

## St Nicolas' Itchingfield, Minutes of PCC Meeting 7:30 pm 14<sup>th</sup> January 2026 held at Briar Lodge

**Present:** Rev Caroline Armitage (Chair), Geoff Chamberlin, Pip McBean, Chris Hennock (CMH), Judith Nesbitt, Miriam Coghill, Bryan Southon, Martin Hennock, Carol Howard (CAH).

- 1) *Prayer and Priest's Ponderings* Rev C spoke on Samuel's call and CAH opened in prayer.
- 2) a) *Apologies and membership of PCC* Apologies from Roger Pitts, Annie Jennings, Margaret Watson, Paula Whybrow: Julia Huson had resigned with effect from 12<sup>th</sup> November 2025.  
b) *Minutes of PCC meeting 12:11:2025* were approved and signed



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Priest's%20report.doc %202022-2025.xlsx or%20Initial%20Task%

- 3) *Parish Priest's report:* (attached)
  - a) The new Admin assistant (Anna Buonanno) had begun work. An initial indicative list of her responsibilities was shared and is attached. There are DBS checks to be done and references to be taken up.
  - b) Anna is a partly qualified accountant, once she is fully in role she could take on the day-to-day treasurer's responsibilities, this would require her hours to be increased by one or two a week. Paula Whybrow is looking to hand everything over by the 2027 APCM at the latest. We would need to appoint someone to act as treasurer in an overseeing role.
  - c) We need to review our GDPR compliance with the changes that are happening.
  - d) The Ministry Team meeting is to discuss a Lent Course, fifth Sunday services, and the difference in flavour between the two Parishes. Itchingfield is more agricultural and Rev C is looking to introduce different services on this theme.
  - e) The PCCs' Away Day will be a Saturday, probably in May or June, please let Rev C know any dates you cannot do. The day will be to consider God's call to us and His mission in our villages.

#### 4) *Financial Matters*



Treasurers%20report Copy%20of%20Finan  
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- a) The treasurer's and financial reports (attached) had been circulated previously. There was an intention in future to include commentaries. It would be helpful to have operational and fabric expenditure separated out.
  - b) For insurance GC had compared Trinitas and EIO, we had stayed with EIO. This does not require a resolution as there is no change. In two year's time we need to start a comparison as a decision is needed by December 2028. GC will inform EIO of off site activities (Messy Church and Community Worship).
- 5) *Annual Reports* In future we would need to produce two reports. The Annual Report (TAR) would contain the accounts with a standard short front part, containing all that the Charity Commission require from us, together with a Trustees report prepared by Rev C. This will be presented to the PCC for approval at the March meeting, before going to the independent examiner. CMH, as PCC secretary, would

collate the activity reports for the APCM, recording the life of the church during 2025.

- 6) *Fabric and Churchyard* A branch of a tree had come down by the tower, there was no damage. The tree is hollow and will be checked by an arboretum team on 15<sup>th</sup> January 2026. PM will remove the branch of another tree that had been lowered by birds and was now close to head height, so a possible hazard. The work on the Priest's House is nearly complete.
- 7) *Safeguarding* Nothing to report.
- 8) *Health and Safety*
  - a) BS will be doing risk assessments on the bell tower and Messy Church.
  - b) PM and GC will take care of the other necessary risk assessments.
- 9) *Matters Arising from previous minutes not covered elsewhere.* GC, who was not at the November meeting owing to illness, wished it to be recorded that he would have voted against paying 60% Parish Share.
- 10) *Any Other Business*
  - a) Now that Wendy Dorkings had moved away we were short of lay ministers of Holy Communion (LMHC). The PCC agreed that Andrew Armitage, Rev C's husband, be approved as a LMHC at St Nicolas. He would not go on the rota but be available to be called on in need. Rev C would be running a deanery course for potential LMHC at the end of February and she encouraged any one interested to apply.
  - b) There was a discussion on engagement with the village Youth Club. As this is a ministry matter it would not need PCC approval. Any volunteers should speak to the Youth Club Leaders, Karen Ott and Julia Heigham about what they could do.
  - c) Amelia Scott-Cowley had asked about a Community Fridge in Barns Green. PM knew of an initiative and would put her in touch.
  - d) Clarification was given that **restricted funds** may only be used for the purpose stated by the donor; while the PCC have put **designated funds** aside for a particular purpose, the PCC can change this.
- 11) *PCC meetings dates:*
  - a) APCM Sunday 26<sup>th</sup> April
  - b) PCC 11th March, 10th June, 23rd September, 18th November

The meeting closed at 9.00 pm with the Grace.

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