



## PARISH OF IFIELD MINUTES OF THE PCC MEETING

Held on 28<sup>th</sup> June 2023 at St. Margaret's Church

**Present:** Revd. Christine Spencer, Chair of the meeting.

Clergy: Revd. Dominic Desouza-Campbell

Laity: Mr. C. Bell, Mrs. J. Bell, Mrs. N. Gater, Mr. I. Ironside, Mr. K. Lawler, Miss V. Nicholls, Mrs. M. Pedlow, Mrs. L. Plunkett, Mr. R. Pudney, Ms. J. Silk, Mr. T. Strutt, Mrs. S. Ward, Mrs C. Wilson (Secretary)

1. **The meeting opened with prayer** led by Revd Christine Spencer.
2. **Welcome and introductions** Revd. Spencer welcomed everyone to the meeting. Dominic Desouza-Campbell was welcomed as our Curate, having been ordained on 24th June. Dominic will be attending PCC meetings to observe and participate.
3. **Jill Bell, Reader – ex officio PCC member** Revd. Spencer explained that at the APCM, under Church Representation rules, Jill Bell should have been formally invited to become an ex-officio PCC member. Revd. Spencer proposed that Jill be approved, and all were in favour. Jill was formally elected to be on the PCC until the next APCM.
4. **Apologies received prior to the meeting** – Mr. M. Hull, Mr. J. May, Miss A. Wilson, Mrs. N. Wood
5. **Approval of the minutes of the PCC meeting 29<sup>th</sup> March 2023**  
These were reviewed. Revd. Spencer proposed that the minutes be accepted as a true record. All agreed that the minutes could be signed as an accurate record of the meeting and a signed copy will be placed in the PCC file in church.
6. **Approval of the minutes of the short PCC meeting 26<sup>th</sup> April 2023**  
The minutes were reviewed. All agreed that these were a true and accurate record. The minutes were signed by Revd. Spencer and a copy will be put into the PCC folder in church.
7. **Matters arising from the minutes of the PCC meeting 29<sup>th</sup> March 2023:**
  - i. 5) 200 Club update – Kevin Lawler had provided a report prior to the meeting. There are 20 members currently. Revd. Spencer advised that she had recently met with Lisa Williamson, Diocesan Communications and Engagement Officer. Lisa has taken some of the flyers to share with others. Lisa would like a quote from Kevin regarding the scheme. Naomi Gater mentioned that parish email does not always appear to work when people have been copied in. The second 200 club draw is due to take place on 2<sup>nd</sup> July 2023.
  - 12e) Serious Incident reporting – Revd. Spencer advised that she had given the names to Michael Squire and that it was sufficient to have Amy Wilson, Kevin Lawler and herself (if necessary) responsible for reporting serious incidents. The template can now be completed.  
**Action: PCC Secretary**
8. **Matters arising from the minutes of the short PCC meeting 26<sup>th</sup> April 2023**
  - i. 6) Proposal for Diocesan Energy Grant £2000 - James May, Treasurer, proposed that we pay the £2000 back to the Diocese as we are unable to meet our full parish share. Chris Bell advised that although he agrees with the rationale, if we pay this back immediately it may affect the benchmark for next year. Discussion took place. We are not able to give the money to another service, such as Easter Team, and Veryan Nicholls requested her disappointment be noted regarding this. We are not aware currently what the gas bill is likely to be. [REDACTED]

[REDACTED] We did not apply for the grant as we had no heating at the time. Grants were given to all parishes that applied, and the remainder was then allocated to those who had not made a grant bid. The Diocese are aware that we are currently considering what to do with the money. We could put this towards the costs of the boiler repair. We are paying what we have pledged currently. The **proposal** was made that the PCC hold onto the grant until we have received heating bills for gas, and then revisit a decision in September 2023. All were in favour of retaining the grant for the time being.

#### 9. Finance

- a) The Finance report for month ending May 2023 had been circulated prior to the meeting. James is presenting the figures to show where we are not meeting costs. Rental income is being absorbed into running costs. There are no unrestricted costs for running the church. We are meeting what we have pledged to the Diocese, but not achieving what we should be paying by around £5K per month.
- b) May Fayre donation has not yet been received (their Treasurer is incapacitated currently). James was thanked for his report in his absence.

