

## Parochial Church Council Meeting - Minutes

Wednesday 6th September, 7.30pm – Wisley Room, Church House

**Chair:** Rev Nick Parish

**Secretary:** Rob Jeffery

**Members present:** Rev. Judith Mitchell, Phil Keith, David Eggett, John Flower, Chris Lutton, Sarah Lutton, Helen Williams, Sarah Jeffery (Online), Alex Rennie, John Padwick, Lynne Scholefield, Howard Bluett, Andrew Roberts

1	<b>Apologies for absence</b> - Richard Deavin, Martyn Holloway-Neville
2	<b>Declarations of interest</b> - None
3	<b>Minutes of the previous Parochial Church Council meetings</b> a. 7th June 2023
4	<b>Matters Arising from the minutes</b> Item 6 - HB comments that attendance by PCC members at services seems a little low.
5	<p><b>Update on contested artefacts - background research and outline of the way forward.</b></p> <p>NP introduces the document and appreciates that as this paper was only circulated less than 48 hours prior to the meeting. A full discussion of the content will be given at a later meeting as it is noted that there are corrections to be made to some of the facts within the document. NP comments that we have already hosted a few different speakers on this topic and there may be the possibility of more speakers on these and linked topics.</p> <p>Annual service (possibly around October 2024) to mark this aspect and could include some kind of memorial marking the events that happened. It is widely agreed by the meeting that the general direction of Alana's paper is acceptable to the PCC.</p> <p>NP asks for any comments about the paper to be sent in to the secretary so that they can be collated and discussed at a future meeting.</p> <p><b>ACTION: JM to coordinate a small working group to pre-digest the report and feed into future PCC meetings.</b></p>
6	<p><b>PCC 2023 - 2024</b></p> <p>a. Committee Membership for the forthcoming year</p> <ul style="list-style-type: none"> <li>o NP thank you to those who have offered to be part of the committees and a thank you to John Padwick for all of his time and energy for Mission.</li> <li>o HW onto Discipleship &amp; Fellowship</li> <li>o NP to be part of the CDP group</li> </ul> <p>b. Meeting Calendar</p>

7	<p><b>Standing and Finance Committee minutes</b></p> <ul style="list-style-type: none"> <li>• Minutes received with thanks</li> <li>• Garden of Remembrance - NP to finalise the regulations</li> </ul>
8	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• HB clarifies that training in parallel roles in other organisations can be transferable</li> </ul> <p><b>ACTION: NP asks for all members to complete their training by the November PCC meeting</b></p> <p>NP notes that the choir members should all complete the basic awareness safeguarding course. Choir Leaders need a higher level of training - Foundation, Domestic Abuse &amp; Leadership training. Bell ringers are mostly up to date.</p> <p>RJ to update the website. HB will update relevant posters around church as needed.</p>
9	<p><b>Health and Safety Update</b></p> <p>a. Health and Safety Policy - update</p> <p>JF is in the process of updating the policy</p>
10	<p><b>Treasurer's report</b></p> <p>a. Monthly Expenditure</p> <p>b. Quarterly Report</p> <p>AR updates us on the figures to June 23.</p> <p>Special Projects in July figures will refer to the Kitchen refurb in Church House. The year end accounts will reflect how we have spent specific reserves on the projects throughout the year.</p> <p><b>ACTION: AR will be presenting more detail about the reserves policy at the next S&amp;F committee.</b></p>
11	<p><b>Resources</b></p> <p>a. John Chandler Hall</p> <p>DE updates that there is currently discussion happening with the Scouts and we are waiting to hear from them about a way forward for the John Chandler Hall.</p> <p>b. Langley Vale Village Hall</p> <p>DE updates the meeting that the lease is in the process of being signed by all parties and should be finalised in the next few weeks.</p>

c. PCC fees 2023-24

Increased fees received from the Bell Ringers. No change to music fees.

The meeting agrees the proposed changes for Tower Captain and Director of Music

Currently charge £100 for a verger fee and it is proposed that this fee is broken down into, opening/closing the building, sound desk & AV operation - subject to availability.

- £75 Verger
- £50 sound desk
- £50 AV
- £50 Live Streaming

PCC formally adopts these charges for the year ahead.

**12 Fabric Committee**

a. Verbal update on Church House works - internal & external

The kitchen areas have both been refurbished and there is a plan for more refurbishment. Externally we have received a copy of the tenders for the works as suggested by the inspecting architect. DE updates the meeting about the correspondence with the architects and the works currently proposed.

