The Parochial Church Council of St Francis of Assisi - 2026/7

Minutes of the Second Meeting held on 11th June 2026 at 8pm in the Parish Room

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Present: Eric Pavyer (EP), Stuart Richardson (SR), Montse Day (MD), John Owen (JO), Andrew Watkinson (AW), John Butler (JB), Graham Bloye (GB), Pui San Apling (PA), Louise Lucas (LL) Penny Hooper (PH)

Apologies: Carol Jager (CJ), Sarah Branwhite (SB),

The Lay Vice Chair, Eric Pavyer, chaired the meeting and opened the meeting with prayer.

1. **Apologies for absence**

   Apologies for absence had been received from Carol Jager and Sarah Branwhite.

2. **Minutes of the First Meeting held on 5th May 2026**

   The minutes were accepted as a true record of the meeting and were signed by EP in the absence of the PCC Secretary.

3. **Report from the Standing Committee**
   The following items were brought to PCC from the Standing Committee:

   Giving terminal:
   Archdeacon Janet had noted the restricted access to the Giving terminal in the Porch. It was agreed to try moving the sidespeople to the other side of the porch with a table on which to put the Orders of Service and Notice Sheets, so the terminal was more visible.

   YACC planning: will await input from Rev Tricia

   PCC Policies:
   E-Safety and Scheme of Delegation to be revised/renewed – awaiting SB's recovery.
   Expenses Policy – is in course of revision by GB.
   Complaints Policy- needs revision in light of recent legal changes
   JB & MD agreed to produce a revised Complaints Policy

   Sally Ewers:
   In order to carry out her role as Assistant Treasurer Sally has access to confidential information. It was agreed that it was not necessary to co-opt her on to the PCC as implicit in her role is the requirement to preserve confidentiality.

   Deanery Synod:
   No-one had volunteered to be a representative of St Francis on the Deanery Synod although John Butler was ex-officio.
   This is an important role, and it was hoped that a newsletter article might generate some interest. A report from Deanery Synod Meetings will be on the PCC Agenda when a meeting has occurred.

4. **Vacancy update**
   GB reported that Rev Tricia Reed had accepted the post of Priest in Charge for 3 years and would be installed on 7th September 2026 at a service at 7.30pm.
   All other information about the Vacancy process remains confidential at this time.

5. **Treasurer's Report**
   The Treasurer's Report had been circulated in advance of the meeting.
   GB emphasised the need to communicate the actual state of Church finances to the congregation. An item is in preparation for the newsletter.
   GB had produced a flyer targeted at visitors; this included a JustGiving QR code. It was agreed that a small print run should be done so that the flyer could be given out with the Orders of Service and/or left in the pews.
   It was suggested that a poster be put on the noticeboard in the Hall.
   Action: GB to produce article for newsletter, flyer for Visitors, notice for Hall.

6. **Maintenance Issues – backlog and priority designation**

   A list of Maintenance issues had been circulated in advance of the meeting.

   An estimate of £950 plus VAT had been received from RCP Contractors to repair or replace the worst of the cracked paving slabs.
   JB proposed proceeding with the work with an allocation of £1500 to cover VAT and contingency. JO seconded. Carried unanimously.
   Action SR to place order with RCP Contractors

   An estimate of £4000 incl. VAT had been received from the Church Architect to provide a safe access to the Church Loft area. This is required to enable a surveyor to carry out a Survey of the Roof, at an additional cost of £1800 plus VAT.
   This proposal requires DAC approval and a submission had been made on our behalf by the Church Architect. Should the proposal be accepted by the DAC, then the PCC agreed to proceed with provision of safe access and to commission the Architect to carry out the Survey. A budgetary amount of £6000 for this work had already been approved at the May PCC Meeting.

   Prayer Garden Pergola: Wooden cross beams are decaying and in need of repair as they might cause a safety hazard. Grateful thanks to Anthony Packer for coordinating volunteer effort to do this. EP proposed a budgetary figure of £500 be approved to purchase materials if required. Carried unanimously.

