



## *The Parish of Medstead and Four Marks*

### **Minutes of a PCC Meeting** **Tuesday 20<sup>th</sup> January 2026, 7.30pm** **At St Andrew's Church Hall**

*Handwritten signature and date:*  
24/03/2026

**Present:** Howard Wright (Chair), Debby Barnes, David Duffin, Jeremy Griggs, Jackie Jurd, John Lofthouse, Frank Maloney, Pam Maloney, Bob Meekums, Ian Trotter, Andrew Walters, Jill Williams, David Williams (Secretary). In attendance: Chris Nunn (Treasurer)

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

Howard welcomed everyone to the first PCC meeting of 2026.  
Apologies for absence were received from Timothy James.

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

In light of the contemporary world situation with its lawlessness, Howard read from Revelation chapter 4, describing the eternal power and authority of the Lord Jesus Christ, and showing that, ultimately, He is in control. We worshipped together with the hymn "Holy, holy, holy Lord God Almighty" and in prayer.

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

None

#### **4. PCC – Meeting of 11<sup>th</sup> November 2025**

a. Approval of Minutes (distributed 25<sup>th</sup> November)

Approved *nem con* and signed off

b. Matters arising

- i. GDPR Training – Matt had investigated training. It was agreed that, as GDPR Officer, it would be valuable for him to receive up-to-date training paid for by the Parish. He is willing then to pass on what he has learned to PCC members.

Frank passed on a source of generally relevant material produced by the Scout Association for the interest of PCC members:

<https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

Howard stressed again the importance of understanding that even a seemingly casual request from an individual about what information we hold on them must be taken seriously if it could possibly be construed as a formal "Subject Access Request". Matt must then be informed promptly so that the request can be dealt with in a timely fashion.

#### **5. Christmas – thanksgiving and lessons:**

a. Christmas activities review

Howard tabled the document

*Christmas Mission and Ministry 2025 at PMAFM – Christmas events.*

(See Appendix 1) Similar to the document presented at the November 2025 PCC meeting but with attendance numbers for all those events for which registers are kept. Thanks to efforts of staff and volunteers who made the 31 special events happen in addition to the regular Parish events. Many of the about 70 people attending St Andrew's "Carols around the Trees" appreciated the QR-mediated access to words illuminated on their phones.

Work still needs to be done to bridge the relationship between our churches and church schools.

It's difficult to do simple comparisons year on year because Christmas Day is on a different day of the week. Work is already in hand to improve the organisation of so many, often simultaneous, activities across the Parish.

- b. Easter is the next big opportunity to gather congregations together. Pray for fruit from the seed sown at these events. Before that, Ash Wednesday and Maundy Thursday.

## 6. Finance

- a. Financial Statement to end of December 2025

Doc: *PM&FM December 2025.xlsx* (circulated 20<sup>th</sup> January)

Doc: *Finance Charts for January 2026 PCC.pptx* (see Appendix 2)

Chris presented charts showing how income and expenditure had developed through 2025. Through a small underspend and a substantial spike in giving following Howard's message to the Parish in October, a budgeted deficit of £51k was reduced to a forecast deficit of about £17k. This figure is likely to be reduced further as some money recorded in January 2026 should properly be included as 2025 income. We should give praise and thanks to God for nearly £250k raised by His people across the Parish.

Meeting noted that giving month on month is always uneven. Some give a lump sum annually while others give monthly but with additional contributions as they are led.

Jeremy asked how the 2025 deficit of £17k compared with that for 2024. There was some debate about the amount for 2024 – members recalled a number of figures around £9k. (Note following the meeting: the Annual Report 2024 confirms that figure.)

In light of the remarkable improvement of final forecast for 2025 over the original budgeted deficit, Howard led the meeting in a hymn of Thanksgiving – *Great is Thy Faithfulness* – and in prayer.

- b. Review of Budget and forecast for 2026

Chris introduced a presentation that Bob, Ian and he had drafted:

Doc: *PMFM Budget 2026 Proposal.pptx* (see Appendix 3)

He showed a map expressing the present structures that enable the mission of the Parish. Drawing on Scripture he presented a foundation for ensuring that spiritual responsibilities should be supported but not taken over by administrative requirements.

He outlined how the group had approached setting a budget.

They had reviewed every category in the accounts and concluded that there was nothing that should be removed as superfluous. They recommended looking at further opportunities to reduce energy costs. They proposed setting aside an amount to support spiritual development of church leaders. They considered that Personnel Team is expected to discuss appropriate incremental payments to staff.

The amount set out in the Reserves policy will increase in line with inflation, representing the general increase in costs.

On behalf of the group, Ian stressed that the budget should support the continuing and where possible growing mission of the Parish according to the current strategic model and to represent God's will for the community. No 'drawing back'.

It is important to help the members of the parish to grasp that vision, by giving financially but also not to underestimate giving of time and skills that will free up staff to lead in that mission instead of getting bogged down in technical and administrative processes. One suggestion is that the 'rolling notices' which COGS displays before services could also be shown at St Andrew's. If more of what happens in St Andrew's also appears at COGS that will encourage both congregations to support the vision. The presentation could also show where additional volunteers could contribute to the work. Jackie mentioned as an example St Andrews' BOON Day which so improved the churchyard.

While there is always a place for giving through collections, people should be encouraged, if possible, to donate systematically through the Parish Giving Scheme or standing orders. Experience shows that churches benefit from this kind of regular giving. Jill prompted PCC to express its gratitude to Bob, Chris and Ian for their careful examination of the existing accounting structure and their very helpful explanations and recommendations.

