



**St. George's Church, Wilton
Parochial Church Council (PCC)**

18th March 2025 7.30pm, Dunning Room

Present: Rev. Nick Griffin (Chair), Rev. Rob Cromwell, Rev. Richard Kelly, Bethan Baigent, Peter Joyce (Churchwarden), Lisa Westlake (Churchwarden), Ian Pinder (Treasurer) Paul Cole, Matt Norman, Laura Willetts, Katie Lanchbury, Lucy Norris (PCC Secretary).

- 1. Opening prayer:** Rob Cromwell led a time of prayer.
- 2. Apologies:** Hilary McKegney and Mary Carson. Pete Underwood has resigned from the PCC.
- 3. Minutes from last PCC meeting:** The minutes of the last PCC meeting were passed as a true record.

Actions from last meeting:

The following actions have been completed:

- Nick Griffin and Peter Joyce have reviewed churchyard policy guidelines. Additional permissions are not required. Gravestones can be placed in the memorial area. It has been agreed not to have plaques going forward. The policy will include upright headstones.
- Paul Cole has put together a proposal for the car park including repairing damage to tarmac, creating clear parking areas (e.g. 5-7 spaces) including disabled parking with white lines and numbering. There will also be a pedestrianised area leading up to the entrance and cycle racks. Benches will be placed along the wall. Signage will be put up. Nick expressed gratitude to Paul for putting this proposal together. It will be a more affordable option and could also help hall hirers.
- Nick Griffin created videos on costs of running the church.
- Bethan Baigent has updated the welcome pack with information on Christian Giving.
- Nick Griffin and Ian Pinder have agreed to keep the St. George's bursary restricted fund for now.
- Rob Cromwell has updated the Charity Giving proposal and created a leaflet.
- Bethan Baigent has drafted a social media policy which will be shared with the PCC for final approval.
- Lucy Norris has updated minutes from 19th November 2024 with attendees.
- Lucy Norris confirmed the location of the PCC away day at Monks Yard on 22nd March 2025.

Action: Peter Joyce to update churchyard policy guidelines.



The following actions are ongoing:

- Bethan Baigent is working on a new baptism leaflet.
- Richard Kelly is developing an accident procedure. Discussion took place on the need for a designated first aider to oversee first aid kits and the defibrillator. A person has been identified.
- Matt Norman will liaise with Richard Kelly on the medical events procedure to fall in line with the accident procedure.
- Bethan Baigent has been delegated to complete the money handling procedure to ensure it is practical for requirements.
- Lucy Norris is in the process of finalising risk assessments.

Action: Rob Cromwell to follow up with Lizzie Hayes as a designated first aider.

4. Items to receive

4.1 Vicars update

Nick Griffin gave a verbal update:

- **Curacy:** Carmen Cromwell will be starting as an Assistant Curate. Carmen will become a 'Distinctive Deacon' and will be ordained in June. Although it is more common for clergy to be ordained as a Deacon and then Priest the following year, Distinctive Deacons elect to remain in this state. Deacons have particular focus on those beyond the church boundaries and are unable to take communion services. They can perform baptisms, funerals and lead other services. The hope is that Carmen will be community and children's work focussed. She will continue with Pulse and working at school as she will be non-stipendiary. Rob is due to be signed off in January 2026 and will be invited to apply for other jobs. Nick will continue to support Carmen even after Rob has a new job.
- **Second stage of BAP:** a member of the congregation has reached the final stage in the selection process for ordination.
- **Welcome lunch:** This went well with 20 people attending.
- **Monday night ministry:** Six regulars have joined the group, and a one-off bible overview attracted 25.
- **Alpha:** The course is almost complete. A huge thanks and well done to everyone involved.
- **Weddings:** There have been no weddings booked for 2025. There have been enquiries for people requesting to run their own service and just use the church. Nick Griffin feels this would not be appropriate as the church is not just a place to hire. PCC members supported Nick with this decision.
- **Grants:** £5,000 has been secured for kitchen refurbishment. The mayor has promised money for automated doors for the hall.

4.2 Financial update

Ian Pinder shared draft accounts and provided a summary verbal update:



- Draft accounts have been produced for the last year - there may be minor changes.
- Appeal, related building work and charity collections have been removed to avoid confusion.
- The new £5,000 grant was meant to be received in 2024 but has only been received in March 2025. It has been agreed to show half of the new £5,000 grant in the 2024 accounts. There is a clear paper trail to demonstrate funds.
- Overall, the accounts show a small deficit, which is not concerning.
- Hall rent is down by £1,000
- Christian giving is up by 17% which is positive. Christian Giving had been going up 25% each month but we are currently not seeing the same increase. Letters will be sent out to encourage giving as many people are not in the scheme. Robin Stamp will place the Gift Aid claim of £9,000 shortly.
- Utility costs have been variable.
- We are up to date with cash flow and the Parish share. There will be a relatively small increase on the parish share next year

4.3 Safeguarding update

- Continuing with safer recruitment
- The safeguarding policy will be reviewed shortly.

Action: Hilary McKegney and Nick Griffin to update the safeguarding policy.

