

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday 16th June 2025 at 7.30 pm in the Side Chapel**

Present:-

Stephanie Bigglestone (SJB)	Sarah Brown (SB)	Ted Fairfax (EF)
Rev Michelle Lepine (ML)	Jean Livesey (JL)	Paula Liverseidge (PL)
Peter Marles (PM)	Amanda Richardson (AR)	Terry Robsons (TR)
Anne Seller (AS)	Mark Simpson (MS)	Anne Smith (EAMS)
Amanda Storer (AJS)	Rachel Wells (RW)	Doug Kipling (DK) Item 13
Guy Millichamp (GM) Item 15	David Mitchell (DM) Item 15	

ML began the meeting by welcoming everyone especially the new members, Stephanie Bigglestone (SJB), Paula Liverseidge (PL), Mark Simpson (MS) and Amanda Storer (AJS) who filled a one year vacancy last year.

ML led members in worship making reference to the reading of the day, Luke Chapter 10.

1. APOLOGIES

Apologies were received from Peter Marles (PM).

2. DECLARATIONS OF INTEREST

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

3. WELCOME TO NEW MEMBERS

ML re-iterated her welcome to new members.

4. ELECTION OF OFFICERS

Officers were elected as follows:-

Lay/Vice Chair *Anne Smith* was proposed by Terry Robson and seconded by Amanda Storer. Agreed unanimously.

Treasurer *Guy Millichamp* has agreed to stand as treasurer as a temporary measure. Proposed by Anne Seller and seconded by Anne Smith. Agreed unanimously.

Secretary *Jean Livesey*. Proposed by Terry Robson and seconded by Stephanie Bigglestone. Agreed unanimously.

Parish Safeguarding Officer *Carol Milburn* Proposed by Anne Smith and seconded by Mark Simpson. Agreed unanimously

Electoral Roll Officer *Susan George* Proposed by Anne Seller and seconded by Terry Robson. Agreed unanimously.

READER REPRESENTATIVE

All were in favour of Terry Robson continuing as our reader representative for the year 2025-26.

5. MEMBERSHIP OF STANDING COMMITTEE

PCC approved membership of the Standing Committee for the year 2025-26.

Vicar - Rev Michelle Lepine, Churchwarden - Anne Seller, Vice Chair - Anne Smith,
Secretary - Jean Livesey, Rachel Wells and Mark Simpson.

6. APPOINTMENT OF SIDESPEOPLE

PCC approved the current list of Sidespeople. ML thanked all those who carry out this ministry.

7. MINUTES OF THE MEETING HELD ON MONDAY 28TH APRIL 2025

The minutes were approved and signed.

8. 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 after removing a sentence referring to safeguarding.

9. MATTERS ARISING FROM THE MINUTES ON MONDAY 28TH APRIL 2025

9i 3 Guy Millichamp gave a financial presentation at the APCM and will give an update to the PCC this evening (Agenda Item 15).

9ii 6 TR has gifted a light for the Health and Safety noticeboard which EF will install.

ACTION EF

9iii 6 The Hall Committee will discuss DK's concerns over the state of the gents toilets in the Hall.

ACTION Hall Committee

9iv 11 *Eucharistic Assistant nomination for Mark Simpson.* ML has sent a copy of the signed minutes to the Diocese for authorisation.

9v 12 *Filming and Live Streaming Policy* After consulting other colleagues who don't have Filming and Live Streaming Policies per se, ML will make some changes to our current GDPR policy for the July PCC meeting.

ACTION ML

10. WORSHIP & MISSION

10a Music and Worship Focus Group – Draft Service Pattern from September '25

The Music and Worship Group was formed when Rob Marles announced his resignation and have met twice.

Members of the group, ML, RW, Mike Rodgers, Julie Oldfield, Tamsyn Durrant, David Rule and Nathan Tudge, have discussed worship primarily from a musical perspective and also talked about opportunities to reach families and new audiences.

Notes from the Group were presented and discussed at a Preachers' and Readers' meeting and the paper circulated to PCC members reflects the discussions from both meetings.

ML has also met with Tim Lowe (St Andrew's URC) and Tanya Short (Lidgett Park Methodist Church) to discuss ecumenical services.

No changes to the 8am services for the time being.

The proposals for **the Sunday 10am services** are:-

1st Sunday – All Together Worship – non Eucharistic (Worship Group)

2nd Sunday Holy Communion (robed choir)

3rd Sunday Family Communion + Baptisms (robed choir. A shorter service with a simpler baptism liturgy which will be more accessible.

4th Sunday Holy Communion (robed choir)

5th Sunday Café Church with breakfast (Worship Group)

Sunday Evening Service Pattern

1st Sunday Taizé

3rd Sunday Holden Service

5th Sunday Pray4

Sunday 4pm Occasional special services offering a fresh expression of worship

Mid week monthly Contemporary Worship Service

Ecumenical Services/Activities

The 2025/2026 ecumenical pattern of mission and worship has been revised to include more shared discipleship and witness and specific ecumenical services and activities.

The new pattern will begin in September and will be reviewed in 6 months.

A job description for a new Director of Music will be presented at the July PCC.

ACTION ML

Several questions of clarification were asked and concern was expressed at the disappearance of Evensong.

PCC were happy to endorse the proposed service pattern.

10b Ironman Leeds UK 27th July

St Edmund's is hosting an IronPrayer Service on Saturday evening.

