

## Parochial Church Council Meeting Minutes

Wednesday 11th June, 7.30pm – Wisley Room, Church House.

Members Present: Rev. Nick Parish (Chair), Rev. Judith Mitchell, Sarh Lutton, Rob Jeffery (Secretary), Chris Lutton, Geoffrey Woodhead, Angela Cox, Elaine Snook, Steve Cockell, Sarah Jeffery, Helen Williams, Alyson Aronson, Alex Rennie, Andrew Roberts, Martyn Holloway-Neville

<b>1</b>	<b>Apologies for absence</b> - Lynne Scholefield, Howard Bluett, John Padwick
<b>2</b>	<b>Declarations of interest</b>
<b>3</b>	<b>Election of Members to fill Casual Vacancies</b> <ul style="list-style-type: none"> <li>a. Angela Cox</li> <li>b. Steve Cockell</li> </ul> <p>Appointed unanimously by the meeting</p>
<b>4</b>	<b>Minutes of the previous meetings</b> <ul style="list-style-type: none"> <li>a. PCC: 26th March 2025</li> <li>b. SFC: 21st May 2025</li> </ul> <p>Received with thanks by the meeting</p>
<b>5</b>	<b>Matters Arising from the minutes</b> <ul style="list-style-type: none"> <li>- Stonemason - work in progress</li> <li>- Benches - outstanding - ACTION SL</li> </ul>
<b>6</b>	<b>PCC Committees &amp; officers 2025-26</b> <ul style="list-style-type: none"> <li>a. Committee chairs <ul style="list-style-type: none"> <li>i. Discipleship &amp; Fellowship - JM</li> <li>ii. Mission &amp; Outreach - SJ</li> <li>iii. Fabric - RJ</li> </ul> </li> <li>b. Committee members - think and respond to RJ when you can.</li> <li>c. Committee dates - please send to RJ - to meet in between PCC meetings</li> <li>d. Appoint Secretary and Treasurer <ul style="list-style-type: none"> <li>- Rob Jeffery - Secretary</li> <li>- Andrew Roberts - Treasurer</li> </ul> </li> </ul>
<b>7</b>	<b>Deanery Synod Report</b> - Received with thanks
<b>8</b>	<b>Safeguarding Update</b> <p>Safeguarding Action Plan Level 3 was circulated to the meeting for members to have an oversight of the whole action plan. - SEE APPENDIX 1</p>

	<p>JM explains some of the details of the actions that still need to be updated and completed over the coming months.</p> <p>JM makes the meeting aware of the requirements of the PCC to be aware of the support for Victims and Survivors.</p> <p>Action is Required:</p> <ul style="list-style-type: none"> <li>• Support for Victims and Survivors - the meeting was made aware of the support that is available via the Diocese and national church</li> <li>• Information for Victims and Survivors</li> <li>• Ongoing Support and Oversight</li> <li>• Promoting a Healthy and Safe Culture - schedule for a future PCC meeting</li> </ul> <p>Urgent Actions:</p> <ul style="list-style-type: none"> <li>• Safer Recruitment - Role descriptions are currently being written and updated.</li> <li>• Review List of Non-Church Activities - All activities that occur outside of the church that primarily involve children, young people or adults, teaching, instructing, caring or supervising these groups of people. JM to finalise the list with the Parish Manager.</li> </ul> <p>New members made aware about the safeguarding training and DBS requirements for the PCC members</p> <p>No safeguarding issues to report.</p>
9	<p><b>Health and Safety Update</b> - No accidents since the last PCC meeting. Annual review of the Risk Assessments has been completed, not much has changed.</p> <p>HW reports that the Sanctuary carpet could be removed on a temporary basis to see what the effects are both visually.</p>
10	<p><b>Adoption of PCC Policies for 2025-26</b></p> <ol style="list-style-type: none"> <li>1. Complaints Policy</li> <li>2. Volunteering Policy</li> <li>3. Conflict of Interest Policy</li> <li>4. Harassment &amp; Bullying Policy</li> <li>5. Serious Incident Policy</li> <li>6. Risk Policy &amp; Risk Register</li> <li>7. Whistleblowing Policy</li> <li>8. Health &amp; Safety Policy</li> <li>9. Safeguarding Policy</li> </ol>

