

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday June 17th 2024 at 7.45pm in the Side Chapel**

Present:-

Sarah Brown (SB)	Ted Fairfax (EF)	Douglas Kipling (DK)
Jean Livesey (JL)	Judith Marles (JM)	Peter Marles (PM)
Amanda Richardson (AR)	Terry Robson (TR)	Anne Seller (AS)
Anne Smith (EAMS)	Amanda Storer (AJS)	
David Mitchell DM (for Item 5)	Paul Ellis (PE) (for item 5)	

EAMS welcomed everyone and TR opened the meeting with prayer.

1. APOLOGIES

Apologies were received from Rachel Wells (RW)

2. DECLARATIONS OF INTEREST

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

3. WELCOME TO NEW MEMBERS

EAMS welcomed new members Amanda Storer and Peter Marles.

4. ELECTION OF OFFICERS

Lay Vice Chair:- Anne Smith was elected. Proposed by Douglas Kipling and seconded by Terry Robson

Treasurer:- Vacant We are paying a firm of Accountants, Stead Robinson, to manage our accounts.

Electoral Roll Officer:- Vacant A replacement is needed for Anne Seller. Thanks were extended to John Tinker for assisting Anne.

Secretary:- Jean Livesey Proposed by Anne Smith and seconded by Douglas Kipling.

5. FINANCIAL UPDATE

5.i David Mitchell reported that our financial position is looking more healthy. Gift Aid claims are up to date including Gift Aid for a generous donation. Our gas bills have also decreased over the last few months.

DK proposed that PCC pays Share 5 this month. Seconded by AS and agreed unanimously.

ACTION DK

We are now one share payment behind this year. PCC had agreed to allocate the gift aid from the generous donation towards the remaining share payment from 2023.

5.ii Paul Ellis, Gift Aid Officer, asked for PCC approval to upgrade the software he uses to claim gift aid from the existing Donations Co-ordinator to Mygiving Online. PE highlighted benefits which include:-

- Software can be accessed from anywhere

- Improved ways of reporting including graphs and charts
- automatic backups
- a variety of “donate now” buttons for online donations,
- ability to share the work with others or help train your successor.

The cost is £15 per month plus VAT.

DK proposed that St Edmund’s moves to Mygiving Online. Seconded by AS and unanimously agreed.

ACTION Paul Ellis

EAMS thanked DM and PE for attending the meeting and they left at 8.10pm.

6. MEMBERSHIP OF STANDING COMMITTEE, GROUPS AND COMMITTEES

6.i Standing Committee

Vicar, Anne Seller, Douglas Kipling, Anne Smith, Rachel Wells and Jean Livesey

6.ii St Edmund’s Committees and Groups

Several committees have not re-convened since Covid. Fabric Committee and the Hall Management Committee meet regularly. It was agreed that the Music and Worship Committee did not work but Music could reconvene. A group of PTOs, LLMs and AS meet regularly to arrange and discuss services.

It was agreed to include Committees and Groups as an agenda item at the September PCC. The Secretary will circulate the list of committees and their remits to all members.

ACTION JL

7. APPOINTMENT OF SIDESPEOPLE

PCC approved the list of sidespeople.

It was agreed that a note should go out to the sidespeople asking them to confirm if they are willing to carry on with their duties along with some bullet points of their duties. A refresher meeting will be organised.

ACTION AS and DK

8. MINUTES OF THE MEETING HELD ON MONDAY APRIL 15TH 2024

The minutes were approved and signed.

9. APPROVAL FOR THE MINUTES TO BE DISPLAYED IN CHURCH

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

10a. MATTERS ARISING FROM THE MINUTES ON MONDAY APRIL 15TH

10a.i 3 There has been no further contact from Philip Lofthouse, accountant. The wardens will write to the Archdeacon to request an extension to the submission date for our Annual Report and Accounts.

