



St Mary's Newick PCC Meeting
in the Barn Centre, 16:30 on Monday 25 November 2024

MINUTES

Present: Christopher Hume (CH) - Lay Chair, Rev Paul Mundy (PM), Patsy Bailey (PB), Tony Bailey (TB), Geoff Clinton (GC), Linda Farmer (LF), Audrey Ford (AF), Kate Francis (KF), Anthony Mallinson (AM), Ian Reekie (IR), Caroline Smith (CS) and Rob Bellis (RB)(Secretary).

1. Opening Prayer:

Rev Paul Mundy opened the meeting with a reading from Luke 1 v 46-55, The Magnificat, and a prayer.

2. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Apologies for absence had been received from Jeremy Burdett (JB), Dan Cowley (DC), Sara Fuller (SF), Pam Mundy (PamM), Jonathan Fenton-Vince (JFV) and Mandy Stockwell (MS).

It was intimated that Mandy's Mother was in hospital and PM asked that she, and the family, be in our prayers.

3. Minutes of Meeting held on 12 September 2024.

Acceptance moved by KF, seconded by IR, and passed unanimously and signed by PM.

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

4.1. The Chair led on Action Points from last meeting:

4.1.a Welcome Gift for newcomers to Newick

PM reported that Ash Stockwell is working on producing a packet of seeds that the new homeowners can plant in their garden.

It was proposed that a Christmas card or alternative, together with the booklet of Newick and a list of the Services over Christmas, be posted in each new house. It was agreed that SF, PB and LF would work on this; PM said he would sign each card. **(Action: SF, PB, LF, PM)**

4.1.b One-page document re PCC

A one-page document to encourage dialogue about serving the Church and perhaps becoming a member of the PCC is being worked on. **(Action: DC & PM)**

4.1.c Tables

Four tables had been purchased for use in Church (outside of regular services).

4.1.d Family Worker

PM waiting to speak with Dan Jenkins before working with Rob Dillingham to create an advert. **(Action: PM)**

4.1.e PGS Giving

PM and CH are working on an 'appeal' for PGS giving. **(Action: PM & CH)**

4.1.f Purchase of TVs and Xbox Controller

Purchase of two new televisions and a new Xbox Controller for use with the Youth Club is being dealt with by MS. **(Action MS)**

4.1.g Safeguarding

Being dealt with under Agenda item 16, Any Other Business.

4.1.h Electoral Roll

MS will be dealing with the renewal of Electoral Roll data in 2025. **(Action MS)**

4.1.i Chaplaincy Team at Beachy Head

MS is working with the Chaplaincy team to determine what night vision equipment they need. (Action: MS)

4.1.j Parish Share

Being dealt with under Agenda item 10, Finance.

4.1.k Benches

PM indicated that one family had arranged for their bench to be repaired; contact with the other family is still outstanding.

4.1.l Churchyard

Being dealt with under Agenda item 13, Churchyard.

Rector Issues:

PM noted that all the issues he wished to raise were dealt with in the agenda.

5. Families and Youth Work (PM, PamM)

PamM had submitted a report covering Youth Club, Youth Encounter, Owls and Owlets which was included in the papers for the meeting. PM made positive comments about all the areas noting the work of the various helpers with the different age groups. The work that Lee does with the Youth Encounter group will be reviewed at the end of January.

PM made supportive comments about the Youth Choir and expressed disappointment that more young people had not joined in. There was a brief discussion as to how to encourage more people to come to Youth Choir. PM and CH will meet with Cara to discuss this after the service on 1 December. (Action: PM, CH)

A question was asked about the costs associated with Youth Work and it was agreed an analysis of cost and income would be attached to these minutes. These are shown at Appendix 1. These costs are gross and does not take account of the St Peter's Chailey contribution to the costs which will be 50%.

The engagement with young people was applauded and encouraged by those at the meeting.

6. Safeguarding (CS):

CS reported on the safeguarding training she needed to receive and indicated that she has been pleased to be able to book on the course on 9 January 2024 at Church House.