PCC gave approval for the church to be open from 12 noon to 4pm on Sunday 27th July for refreshments, use of toilets, games etc.

11. Vicar and Wardens' Report

A written report was circulated.

Services continue to be well attended. On May 4th Bishop Arun confirmed 9 young people and adults and welcomed one person into the Anglican Church.

Numbers remain steady at the Toddler Group.

Church Management System

ML and Jill Millichamp have been looking at Church Management Systems to streamline and centralise some of our church administration. A proposal had been circulated prior to the PCC Meeting.

ML is recommending ChurchSuite currently used by 3000 churches globally including local churches. ML used ChurchSuite at her last church. A donor has offered to cover the first 12 months of ChurchSuite fees.

The proposal is to begin with the Address Book module and add modules as required Initial set up will be done by ML, AS and volunteers.

The congregation will be given training on how to use it.

PCC gave their approval for the purchase of ChurchSuite.

In the longer term, ML is looking to employ a part time administrator to update ChurchSuite and undertake some financial tasks.

12. Safeguarding Report

Carol Milburn reported that she and ML are continuing to review safeguarding. They are working through our Church Dashboard.

ML and Carol are continuing to check that all members are up to date with any training they need. ML has facilitated group sessions for members of the TeaCosy+ team.

Vulnerable adults are continued to be supported.

13. Fabric Committee

A written report had been circulated.

Solar Panels Storage Package

Following discussion at the Fabric Committee on 13th May EF asked for PCC's approval to appoint Tom Crooks (Church Architect) to work with Chris from Homeco Energy to provide battery storage at the external southwest corner of the church.

Donations plus Gift Aid have been secured to cover the cost of the storage batteries installation which are as follow:

Tom Crook's fees - £2, 275 +VAT £455

Extra Architect's fees and expenses (EF guess) - £350 + VAT £70

Storage batteries installation by Homeco - £7600 +VAT £1250

Structural works (EF guess) £2000 +VAT £400.

Planning Fees (EF guess) - £500.

The cost adds up to £12,725 net excluding VAT. We have donations including Gift Aid which amount to £12,500. VAT is recoverable.

PCC gave approval to appoint Tom Crooks to work with Chris from Homeco Energy to provide battery storage at the external southwest corner of the church. Proposed by EAMS and seconded by MS. All were in favour.

Access Safety Audit of Church Building and Fire Regulations.

AS reported that implementation of Martyn's Law requires improved safety measures for those attending public events. Buildings with capacity of 200+ fall within the scope of the act. Remedial and enhanced work is required on the church building.

Three main elements need agreement before we can proceed. The first is for urgent work. For the second and third elements we will need to approach the Diocese.

1. **Urgent work** The emergency lights in the church are not fully functional. 2 sets out of 5 failed the inspection and need to be repaired. Fire Exit signs need to be illuminated. A scaffolding tower will be needed for these works.
Quote from BCS is £2497 +VAT (recoverable). We have to find the money before the Christmas services.
2. Our fire extinguishers need to be better sited. Diocesan agreement/approval will be needed as this work requires permanent fixtures in the walls.
3. At times of high capacity (350 in our case) we need to ensure that all our fire exits are open. Our insurance states that you need 1 exit per 110 people. We have 4 fire exits but only one of our exits is on level ground and, if that is compromised, we will have issues evacuating the infirm or disabled. AS reported that the best option would be to consider transforming the North Transept steps into a ramp. We have had an offer of a donation towards the cost of the ramp.

PCC agreed that the urgent work on the emergency lighting should be carried out, permission sought to re-site the fire extinguishers, and initial plans put in train to transform the North Transept steps into a ramp.

14. HALL COMMITTEE

The minutes of the last meeting had been circulated.

15. FINANCE UPDATE- PARISH SHARE

Guy Millichamp (GM) and David Mitchell (DM) joined the meeting.

Parish Share Payments

GM explained how the Parish Share payments are accounted for at the Diocese.

Parish Share payments received by the Diocese in any one calendar year are allocated against that year's share. We have paid our share in full in 2024 but we underpaid our share in 2023 by £20,000. The Diocese will not chase us for the missed payments.

GM informed the meeting that we will not be able to pay all our share payments this year.

Some members are of the opinion that we should pay our missed share payments. On the other hand, if we do catch up on our missed payments we may not be able to move mission forward. Our moral intention is to do everything we can.

Changes to the Parish Share are in progress. ML and AS will be attending a Diocesan zoom meeting.

ACTION ML and AS

GM will present a budget for 2025 at the July PCC meeting.

ACTION GM

Statement of Financial Activities for 5 months ending 31 May 2025

GM circulated a statement of financial activities (excluding Hall accounts) for the 5 months ending 31 May 2025 showing income of £77,641 and expenditure £77,727. We are currently behind on claiming Gift Aid.

It was agreed to pay 2 Parish Share payments. Proposed by ML and seconded by AS.
Agreed unanimously. AS will inform Jonathan Oldfield.

ACTION AS

Accounts for 2023 and 2024

GM is working hard to get both sets of accounts approved.
ML thanked GM and Jill for all they have done and continue to do.

ACTION GM

16. CORRESPONDENCE

Parish Archdeacon's Visitation

A date in September is to be confirmed for Archdeacon Paul to visit.

17. Future PCC Dates

Dates up to and including next year's APCM were circulated.

The meeting closed with worship at 9.40pm

Signed..... Date