

Minutes of The Second Meeting of the 2024/25 Parochial Church Council of St Francis of Assisi held on Tuesday 18 June at 8pm in Parish Room

Present: Revd Canon Jenny Fennell, Tony Boon, Sarah Branwhite Carol Jager , Stuart Richardson, Rob Smith , Andrew Watkinson, Graham Bloye, Cathy Bloye, Jo Dunstan, Tony Porter, John Owen

Present Part of the meeting: Gavin Johnstone Rachel Basch

Present On-Line: Nikki Clare

Apologies: John Butler , Julie Lowes, Pui San Apling , Nigel Cox

Minutes taken by: Sarah Branwhite

Rev Jenny opened the meeting with a prayer.

1. Welcome and Apologies for absence:

Rev Jenny started the meeting by welcoming everyone to meeting.

2. Minutes from previous meeting held on 13 May 2024

Subject to a couple of minor corrections, the minutes were signed as true record.

The minutes from the meeting held on 12 March 2024 were discussed as there were some corrections requested by the previous treasurer, after review of the PCC Secretary's handwritten notes with the Chairman it was agreed that the corrections were not a true record and these were not accepted.

3. Matters Arising

There were no matters arising.

4. Chairman's Report

Nikki will be returning in September. She and Rev Jenny agreed the focus would be on recreating a community with young families, Wild Church and possibly starting bubble church. They also agreed that the baby group would not be re-started. Rev Jenny is looking forward to having Nikki back. It was also agreed that Sarah would not continue beyond July.

Rev Jenny had been on clergy conference for four days and it was nice to Bishop Alan back

5. Treasurer's Report

Graham started by referring to the financial papers that had been sent out via email (copy attached to the minutes).

Funds are £40k down on May 2022 and the budget agreed at the APCM only included unrestricted general funds it did not include everything. The budget presented was worse case scenario, and that fundraising from the quiz, talent show, CTF and summer party will see an upside. Graham is arranging a meeting with the diocese to discuss the Parish Share and why it needs be renegotiated.

The forecast to end of 2024 shows us just about breaking even. A new savings account will bring in additional interest. On-line and telephone banking with HSBC is being processed.

Rev Jenny thanked Graham for the clearer picture and that this will be a regular part of the meeting pack going forward.

Graham also gave an overview of Parish Giving and the reasons why we should move on to it from our current regular giving through the bank. We can use Direct Debit rather Standing Orders, there is an option for all givers to agree to an automatic increase in their giving on an annual basis, as well as being able to opt-out. It is vetted by Church of England, it is a secure platform, annual letter from Parish Giving confirming what has been gift aided which can be used for tax returns by individuals. The communication to the congregation will need to be managed very carefully. FAQs to be drafted to aid with this.

It was proposed that we move our regular giving to Parish Giving, this was seconded. The PCC voted in favour.

6. Safeguarding

Cathy advised that there had been some changes as to who needs to undertake basic safeguarding training, it now relates to all volunteers whether that is serving coffee or involved with church groups. It is there to protect everyone. It also applies to our young people volunteers and Cathy will sort appropriate training for them. If under 18 parents will need to give consent.

Cathy reminded the PCC that Basic training needs to be refreshed every 3 years and also advised that Alison will be in touch with those who need to renew their DBS certificates.

7. Wardens' Report

Clare Chapel: the drawings for the replacement windows are with the factory and we are awaiting a date for fitting.

Memorial Pathway: some new inscriptions have been done.

Gardening: grass cut was done a couple of weeks ago. Hedges need doing and waiting for the Community Payback team to come back with a date when they can do this.

6th July Garden Party: communications to go out to get people to sign up and bring a friend. Two members of the congregation have volunteered to bake scones. Planning is coming together with outdoor games. Someone has offered to do the BBQ but will need someone to buy the food. Graham will arrange card machines and floats.

Quinquennial Inspection: awaiting date from builder was to when the roof repairs will start.

Security: general reminder to everyone to check that fire doors from the hall are closed properly when locking up.

8. Health, Safety and Environment

Nothing to report.

9. Review of Church Policies

The following eight policies were reviewed and subject to some minor changes being made to them they were approved to signed by Rev Jenny as chairman of the PCC when the changes had been made and published on the website.

- Environmental Policy
- Health & Safety Policy
- Recruitment of Ex-offenders Policy
- Equality & Inclusion Policy
- E-safety Policy
- Safer Use of Images Policy
- Live Streaming – appendix 2 to the Safer Use of Images Policy
- Reporting of Serious Incidents to the Charity Commission Policy

10. Inclusion

It was advised that an article will be in the newsletter to introduce the group. The draft inclusion statement was reviewed, there were some amendments suggested which would be reviewed. Another PCC member mentioned that he had also had a go a drafting an inclusion statement, which he read out to the PCC. It was agreed by the PCC that we should his statement instead as felt very welcoming.

11. Future Events

It was suggested that we start to advertise the September Quiz before the congregation start to take holidays over the summer. This will be advertised in the pew leaflet and newsletter.

12. Correspondence including Electoral Roll Update

91 residents and 81 non-residents – 172 on the electoral roll, no change since last meeting.

13. Any Other Business

Notice Boards: Graham advised that the notice board in Guessens Road will be taken down and the other one replaced with a new board at a cost of £270. The new board will be fitted with five A3 poster frames, this will reduce the printing costs and be easier to keep the posters up to date. Graham will also look into whether one of the old boards can be restored. No faculty is needed for the replacement boards as this is a like for like replacement. This was approved by PCC.

Pew leaflet: congregation to be advised that we are trying to move to one pew leaflet per family and will look at the use of the screens.

Next meeting: Thursday 18 July, 8pm in the Church Hall