

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday September 15th 2025 at 7.30 pm at The Vicarage**

Present:-

Stephanie Bigglestone (SJB)	Ted Fairfax (EF)	Rev Michelle Lepine (ML)
Jean Livesey (JL)	Paula Liverseidge (PL)	Peter Marles (PM)
Amanda Richardson (AR)	Terry Robson (TR)	Anne Seller (AS)
Mark Simpson (MS)	Anne Smith (EAMS)	Amanda Storer (AJS)
Rachel Wells (RW)	Carol Milburn (CM) Item 9	

ML began the meeting with a short reflection and prayers.

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. MINUTES OF THE MEETING HELD ON MONDAY JULY 21st 2025

The minutes were approved after redacting a sentence in Agenda Item 4. Proposed by TR, seconded by PM and agreed.

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

The minutes were approved to be displayed in church and on the website.

5. MATTERS ARISING FROM THE MINUTES ON MONDAY JULY 21st 2025

5i 5i PM offered to source a new light for the Health and Safety noticeboard at the back of church.

ACTION PM

5ii 5ii No more incidents have been reported over the state of the Hall gents' toilets.

5iii 5iii No changes are needed to the GDPR Policy.

5iv 5v The 2023 accounts were finalised and updated to our Charity Commission page.

5v 5vi The Archdeacon's Visitation will now take place at 10.30am on September 22nd.

Our check list has been submitted. ML thanked AS, EAMS, Carol Milburn, EF and the Assistant Wardens for all their work in preparing the necessary paperwork.

5vi 7 ML will circulate to PCC members the list of appropriate services and activities she sent to all the Uniformed Organisations.

ACTION ML

5vii 7 An Environmental Health Officer visited St Edmunds on 22nd July. We were downgraded from 5 to 4 stars because paperwork had not been completed. Otherwise the inspector was happy with all our procedures and checks. AS noted that we don't have certification to cook raw meat but we can heat food. Many thanks to AR for all her hard work in preparing for the inspection.

5viii 10 AS gave authorisation for the payment of 2 parish shares.

6. VICAR'S AND WARDENS' REPORT

ML and AS had circulated a comprehensive report. Church life is very busy.

RW reported that Graham Pawley has agreed to lead the Advent and Christmas Carols services for the choir.

Paul Tudge's appeal for more men to attend the Thursday Choir Practices has elicited a good response.

ML has met with the choir to discuss practicalities for this term. The advert for a new Music Director has been posted in various places. The RSCM advert expires in 3 months. We are seeking a person of faith with the right skills.

7. POLICY REVIEWS AND APPROVALS

7a RECRUITMENT OF EX-OFFENDERS POLICY

After inserting St Edmund's Parochial Church Council (instead of St Edmund's PCC) at the beginning of the first page of the document and replacing The Board by the PCC, the policy was approved unanimously. Proposed by EAMS and seconded by TR.

7b HEALTH AND SAFETY POLICY

ML had updated the policy with ML as having overall responsibility for implementing our policy, AS, Churchwarden, having day to day responsibility for implementing our policy, the appointment of EF who is a person who is competent to assist us in meeting our health and safety obligations and Richard Storer in charge of first aid arrangements.

EF had emailed PCC members to express uncertainty about being appointed under these arrangements. He pointed out that he does not have an appropriate professional qualification nor does he have experience or qualifications in employment law. After discussion EF agreed to be the named representative.

It was agreed that there is an urgent need to put risk assessments for each church activity in place. ML and EF will examine our list of approved church activities and send to the leaders.

ACTION ML and EF

The policy was proposed by AS and seconded by SJB and approved unanimously.

8. FABRIC COMMITTEE

A report had been circulated prior to the meeting.

Subsequent to Skip Sunday J4 has now been cleared out and Graham Bailey has agreed to plaster the damp wall in October. Tom Crooks, church architect, has been consulted for his advice.

Donations towards plastering and new curtains have been received.

A quote of £1500 +VAT for new curtains in the small hall has been accepted and they will be fitted in early October. The screen has also been repaired.

Thanks were extended to AS and EF.

Fire drills have been organised for Sunday October 12th at 8am and 10am and after the 6.30pm Sunday Service on October 19th. A review will be held and any problems identified.

PM reported that part of the fence on North Park Grove has come adrift and is sticking out onto the pavement.

EF was thanked for all the time he expends on fabric matters.

In answer to a query EAMS explained that a ceramic poppy had been donated to the church before COVID. PCC had agreed that the poppy should be displayed in a case in the War Memorial area of church. Our church architect has agreed to produce the drawing for the case and the work is on his to do list.

9. PARISH SAFEGUARDING OFFICER (PSO) VISIT

Carol Milburn, (St Edmund's Parish Safeguarding Officer) was in attendance for this item.

ML and CM meet every two months. Bethan McCreath (who was a PSO in her previous church) will be assisting ML and CM.

CM will attend a PCC meeting every 6 months to update members on Safeguarding matters.

a Safeguarding update

CM and ML have been working on the Safeguarding dashboard.

CM reported there were no ongoing cases. CM has had reason on occasions to contact the Diocesan Officer for advice which has always been very helpful. CM receives queries from members of the congregation.

b Known offenders update

None at present.

c. Storage of safeguarding records during clergy vacancy

The records are stored in a locked cabinet in the Wardens' Office.

d. Offering support for victims and survivors

CM reported that we don't have any victims or survivors at present.

e Information pending for victims and survivors

If any victims or survivors were to be part of the church family we would be committed to support them. Diocesan advice would be sought and records kept.

f. Use of social media

Re Facebook AS, ML and Stephanie Calder have admin rights. Posts need approval from ML and AS.

Safer Recruitment Process

ML, CM and Bethan M will be implementing this process for any new volunteers as an additional safeguard.

Documents will be posted on Sharepoint in a safeguarding folder.

St Edmund's doesn't keep copies of DBS.

CM was thanked for all her hard work.

10. FINANCE UPDATE

Guy Millichamp had sent his Treasurer's Report for September 2025 along with a statement of financial activities for 7 months ending 31st July 2025.

GM reports that the figures look reasonable suggesting a financial position slightly better than last month.

On Guy's recommendations, EAMS proposed that PCC pays one monthly parish share of £7k for August 2025. Seconded by PM and agreed unanimously.

Guy had joined a treasurer's forum run by the Diocese. There was some good advice about reserves policy. He will bring some information to PCC in due course.

2023/2024 accounts

The 2023 accounts were approved by PCC and submitted to the Charity Commission.

Guy is struggling to find an independent auditor for our 2024 accounts but is confident he will find one before we need to upload the accounts to the Charity Commission website at the end of October.

11 CORRESPONDENCE

Church Mission Society have contacted us to ask if we would consider holding a fundraising event to support the mission work being carried out in the prisons of Florianopolis by Andy and Kati Wash, our mission partners. The money raised will be match funded until 31.1.2026. CMS enclosed a list of fundraising ideas. PL agreed to look at the information sent.

ACTION PL

ML will check if our donation to CMS has been paid for 2025.

ACTION ML

NON CHURCH ACTIVITIES

These activities will be approved at a later PCC.

ACTION PCC

PCC AWAY DAY

ML has booked a room at Holy Trinity Ripon for the PCC Away Day to be held on Saturday October 4th from 10am to 4pm. ML will send out an agenda for the day.

ACTION ML

12. DATE OF NEXT MEETING

Monday October 27th in the Side Chapel.

Signed

Date.....