4.4 Standing Committee update

- Peter Joyce provided notes from the Standing Committee.
- Rob Cromwell proposed, and Matt Norman seconded a reversion to previous policy on churchyard guidelines.

4.5 Building work and proposals

Paul Cole gave a verbal update:

- After the Diocesan Advisory Committee (DAC) site meeting, Mark Lister verbally stated that they were looking favourably on the proposal. However, we have not received the minutes of the meeting. There is a meeting tomorrow to discuss the proposal formally and the hope is that a written report on the site visit will be shared soon.
- Three phases are proposed: back half of church, whole church interior and then extension. This will require three different faculties.
- It is critical to have faculty approval, planning approval, listed building consent and Historic England consent and we will need an architect.
- In the meantime, enabling works would need to take place including an archaeological survey and topographical survey. This will be required to progress any type of building project. Initial costs are estimated at £6,000. Depending on what is found on the archaeological survey there may be further costs.



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- Archaeological: historical information about the building and site relevant to proposal. The Planning Authority and Diocese need to be satisfied that we are respecting the building. It will look at construction and fabric and what is underneath the ground. Electronic scanners will be used.
- Topographical: Measurement survey including drainage, levels etc. This is a one-off cost.
- It was noted that there are enough funds to cover the initial costs of £6,000 from reserves (which stand at approximately £55,000 including £3,750 restricted funds for church development). This will be a capital investment. PCC members raised concerns about the cost especially with other church maintenance costs and highlighted the need for transparency.
- There will be no further costs for some time, and it was recognised that grants and other fundraising activities will need to take place later down the line.
- Matt Norman proposed, and Laura Willetts seconded the approval for £6,000 to be spent on the two surveys.
- Nick Griffin thanked Paul Cole for all his extraordinary work on this.

4.6 Annual Parochial Church Meeting (APCM)

- APCM due to take place on 20th May 2025 in the church.
- Peter Joyce will resign as churchwarden.
- There are potentially two PCC vacancies. Please let Nick know beforehand if there are any candidates. It was noted that there are a lot of newer members to the church, and we want to ensure there is representation from those who have been here longer term.

5. Items for decision

5.1 Church maintenance

- **Replace tower roof and repair pinnacle:** quotation for lead and pinnacle came to £78,000 (inc. VAT) which is higher than anticipated. Further competitive quotations are required and architect specifications. It is recommended that this work gets completed as soon as possible. However, it has been difficult to get quotes.
- PCC members raised concerns about needing to finance this and potentially a future building project. Nick noted there is scope for grants (e.g. Viridor).
- Alternatives will be considered including looking at whether a substitute material could be used and to get a structural engineer to review.

Action:

- Nick Griffin, Matt Norman and Peter Joyce to have a look in the tower.
- Paul Cole and Peter Joyce to look at architect specifications.
- Peter Joyce to follow up with other firms to get quotes for church tower.
- Peter Joyce to investigate if a substitute material can be used to lead.
- Ian Pinder to ask if son (who is a structural engineer) can take a look at the tower.



5.2 Lone working policy and volunteer code of conduct

- Not all PCC members had reviewed in advance.
- One PCC member queried who signs the agreement and when or whether implied consent is needed. The following options were discussed:
 - Churchsuite form and/or consent
 - Leaflet or volunteer pack
- It is important to have something in place to ensure there are positive expectations on both side and to retain volunteers.
- Nick Griffin thanked Lisa Westlake for creating the policy and code of conduct.

Action: Adjustments to code of conduct to make it easier to administrate.

6. Items for discussion

Church big weekend

- 36 adults and children have signed up so far with a lot of people planning to come.
- 60 people would make it viable; 80 adults would be the best outcome.
- It was suggested that day tickets could be pushed next.
- Nick Griffin thanked Rob Cromwell for all his work on this.

7. Any other business: None.

8. Closing prayer

- **Next PCC meeting date:** 1st July 2025.
- **PCC away day:** 22nd March 2025.
- **Future PCC meeting dates:** 9th September, 18th November 2025.
- **APCM:** 20th May 2025.



9. Action summary

Outstanding (from previous meetings)		Who
1	Finalise a leaflet on baptism and confirmation and finalise baptism policy	Nick Griffin Bethan Baigent
2	Develop Accident Procedure	Richard Kelly
3	Develop Medical Events Procedure	Matt Norman
4	Develop Cash/money Handling Process	Bethan Baigent
5	Develop Risk Assessments for specific activities	Lucy Norris
6	Review giving options with staff	Nick Griffin
New (from meeting on 18/3/25)		
8	Update churchyard policy guidelines.	Peter Joyce
9	Follow up with Lizzie Hayes as a designated first aider.	Rob Cromwell
10	Update the safeguarding policy.	Hilary McKegney, Nick Griffin
11	Have a look in the tower.	Nick Griffin, Matt Norman, Peter Joyce
12	Look at architect specifications.	Paul Cole, Peter Joyce
13	Follow up with other firms to get quotes for church tower.	Peter Joyce
14	Investigate if a substitute material can be used to lead.	Peter Joyce
15	Ask if son (who is a structural engineer) can take a look at the tower.	Ian Pinder
16	Approve policy and code of conduct by email or ask final queries.	PCC members