

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church, Roundhay
held on Monday 17th March 2025 at 7.30pm in the side chapel**

Present:-

Ted Fairfax (EF)	Doug Kipling (DK)	Rev Michelle Lepine (ML) Chair
Jean Livesey (JL)	Judith Marles (JM)	Peter Marles (PM)
Amanda Richardson (AR)	Terry Robson (TR)	Anne Seller (AS)
Anne Smith (EAMS)	Amanda Storer (AJS)	Rachel Wells (RW)
David Mitchell (DM) for Item 3		

ML led the opening worship.

1 APOLOGIES

Apologies were received from Sarah Brown (SB).

2. DECLARATIONS OF INTEREST

ML asked members to declare an interest when and if a relevant item is reached.

3. FINANCIAL UPDATE

DM's latest financial update had been circulated. DM said this last month had been the most difficult month he had encountered vis a vis keeping track of incoming and outgoing monies. We had received £15,470 from the Church Hall for their share of last year's gas bill without which we would have struggled.

After discussion It was agreed to make a share payment for February 2025. **ACTION DK**

PCC decided not to make a further share payment until DM had clarified how much money we have in our accounts. DM will send a report at the beginning of April. **ACTION DM**

ML will circulate the Finance and Stewardship Committee Terms of Reference. **ACTION ML**

4. MINUTES OF THE MEETING HELD ON MONDAY 10TH FEBRUARY 2025

The minutes were approved and signed after correcting the initials TL to TR in the first sentence on page 1.

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

Approval was given for the minutes to be displayed in church and on the website.

6. MATTERS ARISING FROM THE MINUTES ON MONDAY 10TH FEBRUARY 2025

6.i 3 ML hasn't spoken to Sarah Small about security and loss of heat in the Hall but will mention PCC's concerns to her. **ACTION ML**

6.ii 3 We received the money from the Hall for their gas usage during 2024. Payment for this year's gas is on the agenda for the next Hall Management Committee on April 9th.

6.iii 3 The Diocese have confirmed we paid our share in full last year. A certificate is on display at the back of church.

6.iv 3 The Finance and Stewardship Committee have decided their terms of reference. Jill Millichamp has agreed to act as book keeper for the 2024 accounts and Guy Millichamp has temporarily taken on the role of treasurer.

6v 3 The Finance and Stewardship Committee will discuss Restricted Funds and report to PCC. **ACTION Finance and Stewardship Committee**

6vi 7 ML reported that 30 + adults and accompanying children have been attending the Little Sparks sessions which includes some new faces.

6vii 8 ML and Carol Milburn are meeting regularly to look at Safeguarding issues.

6viii 11 *Noticeboards*

External noticeboards. ML reported that St Andrew's had already made plans to change the colour of their external noticeboard. ML, Tim Lowe and Tanya Short have agreed that each church should choose their own colours. At St Edmund's we need more time to think about our logo but in the meantime ML's name and phone number will be added to the existing boards.

The internal noticeboard listing St Edmund's vicars will be updated on 18.3.25. **ACTION DK**

Other internal noticeboards

The "Welcome" noticeboard (North Porch) will be used solely as a Welcome to St Edmund's board. The "Notices" board (South porch) will be used for community notices and the former Children, Youth and Families noticeboard will be used for promoting St Ed's key activities.

Safeguarding Information Board

Notices are up to date and the ledge has been cleared.

6ix *Director of Music and Organist's salaries.* ML will ask Rob Marles for the RSCM ready reckoner. **ACTION ML**

7. VICAR'S AND WARDENS' REPORT

The Vicar's and Wardens' report had been circulated.

ML asked for volunteers to help at the Easter Fun Day to be held in the church Hall on Thursday April 10th from 10am to 12.30pm. Table tennis, craft activities, Easter story, board games. Food and drinks.

EF has sent Hall and Church QI reports to Julie Meakin as background information.

8. STANDING COMMITTEE

Photocopier

Standing Committee approved the signing of a lease (£42 a month and £36 per month for copies and consumables) for a more up to date photocopier. The old photocopier has had a number of issues and parts could no longer be accessed.

9. SAFEGUARDING REPORT

A written report from Carol Milburn had been circulated.

