MINUTES of a meeting of the Parochial Church Council of the Parish of St Paul's New Beckenham held in the church hall on Wednesday 3rd June 2026.

2026 / 2027 No. 1

Present: Rev'd Rachel Winn (in the chair), Maria Adu (for minutes 11383 – 1400), James Bramwell, Sarah Butler, Ismael Gowero (for minutes 11383 – 1405), Sarah Gray, Clari Harrington, Sandra Horner, Anne Howick, Keith Howick, Ian Johnson, Paul Lashmar, Anthea Prendergast.

Apologies for absence had been received from Anne Harkness and Roger Wells.

Rev'd Rachel Winn welcomed the new PCC members, James Bramwell, Ismael Gowero and Sarah Gray, to the first PCC meeting since the APCM on 17th May 2026.

Rev'd Rachel Winn opened the meeting in prayer.

11383 Conflict of Interest

Keith Howick declared a Conflict of Interest as a trustee of St Paul's Pre-School, and as a trustee of The Ugly Duckling Company.

1384 Appointment of leader for *Your PCC Matters*

Ian Johnson offered to prepare a report on the meeting for the notice sheet.

1385 Minutes of the PCC meeting held on 15th April 2026

The minutes of the PCC meeting held on 15th April 2026 had been received. Sarah Butler commented that, in minute 1364(ii), the first sentence should be amended to read: Sarah Butler commented that the annex to the policy had been written five years ago and the annex had been approved by the PCC. Subject to this correction, Anthea Prendergast proposed, seconded Ian Johnson, that the minutes of the PCC meeting held on 15th April 2026 be received as an accurate record of the meeting. **Agreed, with five abstentions, as five people had not attended the meeting.**

1386 Minutes of the PCC meeting held on 23rd April 2026

The minutes of the PCC meeting held on 23rd April 2026 had been received. Sarah Butler proposed, seconded Paul Lashmar, that the minutes of the meeting held on 23rd April 2026 be received as an accurate record of the meeting. **Agreed, with five abstentions as five people had not attended the meeting.**

1387 Matters arising

(i) Minute 1365(ii), Purchase of water butts. Adam Winn had looked into water butts and had suggested that a Rustic Oak Barrel Water Butt should be purchased at a cost of £217.00 inc vat. Pictures of the water butt were circulated. Anthea Prendergast proposed, seconded Keith Howick, that a Rustic Oak Barrel Water Butt should be purchased at a cost of £217.00 inc vat. **Agreed.**

(ii) Minute 1376, Filming request. Rev'd Rachel Winn reported that the Church Administrator had spoken to the company requesting more details. She had not received a reply, so it was assumed that the company is no longer interested.

1388 Action sheet

(i) Minute 1221(viii), Faculty for new notice boards. Bromley Planning Department had requested a lot more information, including details of the size, by 21st June. It had been agreed that St Paul's should withdraw the application and submit at a later date, when St Paul's had all the information requested. It had not been clear that planning permission was needed and if the notice boards were downscaled more information would be needed.

(ii) Minute 1312, Review of legacy policy and giving leaflet. The leaflet had been updated. It would be important to promote more the idea of leaving a legacy. It was suggested that Sarah Clarke should be asked to update the look of the legacy leaflet, and information should be put by the donations table where the CollecTin is located.

(iii) Minute 1341(iv),Risk Assessment for hall hirers who wish to use the church gardens Rev'd Rachel Winn had spoken to the Church Administrator about creating an adapted Risk Assessment for hirers using the gardens. Rachel had not received a template from David Charlesworth and would follow up on this.

(iv) Minute 1348, Environmental policy. A copy of a draft St Paul's Environmental Policy had been circulated. Sarah Butler proposed, seconded Keith Howick, that St Paul's agree to commit to the Environmental Policy. **Agreed.**

(v) Minute 1351, Development of halls space. Richard Bradley had obtained three quotes to replace the halls flooring, and details had been circulated. It had been recommended that St Paul's should proceed with the repair to the hall flooring to make it safer. Anne Harkness had proposed by email, seconded Sandra Horner, that Anne Harkness instruct Bespoke Floors to remove the flooring from the damaged area, repair the substrate, lay a new section of flooring and weld the edges. When the quote for the work has been received, the Standing Committee should make the decision regarding the cost. **Agreed.**

(vi) Minute 1372, New Communion Assistant. Anthea Prendergast confirmed she had spoken to Sergio Moldovan and he has now assisted at Holy Communion.

