

MINUTES of a meeting of the Parochial Church Council of the Parish of St Paul's New Beckenham, held in the church hall on 11th September 2025.

2025 / 2026 No. 3

Present: Rev'd Rachel Winn (in the chair), Maria Adu (for minutes 1240 - 11256), Sarah Butler, Anne Harkness, Clari Harrington, Anne Howick, Keith Howick, Ian Johnson, Paul Lashmar, Anthea Prendergast.

Apologies for absence had been received from David Charlesworth, Andrew Griffiths, Wesley Guy, Sandra Horner, and Roger Wells.

Paul Lashmar opened the meeting in prayer.

11237 Conflict of Interest

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

1238 Appointment of leader for *Your PCC Matters*

Anne Harkness offered to prepare a report on the meeting for the notice sheet.

1239 Minutes of the PCC meeting held on 16th July 2025

The minutes of the PCC meeting held on 16th July 2025 had been received.

Sarah Butler proposed, seconded Paul Lashmar, that the minutes of the PCC meeting held on 16th July 2025 be received as an accurate record of the meeting. **Agreed.**

1240 Matters arising

(i) Minute 1221 (vi), New bench. Anne Harkness had replaced the tarnished plaque. John Williams had been really pleased with the replacement plaque.

(ii) Minute 1221(vii), Safer Environment and Activities. A risk assessment should be available on the day of an event. Members were asked to do a risk assessment with their team. A formal hard copy document, or log book of Risk Assessments, should be somewhere visible. Anne Harkness and Paul Lashmar were asked to discuss this in more detail.

(iii) Minute 1221(viii), New notice board colours. David Charlesworth had prepared and submitted a Faculty. On 10th September he had received an email from the Assistant DAC Secretary with a query about planning permission from Bromley Council. He would be reviewing this query on his return from annual leave.

(iv) Minute 1221(ix), South porch. It was noted that the door was attached to the lattice and the lattice was an essential part of the door. Anne Harkness would be speaking to Stuart Barnett on 15th September for a quote.

(v) Minute 1222(v), Welcome Team safeguarding training. It was noted that there would be a Welcome Team training meeting on Sunday 14th September after the Morning service.

(vi) Minute 1222(vi), Cleaning products. Ron and Pauline Barrett were currently not able to clean the church. Liz Spencer had been liaising with Tony and Shiona Pilgrim.

(vii) Minute 1224, School vouchers. It was noted that the expenditure of £2,500 for the fifty vouchers had been covered by donations.

(viii) Minute 1226, PCC appointments. Rev'd Rachel confirmed that she had met with Nomsa Moldovan and thanked her for her time on the PCC.

(ix) Minute 1228, Request to remove two front pews. Rev'd Rachel would be preparing a Temporary Faculty.

(x) Minute 1228, Sandpit. After the end of the summer holidays the sandpit had been donated to St Paul's Pre-School. It was now outside in the garden. The church would be able to use it in future for events when required.

(xi) Minute 1229, Parish Giving Scheme (PGS). The brochure was nearly ready and updates from Liz Mullins were awaited. Copies of the brochure would be printed off for distribution on 28th September. It would be important to note that the PGS online security will be updated and improved from 12th October until mid-November. During this time it would not be possible to sign up to the PGS. We would need to encourage people to sign up before 12th October and remind them again later in November. A personalised envelope containing the PGS Brochure letter would be given or sent to all people on St Paul's contact lists.

1241 Action sheet

(i) Minute 1129, Support for Church Administrator. Once Expense Plus was in place it would be important to discuss what St Paul's is asking an additional Admin support person to do. Stephanie Fox had commented that she would like to continue to organise the hall bookings. It would then be important to revise her job description.

(ii) Minute 1179, South porch walls in cupboard. The Buildings Team would be discussing at its next meeting. They were asked to bring together all the plastering jobs and to get people to help with shutting up the ceiling-height windows in the halls, which are currently fixed partially open.

(iii) Minute 1221(viii), Faculty for new notice boards. See minute 1240(iii) above.

(iv) Minute 1222(v), Welcome Team role description. This had been prepared and would be discussed at the meeting on 14th September.

(v) Minute 1228, Removal of Front pews. To be discussed in November 2025.

1242 PCC Vision Planning meeting, 6th September

A written report from the meeting held on 6th September had been received. The PCC agreed it would be important to engage with the congregation, and to display the timeline at the prayer meeting on 13th September. The three priority areas that we need to move forward with are Growing Families, children and youth; Connecting with the wider Parish; Changing building to facilitate visions. The group would be meeting again to discuss the Mission Action Plan. It would be important to try and engage with the congregation, and to show that we are open to collecting ideas and to assure them that what we want them to do is for everyone. to own it. There would be another two prayer mornings. Following discussion it was agreed that on St Paul's Day, 25th January 2026, there would be a vision day.

