

The Parochial Church Council of the Parish of Marcham with Garford

Wednesday 22 July 2026 – 7.45pm start, at All Saints Church

Minutes

	Present Sue Lawton (SL) – Joint chair, Alison Lyndon (AL) – Joint chair, Phil Rowlandson (PR) James Allan (JA) John Scoble (JS), Hugh Lawton (HL), Mike Worthing (MW), Ruth Atkins (RA), Tamsin Gilbert (TG), Julia Newman (JN), Neil Rowe (NR), - left 8:45 Caroline Manders (CMa)
1.	Welcome, Bible reading and prayer: SL/AL John 17:20-26
2.	Apologies for absence Nick Weldon (NW), Bryan Eccles (BE), Catherine Mentzel (CMe), Vicki Tinkler (VT), Jonathan Boardman (JB)
3.	Conflicts of interest None
4.	Minutes of the meeting of 24 June 2026 Approved and Signed
5.	Matters arising not already included in this agenda <i>Children in Communion PR</i> PR has sent out various documents to NW, JS & CMe. Action: PR to organise a meeting in September with JS & CMe (& NW?), to discuss his draft document. <i>Safeguarding for PCC RA</i> Not all of the PCC have acted upon emails received from RA. This is vastly increasing her workload. Action: All PCC members to check any emails received from RA (either from safeguarding@allsaintsmarcham.org or safeguardingadmin@allsaintsmarcham.org and check that all requested actions have been completed. Note: In future, do not use the email address safeguardingadmin@allsaintsmarcham.org, and only use the address safeguarding@allsaintsmarcham.org.
6.	Children and Families Worker Recruitment: SL/AL In his absence NW had sent in a document, which was read out by SL. See Appendix item A A vote of thanks was recorded for all the work done by VT.
7.	Financial Update: HL HL had prepared a document, which he read out. See Appendix item B for this and the underlying figures.
8.	Fabric Update: NR Incl. any health and safety matters St Luke's Roof - All lead to be replaced, (plus timbers if necessary) - Scaffolding – new quote £2,000 incl VAT - Repair estimate - £2 - 4,000 excl VAT (depending on whether timbers under the lead need to be replaced) - Our architect Christian Randall wants to use non-traditional lead, as it is considerably cheaper, but the Diocese (DAC) say that we must use traditional lead. - It is thought that the Diocese have approved non-traditional lead for other churches. Action: NR/TG to investigate and contact the Diocese, as to why/where other church approvals have been given for non-traditional lead, and to see if their decision can be changed.

	<i>Oak Tree/Hedging/Fence</i> No contact has yet been made with the family re moving memorial stones – this can be delayed, as it is not urgent. It was agreed to go ahead with the pollarding, although a faculty will be needed. It was agreed to go ahead with replacing the hedging, although a faculty will be needed Estate fencing – Neil Walker to replace on a like for like basis, or undertake a repair, so no faculty is needed. Action: TG to apply for the appropriate faculties. It was asked if members of the PCC could see photos of the area, to better understand the situation and proposed works. Action: NR to take photos & distribute. It was also suggested that perhaps the September PCC might take place at St Luke’s, so that members can actually view the locations and proposed works. Action: NW/AL to discuss where the next PCC should be held, and ensure that PCC members are advised. All Saints <i>Hot Water</i> - The temperature of the hot water has been reset (although the 40° requirement for hand wash basins has some leeway, perhaps down to 35°). - A daily check is needed to ensure that the wash basin temperature is acceptable. The first person in the building should be asked to run the hot water to ensure that the correct temp is reached. - A weekly check is required to ensure that the kitchen washing up water reaches 50°C within 60 seconds. This is to ensure protection against legionnaires disease. Action: NR/SL to liaise and draw up appropriate instructions. <i>Down pipes</i> - One loose hopper has become disconnected . It has now been lassoed and tied up. - Further checks have been made, and all 4 need re-fixing, together with the down pipes. - The cost is estimated at £1,600 + VAT - However, there are Bee colonies in 2 down pipes. NR is investigating as to whether these can be cleared quickly, and at what cost. - This is a Health & Safety matter - we need to do something. - The Hopper and Down Pipe work was approved. Action: NR to investigate and report to Churchwardens regarding the Bee infestation. If required, the Standing Committee were empowered to authorise the work. <i>Snagging</i> - All CCTV feeds have been repaired, and all cameras are now working. - Door catches on side of Disabled Toilet area – new catches are to be fitted next week.
9.	St Luke’s Update: AL Service was led by Phil at start of month. The Funeral of Roger Smith (whose daughter is in village) took place on 1 July. Goodbye & thankyou card given to Mike Dilley for taking services in the past. Publicity has been prepared and is to be distributed round the village Rabbits are causing a Health & Safety issue – to be investigated. No service in Aug – Harvest in Sept.