	<p>10. Equal Opportunities Policy</p> <p>11. Lone Working Policy</p> <p>Formally adopted by the meeting. These will be published in the PCC section of the website.</p>
<b>11</b>	<p><b>Treasurer's report</b></p> <p>a. 2025 Q1 Report</p> <p>AR introduces the quarterly reports - no major surprises in the first quarter.</p> <ul style="list-style-type: none"> <li>• ACTION: New cleaning contract - seemingly 35% more than the previous year. Request details of the new contract for the SFC from Parish Manager</li> <li>• Energy Costs: lots of increases</li> </ul> <p>b. 2025-26 Budget - broadly in line with previous years</p>
<b>12</b>	<p><b>Resources</b></p> <p>a. John Chandler Hall update</p> <p>Update from Mark Everett - Nuro Homes has met with the conservation officer and have resubmitted the planning application with improved designs based upon feedback. Waiting to hear from the planning committee for a decision.</p>
<b>13</b>	<p><b>Fabric Update</b></p> <p>a. Solar Panel Project Update</p> <p>Awaiting for structural report</p> <p>b. Lectern / Lectern Steps Update</p> <p>Waldo is going to start making the new lectern and steps in July 2025.</p> <p>c. Church House</p> <p>Emergency Lighting needs updating.</p>
<b>14</b>	<p><b>St Stephen's Options Paper</b></p> <p>Option 1 - No votes</p> <p>Option 2 - No votes</p> <p>Option 3 - 1 absentee vote</p> <p>The PCC agrees to option 4 - to repair and redevelop the St Stephen's building to include new facilities of an accessible entrance, accessible toilet, kitchen facilities and improved</p>

	<p>storage. The PCC instructs Thomas Ford and partners as our inspecting architects to present designs for PCC approval.</p> <p>Proposed: Rob Jeffery                      Seconded: Sarah Lutton  For: 13 + 1 absent                      Against: None                      Abstain: None</p> <p>Waste Management Grants - Closer to Leatherhead - RJ investigated, nothing is available</p> <p>How much of the PCC funds could be allocated to this project?  Local resident donation? - UPDATE, set-up and £2k has been donated already  Garfield Weston - investigate potential source of funding</p>
<b>15</b>	<p><b>Church Development Plan</b></p> <p>The second iteration of the plan has been approved by the Mission Enabler (Victoria) and also the Arch Deacon.</p> <p>Commented that the plan is detailed and contains a lot of information.</p>
<b>16</b>	<p><b>Contested Heritage Update</b></p> <p>JM has met with an artist Christina Peake that is interested in creating a piece of artwork to respond to the Brathwaite Memorial Legacy. Suggestions so far (via the DAC) have been of a panel based piece of artwork or a modest sculpture. The artist creates work that comes from being inspired by engaging with groups and having an understanding of the impact that the contested heritage may have on the people that are part of the church, wider Brathwaite family and a local African Caribbean Community Group.</p> <p>It is hoped that there will be funding available for this kind of project from sources including the Church of England's Racial Justice Unit.</p>
<b>17</b>	<p><b>Project 200 Update</b></p> <ul style="list-style-type: none"> <li>a. Donations - coming</li> <li>b. Lady Chapel Plans</li> </ul> <p>Lots of suggestions have been made via the plans at the back of the church. These will be considered in July by the fabric committee.</p>
<b>18</b>	<p><b>Correspondence</b></p>
<b>19</b>	<p><b>Any Other Business &amp; Chair's closing remarks</b></p> <ul style="list-style-type: none"> <li>• Howard Blueett PTO</li> </ul>

	<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 Howard Bluett's Permission to Officiate be renewed to enable him to continue his ministry as a Lay Minister (Reader) in this parish for a further year.</p> <p>Proposed: Rev. Nick Parish  Seconded: Martyn Holloway-Neville  For: unanimous</p> <ul style="list-style-type: none"> <li>● Cumbria Clocks have started works and are making progress</li> </ul>
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## APPENDIX 1 - Notes from JM

