

PCC Minutes: Monday 26th January 2026
St Luke's Church, Grayshott
Meeting 421 of the PCC in the Timothy Room at 7.00 pm.

Present: PCC Members: Jonathan Tippett (Lay Chairman), Alice Murphy, Annette Baker, Anne Gale-Jones, Anna Lescure, Clive Loder, Hilary Loder, Viv Ward, June Windle.

In attendance: Susie Millard (LLM), Edward Tobin (PCC Secretary).

1. Welcome and opening prayer

Jonathan Tippett read from Psalms 119, 24 and 46 and opened the meeting with a prayer.

2. Apologies

The Vicar was unable to attend for medical reasons and gave his apologies. Ros Balfour, Susanne Wavre, Philippa Whitaker.

3. Minutes of Previous Meeting

The minutes of meeting 420 were agreed and signed by the Lay Chairman

3a. Action List (Matters arising)

Parish Share

Jonathan was collating comments that PCC members had sent him regarding the consultation document sent out by the diocese. The reply from this parish needs to be submitted to the diocese by March.

Clergy Wellbeing Document

Jonathan had summarised the document sent out by the diocese and this had been circulated to PCC members. Reference was made to the full document (46 pages long) available on the diocesan website. ***The PCC agreed to adopt the recommendations in the document.*** Discussion followed regarding its application in this parish.

Repairs to the fabric of the church

The Quinquennial Inspection will be on Monday 20th April at 10.00. It will be carried out by the same architect as last time in April 2021. The Assistant Churchwardens will assist the Churchwardens with necessary repairs as to the bargeboard on the Southwest corner of the church.

Human Resources (HR) Handbook – update

Although he was no longer on the PCC, Clive Purkiss, who had been dealing with HR matters in the past, had offered to continue in this role. However, Hilary Loder and Viv Ward pointed out that a job description and contract of employment is still needed for one staff member. This will be discussed with him.

Home Groups

The Vicar had provided a short report for the meeting which Jonathan read out at the meeting. Copies would be made available to PCC members. The Vicar had suggested that a new course should start on 25th February. The PCC welcomed this move which helps to fulfil the Church Development Plan but had concern that it would put pressure on the Vicar. The Alpha Course in progress would finish in early March. The treasurer felt we should discuss this with the Vicar despite his weak health at present. Jonathan will be discussing this with him.

4. Safeguarding

The Chairman welcomed Penny Thomas, the other Safeguarding Officer, to join Hilary Loder for this part of the meeting.

The Diocesan Safeguarding Officer, Dean Else, had met with our Safeguarding Officers to carry out a Parish Safeguarding Health Check. His report had been circulated to all PCC members before the meeting. Various aspects of safeguarding in our parish had been given a score which was included in the report.

Penny explained that PCC Members, as trustees of a charity, have to comply with safeguarding requirements. All PCC Members and officers of the church must be DBS checked and have undergone safeguarding training. They must also make a declaration, and the Safeguarding Officers circulated the forms for all PCC members to sign and return to them after the meeting.

Hilary said that training could be online or as a group – which was the preferred option at the meeting.

We could no longer keep paper records for safeguarding and transfer is being made to online record keeping. A Data Protection Officer should be sought within our congregation. Role Descriptions of each Church Official's work are needed, and this includes volunteers working for the church. Each group also needs a Risk Assessment and templates are available for this. Anna Gilderson (Administrator) is keeping a folder of all of these in the Church Office. For volunteers' safety, they must not give lifts to people – this can only be from friends.

Penny commended the support they are receiving from the diocese. Any safeguarding concerns should be reported to one of the Safeguarding Officers.

People should not pass through meetings in the Timothy Room such as Babes and Toddlers or the Base. They should go around the outside of the building.

Penny asked that safeguarding might be mentioned at a church service. Jonathan said that a 30 minute slot would be available at the Volunteers' Meeting.

Hilary asked that an up-to-date list of PCC members (with photos) should be available on the porch noticeboard. Information on the church website was very out of date.

Jonathan asked for clarification about the Safeguarding Dashboard scoring system.

The Safeguarding Officers will be contacting all the group leaders asking them to make out Risk Assessments for their groups.