#### 10. Worship Matters

- i. Dominic **Desouza-Campbell** has taken up post as Curate.
- ii. Patronal festival plans – The service will be changed on 16<sup>th</sup> July 2023 to reflect that it is our Patronal. Revd. Spencer asked whether anyone had any ideas for the celebration. However, with just over two weeks' notice, it was agreed that we should plan for this further in advance next year. We will discuss this at the PCC meeting in March 2024. Bishop Ruth will be invited to join us for the service on 21<sup>st</sup> July 2024.

#### 11. Great is Thy Faithfulness (GITF) update

The notes made at the meeting of the GITF team and the PCC held on 3<sup>rd</sup> May 2023 had been circulated. Updates were discussed:

'More converted' – Jill Bell and Naomi Gater have discussed the 'converted' course. There is no suitable Alpha course for children, although Christianity Explored provide a suitable course. Dates have been set during Autumn 2023, avoiding the half term. The course will take place on Saturdays from 9.30 to 11 am. Bacon butties and refreshments will be offered. There is a cost for the handbooks of around £3 per book, and the parish will purchase these. A poster is being prepared with an invitation, asking that people sign up before 6/9/23. Naomi is happy to run the children's group, but helpers will be needed to support the course. Any one able to help should speak to Jill Bell. Naomi will provide the dates to Clare (*Post meeting note – dates are 23<sup>rd</sup> and 30<sup>th</sup> Sept, 7<sup>th</sup> and 14<sup>th</sup> Oct and 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> Nov*). All the youth club families will be invited, and this will be mentioned at FIISH.

'More open' – the photos of PCC members are ready to display in church. The intruders are still causing an issue at lunch times (lighting all the candles etc). The cameras will be installed shortly (difficult time for **Carl Peirce** currently). Once we have the cameras, the church can be left open for longer. A date is being looked at for SMILE for a planning meeting.

'More generous' – A talents fair will be arranged. The stewardship letter was not circulated, but a campaign will be run later in the year. 200 Club subscribers – there was a plan to ask that they sign up for updates on church activities. This will be considered at a later time. A deep dive into church communications is needed.

'More engaged' – There is a group working on re-wilding an area in the churchyard to ensure that it is suitable for wildlife. Sussex Wildlife Trust have visited, and were impressed with what was already happening – they didn't feel there was much they could do, but will see if they have any bat boxes which they could donate. Bird boxes and feeders have been installed. Signs will be put up to explain that the areas are **being used for God's Acre, making the place more pleasant for people to sit in and attractive to wildlife**. **Crawley Council have been made aware of the project and are willing to work with us on this.** The parents of youth group children are being invited to a BBQ



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to hear more about this. Forest church might follow on from this. The timeline will be discussed at the next PCC meeting.

Another meeting is needed to agree targets and agree when we want to start doing these things. The GITF members will be invited to meet with the PCC at the next PCC meeting on 13th September **Action: PCC Secretary**

#### 12. Deanery and Diocesan Matters

Rob Pudney, Lay Chair of the Deanery Synod, reported that the Deanery Synod had met on 22<sup>nd</sup> June 2023 in Crawley Down. This was Trevor Strutt's first Deanery Synod meeting. Ideas were shared with parishes across the deanery. Trevor reported that he had found this useful to hear. We have our own MAP (mission action plan), and the Deanery has one too. The main topics of the deanery MAP were discussed, and this will be fed back to Rob Dillingham. Revd. Christine Spencer and Revd. Sarah Upchurch from St. Barnabas Church gave feedback on GITF. Revd. Spencer provided the PCC meeting with a synopsis of the structure of Deanery Synod. This is a hierarchical structure, but costs have been reviewed and cut at diocesan level. Rob Pudney read aloud a report from Revd. Tim Wilson which had been discussed at the Diocesan meeting on 20<sup>th</sup> May. This will be shared to PCC members with the minutes of the meeting. **Action: PCC Secretary**

#### 13. Buildings matters

- a) Building Committee update - Martin Hull had sent apologies to the meeting. A written report was not provided, but the Buildings Committee had met on 20<sup>th</sup> June to review the priorities of the list of work to be completed.  
There is an issue with the key for the padlock at Lychgate garage as this has broken. Martin Hull to be asked to update Carl Peirce regarding this. A working party has been arranged for 8<sup>th</sup> July 2023 to tidy up. There is an issue with tiles outside church and a roofing contractor has been requested. The scouts will be tidying up the churchyard in the autumn. Lychgate Cottage has been tidied and painted ready for Dominic's arrival. Cameras have yet to be installed. The Building Committee have identified short-, medium- and longer-term actions, and felt it was a positive meeting.

