

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church, Roundhay
held on Monday 28th April 2025 at 7.30pm in the side chapel**

Present:-

| | | |
|--------------------------------|------------------------|----------------------|
| Sarah Brown (SB) | Ted Fairfax (EF) | Douglas 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) | | |

ML led the opening worship.

1 APOLOGIES

There were no apologies.

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. Opening balance on 1st May was £10,586 and David's estimated balance before authorising a parish share payment was £12,677. He recommended that a further parish share could be paid.

Finance and Stewardship Committee

ML reported that the Finance and Stewardship Committee first met on 14th April. Members are ML, AS, Paul Ellis (Gift Aid Co-ordinator), David Mitchell (treasury team), Guy Millichamp (temporary treasurer), Jill Millichamp (temporary book-keeper), Mary Irving, and Julie Meakin (grant co-ordinator).

The 2023 accounts have not yet been signed off but the team are confident that they will be finalised shortly. The 2024 accounts are ready for auditing. Thanks to Guy and Jill for their excellent work. Guy will give a verbal presentation at the APCM. **ACTION Guy Millichamp**
Going forwards Guy will produce a monthly update to PCC with financial recommendations from the F&S Committee **ACTION Guy Millichamp**

Card Reader Proposal

Jill Millichamp had circulated a paper to PCC members. The Finance and Stewardship Committee are proposing the installation of a fixed card reader at the back of church near a power supply and good Wi-fi connection. The committee also recommends the purchase of three mobile card readers that volunteers can use with their mobile phone. The cost of a fixed card reader would be around £400 and for the mobile card readers £50. An offer of a donation to cover the costs has been received.

Terry Robson proposed that subject to getting appropriate permission/faculty approval we proceed with the F&S proposal. Seconded by Anne Smith and agreed unanimously.

Finance and Stewardship Committee Terms of Reference

PCC approved the draft Terms of Reference which had been circulated.

Proposed by Terry Robson and seconded by Anne Smith and agreed unanimously

Restricted Funds

The Committee have begun to look at the church's more recent restricted funds and Guy has made some adjustments.

Guy had queried the donation for the side chapel heating. PCC agreed that sums for the various elements of the project and the provenance of donations need to be investigated before adjustments can be made.

PCC approved the release of 3 other funds suggested by Guy.

There were 2 funds for COVID. We received money from the Council for the Hub and all monies were allocated as specified by the Council.

It was pointed out that the Covid Fund was set up without putting any markers around it which did cause problems.

The money in the endowment fund (Church Grounds) has not been released although authorisation has been given by the donor's family.

Other restricted funds – Holiday Fund, Explorers, Interfaith Welcome Fund, Music Fund, Organ Fund, War Memorial and Bibles - are being looked at.

It was agreed that £145 in the Bibles Fund should be released for Confirmation gifts.

The F&S Committee will be discussing the accounts at their next meeting.

4. MINUTES OF THE MEETING HELD ON MONDAY 17TH MARCH 2025

The minutes were approved.

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

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

6. MATTERS ARISING FROM THE MINUTES ON MONDAY 17TH MARCH

6i 3 The share payment for February was made.

6ii 3 David Mitchell sent an updated financial report at the beginning of April

6iii 3 The Finance and Stewardship Committee Terms of Reference were circulated.

6iv 6.i ML has met with Sarah Small.

6v 6v The Finance and Stewardship Committee are discussing Restricted Funds.

6vi 6viii The internal noticeboard listing vicars at St Edmund's has now been updated with ML's name.

DK reported that the Health and Safety Noticeboard at the back of church needs a light over the top.

ACTION EF

6vii 12 ML forwarded Sarah Small's job overview.

DK feels that the hall should be checked on a regular basis. He had recently found the gents toilet in the hall in a disgraceful state. This will be put on the agenda of the next Hall Committee on June 25th.

ACTION EAMS

6viii Julie Meakin has already put in claims for VAT recovery and has been successful.

6ix 14 A Focus Group to look at services and music requirements going forward has been formed. Julie Oldfield, Rachel Wells, Tamsyn Durrant, Mike Rodgers and David Rule have agreed to join the group.

6x 14 ML has met with Mike who has no major worries apart from a concern over finding a suitable person to take over the role of Music Co-ordinator.

6xi 14 No action to date on PM's letter asking dog walkers from using the grassed areas.

7. VICAR'S AND WARDENS' REPORT

A written report had been circulated.

Lent services had been well attended. Easter Day services were very well attended with many new people attending. Lots of positive comments were received.

ML has visited local schools and a couple of families came to church over the Easter period as a result of the visits.

The All Age Mothering Sunday Service wasn't well attended by young people from the uniformed groups despite an email from ML to all the leaders. After discussion it was decided that ML would organise a meeting for leaders before the Summer Holidays.

ACTION ML and EF

Numbers attending Little Sparks continue to remain steady.

The Easter Funzone attracted around 80 visitors, the majority not regular members of the congregation.

ML performed a blessing service for a couple who were married at St Edmund's 60 years ago.

The Bereavement Team hosted a drop in morning for those struggling with Mother's Day Those who attended were grateful.

St Edmund's hosted the ecumenical Lent Course 2025. 30 to 45 people attended each week.

Confirmation preparation classes have been completed for 5 young people and 4 adults.

Thanks to AS, St Edmund's hosted Ubuntu – an African Children's Choir from Uganda and Kenya in early April.

8. SOLAR PANEL BATTERY LOCATION

EF reported that we are still awaiting replies from Tom Crooks, Church Architect, and Homeco. Our insurers need to be consulted and Diocesan permissions will be needed.

A further report will be given to the June PCC.

ACTION EF

9. SAFEGUARDING REPORT

Two issues have arisen both of which have been dealt with appropriately and recorded.

A group safeguarding training was given to members of the TeaCosy+ team.

ML and Carol Milburn are making good progress in populating the Safeguarding dashboard which is 69% complete.

10. SAFEGUARDING REVIEWS

PCC unanimously approved St Edmund's Safeguarding Action Plan Level 2.

11. EUCHARISTIC ASSISTANT

EAMS has asked Mark Simpson to take on the role of Eucharistic Assistant at the Wednesday 11am communion services.

PCC approved Mark Simpson's nomination to act as a Eucharistic Assistant. His name will be forwarded to the Diocese for authorisation. **ACTION ML**

12. POLICY REVIEWS

Complaints policy

The policy should refer to Employee or Volunteer.

SB has previously informed PCC that the policies don't "talk to each other"

Equal Opportunities Policy

The policy should refer to Employee or Volunteer

Equality diversity and Inclusion

ML will investigate training opportunities (cf Section 7 Training and Awareness). **ACTION ML**

Filming and Live Streaming Policy

PCC started to review the Policy but found it was out of date and needs more research.

PM offered to undertake more research and try and locate a more updated policy. **ACTION PM**

Environment Policy

The Environment Policy was approved and signed.

Parish Safeguarding Policy Statement

The statement was reviewed by PCC and signed on behalf of the PCC by Rev Michelle Lepine.

Proposed by EAMS and seconded by AS and agreed unanimously.

Model Parish Safeguarding Policy

The policy was agreed and signed by Rev Michelle Lepine, Vicar and Anne Seller,

Churchwarden. Proposed by EAMS, seconded by Terry Robson and agreed unanimously.

Safeguarding Who's Who

This was updated in April 2025.

13. CORRESPONDENCE

There was no correspondence.

TR closed the meeting with prayers at 9.35pm

..... Signed Date