

**Minutes of the meeting of the Parochial Church Council
St Edmund's Church Roundhay
held on Monday April 15th 2024 at 7.30pm in the Side Chapel**

Present:-

Sarah Brown (SB)	Ted Fairfax (EF)	Douglas Kipling (DK)
Jean Livesey (JL)	Judith Marles (JM)	Amanda Richardson (AR)
Terry Robson (TR)	David Rule (DR)	Anne Sellar (AS)
Anne Smith (EAMS)	Rachel Wells (RW)	Jenny Whiteing (JW)
David Mitchell DM (for Item 3)	Philip Lofthouse (PL) (for item 3)	

EAMS opened the meeting with the vacancy prayer and a prayer for the meeting.

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

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

3. FINANCIAL UPDATE

3.i DM had circulated an updated restricted funds spreadsheet prior to the meeting.

DM anticipated a month end balance at the end of April of £12,123 after outgoings.

It was noted that Parish Share 2 and 3 have not yet been paid.

DM reported that March had been a quiet month expenditure wise and income was good.

EAMS proposed we pay Parish Share 4 in addition to Shares 2 and 3. All were in agreement.

3.ii Philip Lofthouse (PL), Accountant from Stead Robinson, arrived at 7.50. and was welcomed by EAMS.

PL explained that he has reduced his fees as he hasn't yet prepared any monthly returns, as we had requested.

In order to explain the work he has done up to date, PL produced copies of a summary of the Profit and Loss accounts for the 5 months ended 31st May 2023 showing a profit of £1,143.82. He had also prepared account transactions for the period January to 31st May 2023.

PL needs further information from our treasury team before he can complete the accounts.

He will circulate further figures to the treasury team/Wardens.

ACTION PL

EAMS explained to PL that PCC does need monthly return reports in order to be able to make decisions on budgeting and spending.

EAMS thanked PL for coming and providing PCC with an explanation of his work up to date.

3.iii Three Restricted Funds

Solar Panels project. DM explained that we are still holding £800+ for the solar panels project which will be released when the work has been completed to our satisfaction.

Tombstone for Tamas DK reported that the Council could take 3 months to process things.
Side Chapel £700 needs to be held in this restricted account.

3.iv Gas Bills

Our gas contract ends in September. DM said we are waiting for up to date figures from Craig. At Green Journey We are looking at a 2 year fixed rate contract. **ACTION EAMS/DM**
A meeting needs to be convened between DK, DM, EAMS and Ray Wells to discuss the amount the Hall owes to the Church for gas consumption.

3v Other financial items

We are still a month behind with our Gift Aid Claims. It was confirmed Gift Aid can be claimed from the donation which we agreed will go towards paying Parish Share.
Jo Wright has elected to take redundancy pay of £3175.95 which will be paid out of general funds.

DM will pay £1400 to CMS, as previously agreed.

ACTION DM

PCC will discuss expenditure on new taps in the church at a later PCC meeting. **ACTION EF**

In response to a query EAMS confirmed that we have authorised 3 Share payments of £7056 (2, 3 and 4) for this year (2024). We have still got a deficit from last year and we may have to send payments when we are able to do so. We do have a moral obligation to pay our parish share.

PL and DM left the meeting.

4. MINUTES OF THE MEETING HELD ON MONDAY MARCH 18TH 2024

The minutes were approved and signed as a correct record.

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

Approval was given for the minutes to be displayed.

6. MATTERS ARISING FROM THE MINUTES ON MONDAY MARCH 18TH 2024

6.i 3 The Hall transferred money to the PCC account to pay one tranche of this year's share.

6.ii 7 EF is working out permissions with the Diocese for the proposed work on lights and taps.

ACTION EF

6.iii 8 Transfer of Church Hall. JL has not yet received a reply from the Solicitor's office.

7. WARDENS' REPORT

AS has been busy putting together documents needed by the Diocese in preparation for the selection of a new Vicar as well as overseeing arrangements for Jo's leaving. DK has been liaising with undertakers and ensuring all the arrangements for several funerals have gone smoothly.

A laminated copy of the brochure will be on display at back of church after Jo has left.

AR offered to mount a display of all the comments made at the Parish Breakfast. She will find someone to assist her.

ACTION AR

AS asked for assistance with entering data on the Energy Footprint tool.

Andy Walsh and his family (CMS Mission Partner) will be visiting St Edmund's on the weekend of 25th and 26th May.

AS asked PCC members to support the Coffee Morning on 25th May from 10 am to 12 noon. Andy will be preaching at 8am and 10am on the 26th May. A Bring and Share lunch will follow the service.

8. SAFEGUARDING REPORT

Carol Milburn reported that no new safeguarding concerns had come to light. Vulnerable adults in the congregation continue to be supported.

9. FABRIC ITEMS

9.i *Tree Work*

One tree, situated near the compost heap, which is dead was not covered by the quote we had received. The tree survey advised that the tree could be felled or left standing to provide a habitat for nature. PCC agreed that the tree should be left standing with the branch on the left hand side trimmed.

EF will proceed with the List B application.

ACTION EF

9.ii *Plumbing and Electrical work*

Quotations have been received for installing new taps in the church toilets at a cost of £330 including VAT plus sensor lights in the corridor and other adaptations in Church at a cost of £1287.60 including VAT. Total cost £1808.

PCC agreed that EF should proceed to seek the necessary permission to carry out the work which can go ahead when funds are available. EF will report at the June/July meeting.

ACTION EF

10. HALL COMMITTEE REPORT

The Summary of the Hall Committee had been circulated prior to the meeting.

EAMS pointed out that the figure of £30 shown in the Treasurer's report was incorrect. She will find out the correct amount currently in the bank.

ACTION EAMS

The treasurer has not been replaced.

Sarah Small has been appointed as Bookings Secretary, working 18 hours per week.

New members are urgently needed to join the committee. It was suggested that one or two regular hirers might be interested in joining.

The next committee meeting is scheduled for 26th June.

11. COMMUNICATIONS

JL asked if she could reconvene the Communications Group. PCC members were in agreement.

The meeting ended at 9.25pm with prayer and the Grace

..... Signed Date