



Agenda for a Meeting of the  
**Parochial Church Council of St George the Martyr Church, Brentwood**  
**21 January 2025 at 8pm**

- Opening prayer
- Apologies for absence (*Nicola, Steve [resigned]*)

**For Approval**

- Minutes & Actions arising from the previous meeting (*Appendix 1*)

**For Discussion**

1. Matters Arising
  - a. Christmas events feedback
  - b. Prayer of the Faithful
  - c. Heating
  - d. Upcoming Baptisms
2. Standing Items
  - a. Safeguarding
  - b. Deanery Synod
3. Reports (*Appendix 2*)
  - a. Finances
  - b. Food Hub
  - c. Fabric
  - d. Hall
  - e. Fundraising
4. Any Other Business

## APPENDIX 1: PREVIOUS MEETING MINUTES

### Minutes of a Meeting of the Parochial Church Council of St George the Martyr Church, Brentwood 26 November 2024 at 8pm

#### **Attendees**

Father Justin Hutcherson (JH)  
John Allan (JA)  
Hannah DeMilia (HDM)  
Angela Hill (AH)  
Nicola Parry (NP)  
Pam Wood (PW)

#### **Apologies**

Carolyn Harris (CH)  
Oddi Ochuba (OO)  
Beverley Smith (BS)  
Steve Smith (SS)  
Clive Tanner (CT)

#### **Opening prayer**

The meeting opened with prayer.

#### **Apologies for absence**

Apologies for absence were noted as above.

#### **Minutes of the previous meeting**

The minutes were approved as an accurate record of the meeting, subject to minor changes.

#### *Action:*

*JA to update the minutes of the September meeting and recirculate.*

#### **1. Matters Arising**

##### **a. Sunday set-up rota**

Members discussed the success of the rota system. This has been limited by late notice changes and no-shows. It was agreed that a more committed group of individuals was required and that non-PCC help would be enlisted. Additionally, a more succinct list of tasks was required for clarity.

It was agreed that notices would no longer be read out in the service and these would be printed on a pew slip in future. This replace the existing sheets and would also include a diary of services and events, and the readings for the service.

The rota, which currently runs to the end of 2024, will be set on Church Suite once available, which allows greater functionality including accept/decline options for those allocated tasks. The Prayer of the Faithful will be added to the list of tasks for which those on the Sunday set-up will be responsible.

##### **b. Christmas prep**

The PCC considered the list of common Christmas tasks. It was decided not to have a birthday cake or to move the chairs this year. We will be having a shared card and donation to charity, and the main tree will be put centrally behind the altar on a table. The crib will be placed at the rear altar near the organ and JH will liaise with Kath to arrange. On the 22<sup>nd</sup>, a Mince Pie Sunday will take place, with the food hub providing the food.

*Action:*

*JH to liaise with Kath regarding the crib.*

c. Social Media

Members considered the statistics of interaction with the church's social media posts and discussed the ways in which engagement could be boosted. It was agreed that the main channel would be facebook and that posts on other channels would be copied from there. We need to obtain the main fb login detail from Clare Emery.

The new Church Suite system will be used to obtain contact details, especially via ticketed events, and therefore establish an email network which can then be used for further publicity including a regular newsletter.

**2. Standing Items**

a. Safeguarding

The action from the previous meeting was carried forward. Role profiles have been written and an induction video is to be recorded for the benefit of new joiners.

b. Deanery Synod

The written report from the most recent Deanery Synod meeting was noted.

**3. Reports**

a. Finances

The church account has a current balance of ~£7,200 albeit a £2k invoice is pending payment. The hall account balance is ~£14,000 with a £2k reserve.

We have currently paid only £16k, around 40%, of the Parish Share. There have been discussions around how the two parishes can best meet their combined obligations, and these continue.

b. Food Hub

The planned volunteers meeting took place and a different way of operating the doors and entry system has been trialled. The hub is also offering coats & jumpers as a result of donations received. A grant application has been agreed for £2,405 from the Essex Association of Local Councils for meat & fish. Customer numbers are increasing again after a summer lull, with ~30 families attending weekly.

The proceeds from the Santa Breakfast event will be funds going to the hub, and Christmas hampers are being arranged. A children's gifts collection is in progress via Tesco Brentwood High Street.

c. Fabric

The Quinquennial inspection is expected to take place on Friday 6 December.

There are plans for the south porch to be cleared, and to avoid using the back door for the food hub. For 2025, we intend to apply for grants for the redecoration of the interior of the church and the sound system.

d. Hall

Casual booking numbers continue to be good. The numbers attending pre-school are stable, though there have been complaints of excess sand being left on the floor. One of the cupboard doors has been stuck as a result of a paintbrush pushed into the lock.

The fire alarms & extinguishers have been serviced and the boiler & heaters serviced in December. Quotes for redecorating the hall (to probably take place in Feb) have been obtained for ~£6.5k and this was approved.

Members discussed a suggestion that to assist with a general lack of available nursery places, the pre-school be prioritised over other bookings given the higher utilisation rate of the hall that could be achieved.

*Action:*

*PW to ask the pre-school which hours they would ideally like to have to enable a discussion on potential reprioritisation of bookings.*

e. Fundraising

Recent events had raised totals as follows: Quiz £2042; Jumble £720; Bazaar £1700 +Barclays £700ish to claim, bringing the total for the year to ~£12k.

Upcoming events included the Breakfast with Santa which had attracted a high levels of bookings, and a 'Lego Day' in Jan.

It was agreed to rename the Fundraising Committee to the 'Social & Fundraising Committee' with immediate effect and to invite more participants onto it.