(vii) Minute 1378, Charges for Pre-School. Rev'd Rachel and Keith Howick had met with the Pre-School recently. Rachel had asked the Diocese to supply examples of contracts for churches with a Pre-School. Three contracts had been received, and Keith, Liz Spencer and Rachel would be meeting on 12th June to discuss hall rates and contracts, as well as the possible change in status to a CIO.

Members asked if the Pre-School would be changing their name, and asked if they would have to meet somewhere else during the heating work in the church. Rachel confirmed that the 'St Paul's' name will not be used when/if the Pre-School changes to CIO status. Timescales for disruption to the halls is not yet clear, although Rev'd Rachel had spoken to the Pre-School manager regarding plans and likely disruption. The vicar and Keith Howick would be preparing a contract for consideration at the PCC meeting on 29th July. Maria Adu asked if there is a code for use of the microwave, as this seems to be locked following Pre-School use. She felt there should be a child lock, but this should be undone before the Pre-School leave. Rachel agreed to mention this at their meeting.

1389 Matters arising from the Annual Parochial Church Meetings, 17th May 2026

(i) Election of PCC representatives. James Bramwell, Ismael Gowero, Sarah Gray and Sandra Horner had been elected to the PCC at the APCM. Keith Howick and Sandra Horner were elected as Deanery Synod representatives. There were still two vacancies and two people had expressed interest in serving on the PCC. A member asked if it was possible for a husband and wife to serve on the PCC. It was noted that St Paul's does not have a policy. The vicar would consider in future regarding a policy. Tony and Shiona Pilgrim had taken election forms and requested to be co-opted on to the PCC.

(ii) Appointment of a Licensed Reader to serve as an *ex officio* member of the PCC. Sarah Butler had been appointed.

(iii) Team reports and PowerPoint at the APCM Service. The vicar asked what members thought could have been done differently and how they felt it had been received on the day. Members felt it had been received quite well, although some reports had gone on too long and had lasted more than two to three minutes as requested. Some members felt that some reports had not been appropriate, and it was noted that this was being dealt with currently.

1390 Safeguarding and Inclusion

(i) Appointment of Parish Safeguarding Officer. Keith Howick proposed, seconded Sarah Gray, that Sandra Horner should be appointed as St Paul's Parish Safeguarding Officer. **Agreed.**

(ii) Promoting a Safer Church, safeguarding policy statement. Sandra Horner proposed, seconded Anne Howick, that St Paul's approve the Safeguarding Policy, Promoting a Safer Church, document. **Agreed.**

(iii) National Safeguarding Standards. Keith Howick proposed, seconded Clari Harrington, that St Paul's commit to the Five National Safeguarding Standards. **Agreed.**

Sandra Horner read out to the PCC a safeguarding scenario and members spent time in quiet discussion and then answered questions about the scenario.

1391 Standing Committee

A report had been received giving details of those who had served on the Standing Committee in 2025/2026. Maria Adu proposed, seconded Paul Lashmar, that the vicar, churchwardens, PCC Secretary, Keith Howick (as a representative from the Finance team), and Sarah Butler (LLM representative) should serve on the Standing Committee. **Agreed.**

1392 PCC Officers

A report had been received giving details of those who had served on the PCC in 2025/2026. It was noted that it would be important for the vicar to discuss with Rosemary Dear if she is willing to be nominated as the Treasurer, and to check if Rufus Ballaster was willing to continue as the Electoral Roll Officer. The vicar agreed to speak to Anne Harkness regarding the Electoral Roll Officer position.

