AUGUSTINE'S ALDERSHOT

Minutes of the Parochial Church Council Meeting

St. Augustine's Church, North Town, Aldershot

Friday 30 January 2026 • 2.00pm • St. Augustine's Church Hall

Attendance

Present	Apologies / Absent
Father William Perry — Incumbent Priest (Chair) Graham Lawrence — PCC Secretary (Minutes) Pauline Rook — Assistant Treasurer John Rook — Church Warden Carol Lawrence — Deanery Synod Member	Jackie Dunn — Safeguarding Officer Dot Grobler — Treasurer

1. Welcome and Opening Prayer

The meeting opened with prayer led by Father William.

2. Apologies for Absence

Apologies were received as listed above.

3. Minutes of the Previous Meeting

The minutes of the previous PCC meeting were agreed as an accurate and complete record and were signed by the Chair.

It was agreed that PCC minutes should be made available for congregation visibility (for example, displayed at the back of church / porch area, particularly on Sundays).

4. Matters Arising

A recent church cleaning day – 'Shine a seat' was held on 3rd January; broken chairs were replaced using chairs acquired from another church, and polishing/cleaning improved the church condition.

The PCC noted the need for a more thorough annual deep clean (including windows) and agreed this should be planned (likely in spring) with a small volunteer group.

Wi-Fi installation was confirmed; details (including password notice) are available at the back of church, with an extension to improve hall coverage. Potential website use for occasional offices was noted, subject to consent considerations.

It was noted that even minor changes may require permission/faculty processes; the PCC agreed the correct authorisation route should be followed.

Status / Actions

- A1: Father William / Graham to contact the diocesan adviser to confirm whether any faculty/permission is required for the replacement chairs.

5. Finance Report

A finance report (prepared by the Treasurer) was received.

The PCC discussed the intended 70/30 apportionment of certain shared vicarage-related costs (for example, water; telephone/broadband) and noted that visibility of those bills is needed to apply the split.

Clergy expenses were discussed; Father William noted he had not yet claimed expenses. The PCC also discussed ensuring costs attributable to Hawley (for example, travel connected with Hawley ministry) are correctly assigned.

A joint discussion with Hawley representatives was suggested to agree what constitutes shared costs and to settle the approach.

Status / Actions

- A2: Treasurer (Dot) / Father William to provide the PCC with details of vicarage-related bills requiring the 70/30 split so apportionment can be applied.
- A3: Father William / Graham to explore arranging a joint meeting (or a smaller joint subgroup) with Hawley to agree shared-cost principles and any recurring reimbursements.

6. Church Maintenance and Housekeeping

This item was incorporated within Matters Arising and Maintenance discussions.

7. Deanery Synod

No Deanery Synod report was recorded during the captured discussion. Item to be brought forward at the next meeting if required.

8. Safeguarding

A safeguarding update was noted as generally in order, with no new concerns raised in the absence of the Safeguarding Officer.

Operational reminder: in the event of a fall, do not move the injured person unless necessary; seek appropriate assistance.

The PCC discussed the condition of the church wheelchair; options include servicing, replacement, or obtaining one via the Red Cross.

Status / Actions

- A4: Jackie Dunn/ Carol to progress an option for wheelchair servicing/replacement (including checking Red Cross availability/cost).

9. Church Roof Tiles

Several roof tiles were reported to have fallen (including one observed falling during windy conditions). The PCC agreed the issue is urgent for safety and fabric protection.

The PCC discussed obtaining quotes and the likelihood of scaffolding being required. It was suggested that if scaffolding is erected, other high-level repairs (for example, small window pane issues) could be considered at the same time to reduce total access costs.

Status / Actions

- A5: Pauline to contact an appropriate contractor and obtain quotations for roof-tile repairs (including safe access/scaffolding), and to check any relevant insurance considerations.

