



St Mary's Newick PCC Meeting

in the Barn Centre, 16:30 on Monday 24 November 2025

MINUTES

Present: Christopher Hume (CH) - Lay Chair, Rev Paul Mundy (PM), Patsy Bailey (PB), Tony Bailey (AB), Jeremy Burdett (JB), Jonathan Fenton-Vince (JFV), Audrey Ford (AF), Kate Francis (KF), Sara Fuller (SF), Anthony Mallinson (AM), Ian Reekie (IR), Caroline Smith (CS), Mandy Stockwell (MS) and Rob Bellis (RB)(Secretary).

Apologies: Dan Cowley (DC), Linda Farmer (LF) and Pam Mundy (PamM).

1. Opening Prayer:

PM opened the meeting with a reading from Psalm 92 and a prayer.

2. Welcome and Apologies.

The Chair welcomed everyone to the meeting. Apologies for absence had been received from Dan Cowley (DC), Linda Farmer (LF) and Pam Mundy (PamM).

3. Minutes of PCC Meeting of 22 September 2025

Acceptance of the minutes was proposed by JFV, seconded by JB, and passed unanimously. PM signed a copy of the minutes.

4. Rector Issues and Matters Arising not otherwise on the agenda

PM indicated there were no matters to add that were not already on the agenda.

5. Families and Youth Work (PamM)

CH thanked PamM, in her absence, for her written report and invited PM to make any further comments.

a. CS mentioned that she was happy, from a safeguarding point of view, with the operation of the Owls and Owlets. The meeting agreed **and IR proposed a Resolution that the operation of Owls and Owlets followed and was conducted within the Safeguarding Policy guidelines. This was seconded by KF and approved unanimously.**

MS reported that she and PamM did debrief after each Owlets session, discussing the way in which relationships are developing and noting any matters for future reference.

b. PM noted he had been asked whether there is a benefit in having a **Youth Choir** for 5 children. There was a lengthy discussion about the ambitions for a youth choir, especially hoping for connections to Newick Primary. PM agreed to have a conversation with Cara Barseghian about how she sees it developing. The detail of the current costs will be pulled together and a meeting held to discuss the next steps. This will then be put forward at the next PCC meeting. **(Action: PM, PamM, RB, IR)**

c. PM indicated that there was a need for better storage in the Church for the equipment and materials that Owlets use. He **proposed investigating getting cupboards and a folding library/play kitchen for Owlets (and Owls) to be purchased in the New Year. This was seconded by SF and agreed unanimously. (Action: PM)**

PM, PamM, MS and the team were thanked for all the work they do in connection with youth activities.

6. Safeguarding (CS):

- a. CS indicated there were no major issues to report. However, there were several people who needed to complete their DBS and/or do their training. Specific names were discussed. PB made the point that the Pastoral Care Team are “ageing” and do not wish to do the training. But as they are not working alone this should not be an issue. PM determined that there are several previous helpers whose names should be removed from the list. (Action: PM, CS, SF). PM also recorded that IR would replace Monica Haynes as the Safeguarding registered person for SOLO.
- b. PM insisted that all PCC members should undertake the ‘Recognising Domestic Abuse’ training that can be found on the Diocese of Chichester website. (Action: All)
- c. **PM proposed a Resolution that the PCC approve that the Safeguarding and other Policies reviewed for the APCM in 2025 are being adhered to for the purposes of the Diocese Dashboard as of the date of this meeting (24 November 2025) and that the policies will be reviewed early in 2026 and adopted at the APCM on 19 April 2026. This was seconded by PB and passed unanimously.** (Action: LF, CS, RB)

CS and SF were thanked for all their work.

7. Churchwarden Items (SF, CH):

- a. SF reported that there had been registration for 36 trees for the Christmas Tree Festival and there may be more.
- b. SF indicated that currently seven teams (of four) had signed up for the Curry and Quiz night.
- c. PM confirmed he wished there to be a Christmas Tree at the gate at the entrance to the Church. (Action: AB)
- d. SF encouraged the PCC to ask for as many volunteers as possible to help in the cafe over the Christmas Tree Festival weekend. Sign up sheets will be at the back of the Church from 27 November. (Action: All)

8. Electoral Roll (MS, PM):

MS reported that the current Electoral Roll remained at a total of 143.
MS was thanked for the work done in maintaining the Roll

9. Outward Giving (JB):

JB outlined the issue the Outward Giving Group faced in reviewing how to allocate the budget sum as there were no obvious recipients. As a result, **JB made the proposal presented in the papers – that a Designated Outward Giving Fund be set up and £4,000, or the balance of the underspent budget for 2025, be transferred from the General Fund to that Outward Giving Designated Fund. This was seconded by MS and approved unanimously.** (Action: RB, IR). There followed a general discussion about giving and donations including mention of FSW.

