

## **Minutes of The Seventh Meeting of the 2025/26 Parochial Church Council of St Francis of Assisi held on 14<sup>th</sup> January 2026 at 8pm in Church Hall**

Present: Archdeacon Janet Mackenzie (JM), Pui San Appling (PSA), Cathy Bloye (CB), Graham Bloye (GB), Sarah Branwhite (SB), John Butler (JB), Montse Day (MD), Jo Dunstan (JD), Paul Dunstan (PD), Carol Jager (CJ), John Owen (JO), Eric Pavyer (EP), Stuart Richardson (SR), Andrew Watkinson (AW)

Online via Zoom: Rachel Basch (RB)

Apologies: Gavin Johnstone (GJ), Rob Smith (RS)

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

CJ thanked everyone for coming and welcomed Archdeacon Janet to the meeting and handed over the chairing of the meeting to Archdeacon Janet.

Apologies were noted for GJ and RS.

### **2. Minutes from the meeting held on 20<sup>th</sup> November**

MD was thanked for taking the minutes in SB's absence at the November meeting.

Under Roof Repairs N. Cox is no longer a member of the choir

It was proposed by JB and seconded by PD that subject to the above that the PCC adopt the minutes. This was agreed by the PCC and that they could be signed by SB, as PCC Secretary.

### **3. Matters arising from the minutes that are not already on the agenda**

#### **Minutes from 20<sup>th</sup> October**

At the November meeting there had been a governance oversight, the PCC confirmed the minutes were a true and accurate record, and they were signed by Carol Jager, Churchwarden and Joint Chairman of the PCC.

#### **Choir Update**

The PCC noted the Choir Report received on 14<sup>th</sup> January; this was a last-minute submission that needed some time critical decisions to be made. The PCC agreed the following points could be discussed:

#### **a) Choir Week 2026 – Salisbury 17th to 23rd August – payment of deposit**

It was proposed by GB and seconded by JB that the deposit was approved subject to:

- invoice being received in the name of The PCC of St Francis of Assisi Church, Welwyn Garden City (or The Parochial Church Council of the Ecclesiastical Parish of St Francis of Assisi, Welwyn Garden City in its proper form)
- Paying the deposit does not financially commit us to paying for the full value of Choir Week
- Confirmation of when full payment will be due

The above was agreed by the PCC.

**Action: JC to confirm that Lessons learnt from Ripon are incorporated into the Salisbury trip. Everything relating to safeguarding has to be agreed with CB, as Parish Safeguarding Officer, and confirmation that all adults attending know what their roles and responsibilities are.**

- b) **Malcolm Warwick – Interment of ashes February 8th** – approved
- c) **A series of devotional organ meditations** – organ recital on 25<sup>th</sup> January approved, other dates to be confirmed.
- d) To build a more collaborative relationship between the PCC and the Choir, it was agreed by the PCC to create a Choir Liaison Group, which will be recognised within the PCC Scheme of Delegation. MD, JD and AW volunteered to be the PCC representatives on this group. JC as Director of Music, should be the Chairman of the group and to advise who the representatives will be from the choir.

**Action: JC to discuss with the choir who should be the choir representatives, confirm who they are, and to convene the first meeting.**

**Action: SB to update the PCC Scheme of Delegation to include the Choir Liaison Group, amended Scheme of Delegation to approved by the PCC via correspondence.**

It was agreed by the PCC that the remaining items requiring action from would be discussed in full at the February PCC meeting on 24<sup>th</sup> February.

#### **4. Outstanding Actions from previous meeting not on the agenda**

##### **Actions from meeting held 18<sup>th</sup> June 2025**

**Action:** Images Policy Permission Form; **Closed** – form to be issued as a link from the next Newsletter and a sign-up session in church.

