on 1st July is being planned
- Discretionary Fees - updated fee schedule will be circulated to members and taken to Standing Committee for approval.

15) Closing Prayers

Meeting Closes: 2116