



St Mary's Church Thakeham

PCC Meeting

In The Church Rooms

7.30 pm on Thursday 13th November 2025

MINUTES

Agenda Item	Item detail	Action	Lead
1	Welcome, Bible Reading and Prayers	Led prayers and read Psalm 16.	Joel
2	Present and Apologies	All present- 13. David Whitehead present as an observer.	Pippa
3	Declarations of Interest	None.	Pippa
4	Minutes of the last meeting held on 11 Sept 2025, including suggested amendments	2 further amendments. PROPOSED- Mike/ SECONDED- Jane E/ AGREED 13 members	Pippa
5	<p>Matters arising from the previous meetings</p> <ul style="list-style-type: none"> ● AV & Projector- update ● Progress of Bella's training to populate Church Suite- update ● Memorial headstone- date for service and plaque- update ● Maintenance of graveyard- rules & progress of advert for help from village- update 	<p>Work to take place the week commencing 8/12/25- Mon 8th/ Tues 9th & Wed 10th. Will not disrupt the bell ringers on Wednesday. Public cannot enter the Church that week. She has let Bob Timms know and Chris Hounslow.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> ● Will ask Bella to put in the newsletter each week until completed. <p>Jane E to check with Bella.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> ● Discuss Church suite in Jan 2026 meeting. <p>Jane B and Barry have looked at possible positions for the plaque. The wording still needs to be decided on. Was proposed that this would be picked up in the New Year- ACTION-</p> <ul style="list-style-type: none"> ● Pippa will look up list of B requirements for fittings ● Joel to set a service date once weather improved- likely to be next year. <p>Will (Gardener) doing his best in current weather conditions and with continued growth of the grass. Mike to remind Will re requirements for Remembrance Service next year. Decided to keep maintenance and cost arrangements as is. Mike obtained rules and passed to Joel.</p> <p>ACTIONS-</p> <ul style="list-style-type: none"> ● Joel to update and send to Jenny W to circulate. Joel also to share with family at time of burial. 	<p>Jane E</p> <p>Jane E</p> <p>Barry/ Pippa/ Joel</p> <p>Mike (rules)/ Liz S & Pat (advert)</p>

	<ul style="list-style-type: none"> ● New carpet/ mat for children's area- update ● Flower Festival- Update. 	<p>Will also include in Church display cabinet- Jenny W to action upon receipt.</p> <ul style="list-style-type: none"> ● Liz S to draft an advert for help and Pat to arrange advertising. <p>Was discussion about getting a purpose made carpet for the children's area. Need to decide if the money from the Caribbean Evening should be used for this or new carpet for the Altar as still stained. Concluded that Mike to speak with Kevin- ACTION.</p> <p>Concern was raised about children going into the pulpit. Concluded that parents need to be vigilant to prevent.</p> <p>To progress with Fundraising Committee. Would be held on Friday 3rd July as well. Thakeham minibuses to be used, subject to the drivers having been trained & Joel to speak with the owners of Taceham House re access to their drive- ACTION.</p>	<p>Mike</p> <p>Liz W</p>
6	<p>Reports</p> <ul style="list-style-type: none"> - Safeguarding - Finance 	<p>Safeguarding training- was not notified of the dates that people could make so not going ahead on those dates. Would prefer to do in person due to the discussion that can take place about scenarios, rather than online. Will supply 2 more dates- likely to be January 2026 now- ACTION. Clarified that only Joel needs DBS clearance according to interpretation of Church guidance.</p> <p>Presented various reports. Current account today around £6,500 due to income from Christmas fayre and bridge day. Deposit and current accounts shown on Treasurer's report named wrong way round.</p> <p>Is enough money to cover all three parts of the audio work through donations and legacy earlier in the year and money back from Gift Aid. Also have donations through Easy Fundraising and Gift Aid in January 2026.</p> <p>Money from other giving and appeals- from sum up payments, reclaimed VAT and money for headstones, sum up payments from the barbecue, and one at Christmas- £1800. Payment made for £499.15 at beginning of November from Murder Mystery bar sales.</p> <p>Hospitality costs- included cost of pew cushions as felt this was the best file for it.</p> <p>Other income- money refunded to PCC for clergy fees. Also, money from Parish Council and Rotary.</p> <p>Parish Share- explained details. Could give 3.5% or 7%, felt former was do-able in her opinion as conscious that still Archdeacon loan to pay off- before 2028 and only have one flower festival left before this, so would be left short if go higher.</p> <p>Proposals;</p> <p>Liz W PROPOSED- no change- option A/ Jane B SECONDED Liz S PROPOSED- 3.5% increase- option B/ Wyn SECONDED</p>	<p>Pippa</p> <p>Liz S</p>

