APPROVED AT PCC 22/9/25

St Mary's Newick PCC Meeting

in the Barn Centre, 19:00 on Monday 23 June 2025

MINUTES

Present: Christopher Hume (CH) - Lay Chair, Patsy Bailey (PB), Tony Bailey (TB), Jeremy Burdett (JB), Geoff Clinton (GC), Linda Farmer (LF), Jonathan Fenton-Vince (JFV), Audrey Ford (AF), Kate Francis (KF), Sara Fuller (SF), Anthony Mallinson (AM), Pam Mundy (PamM), Ian Reekie (IR), Caroline Smith (CS) and Rob Bellis (RB)(Secretary).
Apologies: Rev Paul Mundy (PM), Dan Cowley (DC) and Mandy Stockwell (MS).

1. **Opening Prayer:**
   JB opened the meeting with a prayer.

2. **Welcome and Apologies.**
   The Chair welcomed everyone to the meeting.
   Apologies for absence had been received from Rev Paul Mundy (PM), Dan Cowley (DC) and Mandy Stockwell (MS).

3. **Minutes of Previous Meetings:**
   3a Minutes of Special PCC Meeting of 6 April 2025 - Acceptance moved by JFV, seconded by JB, and passed unanimously and signed by CH.
   3b Minute of Email,19 March 2025 re Approval of Financial Statements for 2024 - Acceptance moved by SF, seconded by PamM, and passed unanimously and signed by CH.

4. **Minutes of PCC Meeting of 24 March 2025**
   Acceptance moved by IR, seconded by AM, and passed unanimously and signed by CH.

5. **Notes of Standing Committee Meeting on 5 June 2025**
   5a **House Groups** – raised and dealt with under agenda item 9.

   5b **Extension of Graveyard space** – raised and CH noted that he is working on it. (**Action: CH**)

   All other matters from the Standing Committee were covered in other agenda items.

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

   There were no issues raised on this agenda item

7. **Families and Youth Work (PamM)**
   CH thanked PamM for her written report and invited any further comment.

   a. PamM indicated that May Camp had gone so well that as an advance notice she and Lee were proposing to take Youth Group members in Yr8 and above (about 20) for a residential weekend at Homestead Manor. Probably in February 2026. She hoped there might be PCC funding for some of this especially for bursaries for those that might otherwise not be able to go. This received supportive comments from PCC members. (**Action: PamM, RB)**
   b. Limited though the attendance at the Lego Club had been it was very successful and PamM intends to hold this every half term.
   c. Youth Encounter needs a third volunteer to join the team so that it can continue when Josh Stockwell is not available. It was suggested that this was advertised in the Newsletter. (**Action: PamM, SF)**
   d. It was noted that grants are available for the development of Youth Work and this will be investigated. (**Action: CH, RB**)

   CH concluded by saying how encouraging the families and youth work was in the life of the church.

8. **Safeguarding (CS):**

a. CS went through those whose Safeguarding Training would need to be renewed in the near future. She indicated that people should receive reminders from the Safeguarding and DBS systems.
b. CS indicated there were no incidents to report and no other issues to address.
c. The Diocese of Chichester is participating in Safeguarding Dashboards and CS noted she would be attending training on this on 19 August at Church House. CH asked that she write this up for presentation at the next PCC meeting. There will also be a follow up meeting for CS with CH, SF, LF and RB to ensure the St Mary's Safeguarding Dashboard is effectively and efficiently maintained. (**Action: CS, CH, SF, LF, RB**)

CH concluded by thanking CS for the invaluable work she does on Safeguarding.

9. **Churchwarden Items (SF, CH):**
SF indicated she had nothing specific to report.

CH had several matters he wished to cover:

a. **First part of item removed due to confidentiality.** The PCC noted that there is a Book of Remembrance which does allow for remembrance of names in Church. This avenue of remembrance will be incorporated in the PCC resolution foreshadowed here. (**Action: CH**)
Mention was made of Churchyard rules during this discussion. LF will post a "Rules" notice on the lynchgate. (**Action: LF**)

b. **Churchyard – felling of Lime Tree** – CH referenced the Standing Committee note and said he was waiting for a quote from Charles Layfield of TreeWise and if it is less than the one from Connick Tree Care he will instruct accordingly. He will also speak with the Weltons, the neighbours next door. (**Action: CH**). (*Subsequent to the meeting the quote from TreeWise was received and is lower that the Connick quote and CH has instructed TreeWise to proceed. The work is scheduled for 28/29 July. Neighbour Lisa Welton has been informed and is pleased TreeWise are carrying out the work.)*