She also implored members of the PCC to ensure they signed up for the update services so that their three-year renewal would be flagged up. She recorded that all but three members of the PCC were up to date with their DBS registration. Of the three – one is in the process of being renewed and the other two will be dealt with as soon as possible.

The C0 and C1 training for PCC members was highlighted. This is required every three years. This is available online at the Diocese of Chichester website. CS encouraged everyone to make themselves familiar with the site and follow the training as required. (Action: All PCC Members to undertake C0 and C1 training)

PM supplied the weblink to the Secretary to include in these minutes (Action: RB)

<https://safeguarding.chichester.anglican.org/foundation-training/>

PB also noted the in-house training (C2) which the Pastoral Care Team undertakes.

7. Churchwarden Items (SF, CH):

7.1- APCM reports

The Chair reminded everyone about the reports for the APCM and indicated they should be in by the end of December where possible. (Action: All)

7.2- Christmas Tree Festival

SF had sent a note giving an update on the Christmas Tree Festival. We have 33 trees booked in and 19 market stalls (including Patsy's everything £1 stall). There may be a few more as some come in last minute. The trees will be going in between 8 and 6 on Thursday 12th. The Festival will be open from Friday 13 December at 10am. The Market is on Saturday 14 December from 11am – 2pm and Andy Rees' Singalong is at 3.30 on Saturday.

LF indicated she would be carrying out the risk assessments for Thursday night (12 December) and Saturday morning (14 December). (Action: LF)

TB reported he would be working with SF on the layout. (Action: TB, SF)

It was noted that the Owlets would be in the Barn Centre on Monday 16 December.

7.3- Barn Centre

CH tabled a plan of the proposed revised changes to be made to the Barn Centre. This is shown as Appendix 2. As previously reported the cost of the proposed work on the pathways was substantial and therefore the plans had been rethought. A single path from the back door of the Barn Centre straight across to the Tower of the Church is envisaged and this is in the process of being costed. The proposed layout for the Barn Centre received general approval provided the Accessible toilet was not required as well as the 'Changing Place' so that there would be enough space for Youth Club activities.

TB suggested that a chair store on the Patio (in place of the flower planter) would ease the space requirement in the Cart Lodge. This was welcomed as was PM's reminder of the idea of putting awnings that would be extended to cover the patio.

TB underlined that this was a reduced scheme which should reduce the costs to a more manageable level.

PM suggested ground level sensor lights for the paths to assist those moving on the paths in the dark. It was agreed to ask Sullivan George how lighting the paths might be done. **(Action: CH, TB)**

PB said the key issues were safety, accessible toilets and walkable paths. It was noted that TB was working on getting a dropped kerb installed for the ease of wheelchair access from the road at the front of the Church.

The next steps are for CH and TB to work with the Architect, appoint a Project Manager (QS?) and finalise what is going to be done and obtain three quotes. Remembering that planning permission is already in place for the paths. Then application should be made for grants as well as conducting a Barn Centre 'Appeal'. **(Action: CH, TB)**

KF asked that the PCC be kept informed of progress rather than waiting for the next PCC meeting. **(Action: RB)**

7.4- Pews

CH is awaiting a response from DAC regarding Faculty for the permanent removal of pews. **(Action: CH)**

7.5- First Sundays

CH had included a note in the papers for the meeting picking up from the PCC minute of November 2023 about making a new start with our first Sunday services. The discussion at the meeting underlined the buoyant position with regard to numbers attending services but expressed a desire to reach out to families with young children, particularly maintaining the momentum of the work being done and attracting new people. The mood was of St Mary's doing well with lots of activities in the community to celebrate but a recognition that there is work to be done to attract new church members.

This will continue to be a matter for PCC discussion and prayer. **(Action: All)**

8. Electoral Roll (MS, PM):

MS will be dealing with the renewal of Electoral Roll data in 2025 and this matter is carried forward.

9. Outward Giving (JB):

The Outward Giving team are meeting this week and there will be an update in due course.

