

Present: Eric Pavyer (EP), Stuart Richardson (SR), Montse Day (MD), John Owen (JO), Andrew Watkinson (AW), John Butler (JB), Graham Bloye (GB), Penny Hooper (PH), Carol Jager (CJ),

Online: Louise Lucas (LL)

Apologies: Sarah Branwhite (SB), Pui San Apling (PA)

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

1. Statement from PCC Secretary

SB wishes to resign as PCC Secretary and therefore from the PCC.
The PCC sends her love and best wishes and hope for a full recovery.

2. Minutes of the Second Meeting held on 16th June 2026

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

3. Designation of the Benefice

As requested by the Diocese, formal agreement to the Designation of the Benefice had been sought by means of an e-mail to all members of the PCC in advance of this meeting and their unanimous agreement is here formally recorded.

4. Reports:

4.1 Diocesan Synod

Notes of the meeting held on 13th June have been circulated.

4.2 Deanery Synod

Notes of the meeting held on 25th June have been circulated.

4.3 Standing Committee

Three Decisions were made at the meeting on 28th June:

- a. It was agreed to recognise the exceptional voluntary contribution of Cynthia Warrilow as she steps down from Toddletime.
- b. It was agreed to recognise the invaluable contribution of Susan Marsh in maintaining Services during the Vacancy. To be presented on 6th September.
- c. It was agreed to leave the planning of the proposed 'tea-party' to encourage recruitment of volunteers, to sometime after Tricia's installation.

5. Sub-committee Reports

5.1 Finance Sub-Committee

The Treasurers report had been circulated in advance of the meeting. GB noted that we were just about breaking even and close to budget. There will be an increase in Maintenance activity and associated expenditure over the next few months.

5.2 Fabric Report

- **Cracked/loose paving slabs:**

As RCP contractors had revised their quotation to a figure in excess of the amount authorised at the last PCC meeting, a cheaper quote was obtained from MLG Building Services and the work has now been done. However, after completion, the contractor recommended that the entire footpath at the front of the Church should be jetwashed and then all slabs pointed with a strong sand and cement mix to prevent any further movement. Quotation for this work £1400 no VAT.

This proposal was accepted unanimously.

Action SR to place order with MLG Building Services

- **Church Loft Safe Access:**

DAC has approved the proposal to provide safe access to the loft to enable a survey of the roof. An order has been placed with Spotlight Construction and the work is scheduled for 20th August. Cost is £2951+VAT. The church architect will then arrange for the Survey. The budgetary amount of £6000 for this work has 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. Unfortunately, the Community Payback team were unable to help with this at their last visit. Anthony has provided further information – out of a total of 54 rafters, there are 16 which need replacement and then all will need treating with preservative. Estimated cost approx. £1100-1500, not including labour charges.

- **Water boiler in kitchenette:**

In need of servicing/descaling: ACJ Plumbing has quoted £120 for this work, so an order has been placed and the work will be scheduled shortly.

Action: SR to liaise with ACJ Plumbing

- **Central heating radiators in Church**

Quotation has been sought for power flushing these radiators and pipework to clear any sediment which might be impeding the water flow. This will probably require to be done at next servicing due in August. As the cost will probably be over £500, PCC approval is needed, but as the next PCC meeting is 24th September, it was agreed that

the quotation could be examined and approved by the Standing Committee.

Action: SR to obtain quotation for approval by Standing Committee

- **Parish Office PC :**

Win11 upgrade to be attempted first in August. If a new PC is needed, then ask for a donation.

Action: SR & MD to implement PC upgrade.

- **Solar powered blind in the Lady Chapel:**

A new motor and solar panel have been fitted at a cost of £250

- **Organ Repair – Swell Box**

The Friends of St Francis are hopeful that they can fund the repair of the Swell Box mechanism as a donor has offered to provide funds for this.

The likely cost is estimated at around £8K and EP offered to request a full quote from the company that tunes and maintains the organ.

The Friends of St Francis would pay the organ maintainers' invoice directly.

Action: EP to obtain a quotation for the work and pass to the Friends of St Francis

- **Notice Board – List of previous Vicars**

This had been affected by damp and was removed for inspection and possible repair some while ago. No-one appears to know where it is now. It was suggested that photographs be taken of all removable items permanently situated in the Church and Chapels.

Action – all to try to locate the notice board.