10. Finance (RB, IR):

RB referred to his report financial position to 30 September 2025 that had been sent by email on 28 October and hoped the summary of the position was clear.

- a. **Budgets for 2026-** RB explained that the budget for 2026 presented in the papers for the meeting represents the best estimates of an increase of 4% across most areas of expenditure with higher increases where increased activity is expected. It also recognises a revised annualised contract for the Youth Worker. In order to achieve a modest surplus an increase of 5% in income is needed, as shown in the target income figures. RB suggested that presentation of information to the Members of the Church, the Congregation and the wider community should be made to encourage increased giving and donations as appropriate. RB underlined that the budget presented is not fixed and will be refined as up to date information becomes available. There was a general discussion about the income for the church and how to make people aware of what was required for the running of the church and for the larger projects. PM spoke about the nature of ‘giving’ as “sacrificial”. He will be preaching on the subject in the

New Year. CH commented that, in his view, we need to be more pro-active in pursuing the establishment of legacies by members of the congregation as, for example Lindfield and Fletching Churches are doing.

PM referred to the proposed Parish Share and noted this needed to be confirmed to the Diocese. St Mary's Parish Share will be taken along with St Peter's Chailey and PM and RB agreed to work on this. The current proposal is £68,479 which is 4% up on the amount of £65,845 being given for 2025. (Action: PM, RB).

RB proposed acceptance of the proposed budget for 2026, this was seconded by PM and approved unanimously.

b. Draft Expenses Policy and Claim Form

RB explained the need for an Expenses policy and the proposed Claim Form. He thanked SF for her input into this. He recognised that many people gave freely of their time to St Mary's but also provided material items. This makes recognising the true cost of running the Church and its activities more difficult. PM clarified the benefit of people claiming for expenses and then donating the money to the Church, with the possibility of Gift Aid being added to it. Though it is understood that this is not always what people want to, or can, do. PM did confirm it would be beneficial if unable or unwilling to claim back expenses that notification of the amounts would be helpful so that a true picture of the costs can be noted for forward planning. The PCC agreed the policy and claim form should be brought into use. (Action: RB, IR)

c. Proposal for Finance Team from 1 January 2026

RB explained the proposed changes to the operation of the Finance Team from 1 January 2026. The significant contribution that Robin Parris has made as Cashier over many years was recognised and grateful thanks recorded officially. However, it was accepted that the finance operations need to move on and paperwork and information kept in the Church office. **PM proposed that from 1 January 2026 the Finance Team should operate as proposed, this was seconded by KF and approved unanimously.** Appropriate acknowledgement to Robin Parris will be made by way of letter from PM and a case of wine. There will also be suitable acknowledgement at the APCM in April 2026. (Action: PM, CH, RB)

d. CCLA signatories

With the proposed changes to the operation of the Finance Team from 1 January 2026 it will be necessary to have RB and IR as signatories to the CCLA account which holds the invested moneys not needed for the immediate running of the Church. **AF proposed that RB and IR be added as signatories to the CCLA account, this was seconded by PM and approved unanimously.** (Action: RB, IR)

11. Pastoral Care (PB):

CH thanked PB for her report.

PB asked for prayers

- For drivers, as this is a significant need.
- For someone to step forward to take on the ALM training so they can become an additional member of the team.
- For the Adult Social Care team to be able to deal with the issues the elderly folk in the community need help with.

PB did recognise the positives – the networking as an ALM, particularly the recent talk she gave at Wivelsfield and the Wellbeing Display at Uckfield she had attended. There are also dates in the diary for her dancing group to go to Nightingales. Her evening with the Cubs has been the highlight of the recent weeks – magical moments with the young people. PM noted what a brilliant job PB had done with the Cubs. CH noted that PM had also played a significant part in the evening with the Cubs.

