



H. S. Duffin 21/7/2026

Minutes of the PCC Meeting

Tuesday 19th May 2026, 7.30pm
At St Andrew's Church Hall

Present: Howard Wright (Chair), David Duffin, Jeremy Griggs, Timothy James, John Lofthouse, Frank Maloney, Pam Maloney, Bob Meekums, Ian Trotter, Andrew Walters, David Williams, (Secretary).

In attendance: Chris Nunn (Treasurer)

1. Welcome and Apologies Howard welcomed everyone to the third PCC meeting of 2026. Apologies were received from Jackie Jurd.	
2. Worship and Prayer Howard led the meeting in the hymn "Lead us, Heavenly Father lead us", in responsive reading of Psalm 67, in the Lord's Prayer, prayers for the Holy Spirit to bless us so that we can bless our community, and in private prayer for others and ourselves.	
3. Declarations of (Financial) Interest None	
4. PCC – Meeting of 24th March 2026 a. Approval of Minutes Doc: <i>PCC Minutes 26-03-24 (with appendices).pdf</i> (distributed 4th April) These were approved <i>nem con</i>. b. Matters arising i. GDPR Training (see item 10)	
5. APCM 2026 – Meeting of 12th May 2026 a. Approval of Minutes Doc: <i>APCM 2026 Minutes with appendices.pdf</i> (distributed 18th May) These were approved <i>nem con</i>. b. Matters arising i. Future format of the Annual Report. It has to fulfil two separate tasks: - Conveying to the Charity Commission what we are about and how we use our resources to further those purposes - Communicating the same to the congregation and to a wider community Everyone on PCC is asked to look at examples from other churches. Those familiar with the use of AI tools are encouraged to explore how they might be used to make the preparation of the Annual Report. Howard will talk to a member of COGS who is a "wordsmith". Having debated alternatives, we are to come to the July meeting with a firm proposal, together with a timetable for preparing the Annual Report starting well before the end of the year. As in the previous year, the APCM had to be delayed. PCC had no opportunity to review final 2025 figures before getting financial data to and from the	* *

Independent Examiner. **Chris** will consult the Diocese, which maintains a list of Examiners.

Finance Team was asked to establish a time-line for the preparation of the financial and general reports. Ian suggested we should aspire to sign-off accounts on 31st December and handle any outstanding transactions in the following (financial) year rather than holding up finalising a given year's accounts. Preference would be to bring the APCM forward, as close to the end of the previous year as practicable.

Chris is proposing to simplify the preparation of financial reports to PCC and to APCM to make it easier for them to be reviewed in a timely manner.

- ii. Gender (and age) balance of PCC membership, and filling the 3 vacancies – one each for 2027, 2028, and 2029. Howard encouraged **everyone** to pray for the right people with energy and passion, to fill the 3 vacancies on PCC.
- iii. A question had been asked about whether we should treat large purchases such as solar panels as assets to be amortised or simply as cash expenditure. After discussion it was agreed to continue to treat them as cash transactions in the period that they were spent.
- c. Term limit for membership of PCC (ref minutes of COGS APCM 13 Oct 2020, item 6)
PCC agreed that the resolution passed by an historic church council no longer applied. Nor can PCC set limits on length of service of Deanery Synod reps and Wardens. However, the principle of how long elected PCC members serve before a break should be re-examined at a future meeting.

6. Finance

- a. Financial Statement to end of April 2026
Doc: *PM&FM Month End - April 2026.xlsx* (distributed am on 19th May)
- b. Review of Budget and forecast for 2026 (see also commentary in Appendix 1)
Chris presented the latest statement and his commentary. Errors found in submission to the previous meeting – missing CMF payment – have been corrected. While expenditure has exceeded income, the deficit for the first four months of 2026 is lower than budgeted.
He drew attention to Octopus Energy, suppliers to COGS. He encouraged anyone thinking of renewing their personal contract to look at Octopus' referral scheme which could benefit the person and the Parish by £50 each. Howard reminded the meeting that this in no way diminishes the excellent work by Ian in securing a contract with a different company for energy supply to St Andrew's.
Chris warned PCC that the proposed reordering of St Andrew's Church will require careful longer term financial planning in view of the sums now believed to be needed.
- c. Financial matters arising from APCM
 - i. Seeking a new Independent Examiner – see comment under item 5.b.i
- d. Raising additional income
 - i. Further advice and guidance from the Diocese?
John reviewed the latest ideas for reordering the interior of St Andrew's. It is now clear that to do the best will cost much more than the original plans estimated at £90k. **Howard** asked St Andrew's LCG to investigate grant-making bodies and the expertise in the Diocese. **Frank** offered to see if Medstead (civil) parish could help.
- e. Activity through old and new bank accounts
 - i. Additional signatories to old accounts to facilitate transition – nothing to report

- ii. Chris outlined a policy for managing the relationship between our three bank accounts. In future, the two historic accounts, which a few people still wish to use, will be used as feeders into the main Parish account. With Tori keeping our books, it is not practicable to manage use of “petty cash”. For small sums, people are asked to pay out of their own resources and claim through the system of expenses already operating in the Parish.