	Action: AL to liaise regarding rabbit issue, and report back to next PCC.
10.	Safeguarding update: RA 2 safety plans in place – 1 signed She is working through the DBS checks and applications for Holiday club and Tiddlypeeps, and the outstanding one for Jill. Checks were taking a few months, now generally back in a week. Digital checks – these sometimes fail because the photo is not good. If applicants do not respond to thirtyone:eight, this costs us, as the process has to be re-started. Because of the volume involved, RA is now not chasing as thirtyone:eight chase individuals. Once the backlog is cracked, things should be easier. Action RA: to check how long people have to respond to thirtyone:eight, before the application needs to be re-submitted.
11. .	A.O.B. Webinars JS reminded members of the email he sent out, forwarded by the Charity Commission, regarding 2 upcoming Webinars for Charity Trustees (which we all are). - Wed 19 Aug – midday – 1:00pm – FAITH: Campaigning and Political Activity - Tue 15 Sept – midday – 1:00pm – FAITH: Safeguarding in a Faith Context By registering for these, members will be able to join at the appointed time, or have access to the recording. Action: All PCC Members please register for these webinars. If you cannot find the revised email from JS (sent out from PCC Secretary on 27 July at 17:36), please email him (pccsecretary@allsaintsmarcham.org) and ask him to resend the email. Ride and Stride TG raised this. Ride & Stride was done for many years (previously co-ordinated by Gordon Brown), but recently has not done. This year it is on Sept 12th - Action: TG to place this in the church notices, advising of the date, and asking if anyone is willing to co-ordinate this.
12.	Closing prayer 9:00

Actions	Matters arising not already included in this agenda <i>Children in Communion</i> Action: PR to organise a meeting in September with JS & CMe (& NW?), to discuss his draft document. <i>Safeguarding for PCC</i> Action: All PCC members to check any emails received from RA (either from safeguarding@allsaintsmarcham.org or safeguardingadmin@allsaintsmarcham.org and check that all requested actions have been completed. Note: In future, do not use the email address safeguardingadmin@allsaintsmarcham.org, and only use the address safeguarding@allsaintsmarcham.org.
	St Luke's Roof NR/TG to investigate and contact the Diocese, as to why/where other church approvals have been given for non-traditional lead, and to see if their decision re ST Luke's can be changed.

	St Luke's Oak Tree/Hedging/Fence TG to apply for the appropriate faculties. NR to take photos of the areas affected & distribute to PCC members. NW/AL to discuss where the next PCC should be held, and ensure that PCC members are advised.
	All Saints – Hot Water NR/SL to liaise and draw up appropriate instructions re required checks
	All Saints – Hoppers and Down Pipes NR to investigate and report to Churchwardens regarding the Bee infestation. If required, the Standing Committee were empowered to authorise the work.
	St Luke's AL to liaise regarding rabbit issue, and report back to next PCC.
	Safeguarding RA: to check how long people have to respond to thirtyone:eight, before the application needs to be re-submitted.
	AOB <i>Webinars</i> All PCC Members please register for these webinars. If you cannot find the revised email from JS (sent out from PCC Secretary on 27 July at 17:36), please email him (pccsecretary@allsaintsmarcham.org) and ask him to resend the email. <i>Ride and Stride</i> TG to place this in the church notices, advising of the date, and asking if anyone is willing to co-ordinate this.