Sarah Butler proposed, seconded Ian Johnson that Rosemary Dear should be the Treasurer. **Agreed.**

The following roles were **agreed** for 2026/2027:

PCC Chair	Rev'd Rachel Winn
PCC Secretary	Anne Howick
Assistant Treasurer	Anthea Prendergast
Asst Treasurer (Away Giving)	Finance Team
Lay Reader representative.	Sarah Butler
Asst Treasurer Planned Giving (Gift Aid)	Rosemary Dear

1393 Team appointments

A report had been received giving details of who had indicated their interest in serving on the Teams. Maria Adu proposed, seconded Paul Lashmar, that the following PCC members and other members should serve on the Teams. **Agreed.**

PCC Members	Other members
Buildings Team	
Ishmael Gowero	Richard Bradley
Anne Harkness	Jash Masih
Paul Lashmar	Shiona Pilgrim
	Tony Pilgrim
	Adam Winn
Climate & Ecology Team	
Sarah Butler	John Blakely
Keith Howick	Tony Pilgrim
Anthea Prendergast	Liz Spencer
	Adam Winn
Communications Team	
Maria Adu	Andrew Griffiths
Anne Harkness	Olivia Masih
Anne Howick	Gail Wells
	John Williams
Finance Team	
Maria Adu	Rosemary Dear
Sarah Gray	Tim Harrington
Keith Howick	Tarina Hill
Anthea Prendergast	
Mission Team	
Ishmael Gowero	Alison Dockray
Clari Harrington	Marie Read
Sandra Horner	Brian Wooler
Ian Johnson	Youla Yates
Roger Wells	

1394 Sidespeople and Welcome Team

At the PCC meeting on 26th June 2025 (minute 1204) Maria Adu, Ann Birkett, Alison Bradley, Rosemary Dear, Alison Dockray, Anne Howick, Laura Lashmar, Paul Lashmar, Sandi Lee and Brian Woolmer had been approved as members of the Welcome Team. It was noted that Ann Birkett might want to come off the Welcome Team this year. It would be important to recruit a few more members of the Welcome Team.

1395 Assistant Churchwarden job description

A draft role description and person specification had been received. The person would be supporting the churchwardens in their roles, but would not be a deputy. Members were encouraged to think about who might be approached. Keith Howick proposed, seconded Sarah Butler, that the Assistant Church Warden role description and person specification be approved. **Agreed.**

1396 Approved signatories

A report had been received with recommendations regarding the accounts held by St Paul's Church.

(a) National Westminster Bank plc. Paul Lashmar proposed, seconded Sandra Horner, that National Westminster Bank plc should continue an Account in the name of St Paul's Church, Beckenham and be authorised to accept instructions (i) for operations on the Account, and (ii) to release items in security or safe custody in the name of St Paul's Church from Anne Mary Harkness (Churchwarden), Anthea Dawn Prendergast (Churchwarden), Rosemary Mabel Dear (Assistant Treasurer) and Elizabeth Anne Gordon Howick (PCC Secretary). It was proposed that any two of the above be authorised as cheque signatories of which, wherever possible, one should be a Churchwarden. Rosemary Mabel Dear should remain the main contact. **Agreed.**

It was noted that for internal National Westminster Bank plc transfers, e.g. to/from the Business Reserve Account from/to the Bonus Saver Account, only one signature is required.

(b) Rochester Diocese. Paul Lashmar proposed, seconded Sandra Horner, that Anne Mary Harkness (Churchwarden), Anthea Dawn Prendergast (Churchwarden), Elizabeth Anne Gordon Howick (PCC Secretary) and Rosemary Mabel Dear (Treasurer) should be authorised signatories, any two to act of which, wherever possible one should be a Churchwarden. Rosemary Mabel Dear (Treasurer) should be the main contact. **Agreed.**

(c CAF Bank Ltd account. Paul Lashmar proposed, seconded Sandra Horner, that CAF Bank Ltd be authorised to accept instructions for operations on the Account from Anne Mary Harkness (Churchwarden), Anthea Dawn Prendergast (Churchwarden), Rosemary Mabel Dear (Treasurer), Elizabeth Anne Gordon Howick (PCC Secretary) and John Dore. Any two of the above should be authorised as account signatories of which, wherever possible, one should be a Churchwarden. Rosemary Mabel Dear should be the main contact. **Agreed.**

1397 PCC financial liability

Members were reminded that, as PCC members, they are required to read and sign the PCC Financial Liability form and to return the form to the PCC Secretary.

