

## Minutes of PCC meeting held Monday 22<sup>nd</sup> January 2024 at St Mark's church.

Attendees: Simon Taylor (ST)- Chair, Jane Lambert-Secretary, Simon Willetts (SW), Patrick Samuels, Sheila Samuels, David Wilkin (DW), Will Bryans, Dudley Hilton, Jill Mace, Janice Arnold, Graham Sopp, Seb Cheek (left before voting), Sarah Black, Steve Kinder, Martin Lambert (ML), Hilary Reeve, Leo Miles, Ian Tomes, Adrian Sadler, Mike Hawkey, Andrew Dunn, David Chadwick, James Wilson.  Apologies: John Harkin, Patrick Elshen, Malcolm Smith, Gavin Harper, Karen Hart.		
	Opening Prayer and Rector's Comments ST welcomed everyone noting the occasions of	
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: :	the inaugural meeting of Godalming Minster PCC, and the 90 <sup>th</sup> anniversary year of St Mark's	
: :	church building. He explained the reason for using a microphone. Referring to Acts 2:42, he	
1	reminded us that the Minster has come together from different locations but exists for	
1	everyone. After an introductory prayer, everyone was invited to introduce themselves by	
	name and break into small groups to pray.	
1 1	Standing Items:	
	<b>Declarations of Interest</b> : Simon Willetts left the meeting for item 24-12.	
	Safeguarding Update – There was nothing to report.	
24-03	Formal Requirements for PCC Jane Lambert/ST	
	i.Nominations for formal positions were approved unanimously by all present as follows:	
	Electoral Roll Officer: Hilary Reeve	
	Treasurer: Martin Lambert	
	PCC Vice Chair: Will Bryans	
	PCC Secretary: Jane Lambert	
	Lay Members of Standing Committee: Adrian Sadler, James Wilson.	
	LLM rep: Dudley Hilton.	
	ii. The proposed dates for future meetings 2024/2025 as listed in the document were	
	approved, subject to change if circumstances dictate.	
	iii.Declaration of interests and "Fit and Proper person" forms: Jane explained the need for	
: :	these, thanked those who have already complied and asked others to do so as soon as	
1 1	possible.	
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i i	Parochial fees 2024 ST invited comments on the paper in Sharepoint. It was agreed that	
	the charge for heating should differ across the church sites to reflect the different costs.	
	Proposals:	
	1. To accept the Church of England Fees for 2024	
	2. To accept the increased fee for engraving	
	3. To adopt heating fees of £130 for St. P+P, and £60 each for Hambledon,	
	Busbridge and St Mark's churches.	
	Proposed: Martin Lambert Seconded: Hilary Reeve	
	For: 21 Against: 0 Abstained: 0	
24-05	<b>Review of policy documents</b> <i>ST</i> referred to the documents in Sharepoint detailing PCC	
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24-06	<b>PCC sub-groups</b> ST explained the purpose of Teams/sub-groups and circulated a list for
	members to sign up for the group that they wish to serve on. All members are expected to
	serve on at least one group.
24-07	Development of list of church groups (for insurance purposes) Sheila Samuels agreed
	to update the current list to include all churches and congregations.
24-08	Appointment of Deputy Churchwardens David Wilkin / Will Bryans
	The following deputy churchwardens were approved and thanked for their willingness to
	serve:
	St Mark's: Linda Allen
	Hambledon: Dave Chadwick
	Busbridge: Frances Shaw.
	It was emphasised this role is not limited to fabric but includes pastoral responsibility and
	supports the local Associate Minister.
24-09	Approval of 2024 budget Martin Lambert PCC needs to approve the administrative process of changing the name of the charity to
	reflect the new organisation.
	Resolution: PCC, as trustees of Godalming Minster, approve the change of any
	reference to any of the former parishes of Godalming, Busbridge and Hambledon to
	refer to Godalming Minster, where applicable. This resolution applies to any
	organisation as required, including the Charity Commission, bank accounts and
	suppliers.
	Proposed: Andrew Dunn Seconded: David Wilkin
	For: 20 Against: 0 Abstained: 0
	ML summarised the main points of the paper:
	There is a deficit in running costs and some big items of capital expenditure in the planning.
	Hard choices will need to be addressed eg. Should we replace John Harkin when he retires
	or upgrade the High Ridge property and repair the Busbridge Church tower?
	There was discussion and comment around the following points:
	We are expecting a legacy of around £50,000, but this is a "one-off" gift. Timing is uncertain.
	It could be used for a capital project but won't help with running costs going forward.
	A grant has been sought to help with Busbridge Church tower repair and there is scope for further applications or launching an appeal if there are volunteers to progress this.
	The need for funds is not just about asking existing members to give more, but to identify
	new income sources.
	Our current income includes a grant from the Diocese to help with setting up Godalming
	Minster. This is until end-2025. Income will need to grow by around £100,000 per year by
	end-2025 if we are to continue with all current resources.
	St P+P has a quinquennial due in April and the costs any recommendations may incur are
	as yet unknown.
	We should be prudent and concerned about the projected deficit.
	Healthy reserves are needed as a buffer to enable us to step out in faith to extend mission.
	A mid-year review of finances is essential.
	There should be wider awareness of financial need and discussion about a giving campaign
	to prevent a crisis. Action is needed by the end of 2024.
	We should not hide from the challenge of increasing income by 25% in the next 2 years.
	It does not present a good public image for the Minster to be spending so much on itself.
	Messaging is very important. It is easier to ask people to donate to a specific cause rather
	than a general fund for running costs.
	There followed a short time of prayer in small groups about the financial situation prior to the
	vote.

