

## St Nicolas' Itchingfield, Minutes of PCC Meeting 7:30 pm 11<sup>th</sup> March 2026 held at Briar Lodge

**Present:** Rev Caroline Armitage (Chair), Margaret Watson, Geoff Chamberlin, Roger Pitts, Pip McBean, Chris Hennock (CMH), Judith Nesbitt, Annie Jennings (who left after 5a), Miriam Coghill, Bryan Southon, Martin Hennock, Paula Whybrow (non-voting).

- 1) *Prayer and Priest's Ponderings* CMH opened in prayer, Rev C spoke on Colossians 3 v 12-17 and Mothering Sunday and compared the PCC to a family with people bringing different contributions.
- 2) a) *Apologies* from Carol Howard.  
b) *Minutes* of PCC meeting 14:01:2026 were approved and signed, and it was agreed they could be published with no redactions.



Incumbent's%20Report%20March%202026.

- 3) *Parish Priest's report:* (attached)
  - a) Forest Church will be launched on 10<sup>th</sup> May, Rogation Sunday. Walks will be arranged from Barns Green Village Hall (leaving at 2:15 pm) and Slinfold. In the churchyard there will be a picnic followed by a service (at 4 pm). A portable fire pit will be used that will leave no ash afterwards. The service will be held on the second Sunday of each month while the weather holds.
  - b) The joint PCC Away Day will be on 13<sup>th</sup> June, in Steyning and led by Rev Beverley Miles.
  - c) LMHC: the PCC approved the appointments of Mrs Sue Simmons and Mrs Chris Hennock.

### 4) *Discussion item: Heating*



St Nicolas Church, Itchingfield - Heating Feasibility Report (Draft for Review at Rev B).pdf

This report, produced by the Fabric Committee last year, demonstrates the difficulties encountered when seeking to implement the carbon neutral goal set by the central church. So far as projects are concerned the Fabric Committee exists to do research, and implement decisions made by the PCC. Discussion established that:

- The current boiler is working and not anticipated to need early replacement
- We do not need to upgrade the power supply (to three phase) to achieve our current *Tea and Toilet* goals
- We do not need to upgrade if we wanted to introduce more audio or visual facilities
- Installing heat pumps, and all associated equipment, is unlikely to be allowed in a conservation area

- We could install heating cushions which would make services more comfortable (without fundraising) but we would need to keep the boiler at least its current use in order to heat the fabric of the church
- Installing three phase, as future proofing, may not work as new technologies may emerge, or regulations change

It was agreed Pip McBean should initiate an informal consultation with the DAC to obtain their views on options available. Once those are received we would make a decision on heating options in the context of the Tea Making and Toilet project.

Thanks were expressed to be passed on to David Pickard (chair of Fabric Committee) for his hard work.

## 5) *Financial Matters*



Itchingfield%20Annual Finance%20Report%2 Copy%20of%20Finan  
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- a) *The Annual Report (TAR)* was looked at and a few minor corrections made to the written section (attached). The financial part is not yet ready, and a subcommittee of Rev C, PW and MH was appointed to finalise this. There has been a lot of work to do to bring the form of the report into line with Slinfold. The following points were noted:
  - i) There is an important legal point on the difference between restricted funds (where the donor has put limits on how the money can be used, which cannot normally be changed) and designated funds (where the PCC has assigned money to a particular use which can be changed).
  - ii) The money raised by the Table Top Shop is restricted, some to the Tea Making and Toilet project, and the rest to fabric.
  - iii) Interest should follow the designation of the fund itself (restricted to restricted, designated to designated and general to general).
  - iv) Any decision about whether to continue to designate funds (as this involves a lot of extra work) was postponed.
 Paula was thanked for all her hard work.
- b) *Giving Sunday* had happened, positive comments were received and several people had increased their donation. Letters had been printed to everyone on the Electoral Roll, these were in envelopes at the back of church. This will be an annual event.
- c) *Monthly accounts for January* (attached), had been prepared. We may review use of the investment and deposit accounts. PW was getting a clearer idea of the different pots which are used.
- d) *Preparation for the Annual Meetings* was in progress. The village hall was booked until 12 noon so it would help to start nearer 10:45 am (last year we finished at 11:58am). This year there would be elections for Deanery Synod representatives. As far as elections to the PCC AJ and RP had come to the end of their term and would not be standing for re-election. CMH was prepared to stand again. Rev C asked if anyone wished to stand down that they let her know as soon as possible.
- e) *Electoral Roll* would just be a revision this year. Forms were available at the church, also a map showing the boundaries of the ecclesiastical parish. PM

thought she had seen a map with different boundaries, and would look to share this.

- 6) *Safeguarding BS* had nothing untoward to report. Anna's DBS was in progress. Rev C, BS and Vicky Burrell (Slinfold Safeguarding officer) were meeting to discuss the new Dashboard. Discussion would include what could be provided for those who choose not to use online training.  
BS announced that he would be stepping down as safeguarding officer from the APCM. We would need to find a replacement. BS was thanked for all his hard work.
- 7) *Health and Safety* PM had nearly completed the risk assessments, there were a few things to buy or do. The document should be ready in ten days.
- 8) *Matters Arising from previous minutes not covered elsewhere* GC had compiled a summary on insurance for events not taking place within the church building. He would either circulate it himself or send it to CMH to circulate. This is now attached



insurance%20notes%  
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to these minutes.

- 9) *Any Other Business* the chemical toilet needs emptying. PM agreed to do this as a one-off. For all future events we would have to make it clear that there would be no toilet at the church.
- 10) *PCC meetings dates:*
  - a) APCM Sunday 26<sup>th</sup> April
  - b) PCC 10th June, 23rd September, 18th November

The meeting closed at 9.27 pm with the Grace.

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**Rev'd Caroline Armitage**  
**Chair**