

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday January 22nd 2024 at 7.45pm in the Side Chapel**

Present:-

Sarah Brown (SB)	Ted Fairfax (EF)	Doug Kipling (DK)
Jean Livesey (JL)	Judith Marles (JM)	Terry Robson (TR)
Anne Seller (AS)	Anne Smith (EAMS)	Rachel Wells (RW)
Jenny Whiteing (JW)	David Mitchell (Up to Item 3)	

EAMS chaired the meeting and opened with prayer including a prayer for the vacancy.

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

EAMS reminded everyone to declare an interest when and if a relevant item arises.

3. FINANCIAL UPDATE

DM reported that there was a balance of £10,000 at the end of the month.

DM recommended that we are able to pay our 9th parish share from 2023 this month

DM pointed out that the gas bill was £5000 for last month which is a 30 to 40% over last year.

The invoices for the solar panels have been paid leaving very little in the restricted funds.

Monies donated for Covid 2019 are still in restricted funds.

£1250 from the Diocese for warm spaces will be moved into the general funds to pay for gas and lighting.

DM has calculated that the Church Hall owes the church £18,800 towards gas bills but stressed that this sum needs to be verified. We need to wait for the year end accounts.

After discussion it was suggested that PCC ask the Hall Committee to transfer £6416 to the church as soon as possible to pay the 10th share for 2023.

DM reported that our income was up on last year due to profits from two Fairs and a couple of generous donations. However the regular monthly standing orders have not gone up over the year.

EAMS proposed that PCC make two parish share payments this month (9th and 10th payments out of 12 for 2023) with one payment coming from church funds and the second from money transferred from the Hall. Seconded by EF and agreed unanimously.

DM has received an email from Stead Robinson (Accountants) who need extra information.

EAMS thanked DM and he left the meeting at 8.15pm

4. MINUTES OF THE MEETING HELD ON MONDAY 11TH DECEMBER 2023

After correcting the date of Jo Wright's contract from 2024 to 2023 and removing an erroneous figure from the financial statement the minutes were approved and signed.

5. APPROVAL FOR THE MINUTES TO BE DISPLAYED IN CHURCH AND ON THE WEBSITE

After removing the figures from the Music Fees review the minutes were approved for display.

6. MATTERS ARISING FROM THE MINUTES OF 11TH DECEMBER

6.i 3 DM had produced a budget which had been circulated.

6.ii 3 AS and DM had received replies from Stead Robinson.

6.iii 6x *Tree planting following felling of the leylandii* JM reported on the meeting with the Church Wardens. We are required to plant 15 trees in total. The proposal is to plant 3 trees - an amelanchier, a small hazel tree and a prunus on the former boundary in a triangular shape. The trees will be bought locally and the exact location agreed before planting. The remaining 12 trees will be purchased as very small saplings (whips) with some planted in the grounds and the rest on a site advised by Woodland Creation.

Thanks were extended to JM for all her hard work.

6iv 9 The advert for the church hall is on hold as someone has expressed an interest in the post.

7. WARDENS' UPDATE INCLUDING VACANCY

AS had circulated a written report.

PCC agreed to hold the Section 11 Meeting on Monday 5th February at 7.45pm when PCC need to decide on the 2 reps for the interview panel and start work on the Parish Profile. The Section 12 Meeting with the Bishop and Archdeacon in attendance is arranged for 22nd April.

Two names were suggested for co-option to the PCC for the remainder of the current term. Items in Nigel/Vicarage's name are to be transferred.

Margaret Middlemass has agreed to take on Nest (Pensions).

Andrew Wallis will be in charge of Mailchimp.

Rachel Wells offered to set up a church Zoom account.

ACTION RW

Volunteers are needed for the Sum Up account and Donr (text giving).

The 10am service on 4th February will be a Prayer Breakfast when the congregation will be able to ask questions, offer opinions and pray for the process. Input from the Prayer Breakfast will be brought to the Section 11 Meeting. AS has also compiled a list of jobs which need volunteers.

8. CHILDREN, YOUTH AND FAMILIES WORKER'S POST

AS had circulated a report on the CYFW post.

AS and EAMS had met with Jo Wright. Following the meeting Jo advised she would prefer to remain on her current hours which would involve a 3 month extension to her contract. AS

and EAMS are meeting by zoom with Diocesan HR who have advised we should start legalities around redundancy. However, Jo has indicated that she will resign.

9. SAFEGUARDING REPORT

The Safeguarding Report from Carol Milburn had been circulated.

Carol and AS had met go through the Safeguarding documents following Nigel's resignation and the handing over of confidential files. They will meet to look at the Parish Dashboard to make sure we are compliant with all procedures.

Carol suggests that the date when our Confidentiality documents are signed is moved to coincide with the APCM.

Vulnerable adults in the congregation continue to be supported.

AS reported that she and Carol had updated the Parish Dashboard which had not been used since 2022 and have come up with a Safeguarding Action Plan which PCC needs to approve.

ACTION AII

Some PCC members need to complete relevant Safeguarding training including Domestic Abuse.

PCC would like clarification on the definition of the phrase "vulnerable adults"

10. FABRIC COMMITTEE

A report had been circulated.

Following receipt of the church architect's Quinquennial Report on the Hall PCC agreed that a meeting to which all members of the Fabric Committee and Hall Committee would be invited will be held on Monday 4th March at 7.30pm in church. Tom Crooks, church architect, will attend and present his findings.

ACTION EF

A further meeting will be arranged for PCC members towards the end of April to discuss the Quinquennial Report on the church building.

ACTION EF

DK reported that the parapets on the south side need more immediate inspection.

EF reported that the Solar Panels installation was completed on 29th November 2023 and paid for in full by donations.

PCC approved expenditure of £875 including VAT for the servicing of the sound desk and audio-visual equipment by Keystone over a period of 2 years. Proposed by TR, seconded by EAMS and agreed nem con.

ACTION DK

PCC approved the quote of £500 + VAT for pruning and removing dead branches on 5 trees in the grounds and also granted EF permission to submit a List B application.

ACTION EF

The South Porch gate needs attention. Our architect is trying to source a metalworker to work with our stonemason.

Keystone visited and took away our loop unit for repair.

EF has been taking gas readings and will assemble the data.

ACTION EF

A member of the cleaning team had mentioned the damp in the vestry toilet which seemed to have got worse following the wet weather.

Thank you to EF for his report.

11. EUCHARISTIC ASSISTANTS

This item will be deferred until the next meeting.

12. CORRESPONDENCE

Anne Jones had written to inform PCC that the Tuesday House Group (possibly with the Friday House Group) are offering to host a 'Welcome to St Edmund's' tea for newcomers on Sunday 17th March at 4.30pm. PCC gave approval for the Tuesday House Group to organise the Welcome Tea.

The meeting closed at 10.10pm with the Prayer for the Week of Christian Unity.

Signed E. A. M. Smith Date 19th February 2024