



St Andrew's  
Church



The Good  
Shepherd  
Four Marks

4/3/2025

20/01/2026

## The Parish of Medstead and Four Marks

### Minutes of a PCC Meeting

Tuesday 18<sup>th</sup> November 2025

8pm in the COGS Church Hall

**Present:** Howard Wright (Chair), Debby Barnes, David Duffin, Jeremy Griggs, Jackie Jurd, Timothy James, John Lofthouse, Frank Maloney, Pam Maloney, Bob Meekums, Ian Trotter, Andrew Walters, David Williams (Secretary), Jill Williams, Chris Nunn (Treasurer, in attendance)

#### 1. Welcome and Apologies

Howard welcomed everyone to the seventh PM&FM PCC meeting of 2025  
All present so no apologies needed.

#### 2. Worship and Prayer

Howard distributed copies and read from Psalm 27. In small subgroup we reflected on what had struck us most about this psalm:

- David encouraged himself in the Lord – “Why should I tremble?”
- God invites us to “Come and talk with me”; we respond, “Lord I am coming”.
- We have seen and continue to see God’s goodness in the here and now
- Living and praying in the house of the Lord (whose Temple we are)

Howard, Andy and Chris led the meeting in prayer.

#### 3. Declarations of (Financial) Interest

Andy mentioned an ‘interest’ as builder he might have if the project to redevelop the COGS kitchen went ahead.

#### 4. PCC – Meeting of 16<sup>th</sup> September 2025

- a. Approval of Minutes, circulated on 4<sup>th</sup> October 2025

These were approved *nem con* and signed off.

- b. Matters arising

St Andrew’s Christmas Tree Festival – Frank confirmed that the activity within the churchyard would be covered by PM&FM insurances.

#### 5. Mission opportunities for Christmas

Howard tabled a paper: *Christmas Mission and Ministry 2025 at PMAFM*, listing all the regular and special activities planned over the Christmas period up until the last Sunday of December. About half (33) are regular but the other half (30) are special events. A further addition:

Thursday 04/12/25 - Medstead Primary School Year 3 Christingle Service at St Andrew’s.

159 people had attended the St Andrew’s Remembrance Sunday service, and people remarked on the wonderful atmosphere there. We realised afterwards how useful it would have been then to give invitations to forth coming events. Many children attended and it was a missed opportunity not to have our Youth and Children’s Minister there. In view of the large number of children present, it was suggested that a future talk be prepared with them in mind.

Matt is planning how to let people at each event know what they can look forward to next.

It is hoped that a first step will be to enable attendees at the Christmas Tree Festival to obtain words of the carols and songs on their (self-illuminating) phones via a QR code. That will also provide an invitation to the next suitable event. Parishioners are to be encouraged to be welcoming to the community and take part in support of staff members at these events.

Frank reminded the meeting of the effective publicity managed by Patricia Hughes in Medstead and urged PMAFM to provide its key dates for display alongside all the other village activities.

## 6. Local Church Group – meeting notes (this item taken after item 7)

- a. St Andrew's – nothing formally to report.

Plans for reordering of the internal church layout had been approved some time ago but it was thought that the consent may have lapsed. Fresh consideration is to be made of the best way to use the available space, particularly for the conduct of weddings and funerals currently hampered by lack of space for manoeuvre at the front of the nave. Then fresh costing should be obtained, and a set of proposals might need to be sent to the DAC. PCC has no objection to St Andrew's moving that project forwards. Howard outlined the present plans but recommended that further consultation be had if requirements had changed. He suggested that PCC should see the proposals as they were formulated.

- b. COGS

The LCG had exchanged information informally through email rather than by a formal meeting.

Rough costings for redevelopment of the kitchen had been arrived at. To do all the desirable works would cost about £61,000, of which £20,000 is already donated as a restricted amount. Work might be done in stages to spread the cost, or some reconfiguration might be possible to reduce the overall cost. Plans would be subject to local planning consent, building regulations and also approval by the DAC.

## 7. Finance

- a. Financial Statement and commentary to end of October 2025

Docs: *PM&FM Finance to end of October 2025.xlsx*;

*November 2025 PCC Financial Commentary.pptx*

(Note, interim statement to end of September circulated on 23<sup>rd</sup> October)

Chris introduced his documents and was able to give further explanation about the graphs presented in the commentary.

(n.b. graphs were based on October data, not November as printed; it was also suggested that PowerPoint images in future be circulated as .pdf to maintain the intended appearance across the different systems member use to view them.)

Having begun 2025 with a forecast deficit of £50,800, by the end of October through faithful giving, the expected deficit had been reduced to about £20k. Since then, further special giving had brought the forecast end-of-year deficit down to about £12,500.

He said that he and Tori are working on an improved way to categorise the various headings of income and expenditure. Representing the various amounts in terms of Cash Flow would help identify those things that are assets and which are revenue.

Timothy asked about the 'Affluence Bands' upon which CMF requests are based.