### PCC 11 June 2025 – Summary of Safeguarding Update Report (item 8) for the Minutes

1. There were no Safeguarding incidents to report.
2. The Safeguarding Action Plan (Level 3) created by our parish safeguarding dashboard was circulated and discussed and approved by the PCC. We had moved up from Level 2 to Level 3 overnight before the PCC meeting. That had produced a whole new set of requirements.
  - (a) Under Safeguarding Procedures, on page 3 of the Action Plan, Support for Victims and Survivors, Judith informed the PCC of the requirements under Note 1, which refers to Section 2 of the Church of England's *Responding Well to Victims and Survivors of Abuse*:

#### NOTE 1

Section 2 of the Church of England's *Responding Well to Victims and Survivors of Abuse* states that:

*“Following a disclosure, the Church Body where the abuse took place or is alleged to have taken place must take such reasonable steps as it is permitted by law to provide the support set out in the “Summary of the Church’s Support Offer for Victims and Survivors” table in Section 3 of this Guidance. This applies even if the victim or survivor lives in a different area or is no longer connected with the relevant church.”*

**However, it also goes on to say that the PCC will be considered to have complied with this requirement if the incumbent, priest-in-charge or Parish Safeguarding Officer (or the person to whom the disclosure was made, as appropriate) makes a written request to the Diocesan Safeguarding Advisor that they work with the church to co-ordinate this support.**

The remainder of Section 2 and Section 3 contain further information about the support that is to be offered.

- (b) Under Displayed Information, on page 4 of the Action Plan, Information for Victims and Survivors, Judith informed the PCC of the following:

#### ‘NOTE 1

Section 1 of the Church of England's *Responding Well to Victims and Survivors of Abuse* states that:

*“Church Bodies must provide clear and accessible information about:*

- *How victims and survivors can report abuse within the Church.*
- *The support available to disclosers immediately after their disclosure and how they will be assisted during and after the investigation.*

- The processes that will be followed when abuse (or risk of abuse) is disclosed and what will happen to the personal information of people about whom abuse is disclosed.
- How allegations of abuse are reported to statutory services.
- How victims and survivors can contact statutory services if they believe that they have been abused or are at risk of being abused.
- Contact details for national services for victims and survivors – for example: Stop It Now, Samaritans, NSPCC, MACSAS Survivors' Voices – and local charities such as Survivors' Network.

*This information must be disseminated in a variety of methods relevant to that Church Body and those who encounter it through its activities, in order to meet different needs.*

*Information on safeguarding must be translated into the main languages commonly spoken by regular worshippers so that people who do not use English as their first language can understand it.*

*Church Bodies must also provide clear, jargon-free messages of support to victims and survivors of abuse."*

#### NOTE 2

**More work needs to be done at the national/diocesan level to support churches with this requirement. Therefore at this stage, the dashboard is simply seeking to raise awareness.**

- (c) Under Bell Ringers, on page 5 of the Action Plan, Safer Recruitment, the Plan stated that 'This activity needs Role Descriptions for some roles'. **Judith had been in contact with the Tower Captain who was working on this.**
- (d) Under Bell Ringers, on page 5 of the Action Plan, Ongoing Support and Oversight, the Plan stated that 'Action is required'. The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight. **However, currently there are no children, young people or vulnerable adults involved in bell ringing.**
- (e) Under Reviews and Reports, on page 9 of the Action Plan, Review List of Non-Church Activities, the Plan stated that 'Action is required'. The PCC must confirm that the list of Non-Church Activities on this dashboard is complete. These are activities that are organised primarily for children, young people and vulnerable adults which take place on church premises such as Church House and includes teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults. It does not include private events organised by private individuals eg children's birthday parties. **Judith will ask Nicky to provide the list.**
- (f) Under Reviews and Reports, on page 10 of the Action Plan, Promoting a Healthy and Safe Culture, the Plan stated that 'Action is required'. The PCC must consider how they can better promote a healthy and safe church culture. The Church of England has provided worksheets for this, in particular Worksheet 1A (<https://www.safeguardingdashboards.org.uk/worksheets/>) which asks PCC members to consider these questions:
  - What are some of the strengths of our church culture?
  - What are the main weaknesses of our church culture?

**Promoting a Healthy and Safe Culture should be an item for discussion for the next PCC meeting. Advance preparation is needed and work Sheet 1A should be circulated to PCC members in good time so they can consider the questions.**

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**Signed as a true record of the meeting**

NA East

Thursday 25th September 2025