



St Mary's Newick PCC Meeting

in the Barn Centre, 19:00 on Monday 22 September 2025

MINUTES

Present: Christopher Hume (CH) - Lay Chair, Rev Paul Mundy (PM), Patsy Bailey (PB), Tony Bailey (TB), Geoff Clinton (GC), Dan Cowley (DC), 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: Jeremy Burdett (JB), Linda Farmer (LF) and Pam Mundy (PamM).

1. Opening Prayer:

PM opened the meeting with a reading from Psalm 4 and a prayer.

2. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Noting that this was GC's last PCC Meeting CH read out the following – "Geoff Clinton has decided to step down from the PCC after tonight's meeting. Geoff has served St Mary's as a Lay Reader for over 50 years, has served as a Church Warden and has been a conscientious and hard-working member of our PCC during that time. His wise counsel and carefully considered contributions have served St Mary's well. Geoff will continue to serve as a Lay Reader for the duration of his present term. We thank Geoff for his splendid service on the PCC. We shall include a full tribute to Geoff's outstanding service in our report to the 2026 APCM." The members of the PCC showed their appreciation by applauding Geoff.

Apologies for absence had been received from Jeremy Burdett (JB) and Linda Farmer (LF).

3. Minutes of PCC Meeting of 24 March 2025

Acceptance moved by JF-V, seconded by DC, and passed unanimously and signed by PM.

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

- a. PM **thanked** the PCC for "holding the fort", indeed building the fort, while he had been away on sabbatical. He particularly thanked Father Martin, the Readers and the visiting Clergy.
- b. The recent evening weather – with the fantastic sunsets and the coolness and stillness of the air had prompted PM to **reflect** on his journey, particularly on Mull and Iona where the same sense of calm stillness had been evident.
- c. Following discussions with the Readers and Church Wardens PM has been considering **the pattern of worship**. He wants to retain the BCP Communion Service that is currently at 08:00 but possibly consider changing the time to a little later. This would be to connect the two communities of the early and morning services who currently do not quite overlap in the "café" at the back of the church between services. PM also proposed that the "Service of the Word" services would take place on the first and third Sundays in the month. Consideration will be given to change the timing of the 10:00 service to either 10:30 or 11:00 to enable young and old to have time to get ready. PM indicated he will be consulting with those that attend the 08:00 service about the possible retiming. Different liturgies will also be explored for the later service. **(Action: PM)**

- d. **Working with Chailey** – PM stressed that working with St Peter’s Chailey and the schools at Chailey was a blessing, being able to pull together, especially in Youth Work. The combined communities will hopefully be more appealing for possible grant funders. PM was enthusiastic about his opportunity to work at Chailey Secondary and his invitation to meet with Paul Holt the new Head Teacher. PM underlined his enthusiasm and commitment to the collaborative ministry of St Mary’s Newick and St Peter’s Chailey.

PM advised PCC Members that the nature of his appointment as Priest-in-Charge (PIC) at St Peter’s Chailey has changed. His PIC appointment is no longer for a fixed term. He is now free to resign that PIC position at any time. PM advised the PCC Members that he has no intention of resigning at this time.

