

Minutes of The Sixth Meeting of the 2024/25 Parochial Church Council of St Francis of Assisi held on 21 November 2024 at 8pm in Parish Room

Present: Stuart Richardson Pui San Apling Graham Bloye Cathy Bloye Jo Dunstan Julie Lowes Nikki Clare Revd Canon Jenny Fennell John Owens Gavin Johnstone Rachel Basch (Rob Smith Andrew Watkinson

Present On-line: Sarah Branwhite

Apologies: John Butler Carol Jager Tony Porter and Nigel Cox

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 22 October 2024

One item in minutes from last meeting was amended.

There were no other corrections, and the minutes were signed as true record.

3. Matters Arising

A draft risk assessment will be sent out as an example.

4. Chairman's Report

Rev Jenny thanked Craig and Julie for their 10 years as Thursday Lunches leaders. Clare and Rob Smith will be taking over as team leaders.

Thursday lunches: on average 16 people attend weekly. All 13 volunteers are up to date with food hygiene, safeguarding training and a new risk assessment has been done this month. Christmas dinner is on Thursday 12th December. Sainsburys are donating £70 towards it with a further £50 of donations from other people to help towards the costs and it was agreed at the meeting that a further £360 could be taken out of Thursday lunches funding to cover the remaining cost.

Confirmation classes were not able to go ahead due to the lack of leaders /personnel to cover them and the main service so we will try to have confirmation classes next year.

5. Treasurer's Report

See attached notes from GB.

6. Churchwarden's Report

Warden has attended several events recently to do with funding. There is a £25k heating grant, £10k quick wins eco funding grant, as well as a £10k minor improvements grant. A small group is going to see what we can apply for and look at the financial year next year so we can target set and see where we can apply for funding to help cover costs. It was mentioned that we could also try and encourage people to leave money to Church in their wills.

Six questionnaires for quotes for church roof were sent out, two replied and only one quoted. Church roof was £95k. Church Hall roof was £60k. It was decided and agreed by PCC that we need to look at getting in touch with other Churches to see who they have used and see if we can get some quotes and see if any funding might be available to support with the costs.

Warden has had the second set of training for the sides person's volunteer group which was very successful.

7. Safeguarding

Louise Viner joined the meeting on-line and gave feedback on the responses from safeguarding questionnaires from PCC members.

Feedback graphs will be emailed. It was discussed how we would roll out the safeguarding questionnaires to the congregation and that we should make them be unnamed so we would be unaware of who had filled them out, so we get a true response from everyone.

Live streaming/ photographs/ recording services /Safer use of images were discussed. PCC secretary to attach the policy to the minutes.

Rev Jenny said we only record the 8am service at the moment as it only records the ministry team and server. We have notices that are up and around Church, so people are aware of where to sit during other services, so they aren't in camera shot. We discussed a few ways of how we could use the space/camera angles/putting notices in the newsletter or website to inform more people of what we are doing with regards to recording/live streaming.

In January's meeting as a PCC, we will decide what we want to do for our online presence.

8. Health Safety and Environment

No matters arising.

9. Policies

Draft scheme of delegation to be issued for review ahead of the next PCC meeting.

10. Inclusion update

Feedback will be given at the next meeting or an update sent round if needed before then.

11. Future events

There are some rota gaps to be filled as well as biscuits/chocolates for hamper prizes.

"Dates for the diary" for the year ahead will be brought to the January meeting so everyone is aware of what's on and help promote/lead events.

12. Correspondence including Electoral Roll Update

88 residents and 80 non-residents - 168 on the electoral roll.

13. Any Other Business

Alter carpet needs to have regular carpet clean as it's really dirty. Will be done after the Christmas tree festival as it will get pretty dirty with the amount of visitors we have through the CTF event.

Discussed us all using the food hub or local supermarkets community champions to help fund Thursday lunches. Warden will look at approaching Morrisons to help support Thursday lunches.

Herts constabulary has visited to check that we have our alcohol licence in place for the upcoming event. Everything was printed and displayed.

Rev Jenny informed PCC of all of Christmas service events and times. Christingle will be one service at 5pm.

Prayer focuses were discussed for the newsletter: Christmas tree festival, Safeguarding, welcoming our community this festive season were chosen.

Next meeting: Monday 20 January, 8pm in the Parish Room

