



## PARISH OF IFIELD MINUTES OF THE PCC MEETING

**Held on Wednesday 18<sup>th</sup> September 2024 at St. Margaret's Church**

### **Present:**

Clergy: Revd. Christine Spencer, Chair of the meeting, Revd. D. Desouza-Campbell, Curate

Laity: Mr. C. Bell, Mrs. J. Bell, Mrs. K. Davis-Gray, Mr. A. Ironside, Mr. K Lawler, Mrs. M. Pedlow, Mrs. L. Plunkett, Mr. R. Pudney, Ms. J. Silk, Mrs. R. Strutt, Mr. T. Strutt, Mrs C. Wilson (Secretary), Mrs. H. Woolsey

1. **The meeting opened with prayer** led by Revd Christine Spencer.
2. **Welcome and introductions** Revd. Spencer welcomed everyone to the meeting.
3. **Apologies received prior to the meeting –**  
Laity: Mr. M. Hull, Mr. J. May, Miss V. Nicholls, Mrs. S. Ward
4. **Approval of the minutes of the PCC meetings:**  
**19<sup>th</sup> June 2024** – with all who had been present at the meeting in favour, the minutes were approved and signed.
5. **Matters arising from the PCC meeting 19<sup>th</sup> June 2024:**
  - i. ii10) Quotes and update for north aisle roof repairs and outcome of PCC email vote which took place from 15-18 August 2024. With one abstention, no objections and 62% response with all in favour of proceeding with the quote from Howes (totaling £14788 inc. VAT), for the work to be undertaken on the roof as identified in the quinquennial inspection, the vote has been carried. Kevin Lawler has since met with Howes and Jonathan Cerowski, the Inspecting Architect to discuss the details. However, it is unlikely that the work will be completed until Christmas as grants are being applied for from National Churches Trust, Historic Churches of England and ChurchCare. In order for a grant to be approved, work must not be started until the outcome of the Trust decision is known. A faculty application is in process, but permissions are needed from Crawley Borough Council initially. However, in terms of the process, things are moving forward. Kevin Lawler assured the meeting that delaying the work pending grant application will not affect the quote and there is no immediate likelihood of additional damage pending the work being completed. Rita Strutt explained that a grant is likely to be around £5000, but could be as much as £10,000 if successful. Chris Bell suggested it would be worth contacting Dr. Emma Arbuthnot at Church House to see if she is aware of any monies available.  
**Action: Kevin Lawler**
6. **RESET – a new beginning – Revd. Christine Spencer**

The attendees were handed a copy of the Clergy Wellbeing Covenant that had been agreed at the meeting of the PCC with Rob Dillingham. Revd. Christine asked the PCC to consider which they felt was the most important of the nine points. Following discussion, it was agreed that No.2 “working with Christine to take a balanced approach to considering the expressed needs of the congregation and continually review the vision, strategies and goals of the church. Where this leads to new projects or initiatives, work with and support her by taking some of these responsibilities as required e.g. congregation to take more responsibility for the youth club.” Revd. Christine then handed out a list of PCC committees and their purposes for PCC consideration. These are all roles undertaken by Revd. Christine. A committee will not be required for youth and children’s work, as this is part of ministry. The PCC are asked to take a role on the various committees with the deadline for response being 20<sup>th</sup> October at a meeting with the Focus Group. **Action: PCC**

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Rob Pudney stated that a vision is needed to underpin all these committees, and Revd. Christine advised that a vision meeting will be arranged. A copy of the committee list will be provided for the PCC members not available this evening.  
**Action: Revd. Spencer**

## 7. Finance

- i. James May, Treasurer, had provided a Finance report for month ending August 2024. James had also written a report for 'The Buzz', which had been shared with congregations, explaining the financial situation.
  - It was noted that cash collections in August 2024 had been inflated due to £360 being paid in for the children's holiday club. To encourage giving, the PCC agreed that the yellow envelopes should be made available at services, but will need to be collected back in at the end of the service. This will be the responsibility of the Sides People.
  - Chris Bell asked whether it is known how many are on planned giving currently? This is now half of that from rental income. Revd. Spencer will ask for more detail on planned giving. Kevin Lawler and Andy Ironside have addressed planned giving in church. A blanket letter (to avoid 'naming and shaming') might be helpful to ask everyone to review their giving. Revd. Christine advised it would be prudent to wait a month to see whether there has been any response to the appeals. Rob Pudney advised that he would be happy to help with the wording of the letter.
  - The giving plate has been playing up and is not holding its charge. Andy Ironside is looking into options, e.g. a new battery.
- ii. The following Parish Share discussion is 'in camera' and will not be shared or forwarded to anyone outside of the PCC: (end).
- iii. Preparation for budget 2025 – Revd. Christine advised that Jack Woolsey has agreed to become Parish Finance Officer to work with James May, our Treasurer, who will be doing more strategic activity. Jack will attend some PCC meetings, alternating with Heather Woolsey (Safeguarding) due to childcare. Jack will help with the day to day running of church finances, will be available in church services for queries. Revd. Christine asked for PCC approval for this appointment. With one abstention, all others were in favour of Jack being appointed to this role.