SR stated that he would welcome assistance with Maintenance issues as there was no Maintenance Committee at present. MD proposed and the meeting agreed, a vote of thanks to SR for his work on coordinating Maintenance activities.

6. Approval of Revised Policies

Revised Expenses and Complaints policies have been circulated before the meeting. There were no comments, and the policies were approved.

An additional policy - Serious Incident Reporting - has to be in place as soon as possible.

Action EP to provide draft Serious Incident Reporting Policy for approval

7. Update on Tricia's Installation Service

Arrangements for this service on Monday 7th September at 7.30pm are being coordinated by CJ.

Invitations have been sent out, the order of service is almost ready. Catering arrangements are in place.

Tricia has requested that the terminal in the porch be reprogrammed to include a £5 option.

A rehearsal is booked for September 2nd.

Thanks to all who have contributed to the planning of this event.

8. Royal British Legion Service

Arrangements for this service on the 11th September are being coordinated by PA.

It was proposed that there should be no charge for the use of the premises, and that a retiring collection be taken, split 50/50 between RBL and STF.

This proposal was agreed unanimously.

9. Proposal on Music Arrangements from September

EP presented a proposal whereby Michelle Boylan would become Interim Director of Music for a 6-month period as head of a Music Team. Full details of the proposal were circulated prior to this meeting.

EP stated that the 6-month timescale, which could be extended by mutual agreement, should give time for the choir and Tricia to establish a way of working together. The timetable for advertising for a permanent Director of Music would be determined by Tricia.

It was agreed that the salary for Michelle would be £4,800pa as a salaried employee of the parish. This was less than 75% of that for a full-time Director of Music as she was taking one weekend off in four and was to be supported by the music team to whom she would delegate some responsibilities.

It was agreed that, although Joel had kindly offered to help in the future, it would be better to have a clean break and his last day would be September 6th, with his August salary enhanced by an extra week to account for this.

The PCC expressed their grateful thanks to the Music Team comprising Michelle Boylan supported by AW and EP. The PCC proposed a presentation of an appropriate leaving gift to Joel on his final day – CJ agreed to coordinate this.

10. Essential Vacancies that need to be filled:

Two Churchwardens. PCC Secretary, Three Deanery Synod representative. Ideally, the parish needs a Data Protection Officer but JB stated that the PCC corporately is the Data Controller. However, named individuals are required to carry out operational tasks required to implement the policy of the PCC. These individuals, ideally two in number, should have access to passwords and computer systems, and training in how to keep the Church systems maintained and secure in conjunction with the system suppliers.

SR and MD volunteered for these two positions.

It was proposed that they work with Paul Dunstan to understand the details of what is required, and that they should have access to all necessary information including passwords.

This proposal was accepted unanimously, and the meeting expressed its thanks to Paul

Dunstan and authorised him to share confidential information to enable this proposal to be implemented.

11. Allocation of Churchwarden duties:

Volunteers who were prepared to take responsibility for the Sunday morning services in the summer holiday period have been found but we still need volunteers to do this after September 6.

SR agreed to unlock the Church each Sunday in August when there was no 8am service and would take necessary action to ensure that the Church including the Safe was locked afterwards.

12. Outstanding Actions from Previous Meetings

Items recorded on the PCC outstanding action log.

13. Any Other Business

- Margaret Breese has offered to come back onto the Sidespersons rota. This was agreed unanimously.
- Sarah Webb's salary for running Toddletime has been reviewed on request, and it was proposed to establish her working hours to be 9am to 12pm and the salary to be increased to £15 per hour.
- It was also agreed that the price to the Toddletime customers would be unchanged until January 2027.

Action: GB to inform Sarah and implement the new pay rate from September.

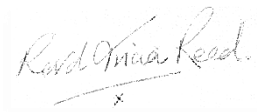
It was noted that the Archdeacon had reminded the PCC that actions agreed by the meeting could be implemented if necessary before the minutes were approved at the next meeting if agreed by the PCC. Such agreement was given. E-mail consultation by the Standing Committee members could be used to resolve any issues arising from this.

The meeting closed at 9.50pm with prayers and the Grace.

Electoral Roll : At the end of June 2026 : Residents 60 Non-residents 54

The next meeting will take place on Thursday 24th September at 8pm in the Parish Room

Signed



Chair of St Francis of Assisi Welwyn Garden City PCC

Dated

1st October 2026