#### 14. Children and Youth work – Mrs. Naomi Gater

Naomi's report had been circulated prior to the meeting. Naomi requested that if any negative views are overheard regarding Little Dragons or other children's groups, that she is made aware of these comments, or make Revd. Spencer aware. If there are children using the children's area on a Sunday, please can we politely request that parents/carers be asked to tidy up afternoon them, as it is not Naomi's role to keep this area tidy. Naomi has been meeting up with other youth leaders, including the Lighthouse Project, and advises that we should not feel concerned that we are offering three days for the holiday club this year, as others are offering similar.

#### 15. Safeguarding

- a) Safeguarding report – Amy Wilson had reported that there were no issues.

#### 16. Updates:

- a) **Communication team** – Carl Peirce is no longer on the PCC and had not been asked to provide a report having suffered a bereavement. Communications will be discussed in the September PCC GITF meeting to see how we can build on this. What we have is adequate, but we could improve on this.
- b) **Mission Update – SMITCH** Rob Pudney gave a verbal report to the meeting. Easter Team support continues which is encouraging. There will be another parades foodbank collection taking place on 19<sup>th</sup> August 2023.  
A CAP invitation was circulated to PCC members for an afternoon tea on 12<sup>th</sup> July 2023. CAP is going well, and Patricia Upham Hill is supporting this. Rita Strutt is training as a CAP befriender currently.

#### 17. Health and Safety

The Sides People have not always remembered to lock the backdoor near the kitchen with the red key. Tony Eden will be asked to remind all to do this. **Action: PCC Secretary**

**18. Insurance Matters -**

A list of items previously approved for insurance was circulated prior to the meeting. There were no additional requests received.

**19. Correspondence**

An email had been received from Mr. Graham Plunkett detailing his concern with Lychgate Cottage regarding:

i. Rental on Lychgate Cottage – this is not ringfenced and James May advises that this has been the case for some time.

ii. Plans for the Cottage – the Building Committee have a plan in place for upkeep. There are plans to decorate.

iii. Toilets – Mave Eshun, Parish Administrator advised that she is not worried about the toilet nearest to her office. This is also a work in progress identified by the Building Committee. Cleaning in Lychgate is done by Mave and Revd. Spencer. Stephen Horsman also uses the cottage.

iv. 200 Club – the proceeds have been ring fenced as restricted use for church buildings ~~and Lychgate Cottage~~. This will be used for items such as solar panels on the youth room roof.

v. Building Fund – this is as per the trustee report and accounts from 31/12/2022. There has been limited movement in the funds since then as the Building Committee have been considering options.

As the email had been addressed to the PCC via the PCC Secretary, Revd. Spencer said that it was for the PCC Secretary to reply on behalf of the PCC to Graham providing the information as requested.

**Action: PCC Secretary**

**20. Any Other Business:**

a) PCC minutes online – Revd. Spencer has received a request for copies of PCC minutes from a parishioner who is not able to access the hard copies in church. Revd. Spencer proposed that once the minutes have been signed as approved and redacted as necessary, they will be uploaded to the website for all to access. This will commence from September 2023.

**21. Review of meeting**

It was agreed that the PCC code of conduct had been met. This will be re-circulated with the minutes.

**22. Close of meeting** There being no other business, Revd. Spencer thanked all for attending. The meeting ended with The Grace at 21.03.

Signed.....*Revd. Catherine Spencer*.....  
Chairperson of the meeting

Date.....*13<sup>th</sup> September 2023*.....

**Dates of future Ifield PCC meetings during 2023/24:**

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

Wednesday 13<sup>th</sup> September 2023 - rediscuss Diocesan grant for heating.

Wednesday 22<sup>nd</sup> November 2023 – Plan Budget for 2024. Confirm Parish fees for 2024.

Wednesday 31<sup>st</sup> January 2024 – Agree date for APCM.

Wednesday 13<sup>th</sup> March 2024 - Approve year end accounts 2023, Annual PCC Report 2024 and Child Protection / Safeguarding Vulnerable Adults Statement 2024. Consider plans for Patronal festival on 21/7/2024

**Annual Parish Meeting & Annual Parochial Church Meeting:**

To be held after Easter on a Wednesday during April 2024 – date to be agreed in due course.

Followed by a meeting of the new PCC.