

Minutes of The Nineth Meeting of the 2023/24 Parochial Church Council of St Francis of Assisi held on Tuesday 12th March 2024 at 8pm

Present: Revd Canon Jenny Fennell Tony Boon Will Brimley Sarah Branwhite Nigel Cox Carol Jager Gavin Johnstone Julie Lowes Stuart Richardson Rob Smith Andrew Watkinson Graham Bloye Cathy Bloye Jo Dunstan

Apologies: Pui San Appling Rachel Basch John Butler Tony Porter

Revd Jenny opened the meeting with a prayer.

1. Welcome and Apologies for absence:

Revd Jenny started the meeting by welcoming everyone.

2. Minutes from previous meeting held on 15th February 2024

The minutes were not signed at the meeting as there were some changes proposed under Section 5, Treasurer's Report, with regards to the treatment of legacies raised by the Treasurer just ahead of the meeting. In view of the changes suggested it was agreed by the PCC that, once the changes were made, the minutes should come back to the first meeting of the new PCC in May to be signed.

3. Matters Arising

With regard to the discussion about how legacies should be treated, it was agreed that the PCC would undertake a review of restrictions applied to legacies before any decisions are made as to whether any monies should be moved from the restricted funds. Review to be undertaken in June 2024.

4. Chairman's Report

All new members joining the PCC would be given a time limit to complete all safeguarding training.

The new e-newsletter is nearing completion and launch. Please encourage people to sign up for it. PCC dates and social events will be advertised through it.

5. Wardens' Report

Community Payback Scheme: the gardening team cleared the area around the Clare Chapel, they did a good job and would have continued with more work today but due to the very wet weather this was stopped. They are coming every two weeks and going to get them to look at the cross beams on the pergola and re-staining the benches.

Church Spring Clean: posters to go up and Wardens are checking we have the necessary equipment and cleaning materials for this.

Memorial Pathway: Have agreed a way forward with Burgess's regarding the maintenance of the stones. They will make two visits per year to undertake maintenance at a cost of £450pa, this is a reduction of £150pa on the original quote. This will involve repainting the lettering and they will start with the worse stones first. They will come in April and

September. The annual charge includes VAT and Burgess has committed to this arrangement for five years with no indexation.

New stones will have a maintenance charge applied and we will also approach the families of existing stones to request a donation towards the upkeep. This is no different to those churches who have graveyards where families would be expected to pay towards the maintenance and upkeep of headstones. When the pathway was installed, ongoing maintenance was not considered.

It was proposed that the above approach should be adopted by the PCC. The PCC voted in favour, there were no abstentions.

Clare Chapel: The surveyor has completed detailed measurements and the drawings have been sent to the quinquennial architect for approval. Have agreed payment in instalments with the supplier and a grant has also been applied for to help cover the costs. We have 30 months under the faculty to complete the work.

Church Roof: Wardens have met with the roofer and scaffolder, in view of what needs to be done. They are not proposing to top out the scaffolding, which should save money. Awaiting the quote from the roofer.

Concert Club: the next event is on 20 April.

6. Treasurer's Report

The Treasurer gave an update on 2023 accounts, stating they are in line with the budget, and he is waiting for Sally to meet with the auditor to sign them off.

The PCC were made aware that they were being asked to agree to the accounts knowing they had not been seen by the auditor and if any changes were needed following the meeting that an extra PCC meeting may be needed to agree any changes.

It was proposed that the accounts be adopted based on the above and seconded. The PCC voted in favour with no abstentions.

It was advised that action needed to be taken with regards to the finances, e.g. increased fundraising, applying for more grants or asking members of the congregation to sponsor specific items.

WB advised that he was stepping down as Treasurer. Revd Jenny thanked him for his time and commitment and wished him well for the future.

Revd Jenny advised the PCC that she had sought advice from the Diocese and Archdeacon, as WB would no longer be on the electoral roll and is not resident in the Parish, as to how we deal with the APCM. The advice was that we should appoint a Treasurer Designate until we elect a new Treasurer at the first meeting of the new PCC. GB had offered to take this on.