Carol and ML have been working through our church dashboard. Carol and ML continue to check that church members and members of church sponsored groups are up to date with any training. ML is facilitating group sessions.

Vulnerable adults in the congregation continue to be supported.

10. SAFEGUARDING REVIEWS

ML explained that the Safeguarding Dashboard is an online system which helps us to record safeguarding actions and shows where there are any outstanding actions.

St Edmund's Safeguarding Guide

PCC approved St Edmund's Safeguarding Guide. Copies will be available in church.

Church Activities on the Dashboard

If the activity is organised in the name of the church and organised primarily for children, young people or vulnerable adults or includes teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults it must be listed as a church activity on the Safeguarding Dashboard.

The PCC agreed the following list of church activities which need to be added to the dashboard.

8am Sunday Holy Communion, 10am Sunday Holy Communion, 6.30pm Dwelling Services

11am Wednesday Holy Communion, other Festival Services

Ecumenical Lent/Discipleship Courses

Junior Church, Confirmation Classes, St Edmund's Choir

Little Sparks Toddler Group,

RVS Tuesday lunches, Tea Cosy+ Café

Light Stop, Easter Funzone

Schools visiting church

Pastoral Visiting (including Home Communion and Bereavement visits)

11. POLICY REVIEWS

Data Privacy Review

The policy was reviewed and changes made to 5.2.2 (livestreaming) and 5.3 (CCTV cameras) was removed. The document was then approved and signed.

Whistleblowing Policy

The policy was reviewed and one minor change was made in paragraph 9 (Safeguarding Officer to Safeguarding Adviser). The policy was then approved and signed.

Domestic Abuse Policy

The policy was reviewed and a change made at the end of 1.1. The sentence "This also includes a child witnessing the abuse described above" was added. The policy was then approved and signed.

Complaints Policy will be reviewed in April.

ACTION PCC

12. Employee Contract updates – Sarah Small (Hall Lettings Co-ordinator) and Robert Marles, Director of Music)

Sarah Small Sarah's fixed term 12 month contract expires at the beginning of April 2025. Members of the Hall Management Committee have found Sarah to be invaluable. Revenue has increased by 30% over the last year
PCC voted to renew Sarah's contract on an ongoing permanent basis, with ML as her line manager. A job overview has been drawn up which ML will forward to the PCC. **ACTION ML**
PCC wished to express their thanks to Sarah in a tangible way and EAMS volunteered to ask Jenny Wilkinson to send a bouquet of flowers and a thank you card on behalf of the church.

13. FABRIC COMMITTEE

Two written reports have been circulated.
EAMS reported that she had sent dimensions of the ceramic poppy which had been gifted to St Edmund's to our church architect to enable him to progress the design of an appropriate display case to be placed in the War Memorial area. A faculty will be needed.
EF will contact Julie Meakin to ask if she would be willing to help with VAT recovery via the Listed Places of Worship Grant Scheme. **ACTION EF**

14. CORRESPONDENCE

14.i Letter from Rob Marles

PM and JM declared an interest in this item,
ML had received a letter of resignation from Rob Marles. He will step down as Director of Music on July 20th to be able to spend more time with his family who are spread round the country. The wider congregation will be informed on Sunday at the end of the service. On 13th July at 4pm there will be a celebratory evensong. ML thanked Rob for his many years of service and is also grateful for being given a good period of notice.
ML will form a focus group to look at our services and music requirements going forwards.

ACTION ML

ML will have a conversation with Mike Rodgers.

ACTION ML

14.ii PM had written to share his concern over members of the local neighbourhood using the grounds of St Edmund's as a dog walking facility. During the warmer weather the uniformed groups and Junior Church will be using the lawns for their outdoor programmes. Peter believes we have a duty of care to avoid as far as possible any infection caused by dog faeces. Peter asks PCC to consider any measures we could take to deter, as diplomatically as possible, dog walkers from using the grassed areas.

It was agreed that the wardens would erect a notice(s) asking dog owners not to allow their dogs to foul the grass.

ACTION DK and AS

The meeting closed with prayer at 9.35pm.

Signed My J. P. M. G.

Date 28th April 2025