ACTION AS

10a.ii 3.iii DK reported that Tamas’s headstone is now in place. There is over a £1000 in a restricted fund relating to Tamas. A decision needs to be made on how this is spent to commemorate Tamas’s service to St Edmund’s.

10a.iii *3iv Gas contract* PCC had agreed by email to enter into a contract with Crown Gas & Power through Green Energy based on 50% "Green" gas. The contract for 2 years has now been signed and secured.

The meeting to discuss gas consumption between the church and hall has not taken place. EF is happy to be involved. The gas meter in the hall needs to be changed and Byfields could give advice on how to split the consumption. This item will be added to the Fabric Committee's agenda. **ACTION Fabric Committee**

10a iv *3v* The taps and lighting project is on hold until we have more concrete information on our financial situation.

10a v *10* EAMS reported that there is £30,000 in the Hall account, some of which has been allocated for roof repairs.

10b MINUTES OF THE PCC AND FABRIC AND HALL COMMITTEE HELD ON MONDAY 11TH MARCH 2024

The minutes were approved and signed.

10c MINUTES OF THE SECTION 12 MEETING HELD ON MONDAY APRIL 22ND 2024

The minutes were approved and signed.

10d MINUTES OF THE PCC AND FABRIC COMMITTEE HELD ON MONDAY 29TH APRIL 2024

The minutes were approved and signed.

11. WARDENS' UPDATE

DK reported that everything is up to date. The relevant bills have been paid and servicing carried out.

We have received money from the diocese for funerals we have held.

We have held 8 funerals this year, a wedding is booked for September and there is a baptism request for later in the year.

AS reported that two applications for the post of Vicar had been received. Both candidates are suitable to go forward for interview. Candidates will be shown round the vicarage by EF and they will also be given a tour of the parish. The interviews will take place in the afternoon.

AS reported that arrangements for the Summer Fayre are in hand.

AR left at 9pm.

12 SAFEGUARDING REPORT

Carol Milburn had sent a written report. There have been no new safeguarding concerns since the last report. Vulnerable adults in our congregation continue to be supported so that appropriate support, guidance and assistance can be given.

13. TRANSFER OF CHURCH HALL

On receipt of a response to our email to the Solicitors, TR and SB have checked the restrictive covenant and confirm there are no concerns.

PCC unanimously passed a resolution confirming the following:-

- i) PCC's agreement to the proposed transfer
- ii) Execution of the transfer by the Vice Chair, Mrs Anne Smith and Mrs Anne Seller and Mr Douglas Kipling (Churchwardens and PCC members) acting on behalf of the PCC;
- iii) Requesting the Diocesan Board of Finance as custodian trustee to complete the transfer from LCES on our behalf

EAMS declared an interest as a trustee of Leeds Church Extension Society and Jean Livesey and Peter Marles as trustees of HQMA whose building is situated on the land.

14. FABRIC COMMITTEE

14. i *Tree work* We received permission to carry out the tree work in the middle of May. JM will contact the company who gave the quote to arrange a date. **ACTION JM**

14.ii *Plumbing and electrical work* EF will apply for the relevant permissions. The cost for the church will be £1800 and for the hall £1000. Approval has previously been given by PCC to carry out the works if the money is available. **ACTION EF**

14.iii *Solar Panels* The solar panels were fitted in November EF met Chris from Homeco on 22nd May to confirm the operation of the solar panel installation and WiFi connection and to initiate transmission of various hand-over documents. DK pointed out that the electricity is going into the grid at a very low tariff and he had been informed that a storage system would cost between £6 to £7K. A faculty would be needed. The next Fabric Committee is to be held on Monday 24th June. PCC gave approval for the installation of smart meters in the church and the hall.

15. HALL COMMITTEE

A summary of the Hall Committee had been circulated. Various items have been referred to the Fabric Committee including damp in Richard McCann's office.

The dates for the meetings for the remainder of the year had been circulated.

EAMS thanked all for attending.

The meeting closed at 9.30pm with the Grace.

Signed Date