- e. **Break Out Day for Newick Primary** – PM indicated that Newick Primary would be coming to the Church on Friday 17 October; 09:30 – 11:00. His intention is that they should take part in a quiz and also “colour in a Soldier”. They will be encouraged to view the War Graves in preparation for Remembrance Day. PM is looking for two or three helpers to ensure the morning works well. **(Action: PM)**
- f. **Youth Retreat** - As had been flagged up by PamM at the last PCC meeting Lee Buck is proposing to take some of the Youth Group on a Retreat, 13, 14 & 15 February 2026 (three days, two nights), at Holcot Christian Group Holiday Centre, Edenbridge. Where it was anticipated there would be two worship sessions and several talks. The cost would be £40 per head for up to 15. PM anticipated the budget for the total cost should be no more than £1,000. A deposit is required of £250. **PM proposed that PCC support the Retreat, this was seconded by GC and approved unanimously.**
- g. PM is encouraging the Youth Group members to go to **evening services** at other churches. PM is keen to establish a **Worship Band** at St Mary’s with an ambition to hold a 6 pm service once a month. A brief discussion followed, and this will continue to be worked on. **(Action: PM, JF-V and others?)**
- h. PM asked for and was given permission to take young folk to McDonald’s on Sunday.
- i. **Evensong** – A change in the timing of Evensong had been suggested and discussed. **JF-V proposed that Evensong be at 17:00 from November until the clocks move forward in March when it will revert to 18:00. This was seconded by AF and approved unanimously. (Action: PM)**
- j. PB commented that she was pleased about the proposed change of timing of the Services. She also suggested that the working together of St Mary’s and St Peter’s made a bigger “Church Family” to be part of, rather than belonging to one smaller church.
- k. PM reported that a very successful BBQ reunion of those who had attended the Alpha course had taken place at the Rectory on 28 August. This is leading towards the formation of a post Alpha House Group; to be led by PamM and hosted by Keith and Julia, with KF volunteering to host an evening group if the numbers require the formation of another House Group.

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. PM reported that he and PamM had met with Lee Buck to carry out his appraisal and confirm his contract of employment. RB was thanked for sorting this out and bringing attention to the ‘working time directive’ which we need to be mindful of in Lee’s case. An external mentor is being found for Lee to assist him in his continuing development. It was also agreed that there would be quarterly meetings to discuss progress against the objectives that had been set at his appraisal.

- b. A five-year plan had been discussed. PM repeated his point about the increased possibility of obtaining grant support for a full-time Youth Worker with the combined activity with Chailey, especially if it included work with Chailey Secondary.
- c. PM indicated that more volunteers were needed for Youth Club. 76 had attended last Wednesday and it is important to have more people to help manage the activities and look after the young folk so Lee can spend more time doing what he is so good at.
- d. Regarding the **proposed retreat in February 2026, PM proposed that the deposit of £250 be approved to enable the booking to be made and the detailed planning to continue. This was seconded by IR and approved unanimously.**
- e. Youth Encounter is not running at the moment as it would be too disjointed if were not run weekly. Lee Buck needs consistent weekly support for this to happen.
- f. MS spoke about Owlets. The session this morning had been quieter than usual with only 4 attending with their mothers as some who used to attend were now attending Nursery School. However good conversations had taken place with the mothers.

PM and MS were thanked and the growth of the Youth Work applauded.

6. Safeguarding (CS):

- a. **Adoption of the Diocesan Safeguarding Policy**
The Diocesan Safeguarding Policy had been circulated ahead of the meeting. CS proposed adoption of the Diocesan Safeguarding Policy for St Mary's, this was seconded by KF and unanimously approved.
- b. **Safeguarding Policy promotion Plan and Action Plan**
The Safeguarding Policy promotion and Action Plan had been circulated ahead of the meeting. PM proposed adoption, this was seconded by JF-V and unanimously approved.
- c. CS reported on the Diocese of Chichester Safeguarding Dashboard. She noted that a lot of effort will be required to get the St Mary's dashboard complete and that people with different areas of expertise would be helpful in completing the dashboard and maintain it. **(Action: CS)**
- d. **PM suggested agreeing certain matters so that CS could get on with completing the Action Plan. In particular, he proposed that CS be confirmed as "Lead Recruiter", this was seconded by KF and approved unanimously.**
- e. CS agreed she could now move forward with the items on the Action Plan and updating the Dashboard. **(Action: CS)**
- f. CS reminded everyone about the need to register for the DBS update service and ensure their DBS certificate is up to date. She also reminded everyone to ensure they had completed the Foundation Safeguarding training and provide her with the date of completion. **(Action: All)**

CH recognised the amount of work all this required and thanked CS for "soldiering on".

