

Minutes of The Twelfth Meeting of the 2024/25 Parochial Church Council of St Francis of Assisi held on 18th June 2025 at 8pm in Church Hall

Present: Rob Smith (Chair) Stuart Richardson Jo Dunstan John Owen Andrew Watkinson Carol Jager John Butler Graham Bloye Cathy Bloye Eric Pavyer Paul Dunstan Montse Day

Apologies: Pui San Apling Gavin Johnstone Sarah Branwhite Rachel Basch

the meeting opened with a prayer.

1. Welcome and Apologies for absence

2. Minutes from previous meeting held on 12th May 2025

3. Matters Arising

The PCC agreed to change the wording in the policy and that it should also state that the Risk Assessment should address the appropriateness of the qualification of the driver.

Safeguarding Lead for Choir week: this should not fall to the Director or Music. This was to be discussed under Chairman's Report.

4. Chairman's Report

An update was provided by Joel Colyer on Choir Week

The music has been approved, quotes for coaches have been received from Welham Travel and catering has been sorted. The key leads for Choir Week will be Pui San Bianca Brian and Nigel .

Outings could be: Thorpe Park (are they tall enough for the rides?), Wicksteed Park in Northampton, Woburn, Southend or Clacton and on the Saturday, it could be Lea Valley or Wyboston Lakes (big lake with inflatables).

Michelle has stepped back up to be safeguarding lead for regular choir but not for choir week.

Budget to be discussed once we have a final figure.

5. Treasurer's Report

We have a couple more givers, but we have also lost a couple. The reason for leavers is because we are in a vacancy. We are still ahead of where we want to be but that is only because of a legacy.

Gift Aid Claim has gone in and hall rental has increased by £2 per hour. advised that fees during the vacancy will be about £8,430pa based on the following:

- visiting clergy are £60 for 9.15am
- £75 for two Sunday sessions
- £30'ish for half hour

And a donor would like to donate £1,500 for a scaffold tower and a more radical prune of trees. Tree cut back in August approx. £800 – can this donation be used for this?

update on the Parish Share: a letter was sent to the Archdeacon and Rural Dean. A member of the congregation had commented to say that it should have been sent three years ago. The response received back said that the budget from Deanery is not negotiable and the Pastoral Committee are the decision makers. It was advised that Jane Bishop of Hertford is the person to send it too.

6. Churchwarden's Report

- Painting of ceiling is complete, and scaffolding gone

- Clare Chapel, everyone thinks it looks great
- Confirmed no 8am services during August
- Paul S of Panshanger has been emailed to ask if he will help with services, he could do 8am on Sundays but not 9.15am
- Pui San has been doing a great job with rota and the PCC are very grateful for all her help
- Andrew is happy to lead a Wednesday service
- YACC rota needs to be done for next term now that Simon is stepping down. There was a discussion of the training that needs to be done before someone can support and lead. It is a mandatory requirement to have two volunteers and church rules are different to schools.
- plea for help with YACC on 22nd June.
- All age service once a month will help with rota and get children used to staying in the service.
- Toddle Time: discussion to ensuring families pay for Toddle time and increasing the cost from £2 to £2.50. Really important that Toddle Time continues.

7. Safeguarding

- Choir week safeguarding is looking good.
- Group leaders training needs a review – YACC meeting needs to take place
- Training of choir people all done
- PCC all up to date on training except DBS checks for one
- Servers group is not all fully trained
- Full list of rotas to be sent to Cathy
- Michelle will be our choir safeguarding person

8. Health Safety and Environment

No matters were raised.

9. Policies

Safer Use of Images Policy, the PCC asked for this to be reviewed outside of the main PCC meeting as existing policy is not fit for purpose. PCC have asked for a copy of existing policy to be sent again.

Post meeting note: the current draft policy was sent as an attachment to all PCC members with a covering email on 16th June, please refer to this.

Small group to have a meeting to discuss how to take this forward.

Livestreaming / AV policy – notice is up to tell you where to sit if you don't want to be filmed.

10. Vacancy Update

- 3rd September 7.30pm Archdeacon Janet and Bishop Jane will be coming to St Francis.
- Parish Profile in place to bring to the above meeting, will need to come to PCC at ahead of September.
- It was suggested ranking what is important to us in a vicar and what is needed, e.g. as an individual and as a church, to give idea of what the focus should be.
- The draft profile will be sent out after the meeting and replies and comments to be sent to Wardens@stfranciswgc.org.uk by 1st July.
- We want to advertise in September 2025
- parish profile is a sales document

11. Future events

Events diary:

- Frankies at 5 with pre tea 6th July

- Art Festival 26 – 29 September
- 11th October quiz
- 6&7 December Christmas Tree Festival.

12. Correspondence including Electoral Roll Update

Electoral Role numbers are 63 resident and 54 non-resident – total of 117, an increase by 1 (non-resident)

13. Any Other Business

- Notice board update still on track
- PCC agreed to loan tables and chairs to a Churches Together event on 12th July
- Thomas was approved as a sidesman subject to completing the relevant Safeguarding training

Next meeting: 17th July 8pm in the Parish Room no meeting in August