



**A meeting of the Parochial Church Council was held on THURSDAY 8th JUNE 2017 in the  
Community Centre and was chaired by Andrew.  
MINUTES**

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| 1 | <p>The meeting commenced at 19:30 with a period of quiet.</p> <p>Present were: Andrew Norman, Cath Anderson, Patrick Andrew, Linda Barnes, David Coom, Marian Coom, Anne Cooper, David Greenwood (part), Suzette Jones (part), Jana Phillips, Darrol Radley (part), Chris Ross and Andrew Rustell (part).</p> <p>Apologies for absence were accepted from Philip and Elizabeth Hooper and Jo Radley.</p>   |        |
| 2 | <p>The Minutes of the meetings held on 21st February and 13th May 2017 were approved.</p>  |        |
| 3 | <p>Matters arising from the last PCC meeting:</p> <p><b>Loseley Chapel</b> Marian reported that she and Peter Oldroyd were due to meet the following day with Nicola Westbury of the DAC and the gate designer, following objections to the design when presented to the DAC.</p> <p><i>Andrew Rustell arrived.</i></p> <p>Once a design has been agreed by the DAC a faculty will be sought for its manufacture and fitting. Marian reported that a rug has been purchased and samples of chairs are being sought with 25 planned to be purchased.</p> <p>Marian stated that more people would be needed to steward on Heritage Day so the Loseley Chapel can be viewed. The bellringers will be consulted to check that they are opening the bell tower as usual.</p> <p><b>Director of Music's Annual Review</b> Fr Andrew reported that he had carried out Tim's annual review in February and that Tim is expecting him to share the outcome with the PCC. The review affirmed a number of good things:</p> <ol style="list-style-type: none"> <li>1. Maintaining the recruitment of up to 3 choral scholars.</li> <li>2. Starting a Children's Choir. Practical plans are starting to take shape with the help of the support group.</li> <li>3. The introduction of new Mass settings are planned.</li> <li>4. More music related material is being uploaded to the church website.</li> <li>5. The hope to hold occasional choral evensongs with Holy Trinity, such as this week's which is being dedicated to Bill Christmas.</li> <li>6. The construction of a proper music cupboard next to the organ.</li> <li>7. Plans to source resources for storing music. Marian commented that she would propose re-ordering the east end of the Sacristy to incorporate this.</li> </ol> <p><b>Appointing a new Children &amp; Families Worker</b> Fr Andrew reported that a group from both St Nicolas' and the URC met last night to agree advertising, job description etc. Interviews are planned for July.</p> <p>Marian reported that the job reviews for Jean (Verger) and Cath and Jana (Parish Administrators) had been successfully completed and that Frances Farmer is now carrying out some cleaning work in the church.</p> | CA     |
| 4 | <p><b>Reports from the PCC committees and working parties</b></p> <p><b>Standing Committee</b></p> <p><b>Roof Leaks</b></p> <p>Marian reported that occasional leaks are occurring in the St George's Chapel due to faults with the stainless steel roof which was incorrectly fitted when first installed. There are also leaks in the flat roof of the narthex and through a window in the north porch ceiling. Quotes have been received for reroofing the relevant sections with slates (as it had been in the 1970s), and with stainless steel</p>  |        |

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|   | <p>as currently. Slates are quoted at £45k and stainless steel at £65k. The quotes have been sent to the DAC for their opinion. A faculty would be required for slates but not for stainless steel. Linda expressed concern about the damage being done to the fabric of the church by not rectifying the leaks. Patrick queried the anticipated life of both solutions which Marian predicted would both be in the region of 100 years. David Greenwood asked about the urgency of the work was and how it would be funded. Fr Andrew said that if not repaired it could be causing an unknown amount of damage to the roof timbers. David Coom stated that the Dorothy Grover Trust is for the benefit of the church and, in answer to Andrew's question, confirmed that any works would bring the roof up to current building standards.</p> <p>Fr Andrew proposed that we wait for the DAC's advice and, if they were happy that slates are used, we choose to reroof with slates. This was seconded by Linda and passed unanimously.</p> <p><i>POST MEETING NOTE: The following day Marian heard from the DAC that they would be content for slates to be used but that planning permission may be necessary from GBC. Marian will contact the planning department following resolution of the plans for the Community Centre.</i></p> <p><i>Suzette Jones arrived</i></p> <p><b>Bell Tower</b><br/>The PCC had received no further information on works proposed by the Tower Captain. Julian Morgan will be contacted.</p> <p>Cath reported that a letter had been received from John Taylor Bellfounders following their service of the bells in May. One issue was reported of rust inside one of the bells due to what is thought to be water leaking in from the roof. The letter will be forwarded to Julian Morgan with a request that he report back to the PCC,</p> <p><b>Community Centre planning application</b><br/>This had been submitted with a decision due in mid-June. If successful, tenders will then be sought from 2-3 companies.</p> <p><b>Other working parties</b><br/>Music - members are Tim Woodford, Darrol, Jacky Norman and Ros ???<br/>Communications Team - Cath, Jana, Chris and Ellen and Gabriel Nicholson had met.<br/>Children's Ministry Support Group - Anne, Cath and Marian with members from the URC.<br/>Messy Church Support Group - Fr Andrew would like 6+ members to support when Emma has left and beyond.</p> <p><i>Darrol Radley arrived.</i></p> | <p>MC</p> <p>CA</p> <p>CA</p> |
| 5 | <p><b>Church Development Plan</b><br/>An updated Plan had been circulated and would be a standing agenda item.</p>  | CA                            |
| 6 | <p><b>Policies</b><br/><b>Safeguarding</b><br/>Fr Andrew reported that earlier this year the House of Bishops had adopted a Promoting a Safe Church Policy which includes 6 commitments. All PCC are required to adopt the policy statement which refers to national policies and practice guidance. This must then be signed and returned to the Diocese and then displayed in the church and Community Centre.</p> <p>Jo is happy to continue as the person responsible for the safeguarding of children and Fr Andrew will recruit someone new for vulnerable adults.</p> <p>Suzette reported that a safeguarding audit had identified training as the biggest issue. All PCC members need training every 3 years and also when roles are changed.</p> <p>Fr Andrew proposed that the PCC formally adopt the Church of England's Promoting a Safe Church policy statement. He will also ask Jane Hutley to provide training for the PCC and appropriate personnel.</p> <p>Suzette suggested that photographs of the safeguarding representatives be included on the policy</p>   | AN                            |