7. Churchwarden Items (SF, CH):

- a. SF indicated she had been giving more thought to the Christmas Tree weekend (12/13/14 Dec) and how the Santa's Grotto would fit in. She had chanced to discuss it with MS who had some ideas. MS then outlined her proposal for a way of engaging the kids on the Saturday between 11:00 and 14:00 with a theme of "Sharing love this Christmas". MS produced mock up posters and suggested the "sharing the Christmas love" was with "Self", "Neighbours" and "Community". She spoke about having a wooden hut in the church in which the kids would make three tree adornments – a Star, an Angel and a Bauble – one that the kid would keep for themselves, one that they would give to a neighbour and one that would be put on a long string at the Christmas Service. This idea was warmly received by the PCC Members and supported instead of a Santa's Grotto, which MS indicated the school did brilliantly. It was agreed MS and SF would coordinate and manage this. **(Action: MS, SF)** JF-V suggested in a future year consideration be given to having the trees in the Churchyard with a full-size Nativity. This idea was viewed very positively.
- b. SF wanted clarification on the allocation of the funds generated from the proposed Quiz and Curry night on Friday 12 December. After a brief discussion it was agreed this was a St Mary's event and therefore the funds raised from this would go to St Mary's. The funds raised over the rest of the Christmas Tree weekend would be split 50:50 with the Hospice. **(Action: SF)**
- c. It was confirmed Andy Rees would do his Singalong session from 14:00 to 15:00 and SF agreed to let the Bonfire Society know St Mary's was not doing a Santa's Grotto. **(Action: SF)**
- d. CH highlighted the Prayer-based healing group that was mentioned the last meeting and that PM had commented on at the Standing Committee. CH noted that great care must be taken to ensure that a positive outcome is achieved and confirmed that training of those involved will be required. This will be progressed to see how it might fit in with the services at St Mary's. **(Action: PM, CH, Readers)**

8. Electoral Roll (MS, PM):

MS reported that the current Electoral Roll was down by three to a total of 143.

9. Outward Giving (JB):

In JB's absence it was noted that JB is hoping to organise a meeting soon to determine what support to give to various organisations.

10. Finance (RB, IR):

- a. RB referred to his report and the supporting schedules that had been included in the papers and hoped the summary of the **financial position to 30 June 2025** was clear. He apologised that the report was later than he would have liked and indicated that future quarterly reports would be produced timelier.
- b. **Preparation for Budgets for 2026-** RB indicated that he and IR would be meeting with those responsible for budgets to discuss the 2026 budgets. The schedule showing responsibilities indicated that those in blue plus others who have budget involvement would be included in the meetings. It is hoped these meetings will take place during September and October so that the budgets for next year will be ready by November. All cost centres will be covered in these discussions. **(Action: RB, IR)**
- c. CH said that as indicated in the papers he would be proactive in the **General Giving Appeal/Stewardship Campaign**. **(Action: CH)**

11. Pastoral Care (PB):

- a. CH thanked PB for her report. PB reflected on the continuing difficulties faced because of the pressure points and shortages as shown on the chart. RB noted the good meeting he had with PB when the “mind map” chart had been produced. The pressure points/shortages are clear but how to advertise or encourage people to step up to help seems less obvious and each pressure point probably needs a different approach. Further discussion will be needed to find a way of resolving this. **(Action: PB, PM and Pastoral Care Team)**
- b. PB reported on some of the recent activities.
- c. PB noted that on Friday 26 September she would be having her hands operated on. Following which she hoped she would be able to put on surgical gloves when required.

CH thanked PB for all she and her team do.

