

A Summary of Minutes of The Seventh Meeting of the 2023/24 Parochial Church Council of St Francis of Assisi held on Wednesday 17th January 2024 at 8pm

PCC: Revd Canon Jenny Fennell, Tony Boon, Will Brimley Nigel Cox, Carol Jager , Julie Lowes , Stuart Richardson, Rob Smith, Tony Porter, Andrew Watkinson, Graham Bloye, Cathy Bloye
Sarah Branwhite
Nikki Clare, Rachel Basch, Pui San Appling, John Butler, Jo Dunstan, Gavin Johnstone,

The meeting opened with a prayer.

1. Welcome and Apologies for absence:

Rev Jenny started the meeting by welcoming everyone.

2. Vision Discussion / Breakout Groups

Rev Jenny invited the PCC to split into small groups to consider, discuss and share 2-3 key priorities for St Francis over the coming year. Following this, the objective is to short-list these priorities and develop a calendar of actions to develop and implement the chosen priorities.

After 15-20 minutes discussion, the following key ideas were suggested:

Priorities

- Fund raising
- Increase the number of volunteers
- Youth - confirmation
- Greater engagement with the Scouts
- Fellowship
- More social events
- Integration

Events

- Monthly walking group
- December – Christmas Tree Festival
- April / May – Quiz
- June – Summer social (garden party as an alternative to summer fete)
- September – Quiz
- October – Talent event / concert
- Getting to know each other event – supper club/speed dating type chats

It was then agreed to share and discuss these with the PCC, in order to prioritise key actions e.g. confirm dates and timings to plan / organise, agree Leaders for each activity etc

3. Minutes from previous meeting

There was one minor correction to the Minutes, and were then signed.

4. Matters Arising

- Matthew D is kindly volunteering by helping to develop our website and creating a newsletter. Josh D is also providing great support on the AV rota and sound desk.
- Update on PCC photos. Warden has put up a list of PCC Members on Noticeboard, Secretary is preparing a photo gallery of PCC Members, we are still waiting for a few more photos, but the gallery should be up soon.
- We are producing Name Badges for people that are welcoming visitors to St Francis at regular services (and other events?). A badge template with St Francis logo is being prepared, with welcome title and first name.

5. Chairman's Report

- Rev Jenny stated that another person is now on the Sidesperson's list
- Toddletime is now back up and running. Staff absence will be covered for the next 2 terms.
- Lent Study Course will start after 18th February, on Sunday mornings, as with last year's course. This year's theme will be based on "Deepening the Mystery" art Exhibition. The course will entail discussion during the Sermon and further opportunity to discuss after the Communion Service.

6. Treasurer's Report

- It was reported that we are currently 'on budget' and more or less where we expected to be at this stage.
- It was then noted that an answer had been given to a previous question relating to moving monies from restricted to unrestricted funds, and it was proposed that there would be additional movement of some funds to support Quinquennial Report costs.
- Our current cash position shows that we have 8 weeks of unrestricted funds / reserves (following above movements).
- The challenge for the next Financial Year is that we have no current evidence that our income will increase in 2024, and that whilst we have made significant cost savings in 2023, there is limited scope to further reduce these costs (for example, energy)
- Using a Credit /Debit card for on-line transactions (e.g. Zoom licence, Microsoft 265 fees etc) has been investigated and this is possible but the card has to be allocated to a named person. It was felt that this should not be the Treasurer. It was agreed that we should progress this option and have in place by the APCM (when a new Treasurer will hopefully be in place).
- It was stated that we have c£2,000 to donate to charities in 2023, and the 2 selected Charities to receive monies are (in 2023) Utange Orphans and Isobel Hospice. The selected Charities for 2024 are VSO and Resolve. Warden to identify / contact a spokesperson for Resolve to come along to St Francis and talk about Resolve.

7. Safeguarding

All PCC members have completed training except 3 members. This will be followed up.

8. Wardens' Report

- The Wardens had sent a summary update report prior to the PCC meeting, and
- **Neighbour in Church Road** – *The Wardens have agreed to meet them in February to discuss the above as well as other well-documented, ongoing concerns.*
- **Rotas** – *we have a number of rotas, organised by a variety of people, which is great. But it is important that each Rota Organiser puts a copy of each rota in the folder at the front of the Lobby, so people can quickly and easily see who is on what rota and when.*
- **Ideas / suggestions programme** – *this was launched by Rev Jenny on Sunday 28th January. There is a confidential Letter-Box available in the Lobby, or people can email wardens@ or speak directly to the Wardens.*
- **Microwave in kitchen** – *the settings on the control panel is barely visible now, and a number of people are unsure on how to use the microwave. We have therefore attached a diagram (next to the microwave) to show people the key settings.*
- **Clare Chapel update** – *Detailed drawings of the Clare Chapel windows / door are being sent to the Architect. Once we have his feedback, we will then send to the DAC, which we hope will then lead to a Faculty being approved, so we can proceed.*
- **Probation Service / Gardening / Maintenance team update** – *we have confirmed with someone at PS that we would like their team to support garden maintenance on Friday mornings (09.30 – 12.30) to coincide with Parish Office opening hours. We have asked for support every fortnight from October to March and weekly from April to September. There are seldom any events in the Hall / Church on a Friday morning, but if that changes, we will ask them to move to a Friday afternoon. A member of the PCC will be c/o specific activities calendar (e.g. gardening, wood treatment / staining etc).*
- **Memorial Pathway** – *There has been no response from Burgess following their last meeting, so will now propose a flat fee (£500.00 tbc) to cover 2 visits per year.*
- **Spring Clean** – *we need to organise another Church Spring Clean (to also include some people specifically to sort out the Wooden / Plastic Sheds and look at CTF materials to keep / throw away). We propose Saturday 23rd March.*
- **Quinquennial Report** – *Two members of PCC will be working together to manage and co-ordinate key tasks that need to be completed with most urgency.*

- **CTF** – a discussion regarding income sharing with Scouts was held, and recent conversation with Scouts bodes well for CTF 2024.
- **Summer Fete** – it was agreed that the Summer Event should take another format, ideas are being discussed and will need to be confirmed asap
- **Concert Club** – we now have more volunteers to support these important events.
- **List of PCC Members / Photos** – see note under Matters Arising.

9. Health, Safety and Environment

- There was nothing to report

10. Inclusion

- It was reported that a member of the congregation is keen to get involved on Inclusion.

11. Future Events.

- See Vision discussion topics above for ideas on future events.

12. Correspondence including Electoral Roll Update

- There has been no change since the previous report – 182 on the electoral roll.
- It was noted that the Wardens had received further email correspondence from a member of the congregation, and that their emails had received a response. The PCC had already received a full copy of this latest exchange and were invited to comment on the topics discussed by sending an email to the Wardens.
- No other correspondence had been received.

13. Any Other Business:

- **CTF** – it was noted that the event raised £7,000 after expenses. The Scouts were praised for their contribution. We need more volunteers to help in pre-event planning and post-event clearing up. It was also agreed that we should review how much the Scouts are charged for Utilities, as there is a view held by some members that they are paying too much.
- **Kitchen Oven Clean** – This is being organised and costs will be communicated in the next few weeks. A member of the congregation left some money to help pay for this, so we have the money in our funds.
- **Christmas Lunch** – All costs for this lunch were covered by Sainsburys. There were 29 attendees, with 1 latecomer.
- **Safeguarding training for volunteers** – it was agreed that this is required. It was also asked if something could be done to say thanks to the Thursday lunch volunteers, a card was suggested as an appropriate ‘thankyou’.

Next meeting: 15 February 2024 at 8pm in the Parish Hall