1398 Purchase of new CollecTin

The vicar felt that it would be important for St Paul's to have another machine, which could be freestanding, of a decent height, near the main door, but not in the foyer. St Paul's might get more donations if there was something more robust and prominent. It should be compatible with SumUp and people should be able to Gift Aid their donations. Ian Johnson offered to look into buying something which would be compatible with SumUp, so people could make contactless or card payments. It was suggested that Ian Johnson and Maria Adu should research possible machines.

1399 National Lottery Heritage Fund

Members were asked how they felt about applying for grants from the lottery. It was understood that the main source of its funds is from gambling. A percentage of its funds goes to good courses in the community, including churches. Members expressed their views on how they felt regarding funds linked to gambling and several said they were not comfortable with such grants. Following discussion it was agreed that the PCC would not support applications to the National Lottery Heritage Fund.

1400 Places of Worship Renewal Fund

A report had been received regarding guidance on applying for a new Government grants fund for listed places of worship to help pay for capital works including fabric repairs and essential improvements, such as electrical upgrades, heating, toilets and step-free access which had been published on 19th May 2026.

1401 Removal of the pews.

A report had been received from the vicar regarding removal of the pews. The PCC would need to have an urgent discussion regarding whether to not re-fit pews after the heating installation and instead to purchase and use chairs in the church. At the Vision Fellowship Meeting on 28th June it would be important for the church as a whole to be consulted and have the opportunity to offer their opinions. The PCC should then make a decision after that meeting. The possibility of having carpet to the left and right of the centre aisle, and possibly in the children's area, was suggested, depending on how durable the carpet might be. The area where the bomb damage is should not be changed. If there are pews on top of carpet they would have to be refitted carefully, especially with water pipes underneath. The vicar hoped other groups, e.g. Babies & Toddlers, Friendship Group, might want to meet in the church in future. The church would need under floor heating. Members asked if the space would be used in different ways in future. Others commented that the pews are historic, and asked if there could be pictures of how the church might look with carpet, chairs, different layouts. Ishmael Gowero offered to prepare some photos by 28th June in time for the vision launch and to put some pictures on the notice board. Keith Howick reported on an article in the Church Times. Rev'd Rachel commented that if we put the pews back after the heating installation we would not be able to justify making major changes within the church in the future, as we could not easily apply for a Faculty to remove the pews when we have the ideal opportunity to create the space now. Members thought there should be flexibility, that we should keep the choir stalls. Some members commented on the chairs or pews in other local churches. Heating should be the main focus. When the pews have been taken out members should look at the space, thinking for example of the chairs in Cathedrals. Chairs should be portable and stackable. The vicar felt this should be a PCC decision after the Vision Fellowship meeting and the congregation should be involved in the whole conversation and be given the opportunity to complete a feedback form.

1402 Change of legal name for SumUp

It was reported that David Charlesworth is currently the legal name on SumUp. Anthea Prendergast proposed, seconded Ian Johnson, that Maria Adu should be the legal name in future. **Agreed.**

1403 Foyer renovation update

A report had been received from the Foyer Working Group. The report outlined what would be required, including (i) both the inner sets of doors to be of glass and motorised, (ii) the tiled floor to be lifted and an appropriate carpet redecoration to be fitted, (iii) cables, storage and racks to be tidied up, and the notice boards to be minimised, (iv) provision of a curtain electric heater, (v) provision of an LCD TV display of information, and (vi) renovation of the main door. It was noted that legacy money would only cover about half of the foyer project and architect fees.

1404 Keith Howick commented on the work of Wilson Partners to date.

Following discussion Keith Howick proposed, seconded Sandra Horner, that the PCC appoint Wilson Partners to design and instal heating as engineers. **Agreed.**

Steele Scammell Architects (SSA) are providing Stage 3 design support. The hall area had also been included in the possible works to be undertaken. Keith Howick had been in discussions with Martin Steele, who, in his capacity as architect, is liaising with Wilson Partners. Martin cannot do all the design work for no fees. He would be charging a reduced rate per hour to assist St Paul's to have the work done. Keith Howick proposed, seconded Paul Lashmar, that the PCC appoint SSA as Principal Designer for the heating project and the foyer project. **Agreed.**

It was noted that the DAC had requested various documents, Statements of Needs, Feasibility Study, Annotated photos of the church, pews, flooring, lighting. for consideration at their meeting on 18th June. These had been sent to the DAC on 28th May. Keith Howick proposed, seconded Clari Harrington, that the Heating Working Group submit a Faculty application to install new heating. **Agreed.**

1405 Financial results

A report for the year to March 2026 had been received. A generous donation of £25,000 had been received, and St Paul's had benefited from an additional £6,250 from Gift Aid.