12. Sexton’s Report - Fabric, Barn Centre/Church paths (TB, CH):

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

- a. **Church Projects** – TB noted that CH had obtained List B Faculty for the work on the drains, gutters and down pipes. TB suggested he would be supervising the job but there was recognition that the church being surrounded by scaffolding was not ideal in the coming weeks and in the run up to Christmas. It was agreed that this work should be scheduled for March 2026. **(Action: TB)**
- b. **Spring Clean** – TB recommended that there should be a full Spring Clean of the interior of the Church. This will be scheduled for early next year. **(Action: TB)**
- c. **Vestry ceiling paint** – It was noted that the Vestry ceiling paintwork is peeling. TB confirmed he would have this attended to in due course. **(Action: TB)**
- d. **Barn Centre Secretary** – TB reminded the PCC Members that Sue Balloch has confirmed she is giving up as Secretary at the end of the year, so a replacement needs to be found. PM indicated he would consider who might fill that role. **(Action: PM)**
- e. **Pews** – TB hoped that a final layout of the pews could be agreed so that he could obtain quotes for pew cushions. Permission had been given for the removal of an additional long pew behind where the loose chairs and the wheelchair users go. There are mixed views as to whether this is now advantageous. Consideration might be given to getting permission to remove the pews in the North Aisle. Meantime it was agreed that TB should fit the pews along the North wall so that they are not likely to break the heating pipes that run behind them. **(Action: TB)**
- f. **Storage and kitchen area** – mention was made of storage facilities (particularly for Owllets) and for a possible kitchen area. Further discussions on this are required. **(Action: TB, CH, PM, RB)**
- g. **Lectern** – GC requested that the lectern that had been purchased for the pulpit be put in place. It was recognised that TB had created a frame to hold it in place that did not impact on the Jacobean Pulpit. **GC proposed it be put in as a trial, this was seconded by JF-V and unanimously approved. (Action: TB)**

CH thanked TB for all the work he does around the Church and Barn Centre.

13. Barn Centre – Chairman’s Report

It was proposed that the production of a walk-through computer video of the proposed final form of the Barn Centre be commissioned for an estimated cost of £1,000. **This was proposed by PM, seconded by TB and passed unanimously. (Action: TB)**

14. Churchyard (PM, CH):

It was noted that a good job had been done on the removal of the Lime Tree in the Churchyard. The picture of the diseased centre to the stump suggested that the work had been timely.

15. Newick Parish Magazine (PM, CH):

PM and SF had met with Jackie Potter and discussed what changes might be made to the production of the Magazine in 2026. They had concluded that the fees for advertising should remain the same but that the December and January editions would be combined, similarly the July and August editions would be combined.

PM proposed

- * That we continue to print 1300 copies each month
- * That we publish 10 issues per annum, combining December and January issues into one and July and August issues into one
- * That we continue to use our current printers (Tansley)
- * That we hold our advertising rates unchanged for 2026

This was seconded by AM and passed unanimously **(Action: PM, SF)**

16. Declaration of Confidential Items:

There were no matters confirmed as confidential.

17. Dates of next meetings:

APCM:

2026 date tba

Garden Days:

Saturday 11 October 2025

Saturday 11 April 2026

Saturday 10 October 2026

PCC Meetings:

Monday 22 September 2025 at 19:00

Monday 24 November 2025 at 16:30

Draft:

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 8 September 2025

Monday 10 November 2025

Draft:

Monday 9 March 2026

Monday 8 June 2026

Monday 7 September 2026

Monday 9 November 2026

Men’s Suppers: (19:00 for 19:30)

Friday 19 September 2025

Friday 21 November 2025

Draft

Friday 20 March 2026

Friday 19 June 2026

Friday 25 September 2026

Friday 20 November 2026

18. Any Other Business.

18.1 Minutes – CH indicated that he hoped the draft minutes of the meeting would be circulated promptly. He asked that PCC Members respond with any amendments or confirmation that no amendments are necessary. He indicated he hoped the minutes could be approved before the next meeting so they can be posted on the Church website and points extracted for publishing in the weekly e-newsletter in a form agreed with PM, SF and RB. **(Action: PM, CH, SF, RB)**

18.2 PM proposed a vote of thanks to RB and IR for the work they have been doing on the Church's finances, this was seconded by JF-V and agreed unanimously.

18.3 Church Bell chiming on the hour during the day - RB reported that he had drafted a letter to go to the neighbours as noted in the previous minutes. However, on investigation he had found that the "switching on at the beginning of the day and switching off at night" would have to be done by a volunteer. The risk of the bell chiming through the night was too high to proceed with this idea. Automating the clock mechanism was regarded as too expensive. An alternative proposal for the bell to chime during the day on selected "Special days" was made and will be considered more fully. **(Action: Standing Committee)**

There were no other matters of business.

19. Closing Prayer: The meeting closed at 21:14 with PM leading with a prayer and everyone saying the Grace.