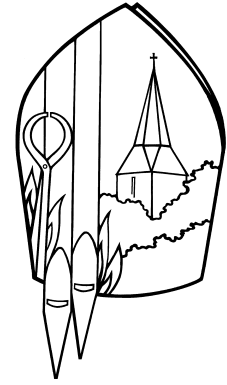


**MINUTES OF MEETING OF MAYFIELD & FIVE ASHES PCC**  
**Tuesday, 19<sup>th</sup> March, 2024 at 7.00 p.m. in London House**



<u>Present:</u>	Father Michael, Deacon Di Blackden Stephen Blurton Steve Lawrence Robin Holliday Emma Ryder Richardson, Karen Mack Lindy James Guy Mantoura Tim Reid Sue Smith	Chairman  Church Warden Church Warden Hon Treasurer Acting Secretary
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Father Michael welcomed PCC members and began the meeting with a prayer

1. Apologies for absence:  
Roger Salway  
Karen Dines
2. 2023 Annual Report and Accounts

A draft having already been circulated with the Agenda, RH presented this to the PCC, asking that the meeting check them carefully as further mistakes can be spotted! They were presented on the premise that they still needed to be signed off by the Auditor. RH commented that if any minor alterations were required they would be agreed by the Standing Committee. If there were significant alterations the Annual Report and Accounts would be brought back to the PCC for further approval.

The Treasurer was thanked for his careful presentation of the annual accounts and all the work that goes into his role as Hon. Treasurer is greatly appreciated. SL was also thanked for his contribution in writing the general Report which again, requires a lot of time and thought.

Subject to any alterations that may be needed and the Auditor's sign off, the PCC approved the 2023 Annual Report and Accounts.

FM commented that the Accounts, which are those of the PCC, are shared with the congregation for information only.

3. APCM (7<sup>th</sup> April, 2024) at 11.30 a.m. in St. Dunstan's church

Current vacant posts :  
2 Deanery Synod Representatives  
4 Ordinary PCC Members  
3 PCC Ordinary Members (available for re-election)  
1 PCC Secretary  
1 Churchwarden

Denise Packham, Deanery Synod Rep has resigned and Anne Clayton, PCC Ordinary Member has also resigned. They were warmly thanked and their contribution to the work of the PCC has been greatly appreciated. Denise's work for London House has been particularly helpful and important.

Sue Smith has kindly agreed to become a Deanery Synod rep which is very good news. We now have 3 representatives out of the 4 we are allocated. Further information was requested about the role of the representatives and ERR agreed to distribute the latest Meeting notes. When relevant, this can be continued in the future.

Of the 3 Ordinary Members available for re-election, Sue Smith and Tim Reid have agreed to stand again. Roger Salwey has yet to confirm.

The job description for PCC Secretary will be circulated to PCC members who were encouraged to think about finding a suitable candidate and also new PCC members, encouraging them to come forward to join the PCC. A replacement Churchwarden is actively being searched for and there are one or two possibilities that are being pursued.

Steve Lawrence as Churchwarden and Emma Ryder Richardson as PCC Secretary were both warmly thanked for their hard work and valuable contribution to the administration required to keep St. Dunstan's well run and efficiently managed.

Steve had become Churchwarden at a significant time during and post covid and the Vacancy. His leadership had been invaluable then and his contribution thereafter particularly in the part he has played in growing the St. Dunstan's community and working with the Choir and Mayfield Festival. His commitment to his Christian belief has inspired and encouraged many.

Emma's commitment and efficiency have been greatly appreciated and she has communicated well with Committees and Working Groups to encourage joint working together for the good and growth of St. Dunstan's.

#### 4. Committee Reports

- Finance:
  - (a) The Annual Accounts having been presented, there are no current financial issues for discussion at this meeting.
  - (b) CD02, who rent space on the first floor of London House, are looking to renew their rental for a further 3 years subject to agreement regarding the cost of electricity.

- (c) A matter has just arisen concerning payment of rates on London House. The Exemptions Team at Wealden District Council have decided that the ground floor of London House is rateable and believe that a bill of £6,362 is appropriate for a building producing rent of £3,200. If no relief was to be given the outstanding bill is £18,600 assuming they charged fully at the assessed rate for the three years' of bills they have issued.

WDC suggest that we can apply for charitable relief (at 80%) and possibly total exemption for which the relative forms have been received.

This situation cannot be allowed to stand and we need to develop a strategy for dealing with it which should also involve Mayfield Parish Council and WDC Councillor, Brian Redmond. Contacting our MP was also suggested.

The Mayfacs rental must be considered seriously as the amount of rates suggested will far exceed their current rental rate of £2,800.

RH will report back in due course and the PCC should be ready to support him with the matter as further details evolve.

- Fabric:

- (a) SB reported that due to bereavement he had had to put some matters on hold such as The Aynscombe Memorial and glass entrance doors but was now able to resume his work.

