



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

21st January 2025 7.30pm, Dunning Room

Present: Rev. Nick Griffin (Chair), Rev. Rob Cromwell, Bethan Baigent, Lisa Westlake (Churchwarden), Ian Pinder (Treasurer) Paul Cole, Mary Carson, Matt Norman, Laura Willetts, Lucy Norris (PCC Secretary).

- 1. Opening prayer:** Nick Griffin read Psalm 89 and led a time of prayer. Rob Cromwell led worship with My Jesus, My Saviour.
- 2. Apologies:** Peter Joyce (Churchwarden), Pete Underwood, Katie Lanchbury, Hilary McKegney, Rev. Richard Kelly.
- 3. Minutes from last PCC meeting:** The minutes of the last PCC meeting were passed as a true record.

Action: Lucy Norris to update 19 November 2024 PCC meeting notes with list of present to include: Matt Norman, Laura Willetts and Richard Kelly.

Actions from last meeting:

The following actions have been completed:

- Look at projector options – Matt Norman stated the bulb is going in the projector again. New bulbs need to be purchased which are expensive (£50 per bulb) and won't be available to purchase much longer or a bracket and projector need to be installed. A standard projector would cost £400. A faculty would be required. A long-range projector would be £25,000. PCC members agreed that purchasing a standard projector is the best option.
- Continue to chase Mark (Buildings Advisor) about next steps with building plans – an informal meeting took place with the Diocesan Advisory Committee (DAC) (see 4.5).
- Propose plan for Stay and Play car park – further discussion has taken place between Paul Cole, Peter Joyce and Nick Griffin. Initial proposals included a barrier with pedestrian space, lighting and signage to improve safety. However, due to restrictions on number of parking spaces and the amount of usable space, it has been agreed to look at the whole space and what to use it for going forward. Potentially look at using the space for church and community activities as part of church growth. Paul Cole will explore options further.
- Plan for a PCC away day in 2025 – see 5.1.
- Provide a direct link to PCC minutes in Newsboard – Bethan Baigent will include.
- Confirm about sound system installation provision with Archdeacon – see 4.1.
- Update risk register with proposed changes – Lucy Norris updated. No further changes/comments were shared by PCC members.
- Develop Lone working Policy/process and Volunteer Code of Conduct – Lisa Westlake has drafted. These will be reviewed.
- Add maintenance as part of a rolling agenda – Lucy Norris has included.
- Meet with Jonathan Philpott about funding – Nick Griffin met with Jonathan.

Action: Paul Cole to investigate further options for the car park.



The following actions are ongoing:

- Complete guidelines to be an addendum to the churchyard policy – Nick Griffin and Peter Joyce to meet.
- Finalise a leaflet on baptism and confirmation and baptism policy – Nick Griffin to provide information to Bethan Baigent and finalise.
- Record a video about costs of running a church - Nick Griffin will do this soon.
- Update welcome pack includes on Christian Giving – Bethan Baigent updating.
- Establish criteria for new designated fund – Ian Pinder to write as part of the draft accounts.
- Update Charity Giving proposal based on PCC comment – Rob Cromwell updating.
- Discuss continuation of St. George's Bursary Fund – Ian Pinder and Nick Griffin to discuss.
- Policy and process development to be completed by 31st January 2025 and shared with Lucy Norris.

4. Items to receive

4.1 Vicars update

Nick Griffin gave a verbal update:

- **Speakers** now attached to the wall. Thank you to Matt Norman for doing this and grateful to Charles Doble.
- **Grants:**
 - Received £1000 for Men's Shed
 - Not successful for Screwfix application for an automatic door for the hall
 - Waiting to hear on one more grant for Soup
 - Jenny Norman helping with different grants.
- **Deanery Chapter:** Area Dean and Deputy resigned. Area Dean coordinates chapter meetings (monthly), connects and liaise with Diocese, raises cash etc. St. George's recently hosted Deanery Chapter which went well.
- **Christmas:** Huge thanks to all involved with Christmas including the Christmas Fayre. There were three types of carol service including Contemporary and Traditional with high attendance including overflow in the hall. Thanks to Matt Norman and Matt Ellett for providing tech.
- **Returns figures:** Adult worshipping return rate is 207 (i.e. those part of St. George's worship community). In January 2025, 91 adults attended the 9:30, 103 adults and 34 children attended the 11:00.

4.2 Financial update

Ian Pinder provided a verbal update:

- **Christian Giving:** Final quarter was better than expected and should help with cashflow. Final quarter claim due. Christian Giving relaunch in February.
- **Accounts status:** Roughly broke even which is good considering Parish Share increase. There is a policy of keeping three months expenditure in reserve.



