

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday February 19th 2024 at 7.45pm in the Side Chapel**

Present:-

Sarah Brown (SB)	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 (DM)		

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

1. APOLOGIES

Apologies were received from Ted Fairfax (EF), Amanda Richardson (AR) and David Rule (DR).

2. DECLARATIONS OF INTEREST

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

3. FINANCIAL UPDATE

DM reported that extra monies have been paid into our banks account which includes £1000 from Brackenwood Community Centre, and £1000 donation from our Covid appeal which can be used as needed. Monies in restricted funds include a £5000 donation which can now be used for general funds, £2450 from LCC Warm Spaces and £1250 Diocesan Energy grant. We agreed at the January PCC to move the £1250 to general funds towards gas and electricity costs.

DM expressed concern at the size of our gas bills indicating we are currently using substantially more gas than previous years. The whole of our income is being spent on parish share and heating. DM aims to keep £10,000 in the bank at the end of each month as a float.

It has also come to light that we have been underpaying our Parish Share since March last year by £270 a month.

It was agreed to pay the first 2024 parish share (£7056) plus the underpayment of £2700 for the 10 share payments in 2023.

It was noted that the South Porch gates need urgent attention.

Money collected at the Crib services amounted to £804. It had been agreed that 50% would be given to St Edmund's children's work and £402 to children's work in the community.

PCC agreed that Zarach and KidzClub would each receive £201 for their work with children in the community.

Green Journey

Green Journey have been in contact to ask if St Edmund's wishes to enter into another agreement with them when our current contract ends in September. We need to reply by March 15th if we wish to opt in. PCC unanimously agreed to continue with Green Journey.

ACTION DM/EAMS

DM left the meeting at 8.15pm.

4. MINUTES OF THE MEETING HELD ON MONDAY JANUARY 22ND 2024

The minutes were approved after a typing error in Agenda Item 9. (Caro was changed to Carol)

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 JANUARY 22ND 2024

6.i *6iii* JM reported that that her committee have bought 3 trees and a working party is being arranged to plant them on Sunday, 3rd March (the preferred date), with the possibility of the 2nd in case inclement weather is forecast.

JM is liaising with REAP, Friends of Allerton Grange Fields and Woodland Creation (a Council initiative) to find suitable locations for planting the extra trees required of us by the Diocese.

6.ii *6iv* An advert for a paid post as Hall Lettings Administrator will be published on Wednesday February 21st.

6iii *7* The Section 11 Meeting was held on Monday February 5th. AS and SB were nominated as our parish representatives.

6iv *7* The Prayer Breakfast held on February 4th was well received.

6v *7* RW has set up the Church zoom account. No-one has yet volunteered to set up the Sum Up account and Text giving (Donr).

6vi *7* Jo Wright's contract has been extended until April 30th

RW will take over the organisation of Kids Church. Currently there are some 8 volunteers helping run the two Sunday groups.

More thought needs to be given to re-introducing the children being invited to the front at the end of the service to share/show what they have learnt in their groups.

It was suggested that a prayer could be said for the children at the beginning of the service.

6vii All PCC members approved by email the Safeguarding Action Plan updated by Carol Milburn and AS.

6viii *9* AS reported that the NHS definition for Vulnerable adult is any person over 18years who is unable to look after themselves or protect themselves from exploitation.

6ix *10* Following the January PCC **the date of the meeting to discuss the church architect's Quinquennial Report has been changed to Monday March 11th.**

6x *10* DK reported that Simon from Keystone will be visiting in a couple of weeks.

6xi *12* Plans are already in place for the Welcome to St Edmund's Tea on March 17th.

7. WARDENS' REPORT

The Wardens' report had been circulated.

Activity around the vacancy is ramping up. Feedback from the Prayer Breakfast is being sorted for a display. The brochure team have had their first meeting.

The Wardens, Anne Smith and David Mitchell will meet with the new accountant this week. The Pancake Party attracted over 200 visitors in 3 hours. 90-100 visited the Drop in Day on the Thursday of half term over 6 hours.

The Diocese have indicated that there is funding available in three funding rounds this year to support churches with maintaining and improving their church buildings. DK reported that he and EF support an application for repairs to the south porch as the first option and updating the screens as a second option.

DK also reported that the north transept door had been found to be left unlocked on several occasions as well as taps and lights in the corridor/lobby left on.

Quotes have been received for replacing taps in the church with push taps. Quotes have also been received for making the lights in the corridor and lobby sensor operated, repairing the lights in the organ loft and replacing a broken socket in the chancel. A request for expenditure will be submitted to the PCC in March.

ACTION DK and EF

8. EUCHARISTIC ASSISTANT

EAMS proposed that Julie Meakin's name is submitted to the Diocese to be a eucharistic assistant. Seconded by TR. Agreed nem con.

AS will contact the Bishop's office.

ACTION AS

9. SAFEGUARDING REPORT

Carol Milburn reported that she and Anne Seller had looked at St Edmund's Parish Dashboard and updated all the necessary information.

Carol has contacted the Diocesan Safeguarding Team with two queries in the last month. One is a recurrence of an issue which was on hold and being monitored. Processes are in place, agreed with the safeguarding team, to make sure that we are doing all that we can to support the person and set guidelines for their conduct in our setting. The second was a concern raised by a member of the congregation regarding the welfare of another. This has been raised with the diocese and will be monitored in case there is need for further advice. Vulnerable adults in our congregation continue to be supported.

10. SAFEGUARDING POLICIES

St Edmund's Safeguarding Policy Statement was approved and signed.

St Edmund's Safeguarding Policy was approved and signed.

The Promoting a Safer Church A3 Poster will be printed and filled in.

The Safeguarding Who's Who will be up updated.

St Edmund's Policy for responding to Domestic Abuse was approved and signed.

St Edmund's Whistleblowing Policy was approved and signed.

11. HALL COMMITTEE

A summary of the Hall Management Committee held on Thursday January 18th had been circulated.

12. CORRESPONDENCE

There was no correspondence.

13. ANY ITEMS OF URGENT BUSINESS

The APCM will be held on Sunday 12th May 2024 after the 10am Service.

TR thanked RW for categorising the feedback from the Prayer Breakfast.

The meeting closed with the Grace at 9.35pm.

..... Signed Date