

## **Minutes of The Fourth Meeting of the 2024/25 Parochial Church Council of St Francis of Assisi held on Thursday 26<sup>th</sup> September at 8pm in the Church Hall**

**Present:** Revd Canon Jenny Fennell Rachel Basch Tony Boon Nigel Cox Jo Dunstan Carol Jager Gavin Johnstone Julie Lowes John Owen Stuart Richardson Rob Smith

**Present online:** Sarah Branwhite

**Apologies:** Pui San Apling Graham Bloye Cathy Bloye John Butler Nikki Clare Tony Porter Andrew Watkinson

**Minutes taken by:** Sarah Branwhite

Rev Jenny opened the meeting with a prayer.

### **1. Welcome and Apologies for absence**

Rev Jenny welcomed everyone to the meeting and apologies for absence were recorded.

### **2. Minutes from previous meeting held on 18 July 2024**

The minutes were signed by PCC secretary on behalf of Jenny as a true record.

### **3. Matters Arising**

No matters arising.

### **4. Chairman's Report**

**Pew Sheet:** not all the changes have been successful. Looking to separate out readings from pew sheet to make it easier and reduce the amount of paper. There have been lots of positive comments about services and readings. Maybe do a QR code on the pew sheet, that will link to that week's readings. Have been looking at having the readings on the screens, but this needs to be in the right format. Rev Jenny to talk to volunteers who are looking after the sound desk about this. Jenny also to talk to admin about keeping in the format that was originally suggested. The Readings sheet could be at the back of church if anyone wants one and Sidespeople to only give out the pew sheet and welcoming.

#### **Joel:**

The PCC approved to move Joel onto a contract.

Contracts are the way forward and we will need to look to put all our honorarium staff on contract. No downside, more positives.

**Confirmation Classes:** Rev Jenny has found cover for sermon slots, not a lot of time to get people involved and need more volunteers to help as best time is on a Sunday during service and Jenny can't do the whole 12 weeks. Confirmation would be sometime in the New Year not sure where this would be yet.

### **5. Treasurer's Report**

Graham's report and covering note noted by PCC. Not the best news but were aware this was coming. The PCC thanked Graham for all his hard work to finally give the PCC a clear picture of where we are financially.

Parish Giving has been set up and we need to migrate as soon as possible.

Clare Chapel fire door not in the budget. More urgent that we find volunteers to look into grants, National Historic Churches have money we could apply for. Time consuming but a way we may be able to deal with things a bit more quickly. Let Jenny know of anyone who may want to do this, can be from outside of the church. One person volunteer to have a look into it.

Diocesan website mentions grant giving bodies. PCC secretary to talk to PCC member about how we do this and to send a list of the grant giving bodies

Main Projects:

- Clare Chapel
- Roof
- Frankies Garden
- Prayer Garden

## 6. Wardens' Report

**Roof:** Builder has advised roof needs to be re-battened as they are going rotten as is the membrane. Common problem in WGC and would be an ideal candidate for a grant project. Awaiting more info from builder to give a quote. Spent £13k to date on the roof.

Hall roof is flat roof which also needs repairing, nothing obvious, done the work as per the quinquennial. Some areas are showing wear but until we take apart won't know what needs doing. Suggestion is to get a budget number same as main roof so that we have some idea of what is needed to replace. There is a material that we could also look at that might make the job cheaper.

Need an idea of cost to be able to apply for grants

**Frankie's Garden:** swings fixed to cross beam fixings are moving, can't find anyone to fix at a reasonable cost. Can't generally fix ourselves due to liability. Is there any money in the Margaret Miller fund that could cover this. If you know of anyone who may be able to do this, please let the Wardens know. The original company who installed the equipment have gone out of business.

**Community Payback (CP):** will be coming in on 24 September to collect leaves, mow the lawns, etc.

Main water heater has been serviced; little one now needs doing looking to see if CP can do it.