- **Places of worship scheme:** Tower repair will be needed in the future, but scheme, likely not to continue beyond March 2025.
- **Financial status messaging:** Need clear messaging on finances, structure, Parish Share, and giving.
- **Collection/giving options:** Need regular giving but also tap into other options, for example QR codes on display.
- **Charity giving and GiftAid:** Some churches tithe a percentage (e.g. 10%) to give to charities. Currently St. Georges donates money to specific charities each month. This means the charity does not receive GiftAid. Also, worth noting that a smaller number of people can GiftAid.

Action: Nick Griffin to review giving options with staff.

4.3 Safeguarding update

Nick Griffin provided a verbal update:

- Recruitment progressing.
- Hilary McKegney has agreed to be Safeguarding Officer PSO. This is an official role. This was proposed by Lucy Norris and seconded by Lisa Westlake. PCC members present endorsed the appointment. Huge thanks to Hilary.
- Acknowledged that the Safeguarding Officer role is a big task. Nick is also needing to recruit for other roles. It was suggested that to look at ways to provide support to leads and coordinators so that they are not overloaded. Also consider shared leadership roles and a volunteer champion for peer support.
- Nick noted that St. George's will need to recruit a new Churchwarden by April and is calling for nominations.

4.4 Standing Committee update and summary of main decisions

- No queries raised.
- Thank you to Peter Joyce for preparing the report.

4.5 DAC update

- Context: proposals for church building works were presented to the PCC including removal of pews, new flooring, new heating, a building extension, toilets/baby changing and breakout space. PCC members agreed to look at the feasibility of these plans.
- Nick Griffin, Paul Cole, Bethan Baigent, Rob Cromwell and the Archdeacon met with members of the DAC to look at church building proposals. This included representatives from different disciplines including an archaeologist, engineer, building advisor (Mark Lister) as well as the Archdeacon.
- Overall, it was a positive meeting. The emphasis was on purpose and mission driven plans. The DAC will create a full report by 19th March 2025. Initial suggestions were for three phases:
 - Temporary removal of benches (pews) at the back of church for accessibility and temporary servery. Research needs to take place on history of the benches.



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- Reordering interior of the church. This would not require planning permission but would require a faculty and further consultation.
- Proposal for an extension would be a longer process including consultations with Historic England etc.
- It was highlighted that all plans will be part of a consultative process with church and community and recognises the need to evolve to fit where we are.
- Huge thanks to Paul Cole for all his work on the plans.

Action: Paul Cole to check with Mark Lister if there is someone who could assist with research on the benches (pews).

4.6 New electoral roll

Bethan Baigent shared that the Diocese has requested a new electoral roll. This is usually refreshed every four years, but all churches will need to do a new electoral roll in 2025. Electronic sign up will be available alongside paper copies.

5. Items for decision

5.1 PCC away day:

- **Proposed date:** 22nd March 2025. PCC members agreed to this date.
- **Location options:** Monks Yard (£22pp), St. Luke's Centre, Trull Community Centre, Mill House Retreat, Cricket Club.
- **Plan:** To discuss current strategy and look at future strategy. The plan is to also include coordinators (e.g. Chris Sampson the Worship Coordinator). PCC members agreed for Coordinators to be included.
- **Attendees:** It was noted that some PCC members and one churchwarden's term will end. PCC members agreed to invite potential new PCC members and churchwarden.

Action: Lucy Norris to agree location of PCC away day with Nick Griffin and finalise agenda.

6. Any other business: None.

7. Closing prayer

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



	New and outstanding action summary	Who
1	Complete guidelines to be an addendum to the churchyard policy	Nick Griffin, Peter Joyce
2	Finalise a leaflet on baptism and confirmation and finalise baptism policy	Nick Griffin Bethan Baigent
3	Record a video about costs of running a church	Nick Griffin
4	Update welcome pack includes on Christian Giving	Bethan Baigent
5	Establish criteria for new designated	Ian Pinder
6	Update Charity Giving proposal based on PCC comment	Rob Cromwell
7	Discuss continuation of St. George's Bursary Fund	Nick Griffin, Ian Pinder
8	Develop Accident Procedure	Richard Kelly
9	Develop Medical Events Procedure	Matt Norman
10	Develop Social Media Policy	Bethan Baigent
11	Develop Cash/money Handling Process	Ian Pinder
12	Develop Risk Assessments for specific activities	Lucy Norris
13	Update 19 November 2024 PCC meeting notes with list of present to include: Matt Norman, Laura Willetts and Richard Kelly	Lucy Norris
14	Investigate further options for the car park	Paul Cole
15	Review giving options with staff	Nick Griffin
16	Check with Mark Lister if there is someone who could assist with research on the benches (pews).	Paul Cole
17	Agree location of PCC away day with Nick Griffin and finalise agenda.	Lucy Norris