

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday September 16th 2024 at 7.45pm in the Side Chapel**

Present:-

Sarah Brown (SB)	Ted Fairfax (EF)	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)	David Mitchell (DM) Item 3

EAMS welcomed everyone especially David. EAMS began the meeting by referring to the letter of James whose words are very challenging. EAMS remembered in her prayers June and Gail Matthewman who are grieving the loss of Harry and Michelle and her family as she prepares to join us.

1. APOLOGIES

Apologies were received from Douglas Kipling (DK).

2. DECLARATIONS OF INTEREST

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

3. FINANCIAL UPDATE

DM gave a positive financial update reporting that there was a projected balance of £10,000 in the bank at the end of September. Expenses were low including a gas bill of £360.

It was agreed to pay the 8th share this month. Proposed by AS and seconded by TR. We have made a share payment every month but the January share payment was for December 2023.

DM was thanked for attending the meeting.

4. MINUTES OF THE MEETING HELD ON MONDAY JULY 15TH 2024

The minutes were approved after changing the typing error under 8 Safeguarding (AS to AR).

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

Approval was given for the minutes to be displayed in church and on the website subject to redacting Item agenda 8.

6. MATTERS ARISING FROM THE MINUTES ON MONDAY JULY 15TH

6.i 3 DM did circulate a financial update in August.

6.ii 6 DK and AS to contact sidespeople.

ACTION DK and AS

6.iii 7c Repairs to the Hall ceiling and decoration in the church will be discussed under Agenda Item 7.

6.iv 8 AR circulated a copy of the letter as requested. The letter to the sidespeople to be sent.

ACTION DK and AS

6v 9 EAMS took the cross from the Side Chapel to Ogdens in Harrogate for lacquering. She is waiting for a quote. The inscription will be done separately.

ACTION EAMS

6vi 10 PCC members were asked to sign a thank you card for John Irving.

ACTION PCC

7. WARDENS' REPORT

7.i DK has sent a written update on fabric matters before he went on holiday.

All normal scheduled service and maintenance work due for the year is up to date and completed.

All lighting and plumbing adaptations in both the hall and church are completed.

The outside lights on the north and vicar's steps are now working again.

The lights on the south side of church are not working; this is a work in progress by BCS.

None of the floodlights on the church hall are working and we are, awaiting quotes from BCS to replace these in three phases.

EF reported that quotes had now been received from BCS for replacement of floodlighting on the hall:-

Front entrance elevation external lighting £1282+ VAT

Rear car park elevation external lighting £1038.43 +VAT

Gardens/fire escape elevation external lighting £1401.85 + VAT.

After discussion, taking into account the longer hours of darkness, it was agreed unanimously that all 3 quotations should be accepted and costs shared between the Church, the Hall and the HQMA (Scouts and Guides) on a basis to be agreed.

An order had been placed for urgent repairs to the hall ceiling at a cost of £12,693.88 + VAT. Hall Committee were happy to accept the quotation and Standing Committee approved the expenditure by email.

An order has been placed for rehangng the south porch church gates at a cost of £850. Standing Committee has approved the expenditure by email. The doors have only been opened recently on occasions when a very large number of people have been present in church.

An order has been placed for a new hand rail for the north side steps at a cost of £785. Standing Committee approved the expenditure by email.

EF reported that we are awaiting a plan and costs for renewing the surface of the north side steps.

ACTION DK and EF

There are problems with some high level lights in the chancel, especially the one over the servery, which have begun to flicker. DK has asked the electrician to visit before the wedding on September 21st.

A new noticeboard displaying health and safety and emergency response notices has been erected by the North Porch door.

7.ii *Licencing Service*

AS reported that the draft order of service has been agreed with Church House. Michelle has chosen the songs and hymns. Anne Russell, Deanery Chair, will organise a rehearsal. The Hall has been booked for refreshments after the service in church.

8. **ROTA FOR CHECKING THE VICARAGE**

AS said help was no longer needed. The decorators are in next week.

9. **SAFEGUARDING REPORT**

Carol Milburn reported that she is reviewing the schedule of members with Safeguarding Certificates to identify any renewals needed.

10. **PASTORAL CARE**

A letter from our LLMs, PM and TR, concerning Pastoral Care at St Edmund's had been circulated. PM and TR have received expressions of concern from members of the congregation. Our lists are out of date and some carers have left the parish. TR and PM propose that the PCC authorise further meetings of the Pastoral Care team with a view to updating the lists.

TR stressed that a review is becoming increasingly more important.

AS and DK had discussed the proposal and have no objection to a meeting taking place.

They are very happy for the team to advertise their presence by all means possible.

PCC agreed that the Pastoral Care Team can meet to start the process of updating and refreshing the lists.

11. **MEMBERSHIP OF COMMITTEES AND GROUPS**

After a brief discussion on how to move forward with membership of committees and volunteers for rotas, it was agreed to hold a separate meeting on either Monday 23rd September or Monday 7th October. JL will send an email to ask for members' availability.

ACTION JL

12. **AUTHORISATION FOR PHOTO ALBUM**

JM had written to ask for permission to update the photo album of church members (Faces and Names) to help Michelle get to know the congregation. PCC agreed to print two copies – one for the vestry and one for church. PM will take the photos.

ACTION PM

13. **FABRIC REPORT**

A written report had been circulated. PCC noted and accepted the report.

Most items had been dealt with under the Wardens' Report.

PCC agreed that the £702 remaining in the Side Chapel project should be transferred to the painting project. Donations have also been received from the congregation via the paint tin and online to the painting project.

JL will circulate two reports from the architect which contain recommendations for prioritising and timetabling repairs arising from his 2023 QIR.

ACTION JL

Endowment Fund for grounds

It was noted that we still have an Endowment Fund for the church grounds which stands at over £7000. Several years ago, after seeking advice, it was agreed to contact the donor's nephew to ask if the money could be released but this did not happen. EAMS agreed to look at past papers and TR volunteered to assist with a letter. **ACTION EAMS and TR**

14. HALL COMMITTEE

Two sets of minutes for meetings on July 25th and September 5th had been circulated. The Hall are unable to take regular Thursday evening bookings because the WI meet once a month on a Thursday evening. AS has met the President of the WI, Carole Butcher, to discuss the possibility of the WI using the church. PCC were in favour of WI meeting in church monthly after practicalities have been sorted out.

15. CORRESPONDENCE

JL had circulated an email from Jonathan Wood, Diocesan Secretary. The Elections Review Group is undertaking a review of qualifications for membership of PCCs and the PCC Code of Contact and are seeking views from PCC members by completing a form online.

16. ITEMS OF URGENT BUSINESS

None.

The meeting closed at 9.35pm with the Grace.