

MINUTES of a meeting of the Parochial Church Council of the Parish of St Paul's, New Beckenham, held in the church hall on 16th July 2025.

2025 / 2026 No. 2

Present: Rev'd Rachel Winn (in the chair), Maria Adu, Sarah Butler, Wesley Guy, Anne Harkness, Sandra Horner, Anne Howick, Keith Howick, Paul Lashmar, Anthea Prendergast, Roger Wells.

Apologies for absence had been received from David Charlesworth, Andrew Griffiths, Clari Harrington, Ian Johnson and Nomsa Moldovan.

Rev'd Rachel Winn opened the meeting in prayer.

11218 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.

1219 Appointment of leader for *Your PCC Matters*

Keith Howick offered to prepare a report on the meeting for the notice sheet.

1220 Minutes of the PCC meeting held on 26th June 2025

The minutes of the PCC meeting held on 26th June 2025 had been received. Sarah Butler proposed, seconded Anthea Prendergast, that the minutes of the PCC meeting held on 26th June 2025 be received as an accurate record of the meeting. **Agreed.**

1221 Matters arising

(i) Minute 1194, Children and Families Work. Keith Howick confirmed that vouchers had been given out recently to St Paul's Pre-School and Worsley Bridge School.

(ii) Minute 1197(ii), Charges for use of the church. Anne Harkness confirmed she had contacted the Finance Team. See minute 1231 below.

(iii) Minute 1198(i), Support for Church Administrator. Anne Harkness had met with Rosemary Dear to make progress with the Expense Plus system, which should be easier to use and will clarify the financial side of the Parish Administrator's role.

(iv) Minute 1198(iii), Training on new sound system. Date to be arranged.

(v) Minute 1198 (iv), Basic Christianity course. Rev'd Rachel reported that this would now be taking place in February or March 2026, after the Resolve course, if it is decided that this is to take place in January 2026.

(vi) Minute 1198(v), New bench. Anne Harkness would be replacing the tarnished plaque with the replacement one recently received.

(vii) Minute 1198(vi), Safer Environment and Activities. Sandra Horner advised that she and Rev'd Rachel had met, but she could not add any risk Assessments to the Safeguarding hub because all but one of the risk assessments appeared to be out of date. It was then clarified by Anne Harkness that the old dates had accidentally been left on. Group leaders are to be asked to review with their team, e.g. Friendship Group. It was noted that the knit and Natter, Craft and Chatter group had completed an initial Risk Assessment on 15th July. It would be important to do a risk assessment prior to the next Resolve course, and the Autumn Fair. Paul Lashmar and

Anne Harkness have oversight of the reviews. There should be a book with records of each event. In the past there had been a standard check list and it would be important to resurrect this check list.

(viii) Minute 1198(viii), New notice board colours. We would now be using swatch R3001. Rev'd Rachel had been in touch with the Archdeaconry and discovered that a Faculty would be needed as the specification had changed from the existing noticeboards. David Charlesworth, Anne Harkness and Rev'd Rachel would be meeting on 31st July to prepare a request for a Faculty.

(ix) Minute 1198(ix), South porch. Rev'd Rachel had spoken to Tony and Shiona Pilgrim regarding the repainting work. The loose and peeling paint would need to be removed using a scraper or wire brush, and the doors sanded. A high-grade compound filler would be needed to patch the doors, probably twice. The doors would need to be primed before repainting with a high-grade quality topcoat. Tony had asked a contractor for a quote, which was not cheap. It was suggested this should be a team job, not just for two people. Keith Howick suggested that the PCC should consider the project in September or October, following the PCC away day and discussions of vision and strategy. Members wondered if the door needed to have the lattice. It would be important to get a quote from Stuart Barnett and to check if there would be any security issues if the lattice was removed. Anne Harkness was asked to contact Stuart.

1222 Action Sheet

(i) Minute 1056, Fees for live streaming. See minute 1231 below.

(ii) Minute 1167, Safer Environment and Activities. See minute 1221(vii) above.

(iii) Minute 1179, South porch walls in cupboard. Not yet completed.

(iv) Minute 1201(iv), Electoral Roll. Several members had submitted Electoral Roll forms and members were encouraged to speak to others who had not yet submitted a form.

