

CROMER PAROCHIAL CHURCH COUNCIL

**Minutes of a meeting of the Parochial Church Council
held on Thursday 22nd January 2026 at 7.30pm at St Martin's**

Members present: Revd Will Warren (Chair), David Anderson, Judith Anderson, Anna Coghlan, Anne Cottingham, John Hodgkinson, Christopher Jacquier, Tracy Johnson, Ivan Kimble, David Loades, Hazel Mardlin, Jon Mardlin, David Osborne, Simon Purslow, Doug Tuthill and Eileen Woodfield.

Simon Purslow led PCC in sung worship.

P2601-01 CPAS Course - Leading your church in evangelism: Session 2

WW reminded members that we are 'salt and light', 'witnesses' and 'ambassadors' for Jesus. This can be daunting, but we don't have to do it in our own strength; it's the Spirit's work. Essentially, evangelism is ordinary Christians sharing their faith in everyday places. Members worked in small groups to identify opportunities for sharing faith in loving words and caring actions and to consider how we might respond to those opportunities. This was followed by prayer.

P2601-02 Apologies for absence

Apologies for absence were received from Jill Boyle and Sarah McCandlish.

P2601-03 Declarations of Interest

There were none.

P2601-04 Chair's briefing

The Associate Vicar post has been advertised and there has been some encouraging early response. Members were encouraged to continue to pray about the appointment.

P2601-05 Minutes of the meeting held on Thursday 27th November 2025

The minutes were **APPROVED** as an accurate record and were signed by the Chair.

Matters arising

P2511-05 (from P2510-13) - **Welcome Meals:** Judith Anderson updated members on the arrangements. The first welcome meal this year will be on 22nd February, with John and Jennie Hodgkinson hosting. Appropriate Food Hygiene arrangements have been put in place. Lesley is working on an updated Welcome Pack.

P2601-06 Finance

The Treasurer (DT) presented his report on the end-of year position for 2025. Income had been very buoyant, with Cornerstone and the Bookstall both securing 142% of their budgeted income figure, and expenditure was well controlled. As a result, the projected budgeted deficit of ~£10,000 had become a surplus of ~£4,000. Significant capital work had also been completed as planned. These final figures will now be passed to the External Examiner for them to prepare the accounts.

Members **AGREED** with the Treasurer that the financial outcome was a significant cause for thanksgiving and WW led PCC in prayer.

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P2601-07 Staffing and Structures

The final version of the Profile used for the Associate Vicar advertisement was NOTED. This included the amendments agreed at the PCC meeting in November. The Draft Terms of Reference for the PCC Action Teams, Leadership Team and St Martin's Oversight Team were discussed. (This item had been held over from November because of pressure of business.) During the discussion the following points were noted:

PCC Action Teams

- the levels of delegated financial responsibility should match those set out in the Financial Guidelines (SP)
- having one-third of the membership consisting of PCC members might not be realistic given the small size of PCC (JA)
- in the past, PCC members were expected to be a member of at least one Action Team (previously Leadership Team/Action Group) (DL)

After discussion, it was **AGREED unanimously** to approve the Terms of Reference, for the PCC Action Teams with the small amendments suggested. PCC will return to the discussion about what teams are needed and how they might operate next time.

Leadership Team

- the Leadership Team will be accountable to PCC and provide prayerful and strategic support and be a sounding board for the Incumbent and will help 'share the burden and lighten the load'. (WW)
- Recent history means that effective communication about this with the wider church family will be crucial. A diagram showing how the Leadership Team sits within parish and CofE structures would be helpful. (DL)
- Further discernment is needed about clergy membership, especially in relation to retired clergy/clergy with Permission to Officiate (ACott)
- An annual review will need to be integral to the arrangements.
- The process for deciding who should be invited to join the Leadership Team, and the balance between PCC members and those not on PCC will need to be carefully considered and communicated well. (JA). WW indicated that he would share the thinking about invitations with PCC before they were finalised. The exact number of lay member 'places' could be amended accordingly. (WW)

After discussion it was **AGREED unanimously** to approve the Terms of Reference, for the Leadership Team subject to the small amendments suggested. WW will make the amendments and bring the final version back to PCC for a discussion about how the arrangements might operate in practice.

St Martin's Oversight Team

- This is being set up under Rule M35 in the Church Representation Rules and needs approval of the APCM.
- The team should include the PCC members elected from St Martin's congregation.
- Rule M35 also allows for the appointment of deputy churchwardens; should PCC consider this? (IK). A wider discussion about the role of churchwardens is needed to make sure that the role is manageable. (DL). It was **AGREED** that this should happen first, and any further proposals (e.g. about deputy churchwardens) come back to PCC in due course.