5. Reports

a. Churchwarden's Report

Restoration of the Church Weathervane

Jonathan explained that work with the restorer, "Good Directions" of Botley, was in progress. The proposal supplied by Rod Hughes for re-seating the Weathervane had been submitted to the DAC and will be taken on to the detailed design stage. He went up the spire with the steeplejacks in the initial assessment and had taken

measurements. Clive Loder summarised the interaction of designers and contractors who will be carrying out the work.

The **upgrade of the church hall toilets** and **cavity wall insulation** was discussed. Clive had received a quotation of £2k for the cavity wall insulation. He was looking into whether we could apply for a grant from the council, though schemes of this nature work very differently from domestic housing grants. Clive circulated plans for updating the toilets and flooring. For each toilet the costs would be £1,485. There would be a cost reduction if both toilets were refurbished together.

A potential donor was in touch with the Vicar. It was suggested that the church approach Grayshott Concerts to see if they would also like to make a donation. Anne Gale-Jones asked that, as a temporary measure, the walls might be repainted. As a faculty might be needed for upgrading the toilets, further costings will be brought to the next meeting.

A **Tree Survey** of the Churchyard on 25th November had shown that one beech tree in the car park was diseased and needed to be felled soon. A full report of the survey had been circulated before the meeting. David Williams had applied to East Hants District Council for permission to fell and trim the trees identified in the report. DAC approval was also needed under List B Consent.

Clive Loder proposed that the PCC approve the work in principle and Anna Lescure seconded it. There was unanimous approval from the PCC.

The Treasurer was concerned about funding and asked if only essential work on dangerous trees is carried out at present. Funding might be available from Grayshott Gardens.

A **Volunteers' Morning** had been arranged by the churchwardens on Saturday 31st January.

The annual **Statistics for Mission** form had been completed and submitted to the diocese. Many of the numbers attending services were up on previous years.

b. Youth & Children's Work

Alice Murphy had provided a report which had been circulated.

The chairman commended Alice on the work that was going on.

Hilary highlighted the new facilities at the village recreation ground although with some caveats. There might be a possibility of a "Light Party" & "Silent Disco" at the church next 31st October.

c. Finance Report

The Treasurer had provided a brief report for the meeting.

An independent examiner had come forward. **The Chairman asked the meeting to approve Clare David as the Independent Examiner. This was proposed by the Treasurer, Viv Ward and seconded by Alice Murphy. There was unanimous approval.**

Hilary asked the Treasurer about the church's energy account and whether there had been any savings since the accounts had been combined. It appears that we are still paying a double standing charge.

d. Deanery Synod

The Deanery Synod Representative had not managed to attend the last meeting but had provided the minutes of the last meeting in 2025 for circulation to PCC members. The next meeting is in April.

e. Events Report

Jonathan had circulated a list of fundraising events for the remainder of 2026 and presented these. ***PCC approval was required. Following discussion, this was proposed by Anna Lescure and seconded by Annette Baker and approved by all present.***

f. Hospitality

Although no report had been circulated, Anne Gale-Jones asked for volunteers to help prepare soup for Lent Lunches. The Chairman suggested this is mentioned at the Volunteers' Morning on 31st January.

Anne was also offering to provide refreshments in the Timothy Room following church funerals and one was booked for 23rd February.

6. Other business

Limited Access to the loft in the Church Rooms

Hilary told the meeting that the Police have relaxed the restrictions on access. A log must be completed giving details of what is being added to or removed from the left. Also, from a Health and Safety perspective, a second person must remain at the base of the ladder when anyone climbs up into the attic. The key to the loft will remain in Anna Gilderson's possession.

Regular Church Giving

Anna Lescure said that church congregations needed to be reminded about giving even small amounts on a regular basis. Anonymised figures might trace how effective these reminders might be.

Recording in Church 3-5pm Sunday 1st March

Clive Loder let the meeting know that, on this day, a recording in St. Luke's Church will take place on behalf of St. Alban's Church, Hindhead. The PCC gave approval.

Date of APCM

The Electoral Roll Officer needed to publish a notice regarding revisions to the Electoral Roll at least 8 weeks before the APCM date.

The date suggested for the APCM was 23rd April but this needed to be confirmed with the Vicar. The churchwardens will discuss this with him the next day and inform the Electoral Roll Officer of the date.

The Lay Chairman concluded the meeting with a prayer.

The meeting finished at 9.00pm

Date of the next meeting: 23rd March, 2026.