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|    | <p>and that the MASH (Multi Agency Safeguarding Hub) telephone number be displayed. This was all passed unanimously.</p> <p><b>Use of the Community Centre and Church</b></p> <p>Fr Andrew stated that the major tasks at present are tidying up the existing policy, adding the Loseley Chapel and a review of rates.</p> <p>The meeting agreed that it would not be appropriate to increase rates until after the redevelopment is complete.</p> <p>The Loseley Chapel would be added with a note that there is no disabled access. Also that for a temporary period portable heaters would be provided until the underfloor heating is connected. It would be the responsibility of the user to turn off the heaters after use if instructed to do so. A limit of 25 people would be introduced and a no refreshments rule. The policy would make clear that entry to the chapel was not permitted unless it had been hired. Use would be at the discretion of the Rector or churchwardens and the full rate for a session would be £50, scaled down in a similar way as the other rooms for community and charity use.</p> <p><b>Bellringing</b></p> <p>A minor change to wording relating to funerals and weddings was proposed and adopted with a review every 3 years.</p> <p>Fr Andrew proposed that 3 policies are reviewed at each meeting with related policies grouped where possible.</p> <p>Darrol asked that policies be mailed with meeting agendas to allow for better discussions.</p> <p>The Communications Team will look at the Magazine, Social Media and related policies and bring to the next meeting.</p> | <p>CA</p> <p>CA</p> <p>CA</p> <p>CA<br/>Comm</p> |
| 7  | <p><b>Inventory</b></p> <p>Marian and Darrol had met to agree a way forward with compiling an inventory and proposed that pairs of PCC members take on selected areas. Information will be provided as to the details required. An electronic format was proposed with a hard copy printed off when complete, which is planned for the end of 2018.</p>   | All  |
| 8  | <p><b>Eco Church</b></p> <p>The meeting discussed the Worship &amp; Teaching elements required to gain the Silver Award. Suggestions included inviting guests to speak on environmental issues, involving in environmental projects around the church (possibly County School). A different category will be included at the next PCC meeting.</p> <p><i>David Greenwood left the meeting.</i></p> <p>It was proposed that the September Family Service should have a creation theme.</p>   | <p>AHN</p> <p>CA</p> <p>AHN</p>                  |
| 9  | <p><b>Signpost magazine</b></p> <p>Chris briefed the meeting on the Communications Team's efforts to integrate the magazine and social media with a greater focus on looking outwardly at the needs of the parish, signposting people to resources for support in healthcare, our good causes, etc. He mentioned the space constraints which would be alleviated by increasing the magazine by 4 pages with the hope that additional advertising could be sold to cover the increased costs. The aim is to reach out to the community to generate copy, eg Suzette for mental health issues, David Greenwood and Christian Aid. Marian mentioned that the noticeboard in the North Porch focusses on social issues and Suzette mentioned the blog from the Diocese's Communities Engagement Team as a resource. Fr Andrew reported that he is now holding a monthly Eucharist at Farnham Road Hospital on a Sunday evening.</p>   |  |
| 10 | <p><b>Statement</b></p> <p>The Statement of Needs relating to the Community Centre redevelopment had been circulated prior to the meeting and was agreed unanimously prior to inclusion in the faculty application.</p>   |  |
| 11 | <p><b>Stewardship</b></p> <p>David Coom circulated a paper. He concluded that the 2 major challenges were to include as many people as possible in the new Parish Giving scheme and to encourage younger church members to</p>  |  |

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|    | <p>give. The meeting agreed that the recent Stewardship Sunday had been successful and should be repeated annually.</p> <p>Fr Andrew proposed that we ask the Communications Team to look at ways to encourage younger contacts to give, possibly online or be text.</p> <p>Darrol suggested a Stewardship page on the website.</p> | <p>AHN</p> <p>Comm</p> <p>CA</p> <p>DC</p> |
| 12 | <p>The meeting concluded with a blessing from Anne.</p> <p>Date of next meeting:<br/>Thursday 13th July at 7:45pm</p>   |  |
|    | <p>Chair.....</p> <p>Date: .....</p>  |  |

*Cath Anderson*  
*PCC Secretary*