Absence: If you are unable to attend the meeting please send apologies to John (pccsecretary@allsaintsmarcham.org) or Nick (vicar@allsaintsmarcham.org) or Tamsin (info@allsaintsmarcham.org).

Terms for AOB:

Please could members of the PCC notify Nick or John or Tamsin of any such items **prior** to the meeting.

Next PCC meeting: Wednesday 24 September 7.45pm - Venue to be advised

Appendix A

Children and Families Worker Recruitment – for PCC 22nd July 2026

The interview day was delayed by a few days due to illness, but took place on Thursday 16th July. Having had three applications, the panel decided that we would interview one candidate. The panel consisted of Nick, Alison, Sue and Vicki.

The candidate was interviewed for an hour with a series of questions generated from the job description.

The candidate was then given two unseen scenarios to think about for 10 minutes before reporting back what they would do in each case. One was a safeguarding scenario and the other a conflict management scenario.

The candidate then delivered a pre-prepared half hour children's session to 6 children at Marcham Primary School (school years 3-5) on the theme of God's love from Luke 15:1-7 (the Parable of the Lost Sheep). The candidate was allowed to use resources of their choice. The children then fed back to the panel.

The panel then retired to consider the candidate by independently scoring the three parts of the interview process against a set scheme.

The scores were combined, and the result showed the candidate to be clearly appointable for the role.

I can happily report that the job was offered to the candidate, and they have accepted it.

The role was offered subject to an enhanced DBS check and the checking of references. This is now in process, and we hope will be completed over the next month or so, following which, we will announce the post.

All being well, we envisage that the new worker will start in role in November this year.

This gives time for Jill to finish well with the Holiday Club this summer and the first half of the autumn term. It also gives the church and community the opportunity to thank her for her long and fruitful service to children and families in the parish over many years.

Thank you to all those involved with this recruitment process, and we look forward to a new person joining the staff team soon for the next phase of God's ministry to children and families at All Saints Church.

Revd Nick Weldon

Appendix B

Parochial Church Council of All Saints Marcham with St Luke's Garford

PCC Meeting 22 July 2026 Treasurer's Report

1. The 2026 Church Weekend at the Poplars in Ledbury was successfully held, from a financial point of view, with a slight cost of £256 (2025 £386). Please see the report for details.
2. Also on the website for the PCC, the report shows the qtrly results for the General Unrestricted income and expense.
 - a. There has been some positive news since the previous meeting which is likely to lead to the regular giving increasing, together with recoverable gift aid. We are clarifying this and will make appropriate changes when we are confident.
 - b. There have been no further reductions in regular giving or giving ceasing.
3. John and I are aware that there are often mismatches in expenses and income where they do not happen in the same way each year or month. To that end we have decided to reduce our detailed reports to quarterly in the immediately following PCC. Therefore the detailed General Unrestricted report this PCC will next be shown for the October PCC, so that all the entries should be included for the Qtr to 30 Sept.

Please feel free to contact me with any questions.

Hugh Lawton

Treasurer

Income and Expense

Marcham All Saints with Garford St Lukes Parochial Church Council For the period 1 January 2026 to 20 July 2026

	1JAN-20JUL2026	1JAN-20JUL 2025
Income		
Irregular giving gift aid	210	-
Gift Aid received	53	-
Event Fees	6,963	8,412
Other Revenue	13	-
Total Income	7,238	8,412
Giving and Fund Raising Expenses		
Event (entry fee) & other expenses	6,640	7,420
Total Giving and Fund Raising Expenses	6,640	7,420
Gross Income	598	991
Administrative Costs		
Running Costs		
Speaker/Outside Support	70	-
Total Running Costs	70	-
Other Costs		
Event Transport	60	135
Food & Beverages	724	1,242
Total Other Costs	784	1,377
Total Administrative Costs	854	1,377
Surplus/-Deficit	(256)	(386)
Net Surplus or Deficit	(256)	(386)

Activities is Church Weekend.

