

Parish of Sutton with Seaford Parochial Church Council

Minutes of the PCC meeting held on Wednesday 10th May at 7.30pm in St Leonard's Church

Present: Rev'd James Hollingsworth (JH), Rev'd Lucy Hollingsworth (LHo), Anna Grimble (AG), Stefan Bracher (SBr), Bob Carrington (BC), Stephanie Baker (SBa), Julia Lawson (JLaw), Fred Bass (FB), Michael Holmes (MH), Kim Cuthbert (KC), Paul Waller (PW), Nicola Ferguson (NF), Janet Kent (JK), Lucy Borthwick (LB), Bridget Anderson (BA), Lizzie Jackson (LJ), Sally Thompson (STh), Sue Topp (STo).

1. **Welcome & Introductions:** JH welcomed all the meeting, especially new members.
2. **Prayer:** There was a hymn, bible passage and prayer, including the Lycig prayer.
3. **Apologies for Absence** – Rev'd Derreck Lee Philpot (DLP), Liz Morgan-Jones (LMJ), Joanne Lalla (JLal), Carole Kay (CK).
4. **Our Parish – Key Issues:**
 - a. **Co-opting members: Proposal: Rev Lucy Hollingsworth is co-opted to PCC for the year 23-24. Proposed by Kim Cuthbert, seconded by Janet Kent, unanimous. Stefan Bracher is co-opted to PCC for the year 23-24. Proposed by Michael Holmes, seconded by Nicola Ferguson, unanimous.** (JH, LHo and SBr left the room and JK took the chair for this item)
 - b. **St Leonard's Hall sale:** The first planning application was refused by the conservation officer with suggested adjustments. The architect made adjustments and resubmitted the plans on 25th April. The changes are minor but may affect the value as there is a small reduction in floor space. Once permission is gained the value is expected to be approximately £400k. Question: Do we need diocesan permission to sell the hall? A. Yes, FB is in contact with David Evison, main responsibility is to achieve the best possible value for the property.
 - c. **Building project:** Lewes District Council have approved plans for the extension to St Leonard's for accessible toilets. The architect is preparing applications to bodies such as The Victorian Society, Society for Protection of Ancient Buildings, English Heritage and The Church Buildings Council and finally to apply for a faculty. There are grants available for accessibility changes, enquiries will be made about the time scale for applications.
 - d. **Children and Youth Team:**
 - i. **Messy:** This is ticking along nicely with new families as well as regulars. 12 families attended Coronation Messy
 - ii. **Toddler Groups/Tots:** These groups are going well and are at times oversubscribed and having to turn people away. Some Mothers Union members have enjoyed starting to help with refreshments. There are 2 new volunteers at St Leonard's but there is still a need at St Luke's.
 - iii. **Sparks:** Going well although numbers are down recently, possibly due to SATS and school events. Currently the group are doing science experiments.

- iv. **Ignite:** This group continues to grow, 40 attended the last meeting. An upper limit will need to be set, possibly 45. A link has been made with a home group. 13 members came to a joint youth service.
- v. **Glow:** Sunday school at St Luke's. Up to 6 children attend
- vi. **Family Services:** these are going well, 2 families regularly attend and there may be a third. Other events such as rugby practice happen at the same time and affect numbers.
- vii. **St Luke's garden project:** Making the space more usable by young people is underway. A meeting has been arranged with SEAHub. A donation has been received to replace the fence to stop youths jumping over and breaking it.
- viii. **Coronation Festival Monday 8th May:** The stalls were very busy and many children came.
- ix. **Sparks Summer Camp:** 12 young people are going and there have been generous donations to support those unable to fund it. **Proposal: PCC support Sparks Group attending summer camp from 22 - 27 July 2023 at Coldharbour Meadows. Proposed by Lucy Borthwick, seconded by Bob Carrington, unanimous.**
 - Q. Is there training available eg, first aid, food hygiene? A SBr will investigate.
 - Q. Is there collaboration with other youth services in the area? A. SBr and Sara from Newhaven are hub leaders.

5. **Approval of minutes:** The minutes of PCC meeting on 15th March and the APCM on 23rd April 2023 were agreed to be an accurate record.

There was one e-vote between meetings which is detailed as a confidential minute in the finance section.