c. **Santa's Grotto** – CH proposed that there should be a Santa's Grotto activity during the Christmas Tree Festival in December as an additional attraction for families. (**Action: CH**)

d. **Prayer- Based Healing Group** – CH advised that he is working on the possibility of seting up a prayer-based healing group and planned to discuss this with PM on his return. He would welcome members' thoughts and asked them to pray into this space. (**Action: CH, PCC Members**)

e. **House Group** – following on from the discussions at the Standing Committee CH had received several approaches. JB suggested there might be quite a few names of those interested in joining a House Group. It might also be appropriate for experienced people already in House Groups to move to a new group to help. There are those who attended the recent Alpha course who might wish to join a group. The key questions are "Who?", "What day(s)?", "What time?" and "Who to lead the group?". It was agreed PamM would email those who had attended the Alpha Course and an invitation would be put in the Newsletter. JB will collate the names of those interested in joining a group and those willing to host. It may be that more than one additional House Group will be formed. IR noted caution in ensuring any group did not become exclusive and to watch the number in a group. KF had already indicated her willingness to host and will let JB know days available. AF and JF-V also expressed willingness to host a group. (**Action: JB, PamM, KF**). AF's group that meets in the Pantry on a Tuesday and the SOLO Group meetings were recognised as community Christian activities.
CH concluded that there were "good things going on"!

f. **Dates for meetings in 2026** – CH will provide proposed dates to RB for inclusion in the minutes. (**Action: CH)**

10. Electoral Roll (MS, PM):

In the absence of MS and PM there was nothing to report.

11. Outward Giving (JB):

JB confirmed his report to the APCM covered the activity for 2024. He also confirmed we have been giving to those who are known or have contact with St Mary's. If there are any Christian Charities that should be considered, then JB should be informed. KF noted Link to Hope Charity and will give details to RB. (**Action: KF, RB**). The Leprosy Mission and Katy Barnwell were also mentioned.

12. Finance (IR, CH, RB):

a. Proposal for Appointment of Treasurer

With delight and enthusiasm CH reported that the papers contained the proposal for RB to become Treasurer and manage and coordinate the activities of CH, IR and Robin Parris in the Finance Function. RB confirmed his experience as a Church Treasurer in Edinburgh and his willingness to take on the role of St Mary's Treasurer, being keen to take on as much as possible to allow CH to concentrate on Churchwarden and FOSM matters. He noted this will take a little while to come into effect and that he is keen to ensure we have cover for the work that Robin Parris is currently doing. He also looked forward to working with IR to make more effective use of the MFA software.

RB was proposed as Treasurer by PamM, seconded by JF-V and passed unanimously to much applause. CH expressed his gratitude that RB's past accounting experience and expertise would mean St Mary's could now produce its own Financial Statements for Independent Examination. RB thanked the Trustees for the warmth of their support and encouragement.

b. Use of MFA

RB confirmed that closing journal entries for 2024 had been made so that the 2024 Balance Sheet in MFA matched the signed accounts. Opening journal entries for 2025 had been made so that the 2025 account figures can be produced in MFA. RB and IR will be able to use MFA to produce the Financial Statements for 2025 for Independent Examination. (**Action: RB, IR**)

c. Independent Examination

RB reported that having completed the questionnaire Independent Examiners Limited had quoted an estimate of £775.00 for carrying out the Independent Examination of the 2025 accounts**. RB proposed that this be accepted, this was seconded by IR and approved unanimously.** The Letter of Engagement will be signed and returned. It was noted that for anti-money laundering purposes copies of ID and proof of address for two Trustees would be required. It was agreed that these be RB and IR. (**Action: RB, IR**)

RB stated that because of accepting IEL a letter should go to TG Group stating the change. RB noted that he had drafted a letter for CH to send to Mr David Martin, the Independent Examiner of our 2024 accounts, recording thanks for the work done by Knill James, Steven Thomson and his team in the past but indicating that because of the dificulties of the last year the PCC had determined to appoint another Independent Examiner. **(Action: RB, CH)**

d. Bank Signatory

It was also recognised that as Treasurer RB should become an authorised Bank Signatory. **This was proposed by CS, seconded by JB and approved unanimously**. **(Action: RB, IR)**

e. Thank you to CH

The meeting acknowledged, thanked and applauded CH for his work as Treasurer.

13. Pastoral Care (PB):

CH thanked PB for her report.

