



10/6/25

## ***The Parish of Medstead and Four Marks***

### **Minutes of the PCC Meeting**

**Tuesday 18<sup>th</sup> March 2025,**

**6.30pm meal at the Vicarage**

**8pm meeting at Church of the Good Shepherd**

**Present:** Howard Wright (chair), Andrew Walters, David Duffin, Timothy James, David and Jill Williams, Frank Maloney, Pam Maloney, Jeremy Griggs, John Lofthouse, Chris Nunn, Jackie Jurd Bob Meekums (secretary).

#### **1. Welcome and Apologies**

Howard welcomed everyone to the 3<sup>rd</sup> PM&FM PCC meeting of 2025.

Apologies were received from Ian Trotter and Debby Barnes.

Howard welcomed Chris Nunn and expressed our thanks and delight of having Chris in post as treasurer.

#### **2. Worship and Prayer**

As an act of worship, we had a shortened form of evening prayer and Psalm 1 followed by reading 1 Cor 13: v4-13. Howard and several others led us in prayers of worship and intercession.

#### **3. Declarations of (Financial) Interest**

None

#### **4. PCC Minutes**

##### **a. Meeting of 21<sup>st</sup> January 2025**

##### **i. Approval of Minutes -**

*(PCC Minutes 25-01-21.pdf, emailed 28<sup>th</sup> Jan)*

These minutes were approved *nem con* and signed as a true record.

##### **ii. Matters arising**

Jeremy Griggs queried whether Virginia and or Jayne had been asked to come to café church at St Andrews. Howard replied that this has not been formally arranged as yet.

##### **b. Extra Meeting of 25<sup>th</sup> February 2025**

##### **i. Approval of Minutes -**

*(PCC Minutes Extra 25 Feb 2025.pdf, emailed 5<sup>th</sup> March)*

These minutes were approved *nem con* and signed as a true record.

##### **ii. Matters arising**

None

#### **5. Extraordinary Meeting of Parishioners, 9th February 2025**

##### **a. Approval of Minutes**

*(M&FM EMP 2025-02-09 Minutes.pdf, emailed 11th February)*

These minutes were approved *nem con* and signed as a true record.



## 6. APCM

### a. Agree annual report

#### i. Agreement of accounts

Howard explained that the purpose of the annual report is to look to match the monies spent in relation to what has been done for that money for the Charity Commission to review. The end of year accounts have not been finalised yet but will be provided on Monday 24<sup>th</sup> March 2025.

An external examiner will view the accounts.

Jeremy commented on the fact that church warden, Peter George-Jones, resigned on a point of principle and that the report did not make much reference to the large amount of work that he did as a member of the St Andrew's community. Howard apologised for not gathering information to reflect this. Howard asked Jeremy to provide a paragraph about St Andrew's and Peter's role within the St Andrew's community. Jeremy agreed that he would do this and would consult with others in the congregation. All agreed that this was a good idea.

Timothy asked who the intended audience of the annual report is. Howard replied that the key aim is to provide it to the Charity Commissioners but equally importantly it is for the members of the church to understand and reflect on what has been achieved in the previous year. Howard added that reporting about both churches is a benefit to all, across the Parish.

Howard said that it would be good to give more time to this in future if someone were willing to do so.

Chris Nunn – said that potentially Artificial Intelligence (AI) could be used to make a report more readable.

Two errors were noted in the report:

Page 5 – “The works to remedy the non conformances was completed in February and a certificate of completion was received.”  
“were” to replace “was”

Page 9 – “HH Jermary Griggs”  
Jeremy misspelt

Howard proposed, David seconded that the report was accepted and will be combined with the financial report once available and approved.

### b. Vacancies arising

Church Wardens need to be re-elected at the APCM. Andy is potentially going to train for Bishop's Permission to Preach (BPP) and if successful then there is a vacancy to be filled.

Ian Trotter and Bob Meekums positions are up for re-election this year.



Tracy has resigned and therefore there a vacancy.  
There is an additional vacancy as well.

## 7. Finance

### a. Treasurer welcome

Howard welcomed Chris Nunn as the new treasurer.

#### i. Financial Statement as of February 2025

Howard apologies for the late delivery of the documents.

PM & FM - February 2025 - Frank produced a commentary on this report.

Various points were discussed:

A full year deficit of £43.5K is forecast.

Jeremy said that he was keen to understand to what extent St Andrews was or was not covering its costs. Howard asked Chris to look into the historic figures (2024) to understand where the money came from and where it was being spent and to keep track of this moving forward.

Buildings spend – Frank explained the spend in relation to St Andrews and that these are as expected.

Frank said that in relation to the February accounts it is important to understand that as the finances have been liquidated, we need to put the money back into accounts that would give interest. Howard said that the working action plan should be considered in terms of this.

### b. Review financial plan progress –

(*DRAFT 2025 Finance Plan v2.pdf*)

The action plan makes recommendations in terms actions in relation to the deficit. These were discussed as follows:

#### Proposal 1 – Historical Funds

Howard said that local historic funds (i.e. before 1<sup>st</sup> April 2024) would be used locally. Therefore, some of the expenditure in 2025 can be covered by these funds. “Forensic accounting” is to be used to understand the right allocation of the funds and funds can then be put into accounts to provide interest. A CCLA account may be an appropriate way forward.

Chris said that, yes, the money should be put into an account as that is good stewardship. Howard said that the diocese has advisors who could provide suitable options. Howard is to provide a contact name to Chris.



Proposal 2 – fund raising

The standing team is to consult with Georgie Thompson-Leak. Howard is awaiting a response from her.

Proposal 3 – attendees at all our events to consider joining in with supporting the ministry they benefit from – including in giving financially. This has started.

Proposal 4 – opportunities for social and missional activities that also raise funds through local and parish-wide events.

St Andrew's held a great quiz night. Jayne will be holding a table top sale in 2 weeks' time.

c. Agree reserves policy

Howard said that Chris needs to understand the figures before a reserves policy can be proposed and agreed.

d. Update on opening the new Bank Account

Documents were sent to the bank on 17/3/25 and we are awaiting a response from the bank.

**8. Local Church Groups – meeting notes**

a. Medstead – St Andrew's

i. A meeting was held recently.

John Lofthouse to send minutes to David Williams for circulation.

Local groups are being coordinated for the 800 years celebrations including on St Andrew's day.

Frank said that the Parish Council may be interested in supporting this event.

b. Four Marks – Church of the Good Shepherd

i. No meeting has been held.

**9. Safeguarding**

A reminder that we all have a responsibility for safeguarding, and especially the PCC, and that anything that arises must be raised.

Jackie said she may be willing to take over the role of Safeguarding Officer. Jackie will discuss this more with Matt Senior.

**10. GDPR**

A reminder that we all have a responsibility to look after data carefully.

The electoral role data is a case in point – Tim to talk to Matt Senior.

**11. Health and Safety**

Frank circulated a paper to all PCC members prior to the meeting.

Bob mentioned a trip hazard at the top of steps leading from the Vicarage. Also, tree roots on the old drive to the Vicarage are a concern as someone tripped over them. Frank to investigate.

#### **12. Any Other Business**

None raised.

Church Times is offering free subscription for PCC members.

#### **13. Date of Next Meeting**

APCM – 29<sup>th</sup> April (time TBC) at the Church of the Good Shepherd.

DayAway: Saturday 10<sup>th</sup> May, from 10 – 3pm Wickham Institute, Binstead

PCC: Tuesday 27<sup>th</sup> May, 7.30pm at St Andrew's Church Hall

#### **14. Closing Prayers**

Howard closed the meeting with prayer at 9.30pm