



ST MARGARET'S CHURCH

To know and share God's transforming love with one another,
our local community and the wider world

Minutes PAROCHIAL CHURCH COUNCIL MEETING held at 8pm in the Parish Office on Monday June 26th, 2023

Present; Revd Hannah Gordon (Chair), Jenny Smith, Nigel Smith, Jill Lindsay, Ray King, Tom Sanderson, Kat Wicksteed, Janice Whittle, Perry Esparon, Ian Thirlwall, Revd John Wates, Eamonn Davern, Madelaine MacCallum

1 The meeting was opened at 8.00 pm by reading Isaiah 51:1-6 and a prayer.

2 Apologies were received from Rosalind Lunberg, Sally Bowes

3 Minutes

The minutes of the meeting held on March 27th were approved and were signed by Revd Hannah Gordon.

4. Matters Arising.

Church Lighting: PCC agreed that Madelaine would speak to Rick Lancaster to discuss his ideas for improving Church Lighting.

Action: Madelaine to report back on Rick's suggestions to the July PCC.

Contactless Giving: It was agreed that an interim solution should be explored to route the Church WFI system enabling the installation of a card reader pending the installation of the new AV system.

Action: Ray will investigate options for routing the WFI and advise the July PCC meeting

Anti-Slavery pledge: The Parish commitments in support of the pledge were confirmed, i.e., displaying posters in the Church, regularly promoting messages about slavery, and providing a modern slavery statement which will be published on the church website.

Actions: Madelaine will place posters promoting the Anti-Slavery pledge in the Church Hannah will invite Chris Elliott to speak at a future service. Eamonn will speak to Deborah regarding a statement

supporting the pledge being placed on the Church Website.

Staff Pay Award:

The 2023 Staff Pay Award has been implemented.

5 Elections

PCC positions for 2023 were filled as follows:

Lay Vice Chair – Eamonn Davern nominated Revd John Wates, seconded Perry Esparon

Secretary – Eamonn Davern nominated Revd John Wates, seconded Perry Esparon

Electoral Roll Officer – James Gordon nominated Revd Hannah Gordon, seconded Eamonn Davern

The Treasurer position remains vacant.

Sides People

All current Sides People; Carmelita Agranoff Lorraine Fitzwater Amanda King Ray King Jill Lindsay Greg Mills Claire Mills Wendy Morgan Heather Pitman Eve Poole Farrell Sampson Yvonne Sharvill Jen Smith Nigel Smith Hasi Vickers Katrina Voysey, were reappointed.

6 Communications.

The Parish has opened a charity nonprofit account with Canva. This provides access to editing software to provide a professional image with improved style and branding to enhance the visual image of church publications at no cost.

The PCC will develop a Communication Policy. This will support decisions of who will produce specific communication messages and the target audience for these. A Communications Lead will be appointed to advise PCC on marketing, both the messages being circulated and media to be used.

The need for different formats was discussed. Therefore, the future direction of the Parish magazine and how to develop use of the Parish Instagram account following a “soft launch” will be reviewed.

The website refresh will focus on how it can promote St Margarets, confirming its purpose and how it can best provide a window on church activities, especially for the wider Parish population beyond the Congregation.

Marketing , branding and communications will be discussed at a PCC Away Day which is provisionally planned for September 2023. At this event PCC members in small groups will consider development of the Communication Policy, Communication Strategy, and refreshed Parish Vision. The intention is to develop a Communication Strategy by December 2023.

Action: Jenny volunteered to lead a discussion about Parish Vision at the PCC prayer and vision day ; this is subject to the plan for the day being decided by Hannah .

7 Finance

There is currently a budget deficit with expenditure exceeding income by £92k . The deficit

matched the decline in planned giving since 2016 when expenditure and income last balanced. For the last six years the Parish has been drawing down capital, depleting assets to fund ongoing expenditure. It was important that this position was clearly explained and understood by the Congregation.