6. Matters Arising:

- a. Following a question at APCM the minutes of meetings will be circulated for PCC to check for accuracy and then posted on the website and in the churches clearly labelled 'draft' until approved at the next meeting.

b. Appointments:

- i. Vice Chair of PCC: Janet Kent
- ii. PCC Secretary: Stephanie Baker
- iii. Treasurer: Paul Waller
- iv. Electoral Roll Officer: Julia Lawson
- v. Health and Safety Officer: Elizabeth Morgan-Jones
- vi. Safeguarding Officer: Ruth Saunders
- vii. Fabric Team Chair: Michael Holmes

The appointment of the people listed above was proposed by Rev James Hollingsworth, seconded by Anna Grimble and carried unanimously.

It was noted that a second deputy warden is needed at St Luke's to assist Joanne Lalla.

7. Statutory Items:

- a. **Safeguarding:** Nothing to add to report at APCM
- b. **Health and Safety:** Nothing to report and a reminder to those responsible for regular checks to keep them up to date. The need for a safe ramp with hand rails into the chapel was noted and solutions will be explored.

- c. **Finance:** At 31st March 2023 the financial situation was similar to the first quarter of 2022 with income from Donations and Legacies £45387 compared to last year of £45665. The Expenditure on Charitable Activities of was £64637 compared to £64944 in 2022. The deficit is higher as our other income is down £8000, this is due to the adjustments made at the end of 2022 which effected the income with a £6000 write off. Our Parish Share has increased by 10%, organ maintenance fees by 8%. Income and Expenditure and balance sheets are appended.

A confidential proposal regarding salary increases was made and approved which employees and relatives of employees did not take part in. A record of this is stored separately.

A legacy of £45k has been left to the parish.

PCC recorded thanks to PW.

8. Fabric:

St Luke's: Nil to report

St Leonard's: MH has met with the architect and Roger (builder working on the tower) regarding the flagpole and safety.

Proposal: The flagpole is removed from the tower and resited in the churchyard on safety grounds. Proposed by Michael Holmes, seconded by Lucy Borthwick, unanimous.

A churchyard clean up session is planned for Bank Holiday Monday 29th May.

MH has met with David Bramley regarding the trees and hedge and trimming. Upkeep of the churchyard is the responsibility of Lewes District Council and FB will contact them regarding their remit.

Proposal: The trees to be trimmed back in St Leonard's Churchyard. Lewes District Council to be approached to do this and in the meantime Tree Fella and Total Tree be asked to provide quotes for the work should the parish be responsible.

Proposed by Michael Holmes, seconded by James Hollingsworth, unanimous.

9. Reports

- a. **Mission Support:** The team has not met since the last PCC meeting.
- b. **Pastoral Care:** The team meet by Zoom, Brian Millar is responsible for Care Homes and Barry Ranger home communions.
- c. **Deanery Synod:** No meeting since last PCC.
- d. **Vicar's Sabbatical:** The vicar will be on sabbatical for June, July and August. Sunday services will be covered by DLP, SBr, Rev Arwen Folkes and her team from East Blatchington and Rev Stephen Stukes from Alfriston. DLP will look after weddings, funerals and other pastoral matters etc. Emails to James will be redirected to Charlie Christie. James will spend 2 weeks in Jerusalem and 2 weeks on Iona at other times he will be in Seaford but not undertaking parish work.

10. Future Events:

- a. **PCC commissioning:** Date to be confirmed, commissioning will take place at all services.
- b. **Priesting of Damien Brennan and Janice Bartholomew:** Sunday June 4th at St John Meads (allowed 50 guests each so people can go). There is a collection for the gift of a stole for Damien.
- c. **Christian Aid Week:** 14th – 21st May

- d. **Thy Kingdom Come:** 10 days from Ascension (18th May) to Pentecost

11. AOB:

- a. **A-Z Leaflet:** This was handed out at the stall on Coronation Monday. Copies are available in the churches.
- b. **SSM Curate:** A conversation has begun with the diocese re the parish having an SSM for 2 days a week plus Sundays from June 2024.
- c. **Cleanliness at St Luke's:** SBr reported that St Luke's rooms, especially the toilets are not being kept clean. Now that there are more bookings whether Tom and Charlene can cope with the workload was raised and the need for a designated cleaner should be considered. FB to meet with Tom and Charlene.
- d. **St Luke's Stage Floor:** LB reported a hole in the floor of the stage, MH will investigate and get it repaired.

12. Actions: FB meet with Charlene and Tom re cleaning at St Luke's. FB contact LDC re responsibility for trees and hedges in St Leonard's churchyard. SBr to investigate training available eg food handling/first aid.

13. Date of Next Meeting: Wednesday 12th July 2023 at St Leonard's