   Water boiler in kitchenette in need of servicing/descaling:
   An estimate of £450 had been obtained from the manufacturers. This seemed high and alternatives are to be sought.
   Action: SR to seek out and proceed with best value quotation

   Central heating radiators in Church will probably require to be flushed at next servicing due in August. This would probably improve the performance of some radiators where sediment may have built up blocking the flow in the water pipes.
   Action: SR to obtain quotation for approval

   The Parish Office PC is displaying a notice that its version of Windows 11 is out of date and an upgrade should be installed. SR recommended that a new PC be purchased but following discussion it was agreed that the Windows11 upgrade should be attempted first. Assistance in this was kindly offered by MD and gratefully accepted.
   Action: SR/MD to implement PC upgrade.

There is a cracked windowpane to the side of the main door of the Church, it is not hazardous as the glass is wired. It was agreed on cost grounds to leave it for the time being unless it becomes unsafe.
Action: SR to check for safety from time to time.

Solar powered blind in the Lady Chapel: The installer – Absolute Blinds - has determined that a new battery and motor will be required and will provide a quotation.
Agreed the blind was very useful, and that the non-working blind was causing distracting noise in the Church. Agreed that up to £500 could be allocated for this.
Action: SR to obtain quotation and proceed if under £500.

SR stated that he would welcome assistance with Maintenance issues as there was no Maintenance Sub-committee at present.

7. **Terrier and Inventory Approval**
The Wardens provide an annual list of items added or removed from the premises. This document is submitted to the PCC for approval and then filed in the Terrier and Inventory where it is available for the annual Archdeacon's Inspection.
The annual listing for 2025 shows a nil return.
JB proposed approval, MD seconded, carried unanimously.
Action: SR to file document in the 'Terrier and Inventory'.

8. **Re-establishment of sub-committees and confirmation/appointment of Chairpersons**
There was discussion about sub-committees and the difficulty of finding volunteers for a wide range of tasks. It was noted that a sub-committee should have a PCC member as chair, and ideally the members would be drawn from the congregation. Every PCC member was encouraged to sit on at least one subcommittee. In the light of few people being willing to volunteer, it was agreed that the Standing Committee would discuss prioritising the formation/membership of sub committees.
Action: SB/EP

9. **Essential Vacancies that need to be filled**
Vacancies:
Two Churchwardens
Three Deanery Synod representatives

10. **Toddletime Advertisement**
CJ had produced a flyer advertising for a volunteer to help Sarah with Toddletime. Cynthia Warrilow was stepping down from this post after 7 years' service. The PCC expressed its grateful thanks to Cynthia for all her hard work and dedication. It was generally felt that the flyer was too detailed and that what the job involved should be simply stated. It should also refer to Cynthia retiring after many years' service and should mention that it is organised and run by Sarah.
Action: CJ

11. **Allocation of Churchwarden Duties**
EP reminded the PCC that the fundamental duties of a church warden were as follows:
To be the legal representative of the Bishop in the parish
Ensure the proper holding of Services
To look after the building
To support the incumbent
To promote Unity

In reality the Wardens have undertaken a wide range of voluntary activities in addition. As it is likely that there will be no Wardens after August, CJ had produced a list of these activities and the Standing Committee would examine this and propose allocation of essential duties to Teams or Sub Committees.

Action: Standing Committee to examine the list supplied by CJ and propose appropriate actions

12. Saturday Concert Rota

PA agreed to continue to coordinate this rota and continue to source supplies.

13. Outstanding Actions from Previous Meetings

AW reported that Parkinsons UK is to be the nominated charity supporting the Arts Festival.

14. Any Other Business

To facilitate communication within the PCC, LL suggested that all PCC members should share their personal e-mail addresses. This was agreed.

15. Electoral Roll

At the end of May 2026: Residents 60 Non-residents 54 Total 114

The meeting closed at 10.15pm with the Grace.

The next meeting will take place on 16th July at 8pm in the Parish Room