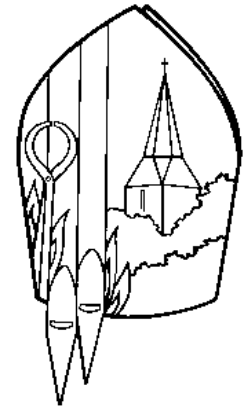


MINUTES OF MEETING OF MAYFIELD & FIVE ASHES PCC
Tuesday, 16 July 2024 at 7:00 pm in London House



<u>Present:</u>	Father Michael Asquith	Chairman
	Deacon Di Blackden	
	Carl Walters	Church Warden
	Karen Dines	
	Kate Sanday	
	Karen Mack	
	Phyllida de Salis	
	Rachel Robinson	
	Robin Holliday	Hon Treasurer
	Stephen Blurton	Church Warden
	Sue Smith	From 7:45pm
	Tim Reid	

Father Michael welcomed all PCC members and began the meeting with a prayer.

1. Apologies for absence:

David Whittall
Emma Ryder Richardson
Guy Mantoura
Lindy James
Roger Salwey

2. Minutes of the 14 May 2024 Meeting

Kate Sanday was omitted from the attendees list for the May meeting. Kate's name to be added.

Minutes approved.

3. Matters Arising from the 14 May 2024 Meeting

a. Appending the Nun's Burial Area to our Church Yard

The Society of the Holy Child of Jesus are negotiating to buy the slither of land between the existing Nuns' cemetery and the Church Yard from Mayfield School to allow the two sites to be joined together.

A grant of £20,000 will be made to the PCC to cover the cost of maintaining the additional space. Father Michael felt it would be sensible to invest this sum to generate revenue to fund the additional maintenance costs.

Robin Holliday felt this is a positive step to fund the ongoing care of the extra space. He stressed the need to understand the impact of the extra space on future generations. Robin advised we need to take further advice, but he is heartened by the offer. We must take advice from our contract gardener, Jeff Mitchell, to understand the extra annual cost of maintaining the additional space.

Karen Dines asked what the size of the space is. Father Michael indicated it is about 1/20th the size of the main Church Yard.

In response to a question from Carl Walters; Father Michael confirmed the hedges between the existing Church Yard and school will be removed and the exterior boundary fully secured to comply with the safeguarding requirements of Mayfield School.

Carl suggested we all inspect the site so we can be clear in our minds as to what we are looking at.

Robin advised the funds should be held in a restricted fund. Karen Mack said we should restrict the use of the funds to the wider Church Yard and not just the new area.

Kate Sanday asked how long the headstones will last. Father Michael advised they would normally last 400 – 500 years.

Meeting confirmed we should approve and move the project forward – Approved.

b. Renewing Church noticeboard by the War Memorial

No developments; but Father Michael will speak to the MAYFACS Sheddars to seek a replica similar to their new Mayfacs notice board adjacent to the village bus shelter.

4. Election of the PCC Vice Chairperson

Carl Walters confirmed in post by the meeting.

5. PCC Secretary

Father Michael allocated roles in connection with the secretarial position.

It was agreed until a new PCC Secretary is secured the duties will be shared between Stephen Blurton, Carl Walters and Father Michael.

6. Services in August, September and October

Father Michael advised one of the challenges set in his job description profile at the time of his application was a request by the PCC for successful candidate to explore “*alternative services*” / “*deliver something different*”.

Father Michael has decided to present some different service styles during August 2024.

August has been chosen because the Choir will be on leave.

- **Sunday, 4 August 2024** –A simplified Communion Service with Taize Community style chants in place of our five traditional hymns.

Tim Reid asked if there might be choral support given the congregation do not like singing in the absence of the choir. Father Michael said Lucy Piercy would encourage Choir members not on holiday to attend Church informally,

Phyllida de Salis advised there are good singers in the Church who would enjoy the different style of music.

Father Michael affirmed he saw this as a way of testing a wide cross section of views from the congregation.

- **Sunday, August 11th 2024** – this will be a traditional Sunday service with the new Mass setting.
- **Sunday, August 18th 2024** – Lucy Piercy will look to enlist young people from the village schools to lead the singing with *pop style* songs (though it may be too short a notice as the end of term is fast approaching, in which case we could listen to the recordings of the songs). There will also be a presentation on the screen to relate the hymns to God.
- **Sunday, August 25th 2024** - this will be a traditional Sunday service with the new Mass setting.
- **Sunday, September 22nd 2024** – Harvest Festival and Choral Evensong.
- **Sunday, September 29th 2024** – Feast of St Michael Service and the 30th Anniversary of Father Michael's ordination.
- **Sunday, October 6th 2024** – Dog Walk followed by a small service, tea and cake.

The new style service will be promoted in the Mayfield & Five Ashes Newsletter.

Robin Holliday asked how we will take feedback. Father Michael said he would talk to people post service and he asked PCC members to do the same

Sue Smith asked Father Michael to clarify how feedback would be requested. Father Michael said he will introduce each service and will request post service feedback in his introduction.

Sue Smith shared feedback from her Newsletter interview with Lucy Piercy about the post service organ music. Sue believes Lucy would prefer the style to be less concert like with applause. It was agreed to keep this under review.

The meeting approved the Service plan Father Michael detailed.

7. Finance Update

Robin Holliday presented his half year finance report which is attached in Appendix 2 at the end of this minute.

A key message is we are beginning to see a falloff in Parish giving. The July 2024 contributions are 10% down on those for July 2023.

Stephen Blurton reminded the PCC that “giving” is the collective responsibility of the entire group which they must all keep before them.

Income from the Festival and Festival Choir remains strong and is important.