10. Stored Items in the Loft

The PCC discussed accumulated storage in the loft and upstairs rooms, including broken items, surplus chairs, Stations of the Cross (including broken glass), choir robes, Christmas items, and other legacy materials. A clear-out was agreed to be necessary.

A request from the preschool to use upstairs space for storage was discussed. Concerns were raised based on past experience of spaces becoming unusable due to dumping. The PCC agreed no decision should be made until the church's own storage needs and clearance plan are progressed.

Status / Actions

- A6: Father William / John / Graham to plan a structured clear-out (including assessing what can be disposed of and whether a clearance contractor is required).
- A7: Graham to respond to the preschool contact to confirm that no decision on additional storage space has yet been made and that the PCC will make a decision once the church's needs are assessed.

11. Parish Enquiries Routing

The PCC reviewed how parish enquiries are handled via the website contact form.

Graham reported creating structured online forms (for Banns of Marriage and Baptism) to collect the required details consistently.

It was agreed that, as priest-in-charge, Father William should receive and triage occasional offices enquiries (with onward referral where appropriate).

Status / Actions

- A8: Graham to circulate the new enquiry forms electronically to Father William and Pauline, and implement the agreed routing process for future enquiries.

12. PCC Meetings Online

To enable Dot to participate remotely, the PCC agreed to move toward hybrid/online attendance now that Wi-Fi is available.

Equipment needs were discussed (camera/microphone/speaker unit), and a test run was agreed before any live PCC meeting.

Status / Actions

- A9: Graham to source suitable low-cost equipment and set up Teams/Zoom details, and arrange a short test call with Dot before the next PCC meeting.

13. Mission Plan

The PCC reviewed mission-planning themes, including improving welcome/first impressions, newcomer and baptism follow-up, exploring prayer group / Bible study options, exploring open church / midweek hospitality, and considering whether limited shared admin support (jointly with Hawley) could be viable.

It was noted that Father Chris Brading is expected to facilitate a mission action planning session. The PCC discussed whether such a session should be PCC-only or open to the wider congregation.

Status / Actions

- A10: Graham to share the mission-plan summary with Father Chris Brading so it can inform the facilitated session.

14. Any Other Business

The PCC discussed the importance of clarifying ownership/land status of the hall and land and agreed it would be prudent to obtain the Land Registry documentation.

APCM planning was discussed and a provisional date was noted, subject to confirming diaries and Dot's availability.

Status / Actions

- A11: Pauline to obtain the relevant Land Registry documentation for the church hall site (title and, if needed, full deeds pack) and report back to PCC.

15. Date and Time of Next Meeting

The PCC agreed the next meeting should be held after the mission session.

A proposed date of 25 March 2026 (after the Midday Mass) was discussed, with the intention that Dot may attend remotely if the online setup is working.

Action Summary

Ref	Lead	Action
A1	Father William / Graham	Contact diocesan adviser regarding replacement chairs and any faculty/permission requirements.
A2	Dot / Father William	Provide vicarage/shared-cost bills requiring 70/30 apportionment so the split can be applied.
A3	Father William / Graham	Explore arranging a joint Hawley/Aldershot meeting (or subgroup) to agree shared-cost principles.
A4	Jackie Dunn / Carol	Progress wheelchair servicing/replacement options (including checking Red Cross availability/cost).
A5	Pauline	Obtain quotations for roof tile repairs (including safe access/scaffolding) and check insurance considerations.
A6	John / Graham	Plan and progress a structured storage clear-out; assess disposal and contractor needs.
A7	Graham	Respond to preschool: no storage decision yet; revert after church needs and clearance plan are assessed.
A8	Graham	Circulate enquiry forms and implement routing process for occasional offices enquiries.
A9	Graham	Source equipment for online PCC attendance and test with Dot before the next meeting.
A10	Graham	Share mission-plan summary with Father Chris Brading to inform facilitated session.
A11	Pauline	Obtain Land Registry documentation for church hall/land and report back to PCC.