A problem has arisen concerning the Scots Pine (adjacent to the wall with Stone Court) as the landlord of the three commercial properties on the High Street has complained about its size and shedding of needles onto the roof and gutters. As he is making a compensation claim for the cost of repair and clearing work, the matter has been referred to the insurers. It is a particularly sensitive matter as the community would be likely to complain if major work was carried out on the tree. SB is to contact WDC Tree Officer to get professional advice and then discussions can take place as to how to solve the problem.

- (b) At this point it was relevant to inform the PCC that an approach had been made by Sister Angela (who is not resident in Mayfield) had approached FM to discuss the possibility of incorporating their small graveyard into the St. Dunstan's churchyard.

Stone Court will be closed when the existing residents are no longer there and it would seem to be a good and peaceful solution for the future of the graves. It is not a large area and the Order would pay for all legal and contractual costs to enable this to happen.

Thought should be given to the ongoing maintenance and costs of the plot but it was generally agreed that this was a welcome solution and St. Dunstan's would be happy to accommodate the graves. FM has met with Sister Angela and both are happy that the work can be carried out when necessary. The PCC agreed that this could go ahead once legal and financial agreements had been arranged satisfactorily.

(TR declared an interest and did not contribute to the discussion.)

(c) SB expressed concern about the lack of a handrail in the Chancel on the south side, opposite the existing one on the south side. A Diocesan Faculty will have to be applied for but this is Health and Safety matter which needs to be dealt with. He is taking action on it and will bring it back to a future PCC Meeting.

- Safeguarding:

(a) KD had submitted a "Nothing to Report" report in her absence.

(b) Following KD's wish to resign as Safeguarding Officer the situation was discussed and ERR would send a job description to the PCC for their consideration.

Happily Guy Mantoura has offered to take on the role which is very much appreciated. He will contact Karen with a view to taking over when convenient. Karen has already offered to carry out any checks and admin that will be necessary following the appointment of those willing to fill the current vacancies.

- Health and Safety

(a) The recently updated Health and Safety policy was approved and signed by FM. It will be revised annually and presented to the PCC for approval.

ERR was very grateful to Nicky Higgins, Robin Holliday, Denise Packham and Mike Hand-Bowman who had formed a working group to review current practices and update the policy.

Alongside the revised policy there is a revised risk assessment form which each area represented in the policy will be asked to complete annually.

ERR has offered to implement this, working with Nicky Higgins who has updated the documents and procedures held on file in the Parish Office. It is vital that everyone involved at St. Dunstan's

takes ownership of health and safety in each area they are involved with.

- Sub-Committees/Working Groups:

Reports had been received from the Social Committee, Bellringers and Flower Guild and had been circulated with the Agenda.

5. London House update:

With regard to the sale of the ground floor flat, matters are proceeding slowly but hopefully conclusively.

6. Minutes of the Meeting held on 23<sup>rd</sup> January, 2024

Having been circulated with the Agenda all were in favour of the record which was signed by FM.

7. Matters Arising:

There were no matters arising.

8. Any Other Business:

(a) Youth and Family Survey

FM reminded the PCC that the survey sheets issued at the last meeting should be returned by 31<sup>st</sup> March and the results discussed at the next meeting on 14<sup>th</sup> May, 2024.

(b) PCC Meetings Coffee Rota

Karen Mack	May
Stephen Blurton	July
Guy Mantoura	September

(c) Hymn Books

Having raised this at a PCC meeting two years ago, FM proposed we change from the current hymn book to "Hymns Ancient and Modern, Hymns for Refreshing Worship". Having gained agreement in outline at that time, FM had approached the Nicholson Trust who had agreed to fund it. Many of the current hymn books are getting very worn but are no longer in print so replacements would be hard to find. He has also discussed the change with the newly appointed Director of Music, Lucy Piercy, who is happy to use it. The very worn books would be waste re-cycled and the rest would be re-cycled by donating them to other interested parties.

Following discussion about cost, practicalities of replacement and preference (especially in terms of what we can offer younger people), FM

suggested that PCC members do their own research as to what is available. He emphasised that the choice of book must be appropriate for our four-part choir to use. It would be further discussed at the May meeting.

- (d) As announced in church on 17<sup>th</sup> March, FM was very pleased to inform the PCC that a new Director of Music, Lucy Piercy, has been appointed. She will formally take up the post on 24<sup>th</sup> April but will lead all choir practices in April and play on the 14<sup>th</sup>.

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

**Date of Next Meeting:**

Tuesday, 14<sup>th</sup> May at 6.30 p.m. for 7.00 in London House.

Coffee by Karen – thank you!

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<b>Signed as an accurate record by:</b>	<b>Michael Asquith, Chairman</b> .....
<b>Name:</b>	<b>Agreed at PCC Meeting on 14<sup>th</sup> May, 2024</b>
<b>Date:</b>	<b>Signed 19.05.24</b> .....

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