At the prayer morning on 13th September the timeline would be displayed. Consideration should be given to our perceived values. It was agreed to hold another prayer meeting on 29th November 9.30 am – 11.30 am, for a time of prayer and vision. Keith Howick offered to lead, along with Clari Harrington and Paul Lashmar, and this would include a time of music.

1243 Decisions made by Standing Committee since last PCC meeting

(i) Servicing of the clock. Keith Howick reported on correspondence between Smith of Derby and the Church Administrator. Keith Howick proposed, seconded Anthea Prendergast, that St Paul's should agree to pay up front for a three year contract at a cost of £995 net plus vat, for 2026-2028. **Agreed.** It was noted that there would be no price increases during the term of the offer.

1244 Safeguarding and Inclusion

16 people had attended a face to face Basic Safeguarding Awareness course. All had passed the course and there had been good discussions. It would be important for those who need to update the Domestic Abuse course to get on with it soon. If members are unsure when their courses run out, it is possible to check on the Safeguarding portal or to contact Sandra Horner. The vicar reported that a Domestic Abuse course was being run at St John's Penge on 17th September. Rev'd Rachel is running a Foundation training with leaders of the Babies & Toddler group on 23rd September; this can be offered to others who are reluctant or unable to undertake the Foundation online training alone.

An e-manual had been circulated from the Diocese which contained the House of Bishops' Safeguarding Guidance and Safeguarding Code of Practice. Each specific piece of Guidance / Code comprised a Chapter of the e-manual. All PCC members were encouraged to familiarise themselves with the document and to keep it handy. It was a new presentation and still a work in progress.

1245 Financial matters

St Paul's had had an Annual Maintenance agreement with Cleanheat, for servicing the Reznor heater, and they had sent a maintenance renewal agreement with effect from 1st September 2025. Following discussions between the churchwardens and Keith Howick the agreement had been signed and returned to Cleanheat.

1246 Legacies

The vicar reported that Margaret Doubleday had left £20,000 in her will to St Paul's. This legacy was unrestricted so 10% would be going to away giving. Anne Howick reported that Margaret had also sent a legacy to CMS and to Lee Abbey Christian Community Centre in Devon.

Rev'd Rachel reported that Pat Coles had left £40,000 in her will to St Paul's. Rosemary Dear was checking with the solicitors for further information regarding the legacy.

Anne Harkness asked if there had been any progress on the legacy received from Peggy Judge. Rev'd Rachel reported that the Comms team were looking at completely transforming the foyer into a light, welcome space, including replacing the internal (white) doors and archway with glass doors. It might be helpful to ask David and Alison Charlesworth (who know Pat's niece) to have some thoughts on the use of the legacy from Pat Coles. Rachel would be contacting the next of kin to thank them for the legacies.

1247 Access audit requirement

A report had been received from the Buildings Team, which highlighted that there are two steps outside the Bishop's porch and two steps outside with entrance to the Chapel that people might find difficult to climb. Both sets of steps are fire exits. The Audit had recommended that grab handles or handrails be fitted by the steps to assist users in climbing up and down the steps. Four companies had been contacted for quotes, ranging from £1,140 to £4,783.73. Anne Harkness proposed, seconded Maria Adu, that a floor-to-floor fixed wrought iron style handrail with standard curls at either end should be installed on each set of steps by The Handrail People Reading W6 at a cost of £11,40.00 incl. **Agreed.** It would be necessary to apply for a List B Faculty. The DAC had informed St Paul's that it would be possible to apply for a Minor Repairs and Improvements Grant, with the possibility of up to 60% of the cost of the product and works being received.

1248 Communications Team

A report of a meeting held on 14th August 2025 had been received.

(i) Instagram. Anne Howick had put Olivia Masih in touch with Katie Burr, who had previously overseen the Instagram account. Olivia had been successful in getting back into Instagram and had requested a new email address to put on the profile. The PCC agreed that socmed@stpaulsbeckenahm.org.uk would be appropriate.

(ii) Leaflets. Leaflets advertising the work at St Paul's with children and the youth group had been requested for the BBQ on 7th September. Patti and Rachel had devised these and at least fifty had been given out on the day.

(iii) St Paul's website. Rev'd Rachel had been asked to co-ordinate with Andrew Griffiths regarding updating the church website, which had all been updated. Anne Harkness was asked to see if she can work on the video frozen image advertised on the website (20th July service) to make this more suitable.

(iv) Events diary. Patti Lien had been asked to provide an events diary, and details of the revised date for the memorial service, 26th October, was reported.

(v) Electoral Roll and Directory. Some people had not completed a new Electoral Roll form and were being contacted by Rev'd Rachel and Anne Howick. Anne Harkness had prepared a draft Directory, which would only be available for members on the Electoral Roll.