**Security:** Bush by the bench and cross, going to ask the Community Payback team to take this out due to security issues and antisocial behaviour. If the bush removal doesn't work, then will talk to Anne Wolmington who donated the bench to see if can be moved. There is also a safeguarding issue. Further discussions are needed at PCC about these issues to make sure everyone feels secure. Choir access door was unlocked on Sunday morning, this needs looking at as to who has keys for this door as it was locked after choir practice on Friday. Jenny has reported the antisocial behaviour to the police, but they are not following up on it.

Push button lock has been put on kitchen door as a handbag was stolen from the kitchen.

**Hall Lighting:** difficult to replace the hall fluorescent lighting - £760 to replace with LEDs. Needs to be done by professional company – not a DIY job as there is also Artex on the ceiling and working at height. Still need to do maintenance, improves facilities for hirers, something we need to think about doing, can't afford to lose hirers, subject to treasurer saying money available PCC approved.

## **7. Safeguarding**

In Cathy's absence, Rev Jenny gave an update on where we are with training. Joel awaiting a place on the leadership course. Some servers still need to undertake their training. Team leaders to chase up those with missing records. Looking at an appropriate way for young servers to do their training that is age appropriate.

Nicky has completed her first aid training.

## **8. Health, Safety and Environment**

One incident happened during the choir weekend, fall due to the hook on the side of the pew that used to hold the warden's staff. Hook to be removed as no longer used.

Have taken one pew kneeler off as an experiment.

Fire extinguisher inspection done on a regular basis. Will need to look at how we train volunteers, so they know where they are, types and what to do with them. Main mantra is don't us, evacuate the building instead.

Bins have been installed by Craig and Julie.

## **9. Church Policies**

All the Policies that have been reviewed by the PCC have been adopted along with review schedule.

## **10. Inclusion**

Inclusion statement: team want to make some changes, they want to come to the next meeting to talk about this in more detail.

## 11. Future Events

**Christmas Tree Festival:** the scouts are on board, 14 trees taking part so far and £200 committed for ads for programme – tree deadline is beginning of November, a lot earlier than normal. Graham will continue to run but can't be last minute due to his time commitments.

New notice board and posters up, waterproofness of frames is really good and Frankie's Garden noticeboard to come down.

**Quiz:** 21<sup>st</sup> September with raffle – doors open at 5pm. Approx 8 teams taking part

**Afternoon Tea:** 6<sup>th</sup> October to be combined with Frankie's@5 to give those who don't normally do this a chance to experience it. Poster to go up with timings, ask for donations towards the afternoon tea. Scones/cakes; the volunteers who were going to do this for the garden party were happy to do this (Julie and Anne). Good outreach opportunity.

**Christmas services:** Christingle crib service, last year we only did 5pm service. This was the first time we only did one service, there were some complaints about timings but not that many. It was packed and nice atmosphere, easier for Rev Jenny as she is on her own to do the one service. PCC agreed to continue with this format for this year.

## 12. Correspondence including Electoral Roll Update

**Electoral Roll Update:** 89 resident, 81 non-resident, total 170 reduction of 1

PCC secretary advised there had been no other correspondence.

## 13. Any Other Business

**Joel support:** The PCC were concerned to ensure Joel was receiving enough support. This was discussed along with issues relating to recruitment of choristers.

Recruitment for choir will start again soon.

**Service Ideas:** It was asked if we could have some services with the cubs and beavers; we can if we can get them there. It was also asked if we could have some Invited groups such as rotary club and whether we could get the congregation to swapping sides in pews to mix the congregation up a bit.

There was also some discussion about how we could get the Men's/Women's groups going again, sharing and being social part of belonging to church. How do we get engagement with the younger members of the church and House-groups. Need to find ways to strengthen our

community, maybe do some fact finding on 6<sup>th</sup> October and also bring back to a future PCC as part of one of our non-business PCC meetings – part of inclusion.

Advertise the hall more, we have lost our main hirer the NHS due to their funding cuts but need to look at how we promote this facility more. Make sure the website is up to date.

Archdeacon visit is on 26th September.

**Prayer focus:** creating nurturing church community/church family relationships. Maintaining the outside community space, grants to help these things (Fabric of the church)