## 8. PCC agreement for Rob Pudney to be nominated as a trustee of CAP.

Rob Pudney is already a CAP Trustee and requests that he stand for another term. As St. Margaret's are a CAP partner church, Revd. Spencer has been asked to confirm to Jamie Lavery, Chair of CAP Trustees, that the PCC approve this nomination. All PCC members voted in favour of Rob Pudney continuing in this role. Revd. Christine will email Jamie regarding Rob's nomination and will also advise that we are no longer able to pay our monthly donation. **Action: Revd. Christine**

## 9. Worship Matters

- i. Focus Group update – Fr. Dominic explained that the group had received a number of comments on the revised service pattern from June 2024, but that an extra PCC meeting would be needed to discuss the comments and conclusions. Fr. Dominic will provide a report. A meeting was arranged for Sunday 20<sup>th</sup> October 2024 at 10 am in church, at which time PCC committee roles will also be discussed. **Action: Fr. Dominic Desouza-Campbell /All PCC members**
- ii. Harvest Festival 6/10/24 – It was agreed to have a cooked breakfast (bacon rolls and croissants) arranged at 9.30 am with around 30 tickets available at £5 per person. This will be held in the Barn Theatre with access to their kitchen. Gluten free and allergies will be considered. This will be followed by an all-age service at 11 am, which will appeal to any families attending. Lindsey Plunkett offered to coordinate the catering. Jill Bell offered to sell the tickets. Rob Pudney expressed disappointment that this event has not been planned earlier so that we can let people know it is happening. He asked that activities be planned in advance. A poster will be prepared, and a notice will be put on Facebook. All harvest contributions will go to the Easter Team. The Scouts will have their harvest service at 09.30 am on 29<sup>th</sup> September 2024 in place of the 5<sup>th</sup> Sunday Service of the Word.

## 10. Deanery and Diocesan Matters

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Rob Pudney had provided a brief update prior to the meeting. The next Deanery meeting is being held on 9<sup>th</sup> October with Finance as the topic. No questions were raised.

#### 11. Buildings matters

Martin Hull had provided an update prior to the meeting. Some weed and path clearance has been completed at the rear of the church and some painting in Lychgate. The church screen is repaired and working. No queries were raised.

#### 12. Safeguarding

Safeguarding report – Heather Woolsey had provided a report prior to the meeting. There are no safeguarding issues. Training is being arranged. Heather is checking the Safeguarding emails, but there have some issues with the safeguarding email account. Heather will ask Carl Peirce for his help to resolve this if needed.

#### 13. Mission Update:

Jill Bell had provided a comprehensive report prior to the meeting, with the help of Rob Pudney and Sue Gilbert. Thanks were given for the report, and for all that the Mission Team do. There were no questions raised.

#### 14. Health and Safety

- i. There were no incidents to report.
- ii. Kevin Lawler asked whether the Parish has a lone worker policy. Revd. Spencer advised that there is a policy for this.

#### 15. Insurance Matters -

The following were considered:

- Harvest festival breakfast 6<sup>th</sup> October 2024
- JYC events, including visiting the Ifield Barn Panto on 13<sup>th</sup> December 2024

These items were approved for PCC insurance subject to appropriate risk assessments and safeguarding measures.

#### 16. Correspondence

As discussed at the June PCC meeting, Helen Hardwick has requested that a concert be held in St. Margaret's Church on 2<sup>nd</sup> or 9<sup>th</sup> November at 3pm to fundraise for Open House. She has asked how much of a donation should be made for church heating. The heating will be needed during the concert and for one hour prior. The PCC agreed that £50 would be acceptable, although that we will try to get a clearer idea for next year via the Smart meter.

#### 17. Any Other Business:

- a) Meeting with Archdeacon Angela – A visitation has been arranged for Tuesday 11<sup>th</sup> February 2025. During this meeting, Archdeacon Angela has requested to meet with PCC members at 7p.m. This will last around one hour. A questionnaire will be completed by the CWs prior to the meeting. The PCC might be able to use this time for some additional planning.
- b) The church bells have been out of action, but are now repaired and can be used during preparation for Eucharist. These will be rung in addition to the sanctus bells being rung by the Music Director.

#### 18. Review of meeting

It was agreed that the PCC code of conduct had been met.

19. Close of meeting There being no other business, Revd. Spencer thanked all for attending. The meeting ended with The Grace at 09:02 p.m.

Signed..... *Revd. Christine Spencer* ..... Date..... *13<sup>th</sup> November 2024* .....  
Chairperson of the meeting

**Dates of future Ifield PCC meetings during 2024 / 2025:**

**All at 7.30pm at St. Margaret's Church:-**

**Extra meeting PCC to meet with the Focus Group 10 am Sunday 20<sup>th</sup> October 2024**

**Wednesday 13<sup>th</sup> November 2024** – Approve budget for 2025

**Monday 27<sup>th</sup> January 2025** - Agree date for APCM. Confirm Parish fees for 2025

**Extra meeting Archdeacon visitation to include meeting with the PCC at 7pm Tuesday 11<sup>th</sup> February 2025**

**Wednesday 19<sup>th</sup> March 2025** - Approve accounts for 2024, Annual PCC Report 2025 and Child Protection / Safeguarding Vulnerable Adults Statement 2025.

**APCM – April or May 2025** – date yet to be confirmed

**Wednesday 18<sup>th</sup> June 2025**

**Wednesday 24<sup>th</sup> September 2025** - Prepare for Budget 2026

**Monday 24<sup>th</sup> November 2025** - Approve budget for 2026