

## St. Michael & All Angels Church Sandhurst PCC

### Minutes

14th January 2026

8.00 pm by Zoom

#### 1. Opening Prayer

Rev John Castle led a session of dwelling in the word and prayers. The text used was Luke 2 from v25.

#### 2. Apologies: Brendan Watson, Rupert Cremer Evans, Di Taylor, Denise Yeomans &

**Present:** Karen Allen, Alun Grafton, James Mason, Rev. John Castle (The Rector), Abby Coleman, Jeanette Ash (Co-opted Member), Clare Hardy, Catherine Wilkins, Steph Martin, John Martin Jon Toohey, and Sue Campbell.

#### 3. Minutes & Matters Arising

##### a. Conflict of Interests:

Item 6a Agree Choir Frees: Alun Grafton, James Mason, Catherine Wilkins & Clare Hardy

##### b. Minutes of the Rector's Council 29<sup>th</sup> October inc. part 2 were received

##### c. Minutes of the PCC 12<sup>th</sup> November 2025 inc. Part 2 were accepted

##### d. Matters Arising

#### 4. Risk Review - papers attached

##### a. Risk Management Policy

Jon Toohey reminded the PCC that risk management was everyone's concern and that we all need to understand as trustees the risks. The PCC approved the Management Policy unanimously

##### b. Risk Management Register

Jon Toohey took the PCC through the potential risks to St Michael's including falling numbers, issues arising from lax safeguarding procedures, health and safety risks and specific risks that could possibly occur during a vacancy.

Sue pointed out two small amendments in the policy; that we have had an asbestos survey and that we do now have a Health & Safety Officer. Jon will make the adjustments. The PCC thanked Jon for his work on this.

#### 5. Review of 2025

The PCC reviewed 2025 under the headings circulated ahead of the meeting:

##### **The High points of 2025 at St Michaels**

Rev John recovering so well from his medical treatment

The successful Burn's Night

Rock night

Joseph Performance at St John's

Finish of stage one of Pastoral Centre refurb

Attending Spring Harvest

Attending House Group throughout the year

Christmas gifts provided for children

Christmas Tree Festival

Christmas Fair

Carol singing through the streets

And finally, the singing throughout 2025 of our wonderful choir!

##### **What we could have done better**

Perhaps we're looking at recruiting volunteers from the wrong end and should be asking people what they give in terms of talents.

##### **What should be our Foci for the coming year:**

- People – Continue to build numbers: there was a slight drop in numbers at the 8.00 and 9.30 services, but a 3% increase overall.
- Personnel – appoint a new Rector and a churchwarden
- Prayer- continue to nurture and pray for our congregation and those we interact with
- Practicalities – continue to work towards refurbishing the toilets in the PC. Finish the Spire project and complete last items on the quinquennial inspection

#### 6. Update on Spire, Bells & Clock Repair

#### **a. Update**

The scaffolding was installed before Christmas and the work started after Christmas. The first sections of shingle have been removed and we have paid the invoice for the new shingles.

The rector made the PCC aware that there was a wedding on the 21<sup>st</sup> March which would like bells and was hoping that the bells would be re-installed by then. The bells are due to be back in that week but there has been slippage in the past due to issues with their own supplier.

The face and hands of the clock will be removed on the 22<sup>nd</sup> of January. There had been concern over the amount of space available between the scaffolding and the face, but James Mason has checked that the space available should be enough. On the same day, Berridge Electrical will come and fit the fused spurs needed to drive the auto wind for a cost of under £300.

It was raised that the workmen need to be made aware of any services or activities in the church where they would be a disturbance. The office will liaise with the workmen, if they are made aware of the need by James or Amanda.

#### **b. Grant progress**

Sue informed the PCC that we had reached the second stage of the National Churches Trust Grant Application process. The part 2 application had to be returned before the 5<sup>th</sup> January 2026 and she was able to do this with the support of John Martin, James Mason, Miranda Frary, Jon Toohey and the Rector. Since then, she has been asked to confirm the work starting date. The committee will meet to decide awards in March. We have asked for £25,000. The Church Buildings Trust are now considering the application for clock repair made back in September for a grant of £8,000 towards the clock repair.

#### **c. Fundraising**

The Rector was asked whether there had been any recent fundraising and he informed the PCC that the fundraising group were to meet shortly. It was planned that there would be a Sandhurst Community Brass concert in the church on the 14<sup>th</sup> February and there is a St Cecilia's Singers Concert planned for October. Sandhurst Community Brass. An anonymous donor has offered to match individual donations made from January to March and there was some discussion as to whether it was possible to identify these donations to benefit from the offer. The PCC also discussed the need to make sure that all donors were thanked properly. Further discussion of the process was referred to the Rector's Council.

### **7. Finance**

#### **a. Agree Choir Fees**

The Choir Committee has met and has agreed to the fees proposed by the Rector for the coming year. They have also decided to set up a steering group to explore ways to future proof choir funding and to investigate how the choir can fund itself.

#### **Resolution:**

**That the PCC accepts the Rector's proposal for choir fees on the recommendation of the choir committee.**

**Proposed: Karen Allen**

**Seconded: Jon Toohey**

**Passed with 8 votes and 4 abstentions**

#### **b. Approve Spending for Grass Cutters Ball**

Sue asked for funding of £150 for the Grass Cutters Ball in February, which is a thankyou for our churchyard volunteers.

**Resolution: That the PCC approved the spending of £150 on the Grasscutters Ball**

**Proposed: James Mason**

**Seconded: Karen Allen**

**Passed: Unanimously**

#### **c. More Office Hours Available**

The discussion on this will take place at the Rector's Council.