Money from the legacy received last year has now been placed in a high interest account and some of this will be used to fund the replacement AV system. There had been no restrictions placed on use of the legacy however there was a wish that it should be used to support outreach, it was important that this intention was honoured. This could include teaching and preaching as well as wider community engagement.

The recent letter to the Congregation on planned giving was intended to be the start of a Stewardship series. A brief reminder would be sent to follow up the initial messages. Stewardship will be discussed at services in the autumn with a discussion framed around the Church's Vision. This will be supported by a document providing a brief financial overview with a breakdown of the cost of delivering Parish activities illustrated by a "pie chart". A very high proportion of planned giving income was received from a small proportion of the Congregation.

The heating system will be investigated to identify scope for savings whilst ensuring that the Church is kept at an appropriate temperature.

The request from the Diocese for the next contribution to the Parish Support Fund is expected to arrive before the July PCC. The Diocese will advise of the baseline contribution which will be assessed against an average cost of £85k per parish, St Margarets does not intend to reduce its contribution below this figure.

The Parish has recently received a donation of £50,000 which with gift aid totals £60,000 The donor has also made a further corporate donation of £100,000 The name and details of the donor are to remain anonymous. Some flexibility can be used when necessary and reasonable in achieving the main aims for both sets of donations.

The Donor has agreed that the £50,000 funding can be used for St Margaret's 1/3 share of the cost of renewing the PA hall floor which comes to £3747.66. This will supplement an application which has been submitted for £3,747 to Surrey Council - Small Community Projects Fund. This will now go through the internal approval process. The bid has already been approved in principle. A bid has also been submitted to the Reigate & Banstead Borough Council Community Infrastructure Levy - Local Fund, an application for £3,747 which has also already been approved in principle. The Donor has also agreed that £5000 per annum is available from the donation as a contribution towards the Utility bills costs for the church and grounds. Additionally, the donation provides for Capital expenditure up to £10,000 per annum for Church and Church Site equipment, to include minor repairs and renewals. (e.g., a replacement computer for the admin dept) and a balance for unexpected arising costs as considered necessary by the PCC, and Parish Office hospitality. The donation is not to be used for staff salaries or the Church of England Parish Support Fund.

The corporate donation is to be used as follows: for general Church infrastructure, i.e., repairs and refurbishment, ways and means to improve the accessibility to Church and Graveyard, for disabled parishioners, and to actively look for ways to increase parking. It is also available in case of exceptional or unavoidable circumstances concerning Church financial needs, such as unavoidable / necessary repairs and refurbishment of the Peter Aubertin Hall and The Orchard (both managed by PCC of St Margaret's Church). It is not to be used for staff salaries or Church of England Parish Support Fund.

Actions: Jenny will draft a follow up note on planned giving.

Nigel will discuss potential heating bill savings with Sally.

Perry will produce a “pie chart” to illustrate Parish expenditure.

Eamonn will ask Deborah to contact the Diocesan Disability Adviser and ask them to review how the PCC could make the Church and Churchyard more accessible to disabled people.

8 Future Pattern of Services

The traditional 8.30 am Sunday service which has recently been introduced will continue over the summer, every fourth week will be a BCP Communion, and the on-line Communion service introduced during the pandemic has now been ended. A new service pattern with a traditional service followed by contemporary worship is likely to be introduced from September after the Harvest Festival.

Hannah is reviewing the Congregation’s responses to the consultation on the components and timing of future services. These will be considered and discussed at the July PCC. To accommodate a variety of preferences the traditional service could offer a variety of liturgy with a pattern including, BCP Communion, Common Worship, and Morning Prayer. There is potential to introduce new elements to the contemporary service including an increased role for youth.

The many positives from people attending different services were noted. Tea and Coffee being offered between services had previously been a good way of bringing together the whole Congregation.