PB hoped the report was self-explanatory. PB voiced concern about the future of Pastoral team and the need to find suitable new members, however the group activities are thriving. Sadly, there is difficulty; a general difficulty out in the community in accessing previously available support, including

bereavement support, hence people are turning to the Church instead, it is very helpful having the CAB offering appointments locally as often the needs are complex and challenging. The activities the team are involved with (e.g. Dance Group, Nightingales, Hub) are very successful but the individual cases that must be dealt with are demanding and stressful at times. With Social Services being overwhelmed people are turning to PB for support. PB asked for prayers for someone else to come forward to help. It was agreed PB and RB would draft a note about the Pastoral Care Team looking to strengthen its numbers for publication in the Church and Newsletter and in other appropriate places, including asking church members and at SOLO activities. (**Action: PB, RB**). SF noted that the CAB sessions would, from now on, be held in the Community Centre.
CH recognised the difficulties PB faced and the challenging situations she had to deal with and commended her for the work she and her team carried out.

14. Sexton's Report - Fabric, Barn Centre/Church paths (TB, CH):
CH thanked TB for his report. indicated

a. Church Projects - A paper showing the Church Property Projects had been included in the papers for the meeting. On the **Quinquennial Matters** it is proposed that A6 – the weathervane – be attended to at the same time as the lightning conductor is checked, later in the year; this was agreed unanimously. The Work on the clockface – A5 – was proposed as separate grants may be available for this work. It was also proposed that A1 (guttering and downpipes) and A2 (Chancel East and trefoil window) work be undertaken this year. (Total cost expected to be around £12,176.60) The meeting agreed unanimously that the work on A1 (guttering and downpipes) proceed. The other items should be considered once the half year figures are available to ensure there are suficient funds available. (**Action: TB, RB**)

b. Broadband Service - Fibre Optic Service Provision
TB reported on the up-to-date situation on the Internet provision to the Church and Barn Centre. The problems persist to give variable service. The current BT provision still involves Mel Balloch as the named contact as the provision is still regarded and billed as residential. He also explained that Trooli had installed fibre optics to the road but had not initiated provision to premises and it is not known when it will be available in Church Road. This will obviously be the service we should go for when available. It was agreed that meantime a move to an alternative supplier should be explored as soon as possible. (**Action: TB, CH, RB**)

c. Drone activity
TB referred the PCC members to the note included in the papers recoding the incident of someone flying a drone around the outside of the church. Legislation prohibits the use of drones within 50 meters of any third-party building or member of the public. It was agreed this should be enough for us not to need a policy or notices.

d. Waste and Recycling
The policy for Waste and Recycling in the Barn Centre (included in the papers for the meeting) was proposed by TB, seconded by LF and unanimously approved.

e. Terms and Conditions of Use of the Barn Centre
The revised Terms and Conditions for Use of the Barn Centre (included in the papers for the meeting) was proposed by TB, seconded by AF and unanimously approved.

f. Item removed due to confidentiality

g. Food Hygiene
TB indicated that the Barn Centre had received a five-star review of its Food Hygiene from the recent inspection. This is justified recognition of all those who look after the kitchen and facilities in the Barn Centre. However, the Inspector was not happy about the food preparation that takes place in private kitchens away from the Barn Centre. The inspector said all such kitchens should

be registered. The PCC noted that this is burdensome. The PCC noted that XXXX is already registered for food preparation for another organisation and will apply to be registered for St Mary's. XXXX will also apply to be registered; others are considering doing so. This will be followed up as a matter of urgency. (**Action: TB, CH**)

15. Barn Centre – Chairman's Report

CH referred to the Standing Committee notes and invited everyone to look at the drawings of the proposed alterations to the ground floor and the proposed new pathway. He explained the various changes and noted that the ofice would be suitably and sympathetically located in the upstairs room without restricting its current usage. TB confirmed that we will need to ensure the planning permission does not lapse. George Potinger will continue to advise on this. CH is turning his mind to the fundraising process for this £500k project. (**Action: TB, CH)**

16. Churchyard (PM, CH):
CH indicated there was nothing further to report. AF noted the churchyard looked lovely.

17. Newick Parish Magazine (PM, CH):
SF asked whether the magazine was needed every month? A lively discussion followed with agreement that bi-monthly or quarterly would be accepted. It was noted that it should appear in a different month from the Quarterly Parish Magazine. It was agreed any changes would be made in 2026 and the expectation is that PM will speak with Alex about it and the impact on costs. This is an important outreach "vehicle" and it will be considered again at the next meeting. (**Action: PM, CH**)