(v) Minute 1204, Welcome Team safeguarding training. Rev'd Rachel had checked with Diocesan HR. We should ensure that there is clarity about the role, duties and behaviour. Members discussed whether or not members of the Welcome team should be expected to sign a document which details the duties they are expected to do. Following discussion Anne Harkness proposed, seconded Keith Howick, that the Welcome Team role description should be resurrected, and the expectation is that members of the team will follow the list of duties, (which included mandatory Safeguarding Training and DBS checks) and that there should be a list of those who have agreed. **Agreed.**

(vi) Minute 1210, Cleaning products. Liz Spencer had spoken to Ron and Pauline Barrett, and to the Church Administrator, regarding products from Janitorial Direct, which are available on the Parish Buying Scheme.

1223 PCC Away Day, 19th July 2025

13 members would be attending. Rev'd Rachel and Adam were organising the refreshments and lunch. Keith Howick was asked to bring six copies of the Parish profile. A copy of the timetable for the day had been circulated. Members were asked to bring a Bible, notepad and a pen.

1224 Decisions made by the Standing Committee since the last PCC meeting.

The Leadership Team had agreed that St Paul's should give £50 vouchers St Paul's Pre-School and Worsley Bridge School. The congregation had been asked for donations. In future it would be important to think earlier regarding whether we continue to give vouchers.

Sandra Horner asked if St Paul's reviews whether there are enough vouchers or too many.

Keith Howick had delivered the vouchers to both schools. The Pre-School were delighted to receive ten vouchers, and Worsley Bridge were very grateful for the forty vouchers which they had received. Keith Howick agreed to liaise with both schools in future.

1225 Safeguarding and Inclusion

Sandra Horner reported on the Safeguarding hub. Rev'd Rachel and Sandra had signed up to the safeguarding hub. Sandra had put one or two role descriptions on the hub. She would be meeting with Marian Sewell regarding DBS checks. Churchwardens, PCC members, the Welcome Team, Babies & Toddler group leaders, should all sign up for stage one safeguarding. There was a responsibility to look at relationships in the church and make sure of the guidance. There are different rules in different situations. With regard to new people, it is important that they understand how they can work safely. Volunteers are often not aware of safeguarding rules, particularly with regard to children, vulnerable adults. Sandra commented on the Code of Safety Working Practice. People should be very careful about giving lifts on their own to minors. We should be aware of abusers. Anne Harkness requested a copy of the latest Safeguarding policy, which she could put on the church website. Team leaders should draft role descriptions. Rev'd Rachel reported on a recent safeguarding incident when someone had been very abusive. Rev'd Rachel would be able to support the group on some evenings, but hoped other members of the PCC might be available to help once a term. Maria Adu, Keith Howick and Paul Lashmar offered to support the group.

1226 PCC Appointments

Rev'd Rachel reported that Nomsa Moldovan would be stepping down from the PCC with immediate effect. A card had been bought to thank Nomsa for her input and Rev'd Rachel had arranged to meet up with Nomsa.

1227 Team appointments

A report indicating who had expressed an interest in serving on PCC Teams had been circulated.

Buildings: Richard Bradley, Adam Winn

Children & Youth: Alison Charlesworth, Liz Dore, Patty Lien, Jashar Masih, Olivia Masih, Marian McNally.

Climate & Ecology: John Blakely, Liz Spencer, Adam Winn.

Communications: Rufus Ballaster, Suzanne Guy, Patty Lien, Olivia Masih, Gail Wells.

Finance: Rosemary Dear, Tim Harrington, Tarina Hill.

Mission: Alison Dockray, Marie Read, Brian Woolmer, Youla Yates.

Music Worship Group: John Blakely, Marion Blakely, Pete and Ingrid Glenister, Suzanne Guy, Jash Masih, Maya McKeever, Martin Steele, David Storey.

AV: Tarina Hill, Paul Lashmar, Penny Power.

1228 Request to remove two front pews

During Rev'd Rachel's meetings with the Music Worship group the issue had been raised several times regarding additional space at the front of church. The possibility of taking away two of the front pews, left and right, had been discussed. The children would then be able to be at the front near the pulpit, rather than in the South aisle. As part of this discussion at the PCC, members went in to the church to view the possible layout. It would be necessary to apply for a temporary Faculty licence to remove the pews. They would be stored for up to two years and it would be possible to reinstate the pews if people felt it was not working. Following discussion

and thoughts from Rev'd Rachel, Keith Howick proposed, seconded Maria Adu, that Rev'd Rachel request a temporary Faculty to remove one or two front pews. **Agreed.** It would be important to warn the congregation of this request.

