

Minutes of PCC meeting held Monday 11th March 2024 at Old Rectory, Brighton Road.

Attendees: Simon Taylor (ST)- Chair, Jane Lambert-Secretary, John Harkin, Patrick Samuels, Sheila Samuels, David Wilkin (DW), Will Bryans, Dudley Hilton, Seb Cheek, Sarah Black, Steve Kinder, Martin Lambert (ML), Hilary Reeve, Ian Tomes, Adrian Sadler, Mike Hawkey, David Chadwick, Gavin Harper, James Wilson, Karen Hart. Apologies: Patrick Elshen, Andrew Dunn, Leo Miles, Jill Mace, Malcolm Smith, Simon Willetts, Janice Arnold, Graham Sopp,	
24-19	Opening Prayer and Rector's Comments ST welcomed everyone. Referring to Acts 42:42-47, he commented that already we are seeing signs of growth across Godalming Minster and thanked everyone for their efforts and support so far. He opened the meeting in prayer.
24-20	Standing Items: Declarations of Interest: Simon Taylor noted a potential conflict for item 24-29 and explained he has handed this piece of work to Simon Willetts and is not taking part in the decision-making process. Safeguarding Update DW As per paper. It was noted the "Pray and Play group" in the Old Rectory should be added to the list of Church activities relating to children. Attention was drawn to the role of the Diocesan Safeguarding Advisor (DSA) and the action point for PCC members. Thanks to Jenny Lansdowne and all who work to keep our children and vulnerable adults safe.
24-21	Minutes of SPCM 7th Jan, PCC Meeting 22nd Jan, and matters arising. ST. These were accepted as an accurate record of the meetings and signed by ST. Both documents will be uploaded to the Minster website for public view, but the SPCM Minutes will remain in draft form until they are formally approved at the next APCM. It was noted that the Minutes are not informative about the detail unless they are read in conjunction with the papers relating to each topic. Persons who would like more information about any subject are advised to contact Church Office for access to any document of interest to them.
24-22	Formal Requirements for PCC Jane Lambert Declaration of interests and "Fit and Proper person" forms: Jane thanked everyone for their prompt attention to this matter. <i>(As of 21/3/24 all forms have now been received)</i>
24-23	Service Planning and Content ST. As per paper, ST explained how the readings and preaching are decided. There was discussion around the merit of using the lectionary as indicated in Common Worship by the Church of England, particularly in the more traditional services. This format offers a wide variety. Services and sermon series along a particular theme are also used as the clergy see fit. It was agreed that at least one reading from the lectionary would usually continue to be used at traditional services.
24-24	Review of policy documents ST acknowledged the confusion around access to the documents. It was suggested these be stored in a separate folder and divided into sections to be more user-friendly. Anyone having ongoing difficulty with accessing PCC papers is advised to contact Patrick Samuels for help. The policies relating to finance were discussed and various points clarified. Proposal: PCC approves that Standing Committee may approve expenditure not covered by a currently approved budget up to a total of £12,000 between PCC meetings and should not create ongoing multi-year commitments. Proposed: David Wilkin Seconded: Jamie Wilson For: 18 Against: 0 Abstained: 0 The policy relating to use of the common cup during communion will be discussed at the next meeting. In the meantime, all PCC members are requested to read through the policies on finance, governance, administration of communion wine, keyholding and baptism and

	email comments to PCC secretary jane.c.lambert@live.co.uk by 31/3/24 for collation and submission to Governance group. At this point, please endeavour to keep comments to practice and purpose, rather than typos or grammar.
24-25	PCC sub-groups ST updated the list and invited everyone to break up into the sub-groups for 5 minutes to introduce themselves, and perhaps discuss priorities and possible dates to meet.
24-26	Moss Lane Mission Fund Update John Harkin. As per paper, this was for information.
24-27	Annual Review of risk registers deferred to May PCC
24-28	Annual Review of Inventories deferred to May PCC
24-29	Fabric Update David Wilkin i. Faculty request for CCTV and livestream camera at Church St: Will Bryans As per paper. The following points were discussed: The scope of the work was clarified. There is a need to get 3 quotes as the stated sum of £5000 sounds expensive. The sum of up to £5000 is a donation specifically for that purpose, with the balance available for youth and children's work. The matter to be voted on is to approve the process of submitting a faculty request, to enable the process of getting quotes, not to identify how much money can be spent. There is some urgency to complete this work as equipment is currently stored in the church unprotected by security arrangements. Proposal: PCC approves submission of a Faculty List B, the process of getting 2 further quotes for the work, and delegation of approval of funds up to £5000 to Standing Committee. Proposed: Steve Kinder Seconded: Karen Hart For: 18 Against: 0 Abstained: 0 ii. Busbridge Tower Repair: Ian Tomes. As per paper. Work to erect the scaffolding on the tower will start 18/3/24. Work is expected to take 4-5 weeks during which time the ramp will be used to access the church as the steps will be out of use. The quote was submitted based on the view from ground level. This may change once it is possible to assess the damage from the scaffold. iii. 34 High Ridge Ian Tomes. As per paper. Getting tenders has proved difficult and the scope may need to be reduced as this will cost more than expected. PCC will need to consider the long-term plan for the house. Treasurer (ML) commented that he had done some calculations which demonstrated that the return on investment would have been higher had it been sold 5 years ago, and the money invested. Is it worth spending so much on refurbishment when it will take years to recoup? It was commented that the high cost of the work was catching up with minimal refurbishment in recent years. The Senior Leadership Team will consider this at a team day to work out priorities. Thanks to Ian Tomes for the time and effort he has put into this piece of work. iv. Saxon remains ST Letter included for information.
24-30	HR Update Martin Lambert i. Youth and Children Team: As per paper. The recent changes in the team generated much discussion. It was recognised this is a sensitive subject and confidentiality of all concerned must be maintained. A review involving Mike Hawkey and the HR team, will consider the selection process and subsequent support provided during the probation period to extract relevant learning which may help with future recruitment. The job description will be reviewed, and due process followed to recruit a new worker. Findings will be reported back to PCC with a proposal about next steps. ii. Admin team: As per paper. The options of reorganising the roles of current staff or recruiting a new person are being explored.

	iii. Minster Associate Vicar, Hambledon and Discipleship/Home groups: as per paper. Proposal: <i>PCC approves proceeding with the process of recruiting a new Associate Minister for Hambledon, subject to the Standing Committee being satisfied that assurances have been received from existing and prospective givers equal to additional income of at least £12k per annum, including Gift Aid, for five years.</i> Proposed: James Wilson Seconded: Karen Hart For: 18 Against: 0 Abstained: 0 Thanks to the Hambledon leadership group for putting this together.
24-31	Henry Smith Foundation as per paper. Review of Church Family Support Fund ST As per paper. Discussion deferred to next PCC.
24-32	Standing Committee Decisions <i>Jamie Wilson</i>. There have been none.
24-33	Reports from Teams: St Mark's Management Team <i>Sheila Samuels</i> As per report. Yew Tree Café <i>Sheila Samuels</i>. As per report
24-34	AOB: There was no other business submitted. ST invited us to spend time in private prayer for the people we had been discussing.
	Date of next meeting Monday May 13th at St Mark's Church, Franklyn Rd.