

Minutes of PCC meeting Monday 1st July 2024, Godalming Minster, Church Street

Attendees: Simon Taylor (ST) Chair, John Harkin, Simon Willetts, Will Bryans (WB), Janice Arnold, Sarah Black, Seb Cheek, David Chadwick, Patrick Elshen, Karen Hart, Dudley Hilton, Mike Hawkey, Leo Miles, Jill Mace, Hilary Reeve, Adrian Sadler, Malcolm Smith, James Wilson, Frances Shaw (minutes) Apologies: David Wilkin (DW), Martin Lambert (ML), Patrick Samuels, Sheila Samuels, Graham Sopp, Ian Tomes Not present: Steve Kinder, Andrew Dunn	
24-49	Opening Prayer and Rector's Comments ST welcomed everyone, mentioning: Holiday Club; Patrick and Sheila leaving; Hambledon village shop roof; Busbridge tower; Ben's walk. He opened the meeting in prayer for generosity and mission.
24-50	Standing Items: Declarations of Interest: none declared Safeguarding Update WB drew attention to the Safeguarding Action Plan; although there are items requiring attention highlighted in amber and red and there is more to do to make all locations compliant, general picture was one of reassurance. Proposal: PCC approves the Safeguarding Action Plan, to be signed by Simon Taylor Proposed: Karen Hart Seconded: Dudley Hilton For: 17 Against: 0 Abstained: 0 Reminder that PCC members need to be up to date with safeguarding training and DBS checked. Jenny L is compiling a list of requirements and renewal dates; many thanks to Jenny for this work.
24-51	Minutes of May 13th PCC Meeting, and SPPC Meeting June 11th ST. These were accepted as an accurate record of the meetings and signed by ST.
24-52	Parochial fees 2024 ST Some of these are statutory CofE fees and others are set by the parish. Some discrepancies were found in the tables/headings, probably more presentational than material. In view of a number of weddings being planned, PCC agreed that fees could be clarified and approved by Standing Committee.
24-53	Review of policy documents Administration of Communion ST - <i>Use of common cup and individual cups:</i> a common policy needed for the 4 locations; some have been asking for single cups, although CofE policy is for use of common cup; non-alcoholic wine needs to be offered at all services; people need to feel comfortable with their needs. ST noted that if there were disagreement on this issue, the PCC gives the Rector the power to decide. Proposal: the PCC is generally in favour of using individual cups for the offering of non-alcoholic wine where possible Proposed: Mike Hawkey Seconded: Adrian Sadler For: 15 Against: 0 Abstained: 2 Agreed to monitor this gently and return to it for review in 6 months. - <i>Children at Communion:</i> indication of corporate view of PCC being sought; various points were made: there is no discretion to give children communion if they have not been baptised; this is a challenge for those families which have opted for a thanksgiving service; good for children to be exposed to sacraments and see adults taking communion; children can come forward for a blessing; if children come from another church where they have received communion, they can receive it here as well; information should be given to new families to avoid any embarrassment; there is a Diocesan form and consultation document.

	General feeling that this topic could be gently pursued.
24-54	Annual Review of risk registers WB This has not yet been completed.
24-55	Annual Review of Inventories WB This has not yet been completed.
24-56	Café Finance Update <i>Jamie Wilson</i> Analysis still underway. Accounts Update: WB: St Peter and St Paul accounts are with Andrew Bolton for some minor amendments. ML had requested that PCC authorise signing of Busbridge accounts and LOR, but Minster PCC felt they could not authorise or vote on this, as they should be approved by former Busbridge PCC members. Action: Martin Lambert, Andrew Dunn and Andrew Bolton to confer.
24-57	Fabric Update i. CCTV and livestream camera at Church St: SW 2 further quotes had been received; some clarification needed on cost of cameras; recommend appointment of Jonathan Grilli as contractor and release of £1,200 from donation already received. Proposal: to submit a List B faculty request for the installation at Church Street of one live-stream camera and two CCTV cameras and associated wiring as per documentation Proposed: James Wilson Seconded: Patrick Elshen For: 17 Against: 0 Abstain: 0 ii. Busbridge Tower and Roof Repairs: <i>Ian Tomes</i> had reported that the work was progressing well, but inevitably more work was required on this historic building. Proposal: PCC are asked to approve the current budget of £72,300 + VAT Proposed: Sarah Black Seconded: Adrian Sadler For: 17 Against: 0 Abstain: 0 Thanks were expressed to Ian for all his work on this. PCC recommends that there should be a budgeted plan to build up resources over the years for such future works over the 4 sites. iii. 34 High Ridge ST Jill Mace noted that many people had donated money towards this purchase; she was still in touch with some donors, who would be willing for the property to be sold. Property in a poor state and quite small, although if sold would be disposing of an asset. ST noted that we would need to be clear of the exact terms on which the money was donated, as the intention of the original donors still stands. Proposal point (b) amended as below. Proposal: a) place 34 High Ridge on the market; b) the net proceeds of the sale to be placed in a restricted fund for CYF asset provision, and consistent with the original donors' intentions; use of which will be decided by PCC at a later date; c) PCC authorises Standing Committee to make additional decisions consistent with a) in the documentation. Proposed: Mike Hawkey Seconded: Karen Hart For: 16 Against: 1 Abstain: 0 iv. Hambleton Memorial Bench WB Proposal: The PCC approves accepting the generous donation of a Memorial Bench in Hambleton churchyard, as per paper, and request the Churchwardens to ask the DAC for permission to apply for a faculty.

	Proposed: Simon Willetts Seconded: Malcolm Smith For: 17 Against: 0 Abstain: 0 For future similar proposals, some consultation with the specific location is advisable. Due to the pastoral circumstances in connection with this proposal, this had not happened. ST agreed to consult with the Hambledon Congregation Team before the faculty application is made. There may be a slight amendment to the location of the bench.
24-58	HR Update ST Taken as read as per paper. i. Youth and Children Team ii. Café Manager iii. Minster Associate Vicar, Hambledon and Discipleship/Home groups iv. Patrick and Sheila Samuels v. Contract for services for organist
24-59	Strategy Update from PCC/Staff Awayday ST Activities were being reviewed to ensure they aligned to priorities; what might be missing; what might be in the right place, or the wrong place; all a process which needs building. PCC divided into groups to discuss; further feedback and comments can be sent to ST; feedback included: - Volunteers/serving: we need to understand their circumstances - Communication is very important - Need to be reaching out rather than feeling comfortable - Ensuring we have a full cross section of ages and stages - How people might engage with the church - Not a one size fits all - Our use of resources
24-60	Standing Committee Decisions <i>Jamie Wilson</i>. There have been none.
24-61	Reports from Teams: Racial Justice report taken as read
24-62	AOB: Noted that Gavin Harper had resigned from PCC
	Date of next meeting: Monday 16th September, 2024, Church Lane, Hambledon