**4. Any Other Business**

The boiler in the church only appears to work when the 'boost' setting is used, and so needs to be addressed by an industrial servicer to avoid a repeat of the cold situation at the Christmas Bazaar.

The 'Sum Up' machine continues to only work intermittently and not at all that that event. In a separate issue, HDM does not receive the transaction statements via email and we can't claim gift aid if no transactions. Church Suite may be a longer term solution but in the meantime we will see if we can add internet to the existing pre-school phone line in the hall.

The plans for Holy Week 2025 were outlined. Services are planned for Maundy Thursday and Stations of the Cross on Friday. An Easter Vigil on Easter Saturday may be added in future years and in the meantime there will be a Sunday Easter egg hunt with family Easter Sunday school. Due to the proximity with Easter in 2025 we will not mark St George's Day this time.

*Action:*

*JH to speak to pre-school about adding broadband to their phonenumber*

*JH to roll out Church Suite once available*

*JA to contact Clare Emery to obtain transaction statement emails and facebook login details*

*CT to look at the boilers' controls*

*JH to find out who services the St Peters boiler*

*JA to set dates for 2025 meetings.*

There being no other business the meeting closed.

**Next Meeting: TBC 2025**

**Actions table**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
Minutes of the previous meeting	JA to update the minutes of the September meeting and recirculate.	JA
Hall report	PW to ask the pre-school which hours they would ideally like to have to enable a discussion on potential reprioritisation of bookings.	PW
Other Business	JH to speak to pre-school about adding broadband to their phonenumber	JH
	JH to roll out Church Suite once available	JH

	JA to contact Clare Emery to obtain transaction statement emails and facebook login details	JA
	CT to look at the boilers' controls	CT
	JH to find out who services the St Peters boiler	JH
	JA to set dates for 2025 meetings.	JA

## APPENDIX 2: REPORTS

### A. Finances (as at 11 January 2025)

#### Church:

£5,984.00	Current account
£1,958.11	Reserve

#### Hall:

£16,993.68	Current account
£2,080.93	Reserve

#### 2024 Parish Share:

£22,000	Paid
+£5,000	Paid by St Peters on our behalf
£27,000	= 67.5%

### B. Food Hub

We gave out 38 Christmas hampers on 21st December and served 45 families on that day. We had a £500 shop donated by a local resident and his golf society to help with the hampers and donations for January. We are still quite busy serving around 30 families each week. We've had another couple of volunteers join our team in the new year!

Our coffee mornings every Saturday are popular and getting busier most families that come for food stay for coffee plus we have some people just come for coffee. PCC most welcome to come along for coffee and see what we do - be good to have people to come and chat with our visitors 10-11am.

Last week the team tidied up the lady chapel so hopefully it's better now for the Thursday services - thank you for bearing with us. This coming Saturday the team will sort out the Christmas cupboard and move on anything that has been around for too long and not sold. This should hopefully free up some space in the jumble cupboard too.

### C. Fabric

Latest message from Architect, John Caselton after the Quinquennial Inspection took place in mid-December:

I am afraid I have quite a few projects on site at the moment, which are keeping me very occupied. Two are going to be completed by the end of this month which will allow me to progress with the QI. I have had a quick look through my notes, and I don't think there was anything which needed immediate attention.

There are a few areas where brickwork requires repointing etc, but it's the wrong time of year for that. And most other items are things that need consideration.

#### DECISION NEEDED – Dates for Church Workdays 2025

### D. Hall

The Pre-School are back from the Christmas break. They have 25 children attending at the moment, but they have had quite a few people enquiring. Five children left at Christmas as the parents wanted longer hours. Father Justin had a meeting with Megan (Pre-School) manager regarding extra hours. He will speak about this at the PCC.

As far as the hall is concerned the 1st Monday and 2nd Wednesday of each month are pre-booked for regulars who have been coming for many years. Days available for longer hours would be Tuesday, Thursday and Friday.

All being well the hall will be decorated during February half term week.

## **E. Fundraising**

- Bazaar final total was £2500 inc barclays money
- Santa breakfast (for food hub) raised just over £800 inc barclays money - this took our fundraising total to just over over £13000 for 2024
- Lego day 11 Jan - £240 raised for church. This was a new event that was suggested (and helped to organise) by a friend of mine (Andrea Bull). We had an amazing number of visitors during the day and it seemed really popular so definitely think this is an event that we could repeat another time. It was free entry so doubled up as a community event too for families to come along to - especially on a cold day in January when there's not much to do!
- Future events - jumble sale 8th Feb need help setting up on Fri Eve and clearing away from 1230 on the day
- Quiz night - 15th Feb - does anyone want to enter a team (of up to 8) or join the church table?
- Fundraising/social meeting on 30th Jan 7.15pm - we need more people to join this group nothing too onerous. We have 3 or 4 meetings a year, doesn't have to be lots of work for anyone just need some new ideas/offers of help occasionally. Jill Luxton is joining the group and Andrea Bull will continue to help at certain functions but we could do with some more people.

### **ACTION NEEDED:**

- SumUp machine/QR code needs sorting for donations in church and for events as lots of people don't have cash??
- Need new poster holders for outside on Saturday morning - Father J was going to arrange
- The main noticeboard by the roundabout needs to be updated??
- Food hub cupboards?
- Social media! Please can I have access to Facebook and/or can someone set up the automatic posts on all social media so that when I post on Twitter it automatically goes onto Facebook. This definitely helps with getting our messages out for events/services/church news but it would work better if we had the automatic system set up and would also save work having to remember to put it in all platforms.