(vi) Church entry lobby and Welcome experience. All members of the Comms Team had been encouraged to visit two different churches to gain ideas about different styles of foyer and to take photos to share with the group. Maria said she was working on a church entrance design as part of this assignment.

1249 Mission Team

A report of a meeting held on 1st September 2025 had been received.

(i) Contingencies. £2,342 was available to be allocated. Following recommendations from the Mission Team, Ian Johnson proposed, seconded Paul Lashmar, that £1,170 be sent for the Gaza Emergency Appeal to Tear Fund, and £1,170 be sent to Medicins Sans Frontiers (MSF) for the same purpose. **Agreed.**

(ii) Mission of the Month visits. Gareth Hall, CAP Debt Centre Manager, would be visiting St Paul's on 12th October 2025 for 9.00 am breakfast and would be speaking at the 10.30 am service that day. On 8th March 2026 Bronwen Heaton, the Engagement Officer for SAT-7, would be speaking at the 10.30 am service. The Team hoped that Ben and Katy Ray would be able to visit St Paul's in May or June 2026, and possibly Julia Birkett in 2026. Ian Johnson commented that it would be good if Hope Into Action could be supported in 2026. It was agreed that the PCC would not make a decision on this until it was clear when Julia was no longer working for OMF.

1250 Networking AV Project

A report had been received from the project team. A detailed quote of over £15,000 had been received from Idium Technology regarding Stage 2 of the project. Andrew Griffiths had emailed Rev'd Rachel with his concerns about the high cost. Members commented that the current desk cabinet was not in good shape and beyond repair. The sound desk was fine. Three new operator chairs would be needed as the existing seating is not at the right height or distance from the AV desk. A new AV Windows 11 computer would be needed, probably at a cost of £800 and £300 for setting it up, plus vat. The existing video camera was old and not fit for purpose, so it was suggested that two BirdDog PTZ cameras should be installed, one at the rear of the church and one on the front right pillar. Rev'd Rachel offered to speak to Jake Matthews, a cabinet maker, who had been married at St Paul's in July. Jake would be asked to quote for a bespoke sound/AV des. Anne Harkness suggested that at the meeting with Jake it would be helpful if a couple of AV project members and Robyn from Idiom could be present to agree the specification. Following discussions Anne Harkness proposed, seconded Anthea Prendergast, that St Paul's purchase a new computer for the AV desk. **Agreed.**

1251 Interment requests

Rev'd Rachel reported that Chris Lamb had spoken to her regarding a request from Lindsay that Lindsay's ashes be interred in the Garden of Remembrance. It was agreed that Chris would need to put Lindsay's request in writing to the PCC for approval.

Rev'd Rachel reported that a request had been received from Mary Hewett regarding the interment of the ashes of her husband Dennis. Julian Frost had previously given permission for the interments. Mary had recently contacted the Church Administrator to say she had her husband's ashes but as a family they had decided that they would like the ashes of Mary and Dennis to be interred together, when her time comes. Rev'd Rachel reported that under Canon Law this was not a problem. The PCC was asked in principle to agree that the ashes of Mary and Dennis Hewett could be combined. Members agreed, with two abstentions.

1252 Deanery Worship Service and Synod

On 14th October, 7.30 pm, there would be a meeting at St James Church, Beckenham. This is a Deanery Worship Service and all PCCs are invited to attend.

1253 Electoral Roll

The PCC welcomed Audrey Burford, Elizabeth Camden-Pratt, Christian Colussi, Eleanor Colussi, Stephanie Crausay, Victoria Goode, Liz Martin, Claudia Perez, Victor Power, Ros Turner and Liz Ward on to the Electoral Roll.

1254 It was noted that the next PCC meeting would be taking place on 29th October 2025.

1255 Hearing God's Word course

The course would be taking place at Christ Church Chislehurst. There would be six sessions and currently three people from St Paul's would be attending. The sessions would be taking place on 4, 11, 18 and 25 November, and 2 and 9 December. If anyone was interested in attending they were asked to speak to Rev'd Rachel.

11256 Items for *Your PCC Matters*

29th November Vision meeting. Vision Fellowship lunch on St Paul's day, 25th January 2026. Faculty application for new handrails by the Chapel door and Bishops' porch. Parish Giving. Payments from Contingency fund 2025. Visit by Gareth Hall from CAP in October 2025. Ben and Katy Ray, CMS, would be visiting in 2026. New Windows 11 computer to be purchased for the AV desk. Three people attending Hearing God's Word course in Christ Church, Chislehurst, please contact Rev'd Rachel if interested in attending the six sessions Electoral Roll directory will be available to members soon.

There being no further business, the vicar closed the meeting in prayer at 9.50 pm.