##### **Actions from the meeting held 20<sup>th</sup> November 2025**

**Action:** full breakdown of Salisbury Choir week costs to be shared by JC with GB; Open – action is with JC

**Action:** Maintenance group to arrange for a full structural survey of the roof and roof space; Open

**Action:** discussion on intinction - **Closed** – something to go out in notices for the next few weeks and visiting clergy to be reminded that the host should not be broken over the chalice

**Action:** RSCM membership approved at 20.11.25 meeting, invoice to be forwarded to GB for payment; **Closed**

#### **5. Treasurers Report**

GB advised the PCC had broken even as planned but need to remember this is due to legacies and grants, and paying a reduced Parish Share. There is nothing further we can cut, and we need to find ways to increase income.

We have a maintenance backlog and need to be looking at grants to help with funding this.

Have successfully applied for and been given a grant for Thursday Lunches.

Following the resignation of the Children and Families Worker, it was felt prudent to leave this in the Budget to ensure money is available to cover a new person.

It was suggested that a reminder about the card reader be placed on the collection plate. GB advised that ways of giving are included in the pew leaflet.

Archdeacon Janet suggested talking to Kate Ford, Giving Adviser about having a Sum-up machine on the collection plate.

GB then presented the draft budget.

It was proposed by GB and seconded by JO that the budget be accepted.

The PCC voted in favour.

## **6. Safeguarding**

Additional safeguarding training will be undertaken by the PCC so that it can demonstrate it is complying with its obligations.

All Safeguarding training is up to date.

All over 16s in the choir had completed their required training.

Safeguarding statement to be reconfirmed at the February meeting

## **7. Chairman and Wardens Report**

Nothing to report

## **8. Parish Profile**

GB confirmed that the recent changes to the Parish Profile were in response to comments and advice from Archdeacon Janet and Bishop Jane.

It was agreed by the PCC that the profile could be formally issued to Archdeacon Janet.

There was discussion about whether to advertise in the Church Times and it was proposed by PD and seconded by JO that an advert should be placed with the Church Times.

The PCC voted in favour.

Archdeacon Janet will ask her PA to draft the advert and send it to the Churchwardens.

Closing date for applications is 16<sup>th</sup> February 2026

Interviews scheduled for 11<sup>th</sup> March 2026

If no applicants new dates will be set.

If a preferred candidate were to be offered to the parish, the same application and interview process would be used. There isn't anyone identified for our vacancy, but the PCC indicated they would be open to this if one came forward.

Whether applications are received in response to the advertising or after introduction by the Bishop as a preferred candidate, the Parish representatives retain the right of veto of the appointment.

**Action: Two Parish Representatives need to be appointed – to be discussed and appointed via correspondence ahead of the February meeting.**

## 9. Christmas Tree Festival

£6800 was raised, it was a good event. GB has stood down as CTF organiser, now need someone new to lead this event. Further discussion to be held over to a future meeting.

The PCC thanked GB for the 4 years he has led this event.

## 10. APCM

SB advised the PCC that the date of the APCM needed to change from 19<sup>th</sup> April 2026 to 26<sup>th</sup> April 2026. CB also advised that she would be standing down from the PCC but is happy to remain as the Parish Safeguarding Officer. SB confirmed that she would be willing to remain as PCC Secretary.

An information pack has been issued by the Diocese and SB will forward a copy of this to all PCC members.

Archdeacon Janet called the meeting to close at this point as it was 10pm.

The following two items were discussed briefly

- a) Resignation of Children and Families Worker and letter to parents: a brief update was given that no decision had been made about the Children and Families Worker role. Their resignation had been accepted by the Churchwardens, and they left on 3<sup>rd</sup> January 2026. This item will be carried over to the next PCC meeting on 24<sup>th</sup> February.

The PCC noted the letters received from some concerned parents and asked SB to reply on behalf of the PCC to them and let them know that discussion was still to be had by the PCC, no decision has been made about the role and that a meeting will be arranged by the Churchwardens to discuss this with them and the Youth and Childrens Church volunteers.

**Action: SB to reply to parents concerns as above**

- b) Electoral Roll figures  
Resident 60, Non-resident 54, TOTAL - 114.

**The next PCC meeting will be 8pm in the Parish Room on 24<sup>th</sup> February 2026.**