10. Finance (IR, CH):

The Treasurer had presented his report in the papers.

10.1 – Results for year to date

CH commented on the invaluable assistance of IR in working on the accounts package and producing the reports. The Statement of Financial Activities for the ten months to 31 October was in line with expected and there were no comments or questions.

IR emphasised that the accounts program was very good and assisted in looking at costs and income in detail. As we use the system more the accuracy of our reporting should improve further. He invited PCC members to ask for further information, if required.

10.2 – New Treasurer

CH indicated that he would not stand for appointment as Treasurer at the 2025 APCM but would continue to fulfil the responsibilities of the role until another person can be appointed. He asked that people pray for an appropriate person to be step forward. **(Action: All)**

10.3 – Parish Share

PM endorsed the note in the papers that identified that St Mary's and St Peter's should be regarded as one for the purposes of the costs of the stipendiary Priest. He indicated that the amount of £81,445 should not be exceeded and as St Peter's PCC had set their amount at £15,600 the amount from St Mary's should be £65,845.

The recommendation for the Parish Share to be £65,845 for 2025 was proposed by PM and seconded by GC and passed unanimously. **(Action: CH)**

10.4 – Friends of St Mary's (FOSM)

CH had noted in the papers that he intended to restart the Friends of St Mary's fund-raising committee. As the original bank account is no longer available any funds raised in this connection will be treated as Restricted Funds. PM will write a piece on how the Restricted Funds will operate so that the community at large will understand it and find it suitably appealing. It is hoped to have the renewed FOSM in place before the end of 2024. **(Action: CH, PM)**

10.5 – 2025 Budget

CH drew attention to the proposed budget for 2025 that he, IR and RB had prepared.

A comment was made about the costs of the magazine. This is seen as an outreach activity and as such the costs are justified. It is difficult to see how they might be reduced without affecting the quality of the production.

No further comments were made.

10.6 – Payment of £300 for Diocesan Conference

The proposal to pay £300 for PM to attend the Diocesan Conference was approved. Proposed by KF and seconded by AF and passed unanimously. **(Action: CH)**

11. Pastoral Care (PB):

CH thanked PB for her report and her continued great work.

PB stressed the difficult situations of dealing with helping people survive. The missing "home helpers" of the past means that a lot is expected of PB and her team. There are some distressing cases to deal with making it especially tough on the team members.

There are "boundaries" and it is necessary to direct some cases to other people/organisations.

Members at the meeting expressed their thanks and support for all that PB and her team do in the Newick community.

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

CH thanked TB for his report.

TB reported that he is pressing Highways to get the dropped kerb done as soon as possible.

Storm Bert had damaged the roof felt on the Youth Club shed; a temporary repair had been done and a full repair will be carried out. **(Action: TB)**

The deep pit in the gravel of the drive at the southern end of the Barn Centre will be repaired as soon as possible. Tim Tapp has agreed to carry out initial work and TB is following up. **(Action: TB)**

13. Churchyard (PM, CH):

PM congratulated everyone on how good the Churchyard looks. CH thanked everyone for their support and noted that he hoped the proposed work on the paths would help in restoring our signature Yew Tree to better health.

14. Newick Parish Magazine (PM, CH):

PM reported that the magazine production and delivery was proceeding as anticipated.

15. Declaration of Confidential Items:

There were no matters to note as confidential.

16. Any Other Business.

16.1 – Church Hiring

The proposed terms and conditions for use of the Church were included in the papers for the meeting. Various concerns had been expressed. CH invited those at the meeting to indicate whether they were in favour of the Church being available for hire. GC proposed that the Church was not available for hire this was seconded by TB and passed unanimously. **(Action: LF)** PM noted the Diocesan request to have a

document for such an event and although St Mary's PCC had now voted that the Church not be for hire the document that had been drafted should remain available in case the situation might be reversed in the future and to show that such a document had been prepared. (**Action: LF**)

16.2 – Members comments

PM – Indicated there were some good things coming from the Diocesan Synod that he had attended. He will do a report once the information is public. (**Action: PM**)

PB – Suggested a "Praise Service" – "Songs of Praise"? in the Spring? PM supported this and will schedule it into the service programme for before he goes on sabbatical. (**Action: PM**)

GC – Also endorsed this suggestion with a suggestion that an invitation be extended to newcomers to Newick.