Rev'd Rachel advised the PCC that there would be a sandpit in the church for the summer holidays for the children. There would be a tarpaulin and Adam Winn had offered to clear up any mess.

1229 Financial matters

There had been a meeting with Liz Mullins on 14th July regarding the Parish Giving Scheme. With the information Liz now has, she will draft a brochure, and we would like to get some good photographs of the church, including the congregation and groups. On 27th July it was hoped there would be an opportunity to take a photograph of the congregation. The scheme would be launched on 28th September. PCC members were encouraged to sign up to the Parish Giving Scheme. The website to sign up to now is www.parishgiving.org.uk and the Direct Debit can commence from 1st September. It would be possible to do one off payments, as well as regular monthly payments. If people currently have a standing order it would be important to cancel that before signing up to the new scheme

1230 Hearing God's Word, Speaking God's Word course

This short course, Hearing God's Word, is being run in November at Christ Church Chislehurst by Dave Johnson. It is a course for six weeks, looking at teaching and interpreting the Bible. Members were encouraged to speak to Rev'd Rachel if they were interested in attending.

1231. Finance Team

A report of a meeting held on 11th July 2025 had been received. The draft 2025 budget had been reviewed. Roger Wells commented that usually the Connect Café breaks even. The cost is around £60-£70, but this is covered by donations. Keith Howick was asked to update Rosemary Dear on this income and expenditure. Following discussion Keith Howick proposed, seconded Wesley Guy, that the PCC accept the revised budget. **Agreed**

Fees for live streaming and sound system at weddings and funerals. This had been discussed at the Finance Team meeting and suggested costs were discussed. Keith Howick proposed, seconded Anne Harkness, (i) that someone operating the live stream at a funeral, thanksgiving or wedding service should be paid £60. (ii) that someone operating the sound system at a funeral, thanksgiving or wedding service should be paid £40, (iii) that fees should be met by the family of the deceased or the wedding couple. and (iv) these fees should be listed as appropriate by those administering them. **Agreed.** It was noted that individuals paying for these services are clear that the fee would be paid to the person operating the systems, not to St Paul's. Anthea Prendergast proposed, seconded Roger Wells, that these fees should not be charged to those who have already booked their weddings in 2025. **Agreed.**

Vouchers for Worsley Bridge School and St Paul's Pre-School. Keith Howick proposed, seconded Anthea Prendergast, that the PCC agree a default position that £2,500 in vouchers will be given twice a year (July and December) to Worsley Bridge School (£2,000) and the St Paul's Pre-School (£500) until the PCC decides otherwise. **Agreed.**

1232 Access audit

The building access audit was to assess the church's accessibility for people with disabilities and those with varying needs. Anne Harkness (Church warden), Sandra Horner (Safeguarding officer) and Moreen Lane had met on 17th April. There would be new signage

on the church door. It would be necessary to apply for a Faculty if we want handrails in the Bishop's Porch and the Chapel. A large print bible had been purchased. It was agreed to further review this at the next PCC meeting.

1233 Electoral Roll

Lindsey Lamb and Arun Thomas were welcomed on to the Electoral Roll.

1234 It was noted that the next PCC meeting would be held on Thursday 11th September 2025.

1235 Networking/AV Project

Anne Harkness reported that Idium had completed the internal work. The DAC office had advised that St Paul's would need a Faculty to lay the VirginMedia cable from the road to the office. VirginMedia had not yet provided the relevant information.

Idium had sent a quote, of approximately £15,000, for the stage 2 AV work. Further clarity on the quote had been obtained from Idium. Anne Harkness proposed, seconded Anthea Prendergast, that St Paul's book Idium for one day to tweak the system settings, to sort out recent buffering issues, and to provide some training, at a cost of £320 + vat. **Agreed.**

11236 Items for *Your PCC Matters*

Update on vouchers. Non PCC appointments to Teams were noted. Access audit update. Purchase of large print Bible. Apply for temporary Faculty for removal of the pews to give more space for the band and children. Health and Safety.

There being no further business Keith Howick closed the meeting in prayer and with the Grace at 9.50 pm.