

St Nicolas' Itchingfield, Minutes of PCC Meeting 7:30 pm 12th November 2025 held at Briar Lodge

Present: Rev Caroline Armitage (Chair), Margaret Watson, Pip McBean, Chris Hennock (CMH), Judith Nesbitt, Miriam Coghill, Bryan Southon, Martin Hennock, Carol Howard (CAH), Julia Huson, Roger Pitts, Annie Jennings, Paula Whybrow (non-voting)

1) *Prayer and Priest's Ponderings* MH opened in prayer, Rev C spoke on Titus 3:1-7

2) a) *Apologies* Geoff Chamberlin,

b) *Minutes of PCC meeting 17:09:2025* were approved and signed

c) *Notes from the Standing Committee 14:09:2025 (attached)*

(i) Resolution 2 (that we approve applications from Margaret Watson and Miriam Coghill to train as Authorised Lay Ministers (Pastoral)) was passed nem com.

(ii) The appointment of a benefice administrator: the advert had gone out, the closing date was December 5th.

(iii) It is a requirement that minutes of PCC meetings are published, ideally pinned up at the back of the church and on the website; sensitive information, generally personal or financial, should be redacted first. It would be easiest if on the website we put that the minutes were available on request and were pinned up at the back of the church. This was agreed.

3) *Parish Priest's report:*

4) *Fabric and Churchyard*

a) More investigation had been done on the possible beetle infestation. PM, Rev C, Martin Sawyer (on Fabric Committee) had met with Simon Dyson (the church architect) and an engineer. The engineer's view was that some repairs and treatment were needed but the beams were so massive that the integrity of the tower was not currently threatened. We had hoped to have a report and the necessary specification by now, but the engineer is very busy. The anticipated cost is in the region of £15,000, to include VAT as we are unlikely to get the work done before changes to the VAT regulations on building work. Before we can do the work we need to have a bat survey, and the earliest that this can now be done is April. Rev C and PM would look to see if there were grants to help cover the cost of the work.

b) The Priest House will be closed next week (17th – 23rd November) while the work needed on the inside was done.

5) Financial Matters

- a) Following the resignation of Julia Huson, Paula Whybrow was unanimously appointed as Treasurer (non- voting) of Itchingfield PCC.
 - b) The required resolutions to change the mandates (see attached) were passed. The forms were signed at the end of the meeting.
 - c) Urgent changes were required to delegations of authority in the Financial Policy (attached) this was formally adopted with two abstentions. More revision was needed but this would be done next year.
 - d) PW had shared the October financial report. She would be sending out monthly reports with the end of year coming in January.
 - e) PW presented a draft budget for next year, and noted it should be easier in future when she is more familiar with Itchingfield finances.
 - (i) Rev C explained that we should really be thinking about our Mission and Ministry first and then agreeing a budget. This year there had not been time for this, but next year the two PCCs would have an Away Day to consider Ministry and Mission.
 - (ii) Discussion covered charitable giving. It was noted Itchingfield simply passes on the Harvest and the Remembrance Day service collections. PW would like to reintroduce yellow envelopes to ease collection of Gift Aid from casual donations.
 - (iii) Parish Share for next year was discussed, starting from the basis that we should be paying for half of a 50% priest. There was a discussion as to whether to pay 60% of full share (£28,917), which would be over the suggested 50% amount identified by the Diocese as applicable to a benefice with a 0.5 incumbent. The purpose was to show a positive intention with a view to encouraging the Diocese to increase Rev C's time. Some discussion ensued as to whether the percentage should be 55%. It was agreed that it was important that the two PCCs in the benefice donated the same amount and that the Churchwardens communicate clearly to the diocese what our intentions were. After discussion, the resolution to pay Parish Share of £28,917 was passed with one voting against and one abstaining. It was agreed Rev C and MH would put together an appropriate letter to the Diocese and the Deanery.
 - (iv) In the past Slinfold had been paying 100% of some of the rectory costs but these must now be properly shared.
 - (v) PM had put together suggested 2026 budgets for the churchyard and fabric works (attached)
 - (vi) It was agreed that the 'Priest's House bespoke replacement gutters' while a "nice to have" were not a priority at this point and not included. If work were to be done in the future we would look to separate fundraising including from the wider village.
 - (vii) The revised overall budget (attached) was approved nem con.
- JH and PW were thanked for their hard work.

- f) The church insurance is due for renewal at the end of the year (for the next three years). The diocese had recently given some details of Trinitas insurance. It was agreed to ask GC to get a quote from Trinitas and compare with that from Ecclesiastical. A decision would have to be made by email resolution.

6) *Events*

- a) The 900 tea would be in the Village Hall on Saturday any help would be welcome.
- b) The Christmas Lunch would be on 13th December, currently numbers looked similar to previous years. MC and MH would need to meet to plan in more detail.

7) *Safeguarding and Health and Safety*

- a) BS is getting more training on Safeguarding and the Dashboard.
- b) PM was hoping to complete the Risk Assessments on Saturday.

8) *No Matters Arising from previous minutes not covered elsewhere.*

9) *No Any Other Business*

- 10) Rev C thanked Julia Huson for all the work she had done for St Nicolas.

11) *PCC meetings dates:* these were proposed and agreed.

- a) APCM Sunday 26th April
- b) PCC 14th January, 11th March, 10th June, 23rd September, 18th November

The meeting closed at 9.31 pm with the Grace.

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Rev'd Caroline Armitage
Chair
CMH
14/01/2026