1406 Transfer of funds

The Finance Team had met and discussed transferring St Paul's current funds from the CAF Gold Account to the CBF Church of England Deposit account. Deposits held within the CBF Church of England Deposit Fund are not covered by any compensation scheme. To date no investor in the fund had lost their capital. The Finance Team had recommended that £200,000 be transferred from the CAF Gold account into the CBF Church of England Deposit Account. Members asked how ethical it was with regard to financing fossil fuel projects.

Ian Johnson proposed, seconded Anthea Prendergast, that the PCC agree that £200,000 be transferred from the CAF Gold Account into the CBF Church of England Deposit Account, subject to confirmation that there is no unethical investment. **Agreed.** It would be important to ask CBF for information. Sarah Gray was asked to look into whether CBF finances fossil fuel projects.

1407 Transforming Bromley Borough pledge

TBB church leaders meets once a month to pray together, as well as holding the quarterly borough-wide Leader's Breakfast morning. TBB are hoping to purchase some new bibles with photos of landmarks in the Bromley Borough, (including Beckenham), including churches in the local area. The vicar asked the PCC to consider how many copies of the bibles St Paul's should purchase, which St Paul's could then give away to people, as a Christmas gift, or at the Spring fair, at Easter, and to Worsley Bridge children attending the Experience events. Ten boxes of forty would cost somewhere around £500. Following discussion the vicar proposed, seconded Keith Howick, that St Paul's purchase ten boxes of forty bibles. **Agreed.**

1408 Climate & Ecology Team

A report of a meeting held on 12th May 2026 had been received. It was noted that there would be a public screening of the film, "People's Emergency Briefing" at Beckenham Methodist Church on 12th June. It had been suggested that there should be a private screening in the church hall at St Paul's on 5th June.

1409 Mission Team

A report of a meeting held on 21st April 2026 had been received. Ben and Katy Ray would be visiting St Paul's on 12th July. There would be a 9.00 am breakfast. The vicar had agreed with Alison Dockray that Anna Khan should visit St Paul's on 22nd November on behalf of Welcare in Bromley.

1410 Buildings Team

(i) A report had been received regarding the Church halls flooring. Quotes had been received from three companies. There had been a recommendation for consideration by the PCC. Ian Johnson proposed seconded Paul Lashmar, that the halls flooring is not replaced now, but that a professional flooring company, Bespoke Floors, should remove the flooring from the damaged area, repair the substrate, lay a new section of flooring and weld the edges, at an estimated cost of £15,812. **Agreed.**

(ii) Ian Johnson proposed, seconded Paul Lashmar, that CES fix the electrics (works which need to be certified in time for the Heating installation), and that pigeon proofing should be included in the heating project, when scaffolding will be on site. **Agreed.**

(iii) Anthea Prendergast proposed, seconded Sandra Horner, that phase 2 of the AV project be put on hold because of the other work to be done in the church. **Agreed.**

1411 Deanery Synod

The next meeting would be taking place on 16th June 2026 at St John's Church, Beckenham.

1412 It was noted that the next PCC meeting would be taking place on 29th July 2026.

11413 Items for *Your PCC Matters*

Members agreed the following should be included: New PCC members were welcomed. Approval given for purchase of a new water butt. Sandra Horner appointed as PSO. Update on removal of the pews. Faculty submitted for new heating system. SSA appointed as Principal Designers for the Heating Project. Wilson & Partners responsible for heating system design. Lunch after the service on 28th June. Transforming Bromley Borough pledge and purchase of 400 Mark's Gospels. Brunch, Pledge, Launch on 11th July.

There being no further business, the meeting closed with the Grace at 10.30 pm.