### **8. Estates:**

#### **a. Refurbishment of the Pastoral Centre**

##### **i) Re-surfacing Car Park**

James Mason has organised a working party to lay 7 tons of crushed gravel for the following Saturday. He has asked for no parking over the Friday Night and the Saturday morning. James has plenty of man power.

**Action: James to make the Parish aware through the Facebook page. Catherine to put a link into the local Sandhurst Facebook sights.**

**b. Church and churchyard**

**i) Internal and External Repair**

James has noted a leak next to the organ by the musician's corner and will investigate. He also wants to use probation service working group to provide the labour for painting the drainpipes, which is another job on the quinquennial list.

**Action: James to contact the probation Service and coordinate.**

**Sue to contact the Insurance Company about window repair.**

**ii) Health & Safety Policy (paper attached)**

James had circulated the health and safety policy to which he had made minor adjustments.

**Resolution: That the PCC accepts the updated Health and Safety Policy**

**Proposed: James Mason**

**Seconded: Sue Campbell**

**Passed: Unanimously**

**iii) A new Fire Officer**

Katy Robson-Malone was the Fire Officer, but has recently moved to Australia. An article needs to be placed in the newsletter asking for someone with the relevant skills to fill the vacancy.

**9. The Way Forward – Vacancy and Recruitment of a new Rector**

The PCC congratulated the Rector on his recent appointment to a house for duty post in Aldenham in Hertfordshire. The Rector reminded the PCC that appointing a new Rector is a legal process and will take time. The average time for appointments to a vacancy is nine months, but it is possible that the post may not be filled until after Christmas 2026. The process cannot formally start until after the Rector has left, but we can begin preparing for it. The first job will be to draw up a parish profile and the Rector recommended that it would be good to consult the community and other interested parties, including the PCC as part of the process.

The PCC discussed that the vacancy will also need to be managed and that a working group should be formed to steer the parish during the Vacancy period. James Mason will Chair the working group. The Rector has a meeting planned, with the Area Dean. John White will do the same amount of work as at present, Jane Kraft is keen to commit to more, but her health must be borne in mind. The Parish will be supported by others in the deanery and local area.

**Actions:**

- **The Rector to circulate the link to the page on the Diocesan website**
- **The PCC are asked to read parish profiles from other parishes in Vacancy**
- **The PCC are asked to contact James if they wish to be involved in the steering group.**

**10. Preparing for the APCM**

**i) Annual review**

Alison has kindly agreed to desk top publish the annual review. Sue has contacted those responsible for reports.

**ii) Vacancies for next year**

The Deanery Synod will be re-elected this year. We are hoping to have three representatives on it. There are four places available this time three of the people standing down this can serve a second term and are willing to do so. The fourth person has served two terms and is considering standing for a synod place. Therefore, there are two one-year places available and one four-year place. Our co-opted member from this year will stand for election to the PCC.

**iii) Churchwarden Vacancy**

The Rector announced that Nick Allen is willing to stand as Churchwarden. On discussion, it was decided to hold an extraordinary APCM in February at 10.45 between two services, so that we have two churchwardens in place for the vacancy.

**Resolution: That the PCC will hold an extraordinary General Meeting to elect a second churchwarden.**

**Proposed: James Mason**

**Seconded Jon Toohey**

**Passed: Unanimously**

**i) Request from Sandhurst Youth for a meeting with the PCC**

The Rector told the PCC that he had been contacted by Dave Percival, chair of Sandhurst Youth with a view to arranging a meeting between the PCC and SY in the light of Mike Gower's resignation from SY. The Rector explained that SY are

interested to learn the PCC plans and strategy for youth work within the church and if St Michael's wish to be involved with SY, they are happy to discuss both the work, and the relationship as organisations.

The PCC discussed the offer. The major points of which were:

- That the PCC were happy to appoint a working group
- that it is inherently problematic for the youth worker to have a line manager for church work who is from an external organisation rather than the Rector.
- That the PCC would prefer a volunteer model if working with SY
- The PCC felt strongly that they were unwilling to commit to a new relationship with SY as we enter a vacancy.

It was decided that Alun Grafton, James Mason, the Rector and Abby Coleman would make up the working party with Sandhurst Youth.

ii) **Annual review report**

The PCC discussed Dave's request for a report in the annual review and decided that it was not appropriate to include the report as the organisation is not currently linked with the church.

**11. Regulatory Requirement**

**a. Safeguarding**

Two people have been appointed to be children's officers for the choir: Catherine Wilkins and Alison Wren

**Resolution: That the PCC approve the appointment of Catherine Wilkins and Alison Wren to be Children's Officers for the Choir.**

**Proposed: John Castle**

**Seconded: Jeanette Ash**

**Passed unanimously**

**b. Health and Safety - No items**

**c. GDPR - DBS Provider**

Emma had circulated a paper from the diocese introducing Verifile as the new DBS provider for the Diocese. Emma recommended that a member of the PCC also did the available training as well as Sunita and Karen Allen Kindly volunteered.

**Resolution: That Verifile be accepted as our DBS provider.**

**Proposed: Sue Campbell**

**Seconded: John Castle**

**Passed: Unanimously**

**11. Date of next meeting: 11<sup>th</sup> February 2025**

**12. AOB:**

- **Appointment of Assistant Choir Director**

The Rector formally asked that Alun Grafton was appointed as assistant Choir Director. A safer recruitment process has been followed. He will lead the choir in Karen's absence.

**Resolution: That the PCC approves the appointment of Alun Grafton as assistant choir director.**

**Proposed: John Castle**

**Seconded: Catherine Wilkins**

**Passed: Unanimously**

**13. Closing Prayer**

2 min