

Minutes of The Ninth Meeting of the 2024/25 Parochial Church Council of St Francis of Assisi held on 27th March 2025 at 8pm in Parish Room

Present: Stuart Richardson Graham Bloye Cathy Bloye Julie Lowes John Owen Rob Smith Andrew Watkinson Carol Jager John Butler Pui San Apling Jo Dunstan Tony Porter Nigel Cox

Present On-line: Nikki Clare Sarah Branwhite

Apologies: Revd Canon Jenny Fennell Gavin Johnstone Rachel Basch

Rob opened the meeting with a prayer.

1. Welcome and Apologies for absence

Rob started the meeting by welcoming everyone to the meeting.

2. Minutes from previous meeting held in January 2025

Minutes were accepted with one change to the wording.

3. Matters Arising

There were no matters arising.

4. Chairman's Report

- Rev Jenny was not at this meeting as she leaves us on Easter Sunday
- Rob thanked Rev Jenny for her 15 years with us and everyone wishes her the best with her new role and house move
- what happens next? – Wardens to meet with Archdeacon and Rural Dean on April 1st with a list of things to discuss, including support and cover for services.
- Rev Jenny has started to find cover for services between now and September – still issues with Tuesday and Wednesdays
- Standing Committee have started to think about the future and will canvas the wider church for their views
- It was noted that the diocese is struggling to recruit and failing to find people for key churches.
- It was hoped that parish profile should be released in June 2025 with a hope for a candidate to start January 2026, although more likely to be September 2026. A group will be created to write the profile which will then be signed off by the PCC.
- Rob asked the PCC to think about three things a new vicar needs to be, three things about the vision for the church and three about how we see the church
- Director of music role was made permanent with clear objectives and a choir management team would be created to support him. It was also agreed that a monthly review is carried out and updates from this would be brought back to the PCC.

The PCC voted in favour of the above proposal with two abstentions.

5. Treasurer's Report

See notes issued ahead of meeting from GB.

- January and February were good months – both a legacy and an adoption leave payment from HMRC were received.
- Friends of St Francis gift aid has mistakenly come to the church bank account. It will be held until HMRC resolve in case they want the church to refund back directly.
- Another £4k is due from HMRC after 6th April for adoption leave
- A few people have now decided to stop their giving while we do not have a vicar as they mistakenly believe the diocese will get all the money. Impact could be up to £5k a year plus gift aid in lost funds.
- One extra person stopped their giving for another reason – they are unhappy with how the church is run.

- March income £11,400.00 – fees are up, gift aid is up, rentals slightly down
- Expenditure - £2.5k on the roof repair plus £1100.00 which the insurance company will cover. Painting charges still to come
- Shortfall is £1700.00 in March
- We will claim gift aid as soon as we can, to include the machine in the foyer.
- The choir week financial model has been looked at
- Parish share – we need certainty from the diocese on this before we publish our profile.
- 59 regular givers – planned giving about 50% of our outgoings – lots of people donate very small amounts.

6. Churchwarden's Report

- Firstly, thank you to Stuart for all he does looking after the building
- Clare chapel windows to be done week after Easter
- Roof repair is done – builders will make ceiling safe on 28th March so church can be used fully over Easter
- Painting to be done after Easter – insurance will cover
- Cellar electrics – all working fine now – the fan wasn't working and may have caused the issues with the freezer
- Choir room toilet cistern is dripping, and the stop tap in the hall is jammed, both will require a plumber.
- All the above has been budgeted and agreed with the Treasurer.
- Community team is due back to do the gardens after Easter
- A quote will be obtained to repair the fascia outside the front of the church
- Stuart and Pui San are both away for two weeks, can others with keys please help to open and lock the church.

7. Safeguarding

- Choir week – Rev Jenny is not attending – she was the Safeguarding Lead in the past – Director of music has agreed to take this on – he needs everyone going who has training to support him
- All minibus drivers will need to do safeguarding training and be DBS checked.
- Usual leaders have agreed to be House Master and Mistress at the accommodation – they are renewing their training
- There is an issue with the accommodation – over 18s and over 15s but under 18s will have to share rooms – all over 18s sharing will need to do Basic Safeguarding
- All adult members of the choir also need to do Basic Safeguarding – this is mandatory
- Adults without Basic Safeguarding in the choir cannot attend choir week – 1 adult has already refused to do this training.
- New PCC members will have 3 months to complete all required training and have a DBS check.

8. Health Safety and Environment

- Nothing to report
- Thanks to Craig for fixing the bench
- We will keep using the community group in the gardens
- Men in Sheds are now making a planter to go next to the ramp at the Clare Chapel.

9. Policies

- Transport Policy – needed for choir week – it has always been said in the past that minibus drivers need to do MIDAS training – all drivers need to be informed ASAP
- All were in favour of adopting this policy.

10.APCM

- Pack is being pulled together in advance of the meeting – will be sent to Standing Committee to approve and then will be sent out.

11.Inclusion update

- The inclusion service happened on the 23rd March, was well received. No plans for anything further.

12.Future events

- Nothing new to add

13.Correspondence including Electoral Roll Update

- Electoral Roll: 86 residents and 80 non-residents - 166 in total
- 82 replies so far for the new list – deadline 6th April .

14.Any Other Business

- Prayer Focus this time to be – for a new incumbent, for the new PCC, for our wardens and a calm Easter.

Next meeting: Monday 12th May, 8pm in the Parish Room