Church Fete income was down by a third. It is unclear why the revenue is down. Sue Smith said the Social Committee felt the fete should be organised by a specific subcommittee with new ideas and new helpers.

Wedding & Funeral income has been good.

The Parish Share has not gone up for 2024.

Energy costs have stabilised but are up on two years ago.

We are looking at a £2,500 deficit each month. This is neutralised by the investment portfolio gain.

Robin reminded the PCC our target is to cover overheads from income.

Karen Mack asked whether we should make a push on legacies – Robin Holliday confirmed Charles Marshal is our Legacy Officer and agreed this is a good idea.

8. Review of Investment Profile

Father Michael introduced a report prepared by the Parish Investment Committee who manage the PCCs investments on behalf of the PCC.

Robin Holliday confirmed to Phyllida de Salis the aim of the investment is to preserve the capital.

Robin explained the background to the Ruffer Investment Trust which is cautious and focused on the preservation of capital. Its most recent strategy has been to buy derivatives to protect investments made. Regrettably the market has moved in a different way which has given rise to modest returns.

Robin Holliday reminded the PCC of our conversation two months ago where the Committee are keen to increase income from our investments to plug our income shortfall.

The Investment Committee asked the PCC to approve:

3d – A reallocation of one-third of its Ruffer holding be made into Personal Assets Trust (see investment schedule in Appendix 2) to diversify fund management without changing the overall investment profile of the Church's funds at present.

4d – The Investment Committee exploring changing the management of the Church's investments to a third party professional manager; the Investment Committee would be willing to act as a facilitator in exploring this option. A proposal would then be presented to the PCC for consideration.

The PCC approved motions 3d and 4d.

9. Fabric Matters

a. Scotch Pine By Stone Court

No further progress to report.

County Court papers have been served on the PCC and the matter is in the

hands of Clyde & Co., the lawyers acting for our insurers, Ecclesiastical, who are handling the matter on behalf of the PCC under our Public Liability Cover.

b. Aynscombe Memorial

A Faculty is required in order that this project can proceed.

Before arranging this we need to understand if Glass Doors can be installed without causing damage to the Aynscombe Memorial which is close to the South Doors where we are considering the installation of glass doors.

Once this matter is resolved **Tim** volunteered to process an Online Faculty application.

c. Hand Rail to Choir Area

A quotation for a second hand rail by the Choir stalls (South side) is held – **Appendix 3.**

The quote has been provided by Alfie Poland who rings in the Tower and is a known local builder living in Five Ashes. The quote is for £1624 + VAT.

Stephen Blurton sought PCC approval to progress the project on the basis of this quote in order to address health and safety concerns.

Karen Mack asked if a second quote had been sourced. Carl Walters asked if we have spoken to the carpenter who has undertaken work at the Church in the past.

The PCC agreed a second quote should be requested. They authorised the Standing Committee to progress the project based on information gleaned from the second quote.

d. Glass Doors

The Church Architect John Bailey has been asked to prepare a concept for the PCC to consider (cost approved £1750 + VAT). Details will be shared when received.

e. Paving around the Church & London House

Stephen Blurton thanked Carl Walters for re-pointing and re-laying the paving immediately outside the rear of London House, along the brick path and the York stone by the Church door.

10. Health and Safety

Father Michael spoke on behalf of Emma Ryder Richardson. Emma is concerned about external parties using the Church properly understanding their responsibilities and the risks. She would like to see a scenario whereby all those using Church buildings complete a Risk Assessment form.

Robin Holliday confirmed he is keen to see a robust stance taken here because in the event of incident organisations who complete formal protocols and Risk Assessments

are protected. All organisations hiring the Church / London House / using the Church Yard are required to complete Risk Assessment forms. These are retained by Nicky Higgins in the parish office.

Our concern is for non-Church Managed events.

Karen Mack and Kate Sanday undertook to look at the Risk Register which is a Charity Commission Requirement for the PCC.

Action: Stephen Blurton and Carl Walters to undertake a walk around to inspect the Church for potential risk areas.

11. Safeguarding

Karen Dines reported she is handing over her Safeguarding duties to Guy Mantoura.

Until this process is completed Karen confirmed she is available to support the PCC and its members as required.

Father Michael advised that the Bishop of Chichester has issued a comprehensive paper detailing new rules which came into effect from 1 July 2024 in connection with the letting of Church buildings for performing arts events undertaken by third parties.

The paper is attached in **Appendix 4** and has been shared with the Mayfield Festival organisation for whom it has implications. The two key changes are:

- a. No person who is known to be subject to a Relevant Penalty in respect of Relevant Conduct (as defined below) shall be permitted to undertake any of the following roles in respect of a concert, play or exhibition in any church or chapel.
- b. All festivals and series of performances organised by external promoters require a Faculty or a Dispensation from Faculty from the Consistory Court of the Diocese.

Father Michael advised he hoped we would be able to mitigate point b by treating the 2026 Mayfield Festival as a series of individual concerts.

Karen Mack advised from her review of the changes that we will need to secure a Faculty if the 2026 Festival is to be run in the way it was run in 2024.

All agreed the Bishop's instructions should be included with our Standard Booking Terms and Conditions.

12. Any Other Business

Father Michael advised that there are several PCC Sub Committees which have become dormant. Ahead of our September meeting a list of these will be circulated with a view to resurrecting them as appropriate.

13. Closing prayer

After a moment of quiet, FM closed the Meeting with the words of The Grace.

14. Date of Next Meeting:

Tuesday, 24 September 2024 at 6.30 pm for 7.00pm in London House.

Coffee / Tea: Guy Mantoura

Signed as an accurate record by:

Name:

Date:
