



St Mary's Church Thakeham

PCC Meeting

In The Church Rooms

7.30 pm on Thursday 12th March 2026

Closed at : 9.32pm

Minutes

Agenda Item	Item detail	Minutes	Lead
1	Welcome, Bible Reading and Prayers	Joel read from John 8, 31:42 & Prayers by Joel	Joel
2	Present and Apologies	Present: Rev Joel, Mike, Pippa, Liz S, Barry, Jane E, Wynn, Pat, Chris, Elaine, Liz W. Apologies: Jane Blunden, Matt Harder	Pippa
3	Declarations of Interest	Liz W point 9	Pippa
4	Minutes of the last meeting held on 8th Jan 2025- to finalise	Minutes approved as a correct and reflective account of meeting held on 8 th January 2026. Proposed: Chris Whitehead 2 nd : Liz Slaughter 10 in Favour 1 Abstention	Joel

5	<p>Matters arising from the previous meetings:</p> <ul style="list-style-type: none"> • Action: Jane to have her Churchsuite permissions changes to include abilities to edit and generate rotas- Joel to ask Bella to change these settings. • Action: Jane to lead Churchsuite Training session. Barry and Jane to co-ordinate a date and time for Chesswood room. Jane to co-ordinate with Bella an email invite for relevant people. • Action: date proposed for Service of dedication -Sun 7th June 2026 to be saved to Churchsuite Calendar • Action: Pippa to edit the policy and send to Jane E to upload to the. • Action: Barry to drain the flares and store in appropriate location. • Action: Liz S will speak with Lis O about covering the cost of paint and resources. • Action: Joel to review other pre-printed service sheets; especially the baptism sheets. 	<p>Jane's access was changed. Training was successful with 11 people attending the training. More rota leaders are now active on updating their church rotas; this includes the newly complete "Leaders Rota". Jane is proposing to publish some "hints and tips".</p> <p>This item is now in Churchsuite and will be planned later in the year.</p> <p>No Further Action. Thanks to Jane for co-ordinating these</p> <p>No Further Action. Flares are stored.</p> <p>No Further Action.</p> <p>This item is to be reviewed at a later date.</p>	
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	<ul style="list-style-type: none"> • MATTERS ARISING FROM NOVEMBER: Advert for "Churchyard Volunteers" 	<p>Liz S and Pat have worked together to publish an advert that publicises the need for volunteer support to maintain the Churchyard. This poster will be shared on our Social Media, Village Hall notice board and Church notice board.</p>	
6	<p>Reports</p> <ul style="list-style-type: none"> • Finance • Safeguarding 	<p>A PPC Member asked for a breakdown of what sort of things are included as fundraising. Liz S shares that the bulk of this came from the Projector fundraising. Other sources to this fund include; refunded clergy fees, Parish Council funding, Charity commission, Rotary Club. Going forwards the Treasurer can put the 100 Club fundraiser as a separate fund on Xero to enable the tracking of its funds.</p> <p>A PCC member asks for clarification on Trustees breakdown of funds which the Treasurer will provide.</p> <p>It is proposed that these accounts are an accurate and correct account of the Finance Statement for 2025 Proposed: Barry Laker 2nd Jane Everett Nem Com</p> <p>The Treasurer suggests that we follow Bishop Ruths advice to have a dedicated giving service to Family Support Work. The PCC approve this for the Service 15th March 2026.</p>	<p>Liz S Pippa</p>
7	<p>Priest In Charge Matters</p> <ul style="list-style-type: none"> • Welcome & joining procedures • Inform of Bella's change of location 	<p>Welcome: Joel asks the PCC what are the welcoming procedures? How do they find out about the Newsletter/Homegroups/Electoral Roll? The PCC discussed that the welcome is warm, PCC members make concerted effort to chat to new folk. The PCC discusses having a small postcard in each pew that gives simple information, possibly in "Frequently Asked Q&A's". A PCC member suggests that we could</p>	<p>Joel</p>