PM thanked PB for all she and her team do and the significant time PB gives to this.

12. Sexton's Report (AB):

CH thanked TB for his report and invited him to add comments.

AB commented that his report was unusually short! He updated the PCC about the fan in the boiler room noting that a new fan will be installed soon at a cost of £350 - £400.

In response to a question about the cost of work required on the Clock faces AB replied that it would likely to be more than £10,000, as two clock faces are involved.

13. Barn Centre – Chairman’s Report (AB):

AB sought clarification on the position of the Barn Centre Secretary when Sue Balloch steps down at the end of the year. PM indicated he was working on resolving the matter imminently and would let the PCC have his proposal as soon as possible. *(Subsequent to the meeting, PM having spoken with AB and SF, is proposing that the Barn Centre Secretarial role be included in the role of Parish Administrator and recognition be taken of this in a revised Contract for the Parish Administrator.)*
(Action: PM)

14. Churchyard (PM, CH):

CH reported on a very successful gardening day in October. He also noted that Richard and Gill Haw would be using their expertise to work in the Churchyard, looking after some of the beds including mulching to sort out the weeds.

There was a brief discussion about ensuring potholes did not reappear in the driveway leading to the carpark. PM and JB agreed to deal with this. (Action: PM, JB, AB)

15. Newick Parish Magazine (PM, CH):

CH noted that, as agreed, one edition will be produced for January and February and one edition for July and August.

PM indicated there will be some new words on the front cover – “Your local Church and Community News”.

16. Declaration of Confidential Items:

Those matters referring to named people and personal matters were confirmed to be treated as confidential. (Action: RB)

17. Dates of next meetings:

PCC Meetings:

Monday 23 March 2026 at 16:30
Monday 22 June 2026 at 19:00
Monday 21 September at 19:00
Monday 23 November at 16:30

Standing Committee:

Monday 9 March 2026
Thursday 11 June 2026
Monday 7 September 2026
Monday 9 November 2026

Men’s Suppers: (19:00 for 19:30)

Friday 20 March 2026
Friday 19 June 2026
Friday 25 September 2026
Friday 20 November 2026

APCM:

Sunday 19 April 2026

Garden Days:

Saturday 11 April 2026
Saturday 10 October 2026

18. Any Other Business.

18.1 AM requested that the Choir members be given earlier notice of Hymns that are “new” to them so that they could have more time to practice. It was suggested YouTube clips of the new hymns could be circulated. PM acknowledged the request. (Action: PM)

18.2 PB indicated that the Crib Service (16:00 on 24 December) would need someone to play the music and be available from 15:30. JFV volunteered. (Action: JFV)

- 18.3** PM invited MS to accompany him to a Newick Primary Assembly on either December 3 or 10 to promote the craft workshop on Saturday 13 December as part of the Christmas Tree Festival Weekend. (Action: PM, MS)
- 18.4** PM reported that the work on the floor at St Peter's will start on Monday 5 January 2026 and the arrangements for services would be as follows for the St Peter's congregation: first Sunday – Pub Church; second Sunday – at St Martin's at Chailey Heritage Foundation; third Sunday – at St Mary's and fourth Sunday – at St Martin's. PM responded positively to MS asking about those from St Mary's visiting St Martin's as Father Martin had encouraged this.
- 18.5 Confidential Item:** Following the discussion about proposals for the Church layout, RB proposed that Richard Andrews be invited to prepare plans for the possible alterations to the Church. This was seconded by AB and approved unanimously. (Action: AB, RB)

There were no other matters of business.

19. Closing Prayer

The meeting closed at 18:30 with PM leading with a prayer and everyone saying the Grace.

St Mary's Newick PCC Meeting 24-11-25

RESOLUTIONS PASSED

SAFEGUARDING:

- a. CS mentioned that she was happy, from a safeguarding point of view, with the operation of the Owls and Owlets. The meeting agreed **and IR proposed a Resolution that the operation of Owls and Owlets followed and was conducted within the Safeguarding Policy guidelines. This was seconded by KF and approved unanimously.**
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OURWARD GIVING

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SIGNATORIES

CCLA signatories

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