**Howard proposed** that PCC formally endorse the strategy and the budget supporting it. **John seconded** the proposal. The proposal was **carried unanimously**.

It was agreed that income raising should be an item on the agenda of the next PCC meeting. Meanwhile members were invited to think about suitable means of fund raising. The Diocese has a team that can offer some guidance on practicalities.

c. Activity through old and new bank accounts

PCC noted that because a few parishioners were reluctant to transfer their donations to the new Parish bank account, it is necessary still to maintain the old accounts for St Andrew's and COGS. **Howard proposed** that the Incumbent, Wardens, the Treasurer and the Bookkeeper be added as signatories to the old St Andrew's account in addition to Debby and Sharon. This will improve the efficiency of managing the account for as long as it is needed.

**Frank seconded** the proposal, which was **agreed unanimously**.

d. Parish Giving Scheme registration

This still needs to be done. Tori will already be familiar with the scheme as it is used by Alton Parish of the Resurrection.

e. Deposit accounts

Proposals had been unanimously agreed at the meeting of 10<sup>th</sup> June 2025 (see minute 6 and Appendix 3 of that meeting) to open deposit accounts better to steward some of the financial assets of the Parish. Now that the overall financial state of the Parish is better understood, we are in a position to set these up.

## 7. Local Church Group – meeting notes

a. St Andrew's

i. Energy supplier for St Andrew's (*email sent to PCC, 16<sup>th</sup> January*)

Ian had made thorough investigation of several suppliers. His recommendation is that EDF should be awarded a new contract, being the best value for providing a dual-fuel energy supply. He estimates that over the three-year contract we will save 21% on gas and 56% on electricity, overall, about 30%. Matt will be able to administer the account online.

He was thanked and applauded for the work and for his comprehensive report.

ii. External lighting for Church Hall (*email sent to PCC, 16<sup>th</sup> January*)

A quotation has been received for repair and replacement of the external lighting and associated wiring in the passage from the Church Hall to the churchyard. No objection to the spend had been received from PCC, so Ian was given authority to proceed with the contractor to have the work done.

iii. Reordering of the St Andrew's internal church layout.

(See also minutes of PCC meeting of 18<sup>th</sup> November 2025, item 6a)

A meeting is called for 26<sup>th</sup> January of the LCG with the Churchwardens to revisit the requirements. These were originally proposed about five years ago, but the process was interrupted by COVID. Howard showed a series of architect's drawings illustrating the present layout and its many disadvantages for holding school visits, weddings and funerals, and possible revision of the layout of the front of the nave and chancel. There were also included some suggested revisions to the back (west end) of the church.

Following discussion about styles and preferences, we came back to the core motivation of such a change, to enable the church to advance its vision in line with the strategies already discussed.

iv. Detached gutter on St Andrew's church tower.

When originally built, rainwater from the pitched roof of the tower probably discharged on to the rest of the roof or the ground. At some point guttering was attached, probably to prevent wind blowing runoff through the piercings of the bell-tower. A section of the guttering has detached from the tower. To repair the loose gutter may cost about £200, but to erect scaffolding without which no roofer will bid for the job will cost nearly £3,000. Further enquiries will be made with the DAC and with the architect who conducted the last quinquennial review about what must be done to make the tower safe, whether that is replacing the gutter or on architect's advice removing it completely. Meanwhile we recognise we have a duty of care to anyone we agree a contract to make the tower safe.

After further wide-ranging discussion, **Howard proposed** that we approve a spend of up to £5,000. **Frank seconded** the proposal which was **agreed *nem con***.

b. COGS

i. Church Roof

Following the substantial repair to the sanctuary roof it had been hope that there would be no more leakage. However, only after that work was completed was a second leak discovered in a roof valley where a link had been made between the main building and the church hall. The first and second leaks had both flowed into the structure at the same point. The leak is being repaired with suitable material.

ii. Kitchen – Church Hall

DAC have made minor observations about the width of the current external door and the steepness of the access incline.

As noted at the November meeting, if only the internal work is done, that will cost £38k. Then if the external work is done later, the internal layout will have to be refitted when the new external door is put in which will add further cost on top of the £61k already quoted for the full job. We have had to use the historic funds from COGS for repairs to the roof so cannot afford even the internal work without further fund-raising. External work would also require planning permission.

Frank offered to look into the availability of grants from EHDC, and advice from the Diocese about other sources to further this development.

iii. Upper Room decoration

The work, encouraged by the Youth Group and supported by a gift to cover the cost, is going ahead,

## 8. Safeguarding

No issues to report.

Howard was in discussion with someone who might have relieved Matt of the role of Safeguarding Officer, but so far there has been no progress.

## 9. Health and Safety

*Doc: 26.01.20 H&S Rpt.docx (circulated 20<sup>th</sup> January)*

It has not been possible to find someone to perform PAT testing on those items of electrical equipment that require it.

## 10. GDPR

(See item 4b above)

**11. Any Other Business** (to be notified before the meeting)

No other item

**12. Dates of Next Meetings**

PCC: Tuesday 24<sup>th</sup> March at the Church of the Good Shepherd

APCM: to set a date (meet before the end of April)

A date has been set for Tuesday 28<sup>th</sup> April 2026

PCC Away-Day: Saturday 9<sup>th</sup> May 2026, 8am (Breakfast) – 1pm

Howard closed the meeting with prayer at 9.50pm.