Income and Expense

Marcham All Saints with Garford St Lukes Parochial Church Council For the 3 months ended 30 June 2026

	APR-JUN2026	JAN-MAR2026	OCT-DEC2025	JUL-SEPT2025	APR-JUN2025
Income					
Regular Giving - Gift Aid	20,260	20,470	21,790	22,059	21,856
Irregular giving gift aid	124	210	6,638	580	50
Gift Aid received	5,055	5,614	8,085	4,948	6,606
Regular Giving - no Gift Aid	3,155	3,214	1,499	2,350	2,209
Irregular Giving (NGA)	123	-	1,000	(30)	355
Contactless - Event Fees	-	-	-	767	854
Misc Collections	433	295	862	338	627
Collections - loose plates	55	50	366	81	274
Grants received	80	325	5,860	1,000	310
CBF Investment fund div. Capitalised	900	910	977	1,031	1,025
CBF Deposit fund dividends	14	14	14	13	13
Funeral fees	256	918	331	107	354
Event Fees	4,863	6,385	-	2,387	10,248
Church Hire	300	345	-	-	83
Rent from Lands or buildings	20	50	60	-	-
Wedding fees	-	348	334	808	-
Other Revenue	-	163	50	-	-
Contactless - GASD ASM	652	823	1,375	291	916
Contactless - GASD MCC	315	313	648	197	666
Total Income	36,604	40,445	49,888	36,927	46,445
Giving and Fund Raising Expenses					
Event (entry fee) & other expenses	6,640	-	754	288	7,420
Mission Support Grants	2,790	2,790	-	-	-
Total Giving and Fund Raising Expenses	9,430	2,790	754	288	7,420
Gross Income	27,174	37,655	49,134	36,639	39,025
Administrative Costs					
Staff Costs					
Salary	10,716	10,716	10,716	10,716	10,444
Pension Contributions	271	271	271	271	261
Staff Accommodation	5,192	4,698	4,699	4,520	1,388
Staff Training	-	470	36	-	110
Travel	-	88	-	-	-
Total Staff Costs	16,179	16,243	15,722	15,506	12,202
Charitable Donation	-	-	-	-	1,800
Running Costs					
Electricity	601	709	650	585	676
Gas	547	1,826	1,517	109	396
Lighting	-	156	-	-	-

	APR-JUN2026	JAN-MAR2026	OCT-DEC2025	JUL-SEPT2025	APR-
JUN2025					
Water	-	16	375	53	53
Speaker/Outside Support	70	-	-	20	-
AV & IT	199	387	298	236	1,438
Web Site & Domain	276	183	283	290	286
Telephone & Internet	202	202	381	202	139
Stationery, resources & materials	86	476	1,155	2,203	1,215
Photocopying	(78)	40	31	98	22
Hall Hire	183	190	209	264	307
Services consumables	-	-	364	-	-
Flowers & Decoration	149	220	76	41	1,075
Legal Expenses	133	-	27	60	-
Bank Charges	63	61	64	63	81
Bank Fees	-	1	2	(2)	-
Insurance	916	916	916	916	950
Licences - TV CCLI etc	-	-	-	1,002	-
Maintenance	30	-	231	722	107
Repairs - Consultancy Fees	360	-	-	-	-
Repairs & Maintenance	-	-	294	310	5,127
General Expenses	517	198	127	64	376
Cleaning	180	404	441	360	240
Total Running Costs	4,433	5,984	7,441	7,594	12,489
Other Costs					
Development work	-	-	-	4,174	239
Event Transport	60	610	-	-	135
Food & Beverages	1,227	965	1,506	1,700	2,404
Parish Share	15,667	13,170	15,449	15,449	15,449
Pastoral	50	-	-	-	-
Subscriptions	-	225	334	252	29
Total Other Costs	17,004	14,970	17,289	21,576	18,256
Equipment Rentals	-	-	-	192	-
Payment Fee	2	2	-	3	-
Total Administrative Costs	37,618	37,199	40,452	44,872	44,747
Surplus/- Deficit	(10,444)	456	8,682	(8,233)	(5,722)
Other Income					
Unrealised Investment Gain	-	-	(76)	-	-
Total Other Income	-	-	(76)	-	-
Net Surplus or Deficit	(10,444)	456	8,606	(8,233)	(5,722)

Fund is General Unrestricted, Unassigned.