Our parish is placed in one of the highest bands. However, we are aware that some parishes in the lower bands struggle to make ends meet, so we have not considered applying for some of the special funds that become available from time to time.

Bob Moore has been conducting analysis of the day-to-day use of electricity in the COGS buildings. Sunday requires the largest amount with at least two and

sometimes three services (not forgetting Messy Church, sometimes Tea & Praise, etc.). Chris suggested that in the long term it might be possible to schedule some activities “back-to-back” to save unnecessary cooling and re-heating of the premises. A Wi-Fi smart switch has also been installed so that wardens can control the heating and lighting remotely, thereby exercising good stewardship.

b. Letter to Parishioners, Doc: *thank\_you\_letter\_Version 1.2.docx*

Ian reported that the letter sent to parishioner about finances at the end of October had caused great concern to some who are not party to the PCC’s detailed discussion. They were left with a deficit forecast – at that point – of £43k, even though we now know that figure is already reduced to £21k. There is a desire by people at St Andrew’s to see the effects of what they do locally, even while they are aware that what is raised goes into a parish-wide fund. Howard invited the ‘Finance Group’ – Ian, Bob and Chris – to consider how best to communicate to parishioners from where money is given and how it is used locally and parish-wide.

The matter of staff visibility was discussed. It was understood that many of the members at St Andrew’s – though not all – are in a position to appreciate that sometimes Howard is able to minister in Medstead because staff as well as volunteers are covering for him at COGS.

c. Draft Budget for 2026

(see also: *Paper for PCC 14 x 2025.pdf* previously circulated to St Andrew’s LCG, and: *Response to Finance Questions 11 2025 v2.docx*)

Uncertainty had arisen due in part to the time it took to bring together the two sets of finance from the historic parishes. The Treasurer is looking to PCC for a new policy for setting the next budget so that he has a framework to work with. The general view was that we should set a “break-even” budget. Ian recommended that a separate Capital budget be set, so that income earmarked for capital projects such as the COGS kitchen does not distort our view of income given for general running of the Parish.

He recommended that when setting next year’s budget, we build in expectation of greater variation in income from month to month.

Timothy encouraged Howard to speak to members at the start of the year to explain the opportunities in vision, and also the giving needed over the year to support the vision. In the past year that was not possible for many reasons. Now that we have a Treasurer at the outset and the prospect of a budget based on the known resources of the merged parish, this is a possibility (maybe at the start of the year but no later than the APCM).

The possibility of an annual Gift Day was raised.

Chris will refer to the 2025 actual income and expenditure in drawing up the 2026 Budget but using his proposed re-categorising of the various headings. Howard asked him to consider provision for training for staff within the expenditure.

Frank ask PCC to recognise that, by the grace of God, for a country parish PM&FM is doing far more than might be expected of such a parish – “punching way above our weight”.

## 8. Proposed Governor at Medstead CofE Primary School

Doc: *Proposed Governor at Medstead CofE Junior School.docx*

Howard proposed and Jackie seconded the proposal:

**We, the PCC of Medstead and Four Marks, nominate Alison Packer to be appointed as a foundation governor of Medstead Church of England Primary School.**

Subject to correction in the document of the designation of the school to a *Primary* school, the proposal was agreed *nem con* with just one abstention.

The nomination will be forwarded to the Diocese for formal appointment.

Howard then was able to report that Jessica Lawson had agreed to be nominated as Foundation Governor at Four Marks CofE Primary School. Howard proposed and Andy seconded the proposal:

**We, the PCC of Medstead and Four Marks, nominate Jessica Lawson to be appointed as a foundation governor of Four Marks Church of England Primary School.**

The proposal was agreed *nem con* with one abstention.

This nomination will also be forwarded to the Diocese for formal appointment.

#### 9. Safeguarding

PCC was reminded that it is the responsibility of everyone to be trained to recognise and act upon any relevant issue they may discover in any of our buildings. Also, that any data relating to a Safeguarding matter must never be deleted or destroyed. This applies even after the death of a data subject.

Howard said that he is in discussion with someone who might be willing to take the role of Safeguarding Officer, which would relieve Matt of one of his many responsibilities.

#### 10. GDPR

Any request about data held on an individual about themselves must be treated as a formal subject data request. The parish policy is that data other than that relating to Safeguarding should be destroyed after five years. To some members' surprise this includes data sets such as rotas.

Timothy asked if we could investigate formal training in GDPR responsibility, policy and practice. Howard will ask Matt to find if the Diocese can provide training itself or can recommend another source.

#### 11. Health and Safety

Doc: 25.11.18 H&S Rpt.docx

PCC received the report. There were no matters that members felt the need to discuss.

#### 12. Any Other Business (to be notified before the meeting)

- a. Ian reported that following the favourable experience of COGS, St Andrew's are investigating moving energy supplier to Octopus who offer better fuel rates but much better standing charges.

#### 13. Date of Next Meeting

PCC: Tuesday 20<sup>th</sup> January 2026 at St Andrew's Church Hall