



**CROMER PAROCHIAL CHURCH COUNCIL**

**Minutes of a meeting of the Parochial Church Council  
held on Thursday 27<sup>th</sup> November 2025 at 7.30pm at St Martin's**

**Members present:** Revd Will Warren (Chair), David Anderson, Judith Anderson, Jill Boyle, Anna Coghlan, Anne Cottingham, John Hodgkinson, Tracy Johnson, Ivan Kimble, David Loades, Hazel Mardlin, Sarah McCandlish, David Orsborne, Simon Purslow Doug Tuthill and Eileen Woodfield.

**P2511-01 CPAS Course - Leading your church in evangelism: Session 1**

WW led this session which encouraged members to work in twos and threes to share how they had first come to faith, and what led to this. A handout with helpful definitions was provided and members were encouraged to note these for future use. The session concluded with further work in small groups to understand what motivates us to share the good news and why we should do it. This was followed by prayer.

**P2511-02 Apologies for absence**

Apologies for absence were received from Christopher Jacquier and Jon Mardlin. (JM subsequently joined the meeting part way through.)

**P2511-03 Declarations of Interest**

There were none.

**P2511-04 Chair's briefing**

There were no issues that wouldn't be covered later in the agenda.

**P2511-05 Minutes of the meeting held on Thursday 23rd October 2025**

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

**Matters arising**

PA2510-8 - Welcome Ministry: Members were asked to NOTE that Rosalind Heydon has been appointed to head up this work.

P2510-11 - Meadow Close: There had been very little interest in the property as the market is very static. The Agent has recommended a 2% reduction in the asking price and suggested a re-launch for 1<sup>st</sup> January. IK recommended that PCC agree to this and reduce the asking price to £230,000. This was **AGREED** unanimously.

P2510-13 - Welcome Meals: JA has identified six hosts, providing cover for the first two years of the new arrangements. The aim is to hold three Welcome Meals each year, in February, June and October. The first will be in February 2026, with John and Jennie Hodgkinson hosting. JA will convene a meeting for the team in the New Year. DT will run a Food Hygiene course for those who need it.

**P2511-06 Finance**

The Treasurer (DT) reported that we were in a sound position at the end of October, with income at 98% of budget and Expenditure at 93%

DT presented the proposed budget for 2026 and explained how the figures had been reached. The budget was a balanced budget and a realistic budget and a budget that

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focused on key priorities. It did not include specific provision for the future appointment of a new Associate Vicar or other staff, and these additional pressures would need to be addressed by PCC, as they arose, during the year.

A long and passionate discussion took place about the Parish Share ask for 2026 during which the following points were raised by members:

Since the introduction of the TRIO scheme in 2014, Cromer has been paying more than £20,000 'over the odds' to the Diocese each year. There seems to have been little recognition of this and diminishing benefit, as more parishes default on the full Parish Share ask, and central costs continue to grow.

The 'ask' includes a significant sum for Curate training although there are few ordinands currently in training and, it seems, no prospect of a new Curate for Cromer at present.

The Diocese currently receives about 80% of the amount requested from benefices (although the target for 2026 is higher). In recent years, Cromer has faithfully paid 100% of its 'ask'. Does the Diocese base its budget on the 80%? If so, we could consider reducing our commitment to that level. The Diocese would have certainty, and we would release funds to be used elsewhere.

Costs of the Parish Support Team appear to have risen by 20%.

Is the Diocese holding clergy posts vacant as a way of balancing its budget? If so, there would appear to be growth at the centre at the expense of front-line ministry.

Non-payment of our Parish Share (or part of it) could result in negative impact. For example, on securing a Curate or support for an Associate Vicar.

The history of overpayment won't count for anything going forward.

Paying less than the full 'ask' weakens us. Paying the full amount through the Ephesian Fund demonstrates our commitment to the Diocese, makes life simpler, and leaves us in a position to negotiate future increases to the Parish Share once we recruit an Associate Vicar.

We should ensure that we provide feedback about our dissatisfaction about the rise in central costs and the continued charge for Curate training.

Following the discussion, PCC voted on the following proposals:

That PCC budget to pay the £100,000 'ask' in full and make payments on that basis. This to be subject to a mid-year review as the situation regarding an Associate Vicar and a Curate become clearer. ACTION: DT, DO

That PCC pay all its Parish Share for 2026 through the Ephesian Fund. ACTION: DT

That the Treasurer write to the Diocesan Finance Team to make them aware of this discussion and of PCC's concerns. ACTION: DT

These proposals were **CARRIED** unanimously.

The Treasurer continued his budget report noting that a small (4%) reduction to many budget lines was needed to create a balanced budget, salaries for our staff will rise in line with the National Living Wage, energy costs remain high (particularly Standing Charges for some of our buildings), the buildings project will result in significant savings, but not next year, photocopying costs are being charged back to cost centres to help ensure that these are well managed.

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The proposed budget shows an **income** of £284,000 and **expenditure** of £271,450 resulting in a budgeted surplus of £12,650 at the year end.