IR – Informed the PCC that Santander had written to him confirming his appointment as a signatory to the bank accounts; CH indicated he is still waiting.

KF – thanked everyone for their hard work on behalf of St Mary's.

AF – Asked whether the Barn Centre is going to be painted. TB confirmed that it would be. The unsightly card (visible from the road) lodged behind the cupboards in the kitchen will be sorted out. (**Action: TB**)

There were no other matters of business.

17. Closing Prayer: The meeting closed at 18:58 with a prayer led by PM and the saying of the Grace.

For Note: The dates of the meetings for 2025 are proposed as:

APCM:

Sunday 6 April after the 10am Service

Standing Committee:

Two meetings to be arranged

PCC Meetings:

Monday 24 March at 19:00

Monday 23 June at 16:30

Monday 22 September at 19:00

Monday 24 November at 16:30

Men's Suppers: (19:00 for 19:30)

Friday 28 March

Friday 20 June

Friday 19 September

Friday 28 November

Gardening Days:

Saturday 12 April

Saturday 12 October

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

RESOLUTIONS PASSED

- **10.3 – Parish Share**
The recommendation for the Parish Share to be £65,845 for 2025 was proposed by PM and seconded by GC and passed unanimously.
- **10.6 - Payment of £300 for Diocesan Conference**
The proposal to pay £300 for PM to attend the Diocesan Conference was approved. Proposed by KF and seconded by AF and passed unanimously.
- **16.1 – Church Hiring**
GC proposed that the Church was not available for hire this was seconded by TB and passed unanimously.

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

SUMMARY OF ACTION POINTS

Agenda Item

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10.4 Friends of St Mary's

It is hoped to have the renewed FOSM in place before the end of 2024. **(Action: CH, PM)**

10.6 Diocesan Conference

The proposal to pay £300 for PM to attend the Diocesan Conference was approved. Proposed by KF and seconded by AF and passed unanimously. **(Action: CH)**

12 Youth Club Shed Roof; Dropped Kerb & Deep pit in driveway

Storm Bert had damaged the roof felt on the Youth Club shed; a temporary repair had been done and a full repair will be carried out. **(Action: TB)**

The deep pit in the gravel of the drive at the southern end of the Barn Centre will be repaired as soon as possible. Tim Tapp has agreed to carry out initial work and TB is following up. **(Action: TB)**

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16.2 Diocesan Synod & Songs of Praise

PM indicated there were some good things coming from the Diocesan Synod that he had attended. He will do a report once the information is public. **(Action: PM)**

PM supported the suggested "Praise Service" – "Songs of Praise"? in the Spring? From PB and will schedule it into the service programme for before he goes on sabbatical. **(Action: PM)**

Painting of Barn Centre & Unsightly card

TB confirmed that the Barn Centre will be painted. The unsightly card (visible from the road) lodged behind the cupboards in the kitchen will be sorted out. **(Action: TB)**

**Analysis of Youth Work Expenditure and Income
For the period 1 January to 26 November 2024**

<u>Expenditure</u>	<u>£</u>
Lee Buck – Salary	5,131.21
Lee Buck – Expenses	2,108.17
Youth work staff costs	600.00
HMRC payments	2,769.20
Youth Choir	994.00
Other Youth work expenses (Includes May Camp £2,810.00 & Intergenerational Opera £1,500.00)	<u>7,657.62</u>
Total Expenditure	<u>£19,260.19</u>
 <u>Income</u>	
Various appeal and funds collected for NYC	<u>£2,683.00</u>

BARN CENTRE – PROPOSED REVISED CHANGES TO LAYOUT