The joint services, Remembrance, Harvest, Patronal Festival, and Annual Parochial Church Meeting (APCM) will continue.

Action: The responses to the consultation will be reviewed at the July PCC.

9 Childrens and Families Work

Churches across London and the Southeast are having great difficulties in recruiting Children and Families workers especially due to pay levels and the cost of living - especially housing, and the lack of a clear career path – many post holders leave to train for ordination, The way many families with children use their time on Sundays has also changed since the Covid pandemic. It is also questionable whether given the Parish’s current income and expenditure St Margaret’s is able to recruit a full-time employee. However, in the most recent Parish Survey Children and Families work was the second most frequently mentioned issue (following the pattern of services).

It is possible that a part-time post holder could be recruited from within the Congregation as recent appointees have been. In the interim the next PCC meeting will consider how we can further develop Childrens Work with our team of committed volunteers. The discussion can cover issues including the structure of groups, curriculum, possible new roles for older children in groups and during services.

Hannah is a member of the Diocesan Advisory Group for Childrens and Youth Work which can be a source of ideas for developing this activity, and Southwark has 2 officials available to train staff.

Action: Ideas for further developing Childrens and Youth Work will be discussed at the July PCC

10 Safeguarding

Any PCC members who have not yet forwarded details of other volunteering roles were asked to send these to Eamonn. All members of PCC are required to complete level one safeguarding training and a DBS check.

Actions; As above

11 AOB

AV System

Comments have been received from the DAC in response to our Faculty Application to remove a Nave rear pew to allow for better space to operate the new system. The DAC secretary has requested further information which will be supplied by Church Wardens (see annex) and specific actions for (i) the Rector (ii) PCC and (iii) Church Wardens.

Actions

- (i) Hannah will prepare a statement endorsing the Application subject to two minor tweaks, these are; incorporating a small screen facing the priest/service leader and procuring an over ear as opposed to lapel mic .
- (ii) As requested by DAC PCC agreed a resolution approving the quote from system suppliers DM music (subject to the minor amendments requested by the Rector) and resolving to apply for a faculty as follows.

"St Margarets Chipstead PCC supports ; approving the DM Music quote version 6 (12 May 2023) for the installation of an Audio/Video (AV) system , resolving to apply for a Faculty , and approves the accompanying Statement of Needs".

- (iii) Sally has already written to Karen Butti, our Parish Quinquennial Inspection architect to enquire of her the points the DAC secretary raised about the overall appearance of the control desk and visual impact on the church building.

Sally was thanked by PCC for all of the work she has done to seek to expedite the Application.

Parish Banner

PCC approved the purchase of a banner which could be used to identify the St Margaret's stall at Community events. The cost is not expected to exceed £300.

Deanery Synod Motion

The Reigate Deanery Synod approved a resolution on 21st January for consideration by Diocesan and, if agreed, General Synod ,that clergy should be authorised to conduct wedding ceremonies at all licenced venues, currently they may only officiate at ceremonies conducted in churches. PCC views and the potential implications of this proposed change will be discussed at July PCC.

12 Date of next meeting

- 24th July – 8pm in the Parish Office

The meeting closed at 10pm.

Annex

The DAC Secretary has advised that St Margaret's Church must ; (i) provide photos of the rear of church generally and of the pew in particular; (ii) clarify what will be done with the pew - will it be disposed of (if so, do we have any plans for where a future home might be sought), or relocated?;(iii) explain the impact of the floor of removing the pew, and whether remedial work is required (and if so, give details of the work, e.g. a drawing or sketch or annotated photo); (iv) forward the DM Music proposal to the church QI architect for their comments on the proposals overall (visual impact, and effect on the historic fabric of the building), and on the control-desk, pew removal and floor work in particular; (v) consider instructing the church architect to produce a design drawing for the new bespoke control-desk, from which DM Music could then work, in order to ensure a new piece of furniture that will be highly sympathetic to the Grade I listed building.