It was proposed by JF to the PCC that GB be appointed as Treasurer Designate to allow a handover between WB and GB. This was seconded by SB. The PCC voted in favour, there was one abstention, GB, as he could not vote for himself.

7. Safeguarding

Alison Paterson (AP) was in attendance for this section of the meeting and took the PCC through the Safeguarding Action Plan. This is issued every six months to the PCC and is created through the CoE Dashboard.

There are two PCC members with outstanding training, AP to let Revd Jenny know who they are and there are two DBS checks outstanding.

It was agreed that going forward new PCC members would have to complete all training and apply for DBS checking within six weeks of being elected on the PCC.

Each church activity needs to have a separate safeguarding risk assessment which needs to be separate to any risk assessment required under Health & Safety. AP to send details to all group leaders.

Under the safer environment question in the action plan, all volunteers need to have read section 11. AP to send this to the secretary so that it can be issued to the PCC to cascade down to volunteers.

Administrator to provide a list of regular hirers (non-church activities) to ensure they comply with our safeguarding policy.

As required ahead of the APCM, AP advised there had been no changes to the Safeguarding Policy and proposed that this be adopted. This was seconded. The PCC voted in favour, there were no abstentions.

AP also took the PCC through the Recruitment of Ex-offenders policy, she advised this had been reviewed by a PCC member. A comment was raised about adding in "for example" in the policy. JF/AP agreed to check wording with the PCC member. This policy is come back to the PCC for adoption at the June 2024 meeting.

AP asked who the responsible body was for the Social Media and advised that this was the Communications Group.

It was also agreed that all policies should be in the name of St Francis.

Rev Jenny thanked AP for taking the PCC through all of this and for all her hard work and dedication as AP is standing down as the Safeguarding Officer. CB would be taking over this role.

AP along with TP and TB were staying on as DBS checkers.

A question was raised about Martins Law (this is to do with terrorism, how to spot terrorist activity and what to do in the case of a terrorist emergency), most of our events are too small to be covered by this but PCC, sides people and welcome team should undertake some basic training.

8. Health, Safety and Environment

Nothing to report.

9. Eco Church

Eco committee have met and they would like to have a conversation with the Flower Team about how the use of flowers in church should feed into the eco church survey. This is not to say we do not have flowers in church.

The Treasurer also advised he had forwarded a copy of the printer contract to someone on the Eco Committee and it was advised that this year's CTF theme was the environment.

10. Inclusion

Some of the team had met briefly and are looking to do a presentation to the church on inclusivity at a service in the next few months.

11. APCM

The Secretary advised that not all of the reports had been received in time for this meeting, those outstanding are being actively chased and a draft would be circulated to the PCC via email ahead of it being published on the website by Easter. A paper copy would also be held at the back of copy in case anyone wanted to see it.

Rev Jenny advised that there would be two vacancies on the PCC as WB was standing down and AW's term was completed, although AW was eligible to re-stand if he wanted to. Notice regarding this would go out over the next couple of Sundays. Please have conversations with anyone you know who would like to stand.

APCM is on 21st April in the Church Hall.

12. Future Events

May 11th Quiz: Poster to go up and it would be run in a similar way as the last one. This would be used to raise funds for church and for us to be in a better position to give to our nominated charities.

Summer Social: looking at doing something different to the Summer Fete, maybe a mad hatters tea party with a hat competition or Afternoon Cream Tea with Teddy Bears picnic for children. Small group needed to organise this.

13. Correspondence including Electoral Roll Update

95 residents and 85 non-residents – 180 on the electoral roll, a reduction of 1.

The Secretary advised she had received correspondence regarding the Archdeacon visitation. This had been forwarded on to the Churchwardens.

14. Any Other Business:

Revd Jenny advised that confirmations would not be at St Francis this year as not our turn, next would be in 2025. Plan is for those who want to be confirmed for this to be done in October, venue to be advised.

Choir Director: Revd Jenny advised in the early stages of conversation with someone who is interested. Previous contacts have not work out.

It was advised that Men in Sheds were working on the bird boxes.

Next meeting: 13th May at 8pm in the Parish Room.