John suggested that we encourage everyone to move giving to the new Parish account, allowing that donations for specific purposes can still be reserved.

Pam formally **proposed** we adopt the policy, **John seconding**. The proposal was agreed **unanimously**.

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- f. Parish Giving Scheme registration – nothing to report

- g. Deposit accounts

Proposals made in May 2025 had not been actioned because of the continuing problems with unifying the bank accounts of the two old parishes. Meanwhile our significant balance of funds is earning no interest. Chris now proposes we should investigate with Tori a scheme through a company – *Flagstone* – which give access to several FCA-regulated cash savings accounts and deposits funds into the schemes with most favourable interest rates and/or flexible instant access processes. BM agreed to explore a mechanism for setting such a scheme up. **Howard proposed** and **Jeremy seconded** the action. PCC **agreed** *nem con* with one abstention.

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- h. CMF

We acknowledge that our contribution is based on the size of our worshipping community and a high rating of the affluence of our civil community. Therefore, it covers more than our clergy stipend and expenses and supports parishes in less affluent areas. PCC again considered the cost of covering the work that our Parish staff take on, which in other parishes would be supported by either reduction in CMF payments or provision of staff paid for by the Diocese to do what we fund in the Parish. Ian referred to the extra costs borne by the Parish over merging two parishes into one, and projects seen as vital to our mission such as reordering at St Andrew’s. He suggested that we approach the Diocese to make a case for a temporary reduction – for a fixed period – to our CMF contributions to enable us to do those things in furtherance of our mission. John reminded the meeting of the balancing needs of other parishes which depend on CMF for support for our Common Mission. After extended discussion it was agreed that we should raise the issue of varying our CMF contribution for a few years through Deanery Synod and also endeavour to keep parishioners aware of the current financial state of the Parish.

Howard encouraged PCC to look at 2 Cor 8-9. We should also invite Colin Harbidge or a member of his team from the Diocesan Board of Finance (DBF) to visit the Parish for further discussion.

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7. Local Church Group – meeting notes

- a. St Andrew’s

- i. Minutes of LCG meeting

Doc: *LCG - April 2026 - Minutes.docx* (distributed with these minutes)

- ii. Reordering – further proposals. Howard showed the images of latest ideas already shown at the APCM. The process has become more urgent in light of the need reluctantly to suspend the monthly “Family Service” for lack of consistent support.

Ian Jurd had estimated that the earlier proposals might cost around £90k. The

new, more radical plans include removing all the pews, replacing the flooring including under-floor heating powered by an air-source heat pump, considered much more efficient by the architect for heating under the proposed wooden floor for how the church is used. It is also proposed to add within the west end of the church a new small kitchen area and toilet facilities. b. COGS i. Kitchen – nothing to report ii. Upper Room decoration – nothing to report	
8. Safeguarding Nothing to report.	
9. Health and Safety Frank presented his report for the latest period Doc: 26.05.19 H&S Rpt.docx, (distributed 17th May). First Aid training has still to be run, but dates have been set. Frank also drew attention to the requirements of “Martyn’s Law” for dealing with a possible Terrorist Attack, to be introduced in 2027. The risk is considered to be very low. Apart from appointing a designated person, there is little that can be done, bearing in mind that nearly every access to all our premises is glazed (think COGS porch, for example). He also observed that there are issues raised more than a year ago that still need resolving – all to review report to see what can be dealt with and closed.	*
10. GDPR a. No data requests had been received. b. Training – to be delayed until the next meeting; Matt still has one module to take before he is ready to train PCC.	
11. Any Other Business (to be notified before the meeting) a. Timothy spoke on the paper circulated the evening before the meeting Doc: <i>Gifts Discernment plan - Timothy.docx</i> The intention is systematically and proactively to seek to identify the gifting of individuals within the worshipping congregations of the Parish – spiritual and practical gifts to further the gospel witness in Medstead and Four Marks. It is proposed to create a small Discernment Group, including Howard as incumbent. It should consider how we put our ‘strapline’ of “Showing God’s love in all we do” into practice in the culture we build spiritually (see <i>2026 Leaders Morning Notes.docx</i> session 2 “values”) and in the welcoming physical resources of building etc. It should report back to the next PCC meeting in July. b. Foundation Governors at Four Marks and Medstead schools Tracey George-Jones term of office at Medstead School had expired (though nobody realised; a measure of her excellent commitment was that she continued to act in the role!). Thankfully, she is willing to continue to serve. Howard proposed and Ian seconded that we recommend to the Diocese that she is reappointed for a further three-year term. The proposal was agreed unanimously.	*

Alice Marshall has resigned as a Foundation Governor for Four Marks School. PCC was asked to consider who might succeed her.	
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12. Dates of remaining Meetings in 2026	
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PCC: Tuesday 21st July at Church of the Good Shepherd Church Hall

Tuesday 22nd September at St Andrew's Church Hall

Tuesday 24th November at Church of the Good Shepherd Church Hall

n.b. Deanery Synod meets at COGS on June 3rd, 6.30pm – any help with refreshments would be appreciated!

Howard closed the meeting with prayer at 9.50pm.