	<ul style="list-style-type: none"> Vacancies: Churchwarden and Secretary 	<p>explore a “Buddy system” which enables existing members to be paired up with Newcomers to support and encourage. Action: Liz W to co-ordinate a draft with David W for PCC to view via email.</p> <p>This leads on to a discussion of Homegroups and future visions of encouraging those to join or to start new groups.</p> <p>Vacancies: Joel thanks Mike for all he has done in his dedicated time as Churchwarden. Joel encourages the PCC to consider any people known that could be approached.</p> <p>News of Administrator relocating. Action: Involves letter of thanks to Chanctonbury Churches Office for use of their desk space, support and advice during this time of interregnum. Joel</p>	
8	<p>Urgent Matters* reported to the Churchwardens or the PCC Secretary <u>before</u> the meeting</p> <ul style="list-style-type: none"> Update on changes to Services 	<p>A PCC member raised this item as they became aware that historically our 2nd Sunday would be a service of Morning Prayer but since Joel has joined and Service pattern has been reviewed and staffed with Rev Jill’s availability, this 2nd Sunday has more frequently become a Communion Service. The PCC member encourages this to be a shared discussion with the PCC. After a discussion the PCC decided that it is generally represented that keeping the 2nd Sunday as a Communion service but this can always be reviewed at a later date if the PCC become aware of opinions changing amongst the congregation.</p> <p>A PCC member raised that when there are extraordinary services or changes to service patterns such as Mother’s Day falling on a Sunday that Thakeham might not typically, it is noted that these changes ideally need to be publicised more quickly to enable good communication and for Rota Leaders to be populating their Rotas.</p>	Joel/Jane E
9	<p>Churchwarden Matters</p> <ul style="list-style-type: none"> Policies to review and finalise- Lone Working (March 2026) Risk Assessment (May ’26 meeting) David’s ALM Renewal and Focal Minister proposal Financial contribution to school’s travel costs for their Easter Service and future services. 	<p>The PCC propose to support David Whitehead’s renewal of ALM status. Proposed: Barry Laker 2nd:Liz Slaughter 10 in favour 1 Abstention</p> <p>The PCC propose to support David Whitehead’s application to receive some further training for Focal Ministry and that he is a good fit for this role. Proposed: Mike 2nd: Jane Everett 10 in favour 1 Abstention</p> <p>Minor amendments to the Lone Working Policy.</p> <p>The PCC discusses the benefits to regular financial contribution to school’s travel costs for their Harvest, Easter Service and future services. The PCC agree that it is fair to contribute £300 towards the schools Easter 2026 travel costs. Going forwards the PCC agree to fund 50% of the travel costs for Easter and Harvest school services as well as</p>	CWs Pippa

		organising a church service where the school travel costs are the dedicated donation for that Sunday.	
10	Matters brought to the PCC by PCC members	<p>Deanery Synod Representative re-election is due by 1st July. The PCC discuss that this election will be made at our APCM on 10th May. Action: Deanery Synod date to be published ahead via notices and the church calendar</p> <p>The PCC thank Chris for his commitment to St Mary's Thakeham Deanery Synod Representative duties and it is noted that it is appreciated by all.</p> <p>Heating in the Church Rooms: Due to energy companies discontinuing their radio controlled systems for Eco-7 (off peak) the heating in the Church Rooms have not been coming on. Liz S has enquired with our energy provider and it was concluded that the provider will come and fit a new meter in the near future. Date to be notified.</p> <p>Wording re-display plaque due to be put in the new Vestry is discussed.</p> <p>Caribbean Evening as a Community event is being organised by Barry. Barry suggests focus for fundraising and asks PCC for ideas. No conclusions</p> <p>Flower Festival Team & Joel are due to meet representatives of the Parish Council to discuss parking on the Glebe Field. The Flower Festival asked the PCC for ideas of local charities that could be the beneficiaries.</p>	PCC
11	Correspondence	A letter from the Children's Society: letter of thanks for Christmas donation.	Joel/ CWs / JW
12.	Dates of next meetings.		
	APCM 10 TH May 2026 Following 10.30a.m Church Service	PCC Meeting: 7.30pm on 14th May 2026 DATE CHANGE	PCC Meeting: 7.30 pm on 9th July 2026
			PCC Meeting: 7.30 pm on 10 th Sept 2026

* This replaces AOB