JB left the meeting

18. Declaration of Confidential Items:
Matters to be removed were confirmed as confidential and the minutes to be amended as appropriate. (**Action: RB**)

19. Dates of next meetings:

<u>**APCM:**</u>
2026 date tba

<u>**Garden Days:**</u>
Saturday 11 October 2025
Saturday 11 April 2026
Saturday 10 October 2026

<u>**PCC Meetings:**</u>
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

<u>**Standing Committee:**</u>
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

<u>**Men's Suppers: (19:00 for 19:30)**</u>
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

20. Any Other Business.

20.1 It was noted during the meeting that Bev Connor had expressed a willingness to organise Women's Suppers.

20.2 IR reported on the **Altar Frontals** – he had an email from Dorothy Thrower summarising the position – (An edited copy is repeated here in italics: *One of the very oldest ones a blue/purple one is in a very distressed state and on closer inspection it will need a lot of needle work, the top material is of silk, which over time does rot. Jody mentioned she did voluntary work on Ecclesiastical textile work. She has access to old fabrics and has some gold threads. Jody was* *invited to come to the church to assess the main blue/purple Altar frontal. She said she could do the work but as the silk fabric is beyond repair the best answer was to cover with conservation net. On further conversation Jody can only do the work on a Monday; to sew she would need good light and a large table, the most suitable place is at the back of the church where we serve coffee and as the church is used with young children it isn't suitable. Jody can now only work on an as and when time. On further discussion it was decided it wasn't a viable proposition).* It was accepted that despite the offer of specialist help a viable solution to the conservation of the altar frontals has not been found. The PCC members noted their appreciation of Jody Greenwood's help and that of Dorothy Thrower in seeking practical options. It was suggested that another specialist by found and consideration should be given to sending the Frontals individually for treatment. This will be investigated and quotes obtained. (*for note subsequent to the meeting: IR established that Dorothy and Jody are still exploring other ways of carrying out the work)* (**Action: IR, AB**)

20.3 Pam M gave a message of greetings and thanks from PM. He looks forward to sharing the experience with everyone. There should be something included in the Newsletter this week – which there was!

20.4 RB indicated that following Julian Avis's request at the APCM that the **Church Bells** chiming on the hour be reinstated, PM had said this would be considered at the next PCC meeting. RB stated that, as reported in the Standing Committee notes, he would conduct a survey of the neighbours of the Church to canvas their views and ask for guidance on the starting time and the last chime each day. This action was agreed by the PCC. (**Action: RB**)

There were no other matters of business.

21. **Closing Prayer:** The meeting closed at 21:07 with the saying of the Grace.

St Mary's Newick PCC Meeting 23-06-25

RESOLUTIONS PASSED

- **TREASURER:** RB was proposed as Treasurer by PamM, seconded by JF-V and passed unanimously
- **INDEPENDENT EXAMINER OF FINANCIAL STATEMENTS:** Independent Examiners Limited had quoted an estimate of £775.00 for carrying out the Independent Examination of the 2025 accounts**.** RB proposed that this be accepted, this was seconded by IR and approved unanimously.
- **BANK SIGNATORY:** As Treasurer it was agreed RB should become an authorised Bank Signatory. This was proposed by CS, seconded by JB and approved unanimously.
- **CHURCH PROJECTS:** A paper showing the Church Property Projects had been included in the papers for the meeting. On the **Quinquennial Matters** it was proposed and unanimously agreed that A6 – the weathervane – be attended to at the same time as the lightning conductor is checked, later in the year. The Work on the clockface – A5 – was proposed as separate grants may be available for this work. It was also proposed that A1 (guttering and downpipes) and A2 (Chancel East and trefoil window) work be undertaken this year. (Total cost expected to be around £12,176.60) The meeting agreed unanimously that the work on A1 (guttering and downpipes) proceed. The other items should be considered once the half year figures are available to ensure there are sufficient funds available. (**Action: TB, RB**)
- **WASTE AND RECYCLING IN THE BARN CENTRE:** The policy for Waste and Recycling in the Barn Centre (included in the papers for the meeting) was proposed by TB, seconded by LF and unanimously approved.
- **TERMS AND CONDITIONS OF USE OF THE BARN CENTRE:** The revised Terms and Conditions for Use of the Barn Centre (included in the papers for the meeting) was proposed by TB, seconded by AF and unanimously approved.