Proposal: PCC approves the budget as presented, subject to mid-year review. Proposed: Andrew Dunn Seconded: Adrian Sadler



	For: 17 Against: 1 Abstained: 2
24-10	Annual Review of risk registers defer to March PCC
24-11	Annual Review of Inventories defer to March PCC
24-12	Contracts with Diocese for John Harkin / Simon Willetts. ML explained the proposal had been updated in view of recent discussions with the Diocese. Whilst the intention is that Simon Willetts will stay 5 years, we cannot commit to a binding 5-year contract as the reserves are not sufficient. It is recommended we commit to a 2-year rolling contract. If funds are insufficient, this would give 1 year's notice to the Diocese and Simon Willetts. Discussion ensued around the following points:  Concern about the challenge of 3 areas of ministry in one role. Leading the Contemporary service could be a full-time role. There is however overlap between leading contemporary service and Music Ministry.  There is a restricted fund available for music ministry which will partly fund Simon's role. We need to make the best possible use of limited resources.  It was agreed that the percentages of time in the Job Description to each element are unhelpful and should be deleted.  Proposal: PCC approves entering contracts with the Diocese as detailed in the paper, to reimburse the Diocese for costs incurred in respect of John Harkin and Simon Willetts as Associate Minsters, subject to suitable notice periods consistent with available funding
	Proposed: Dudley Hilton Seconded: Andrew Dunn
	For: 18 Against: 0 Abstained: 1
24-13	<ul> <li>Fabric Update David Wilkin</li> <li>i. Appointment of inspecting architect. As per paper.</li> <li>Proposal: PCC approves appointment of John Bailey of Thomas Ford and Partners to the role of Inspecting Architect for Godalming Minster.</li> <li>Proposed: Ian Tomes Seconded: James Wilson For: 20 Against: 0 Abstained: 0</li> <li>ii. Busbridge Tower Repair: as per paper.</li> <li>iii. 34 High Ridge way forward: as per paper.</li> <li>iv. Quinquennial status for each church: as per paper.</li> </ul>
24-14	HR Update Martin Lambert
	i. Approval of Matthew Greenfield contract for services. As per paper. It was clarified that this post holds no budget. Any expenditure on the SPSP church organ will be managed by the Property and Fabric Group, which will also steward the existing organ fund. PCC requested a formal message of thanks be sent to Matthew for his willingness to continue with his discounted cost arrangement. (Ed: This was actioned 26/1/24))  Proposal: This PCC engages Mr Matthew Greenfield on a supply of services basis to the Minster with a Contract for Services, as 'Organist and Master of Choristers', as per the documentation.
	Proposed: Martin Lambert Seconded: Graham Sopp
	For: 20 Against: 0 Abstained: 0 ii.Update on staff transfers into Minster. Three employees have transferred into the Minster.
24-15	Review of Church Family Support Fund defer to March PCC
24-16	Church School (BJS/St. Marks & All Saints) Governors ST. As per paper. This was
2110	unanimously approved by those present.
24-17	Approval of Funding for Lay Pastoral Visitor (Simon Callaghan). David Wilkin As per
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	paper. This was unanimously approved by those present.
24-18	paper. This was unanimously approved by those present. <b>AOB:</b> There was no other business submitted.