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- The quorum for team meetings would need to be carefully considered (if not set out in the CRR) (EW)
- The challenge could be to find people to serve on this and in other roles. (TJ)

After discussion, it was **AGREED unanimously** that the Terms of Reference for the St Martin's Oversight Team be recommended to the APCM for consideration.

P2601-08 **Buildings Project**

The addendum to the Feasibility Study was **NOTED**. This sets out the changes made following discussion with PCC and the wider church family since the project launch.

The statement about the project for use with hirers and the wider community was **NOTED** and **ENDORSED unanimously**.

Moves have started to have the Parish Hall designated as a Community Asset. Information has been passed to the Diocesan Registrar who is dealing with this on our behalf. A further update will be provided for PCC in due course.

SP reported that the pre-application in respect of the Parish Hall had been submitted to NNDC and that a reply had been expected by 4th December 2025. Nothing has been received, despite chasing. PCC expressed disappointment that nothing was available to report to this meeting. A further request for a response will be made. **ACTION: SP**

A helpful but challenging meeting had been held on 21st January with a representative from Historic England. The project team had been left with a list of questions that need to be answered regarding the project and the data that will be needed to 'prove' the case for the proposed changes. This information will also be required for the planning application in due course. It will take some time to get the necessary information together, so no decision is required of PCC tonight.

There have been no offers for the Meadow Close property to date. The situation will be kept under review. The property is held in trust by the Diocesan Board of Finance and, once an offer is received, they will be asked to approve the offer, and once the sale is completed, to release the proceeds to PCC.

P2601-09 **Celebrating success**

IK proposed that PCC write to all volunteers, staff, clergy and givers to thank them for their contribution to the financial and other successes of 2025. This was **AGREED unanimously**. WW will write the text of the letters, and the Secretary will consult and make the necessary arrangements. **ACTION: WW. S&F, DO**

P2601-10 **Standing and Finance Committee**

The minutes of the meeting held on 8th January 2026 were RECEIVED. There were no matters arising.

P2601-11 **Reports and Related Business**

The **Safeguarding Report** was RECEIVED.

A report about the renewal of authorisation for Communion Assistants was **NOTED**. PCC **unanimously APPROVED** the authorisation of Judith Anderson (Communion at church and at home). The Secretary will update the list, check with those named, consult with WW, and bring a proposal back to PCC next month. **ACTION: DO**

The report on the 2025 organ recitals was **RECEIVED**. Tim Moon was congratulated on running a successful series of concerts and the proposals for the 2026 season were **APPROVED unanimously**.

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The Fabric Leadership Team (FLT) sub-committee report from St Martin's was **RECEIVED**. The issues noted had been considered at FLT on Monday 19th January and prioritised for action as appropriate. ACTION: FLT

The Health and Safety Report was **RECEIVED**. Members noted that the automatic counters recorded 10,600 people visiting the Parish Church between 2nd December and 3rd January. This provides a great opportunity for outreach.

PCC **unanimously APPROVED** WW's recommendation that Paul Rosier be appointed as an Authorised Worship Assistant. WW will inform the bishop about this and about those approved at the previous meeting. ACTION: WW

The Electoral Roll Report was **RECEIVED**. The Roll currently stands at 244.

The Churchwardens reported that work to move the font, for which Faculty was granted last year, will begin on Monday 26th January. The work is expected to take about two weeks. The lounge and resource room will be closed to all during this time.

FLT asked PCC to approve an application for Faculty to make the extension of the bookstall permanent. The work was carried out last year under a TMRO and the success of the bookstall since indicates that it would now be appropriate to seek a full Faculty for the work. The proposal was **APPROVED unanimously**.

P2601-12 Correspondence

A note from Michelle Proctor (one of our Mission Partners) thanking PCC for their financial and prayerful support for her work was **RECEIVED**. Further information received from Michelle and from SIM about her new, UK-based role with the agency was **NOTED**.

A letter enquiring about the provision of a memorial for Betty and Austin Hastings at St Martin's was **NOTED**. Some further investigation is needed, and this will come back to PCC in due course.

Correspondence from members Jill Boyle and Sarah McCandlish, who had sent apologies for the meeting, had been referred to during the relevant items of business.

P2601-13 Review of the meeting

Good timekeeping despite a long agenda and good engagement with the important business items covered were the main issues noted.

The meeting closed with The Grace at 9.53 p.m.