		VOTE: 5 NO CHANGE/ 7 INCREASE TO 3.5%. DECISION: INCREASE TO 3.5%.	
7	Urgent Matters* reported to the Churchwardens or the PCC Secretary <u>before</u> the meeting	<p>Mike- required to get quotes to trim yew and laurel trees from David Clover's house. Approached Sam Gravestock- provided quote of £480. Can do promptly. Awaiting another quote but they cannot do until February 2026 which is too late. Jenny W to provide another contact.</p> <p>AGREED- all agreed that Mike can progress on cheapest quote.</p> <p>Is also a hedge to be attended to which it was established via a discussion that it was the Church's responsibility to maintain it and not Highway's. Mike stated that it would be £780 in total for this work including the tree trimming if Sam used.</p> <p>Mike- hygiene bins need emptying urgently. Contract they had expired and Initial will not service as not provided the bins, owned by the Church. PHS charge £101 per unit/ per year- there are 2, so be £202 per year. Liz S offered to get quote from Initial and replace bins with their's. Await quote from Medisort.</p> <p>Chris SECONDED paying £202 per year to PHS.</p> <p>AGREED- by all.</p>	CWs/ JW
8	<p>Churchwarden Matters</p> <ul style="list-style-type: none"> Policy to review and finalise- Safeguarding Risk Assessment (Jan '26 meeting) & Lone Working (March '26 meeting) 	<p>PROPOSED- PIPPA SECONDED- Liz W AGREED- by all.</p> <p>Will progress with Risk Assessment policy for January 2026 PCC meeting.</p>	CWs Pippa
9	<p>Matters brought to the PCC by PCC members</p> <ul style="list-style-type: none"> Fundraising Plan- Giving for 2026 Church monuments that have been kept in our garage 	<p>Suggested addressing in New Year due to Joel's current commitments.</p> <p>Is seeking reassurance that these will be moved at some point. Joel to seek advice on where they should be put.</p> <p>Another point arose re the Church cushions which are not fire retardant. Agreed that a few to remain but rest could be placed in Porch for church goers to take home if they wish or be disposed of.</p>	Liz W Liz W
10	Correspondence	<p>Thank you letter received from Turning Tides to express thanks for harvest produce. ACTION- Liz S to send a wish list they have to Jenny W to distribute.</p> <p>Family Support also sent thanks for the donation of £584.66.</p>	Liz S
11	Priest In Charge Matters	Confidential.	Joel

	<ul style="list-style-type: none"> Approval for plot for ashes 	<p>Joel updated on Mission Week. Was across 3 sites, attended by David W and himself. Stated that there was good engagement by the students. Was a band in the evenings- Z27. Over the 3 nights was about 60-70 students. Alpha course running now at each site. It was a positive experience and they were felt welcomed by the Head and school.</p>			
12.	Dates of next meetings.				
	<p>7.30pm on 8th January 2026</p>	<p>7.30pm on 12th March 2026</p>	<p>7.30 pm on 14th May 2026</p>	<p>Note change- planned as 14th May and not 7th as previously stated, although may be subject to change.</p>	

* This replaces AOB