The budget was put to a vote and was **APPROVED** unanimously. PCC thanked the Treasurer and others who had worked so diligently to produce it.

The Treasurer reported that Barclays have upgraded our account to a Charity Account.

The Treasurer proposed that Anna Coghlan (Church Cleaner) and Lesley Lithins (Church Secretary) be added to the Lloyds accounts and be issued with debit cards for the purchase of cleaning supplies and offices supplies respectively. Anna Coghlan declared an interest and did not vote. This was **AGREED** unanimously. ACTION: DT

**JM joined the meeting at this point.**

### P2511-07 Staffing and Structures

In view of the time taken by the finance item, WW proposed and it was **AGREED**, to postpone consideration of the draft Terms of Reference to the next meeting.

WW introduced the Profile that had been prepared for the appointment of a new Associate Vicar. This had been circulated to members in advance, and generated a lively and helpful discussion during which the following points were made:

The document is quite daunting and, between the Profile section and the Job Description, seems to ask a lot of the candidate.

The role is based solely in Cromer Benefice, with a proportion of the time spent at St Martin's. The congregation at St Martin's has a reasonable expectation of oversight and engagement with the full-time clergy. There's also a reasonable expectation that the role will support WW so the exact terms of how this will work will need to be negotiated with the successful candidate.

Some items in the Profile could be removed or updated (e.g. Blokes Brekky, Wellbeing Walks) to ensure that the Profile gives an accurate and up-to-date picture of parish life. Pastoral Care, Mustard Seed in particular need 'beefing up'.

The 'It is expected...' paragraph could be moved to the beginning to make the introduction to the Profile clearer and more friendly.

As our leadership structures are under review, we should mention this and indicate their likely future shape.

To help manage expectations and demands we must set things out clearly in the Job Description, and there must also be (legal) clarity about how the role will work. Hard and fast figures about how much time is allocated where and to what can misfire and cause problems, but these could and should be made clear in the Working Agreement. Phrases such as, "We would usually..." and "Normally, this will involve..." can be helpful in clarifying expectations while securing flexibility.

Following the discussion, it was **AGREED** unanimously that a further draft be produced and circulated to members for review and comment. The final version could also be approved in this way ready for sending to Bishop Jane and for use in the new year.

ACTION: WW, IK, DL, DO

The churchwardens reported the appointment of Amy Eihe as the new cleaner for St Martin's (and relief cleaner at the Parish Church). The proposed contract is for eight hours per week, at the National Living Wage, reviewable at the end of the six-month probation period. This was **AGREED** unanimously.

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## P2511-08 **Buildings Project**

SP gave a brief update on the project, including some small changes to the proposals as a result of meetings with the Chancellor and members of the DAC. In response to a question, he noted that we were still some way away from formal tender documents being issued but that these proposals would come to PCC in due course.

IK asked PCC to approve a NetZero grant funding proposal and project to replace the warm air curtain heater over the south door at the Parish Church. The details had been circulated to members in advance. The proposals i) to apply for the grant and ii) to go ahead with the project were both **APPROVED** unanimously.

IK alerted members that moves have started to have the Parish Hall designated as a Community Asset. Details with information and a response are being prepared and will come to PCC in due course before they are issued.

JM and AC suggested another open morning when members of the church family and community could be updated. This would help take people along on the journey. The written report that had been provided to PCC members would be put on the website and would be included as an annex to the minutes. ACTION: IK, DO

## P2511-09 **Standing and Finance Committee**

The minutes of the meeting held on 13<sup>th</sup> November 2025 were RECEIVED.

## P2511-10 **Reports and Related Business**

The **Safeguarding Report** was RECEIVED.

WW will clarify with the Diocesan Safeguarding Team whether volunteer role descriptions all need to come to PCC. ACTION: WW

Members **AGREED** a small change to the Safer Recruitment Process: moving the CDF step to the step that includes the DBS check. This was at the recommendation of the PSOs and would improve the workflow.

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**CONFIDENTIAL ITEM REDACTED**

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PCC unanimously **APPROVED** WW's recommendation that David Loades, Anna Coghlan and Jon and Hazel Mardlin be appointed as Authorised Worship Assistants. Others currently leading or preaching at services will need to be approved in this way if they are not already licensed or otherwise authorised to do so. ACTION: WW

EW asked who was responsible for DBS checks for AWAs; the benefice or the diocese. WW will clarify this with the Diocesan Safeguarding Team. ACTION: WW

## **SP, JB and SM left the meeting at this point.**

The Electoral Roll and Health and Safety Reports were **RECEIVED**.

The Organ Recitals and Fabric Leadership Team sub-committee reports were held over to the next meeting. ACTION: DO

## **EW left the meeting at this point.**

## P2511-11 **Correspondence**

Victoria Pitkin had submitted a request for training in connection with her role in CCKids. WW was content with the proposal, and it was **AGREED**. The Secretary will write to let her know.

## P2511-12 **Review of the meeting**

A long agenda and poor timekeeping were the main issues noted.

**The meeting closed with The Grace at 10.28 p.m.**