NP proposes that this is pushed back to the Fabric Committee to consider whether the project is value for money.

b. Stonemasonry work in St Martin's

- i. Repairs to St Martin's stone floor
- ii. Handrail for access to ringing chamber
- iii. Minor aesthetic repairs to 4 tombs in the churchyard, which were required by the 2017 QI report.
- iv. Levelling and pointing of western terrace.
- v. Handrails in the graveyard (North & South Side)

**1. The Parochial Church Council of St. Martin of Tours, Epsom with St Stephen on the Downs, having considered the quotation from Messrs. Anstey and Stone dated the 08 March and titled\_“Repairs to pointing of stone floors in the church” formally resolves to apply for List A permission to carry out all those works as set out in that quotation, for the sum of £783.00 plus VAT.**

	<p>Proposed: David Eggett          Passed Unanimously</p> <p style="text-align: right;">Seconded: Rob Jeffery</p> <p><b>2. The Parochial Church Council of St. Martin of Tours, Epsom with St Stephen on the Downs, having considered the quotation from Messrs. Anstey and Stone dated the 08 March and titled "Maintenance to main terrace," formally resolves to apply for List A permission to carry out all those works as set out in that quotation, for the sum of £2,677.00 plus VAT.</b></p> <p>Proposed: David Eggett          Passed Unanimously</p> <p style="text-align: right;">Seconded: Sarah Lutton</p>
<p><b>13</b></p>	<p><b>Church Development Plan</b></p> <p>a. Church Hire Brochure - adopted</p> <p>b. Purchase and installation of a new card payment machine for St Martin's</p> <p>Proposed: David Eggett Seconded: Alexander Rennie - unanimous</p> <p>c. Purchase and installation of two display boards for St Martin's</p> <p>HW questions if we can use our existing resources rather than purchasing new items - SL outlines the need for them focussing on the fact that they are easy to use and fit nicely in the space available.</p> <p>Proposed: Sarah Lutton Seconded: David Eggett</p> <p>9 for 3 against - motion carried</p> <p>d. Improvements to the glass room and South Transept Children's Area</p> <p>Proposer: Sarah Jeffery Seconded: Rob Jeffery</p> <p>11 for 1 against - motion carried</p> <p>e. Purchase of cafe style tables for West End</p> <p>Proposer: Sarah Lutton Seconded: Judith Mitchell</p> <p>11 for 1 against</p> <p>f. EEBC Potential Improvements to Car Park Areas</p> <p>DE summarises the suggestions made by the local councillors. Any members interested in this project should contact DE directly.</p>
<p><b>14</b></p>	<p><b>Archdeacon Visitation Report 2023</b> - received for information.</p>
<p><b>15</b></p>	<p><b>Deanery Synod Report</b> - Not met</p>
<p><b>16</b></p>	<p><b>Eco Church Update</b> - received with thanks. NP suggests that a small ECO workgroup could feed regularly into the PCC meetings</p>

<p><b>17</b></p>	<p><b>Disposal of Redundant Furniture</b></p> <p>a. Disposal of 60 upholstered chairs, currently stored next to War Memorial and elsewhere in Church and two of the 4 free standing bookcases behind the pews at the west end.</p> <p><b>The Parochial Church Council of St. Martin of Tours, Epsom with St Stephen on the Downs, having considered this proposal, formally resolves to apply for List A permission to dispose of 60 upholstered chairs and 2 wooden bookcases, currently located at the rear of the pews,</b></p> <p>Proposed: David Eggett                      Seconded: Sarah Lutton</p> <p>7 for 1 against 4 abstain - motion carried</p> <p>b. Disposal of books</p> <p><b>Members are invited to consider this proposal and if in agreement, to resolve that: The Parochial Church Council of St. Martin of Tours, Epsom with St Stephen on the Downs, having considered this proposal, formally resolves to dispose of the books as described above.</b></p> <p>Proposed: Sarah Lutton                      Seconded: David Eggett</p> <p>11 for 1 against - motion carried</p>
<p><b>18</b></p>	<p><b>Termination of Epsom Group Ministry</b> - noted</p>
<p><b>19</b></p>	<p><b>Correspondence</b></p> <p>a. Thank you from the Bell Restoration Fund</p>
<p><b>20</b></p>	<p><b>Any Other Business</b></p> <p>a. Staffing Update</p> <p>DE updates the meeting that due to recent health concerns he will step down as Churchwarden at the next APCM. This meeting formally thanks David Eggett for all his hard work.</p> <p>SL updates the meeting that Richard Dacey will stand down as Director of Music at the end of December 2023.</p> <p>NP updates the meeting about the Facilities Officer - there are ongoing discussions about how to resolve this situation.</p>
<p><b>21</b></p>	<p><b>Closing Prayers</b></p>