

DIOCESE OF ST ALBANS
PARISH OF ST ANDREW'S BIGGLESWADE
Christ-Centred – Welcoming – Inclusive – Outward-Looking

A MEETING OF THE PAROCHIAL CHURCH COUNCIL

held in the Chapter House
on **TUESDAY 14TH July 2026 at 7:30 pm**

PRESENT: Revd Liz Oglesby-Elong (LOE) (Chair), Rosemary Bentley (RBe), Rob Butcher (RBu), Lucy Dilley (LD), David Franklin (DF), Peter Giles (PG), Hilary Johnson (HJ), Vaughan Johnson (VJ), Claire Leeks (CL), Harriet Shannon (HS)*, Angela Sharp (AS), Mark Simmons (MS).

Apologies were received from Christopher Wheelhouse (CW)

*Minutes

1. Welcome, prayers and apologies for absence

LOE welcomed those present, especially members joining the PCC for the first time. Apologies for absence were received as above. The Collect for the Bible reading below was read as prayer.

2. Opening Bible Study

The PCC were asked to reflect on 1 Corinthians 12:4-31 and share their thoughts.

3. Vacancies update

(RBu) There is a current vacancy for PCC treasurer. Andrew Rutt has compiled a list of tasks (including statutory accounts, management accounting and bookkeeping). One person has come forward about taking on a bookkeeping role. Finance meeting will take place in early Autumn 2026, chaired by RBu.

4. To receive the Memorandum of Discussions of the Standing Committee held on 30th June 2026

The Memorandum of Discussions was received.

LD noted a discrepancy between the PCC terms of reference (July 2026) and list of officers reported on the agenda. Pastoral and visiting will be removed from terms of reference. **ACTION: HS**

5. To approve the Minutes of the PCC meeting held on 17th March 2026 and matters arising from that meeting

The minutes were approved by all those present at previous meeting. **PROPOSED: RBe; SECONDED: PG; ALL IN FAVOUR.**

Matters Arising

Point 5 (page 2): Mission Action Planning (new process). LD requested an update on when this would be taken forward by the PCC. The Vicar has not yet received communication from the Diocese regarding the new process and will add to a future PCC agenda as appropriate. The current MAP can still be considered 'active' for the time being.

Point 6c (page 3): HJ asked whether people were still being sought to assist with the country fayre, and how the choice of charities were communicated to the congregation. LD responded that volunteers are still needed (both in the week beforehand and on the day), and that Oliver Dilley has a communications schedule for social media.

Point 6c (page 3): LD asked when the call for suggestions for annual mission giving would be added to pew news. RBe responded that this is non-urgent and could be added in the Autumn.

6. Appointments

The following appointments of officers were approved. **PROPOSED: PG; SECONDED: HJ; All in favour.**

Position	Name
PCC Lay Chair	Rosemary Bentley
PCC Secretary	Harriet Shannon
PCC Treasurer	<i>Position vacant</i>
Electoral Role Officer	Ruth Marshall-Jones
Press Officer	David Pilgrim
Health and Safety Officer	Peter Giles
Parish Safeguarding Officer	Helen Tranter
DBS Coordinator	Carolyn Marron
Independent Examiner	Colin Sparshott
Churches Together	Revd Liz Oglesby-Elong Vaughan Johnson, Harriet Shannon
Working groups reporting to the PCC (leaders)	
Growth & Mission	Revd Liz Oglesby-Elong
Finance	Rob Butcher
Building & Grounds	Vaughan Johnson
Communications	Rosemary Bentley

b) Standing committee (Chair LOE, Churchwardens RBe and RBU, PCC Secretary HS). It was noted that the standing committee would normally include a fifth person (often Treasurer). This will remain vacant and be considered further in the Autumn.

c) Sidespersons/Welcomers. Proposal to accept circulated list, **PROPOSED: MS; SECONDED: RBU; All in favour**

d) Areas of Responsibility. This is a working document. The following amendments were noted. PG to be removed from youth work, Andrew Rutt to be removed from Treasurer/Finance, DF to be added to website coordinator. **ACTION: HS to update.**

LD noted that a youth coordinator role is not currently listed under appointments. This was acknowledged and a single coordinator role may not be the only way forward. RBU suggested the 'Youth Coordinator' role be reinstated as 'under-review'. LOE is liaising directly with Emma Pallet about restructuring the way youth groups operate, given the small number of adult volunteers. Sunday school seems to be working well. LOE proposed a 'youth' focus at a future PCC meeting.

7. Mission Partner Review – update (PG)

PG had prepared a document designed to guide discussion around the future of mission partnership at St Andrew's, to better understand the views of the congregation. This would focus on three areas: whether St Andrew's should have a mission partner or not; if yes, whether the partnership with Hands at Work should continue, or what other organization could be considered as an alternative. A review consultation is planned for July and August 2026 and will be reported to the PCC in September 2026. Item for pew news has been prepared.

The PCC were supportive of the review. VJ wondered how we could encourage responses. PG stated that he would be available after church throughout the Summer for further discussion, and that PCC members who attend Thursday services might also encourage participation. There could be an on-line version of the form, if it was felt that this would facilitate wider dialogue. CL queried how the results would be used. PG clarified that he would present the findings and it would be up to the PCC to consider how to take the views forward.

8. Group Reports

a. Finance (RBU)

Finance papers were prepared by Andrew Rutt and circulated in advance of the meeting.

RBU, LOE, RBe met Richard Jackson, Diocesan Local Church Income Support Officer about maximizing resources, including Chapter House Bookings, and would consider these at future finance meetings. Sue Thorn, Administration Assistant, was also present.

Generous giving campaign and parish giving schemes were discussed in relation to appropriate use of stationery as well as how sacrificial giving could be encouraged.

LOE noted that the fundraising budget had been reduced from £3000 to £1500. This will be considered further at the autumn Finance meeting.

b. Building and Grounds (VJ)

Paper received in advance of the meeting. LD asked for a timeline regarding work on the car park. Urgency was noted due to safety concerns.

Use of car park and parking spaces was mentioned, particularly in relation to the need to prioritise church activities such as services including funerals. RBU set out a general principle and the need for monitoring of car park use. VJ and RBU will work together to ensure a consistent approach. **ACTION: VJ and RBU.**

c. Growth and Mission (LOE)

Group has not met. LOE continues to forge links with those who had previous working relationships with Chris Parker (RIP).

d. Eco Church (MS)

Paper received in advance of the meeting. St Andrew's Church achieved joint third place (Community Groups and Schools category) in the Inaugural Biggleswade in Bloom 2026. LOE extended her congratulations to all who helped with the preparation and planting, and thanks to Bootsies nursery and the community planting team at Biggleswade Town Council for their generous support.

e. Communications including website/social media (RBe)

Group has not met. PG circulated a paper in advance of the meeting regarding website. It was noted that traffic numbers have normalised; previous inflation caused by automated bot traffic from China has been resolved. LD requested that any news or updates be shared with Oliver Dilley for social media.

9. Safeguarding

New safeguarding policy has not yet been finalised. During our PSO's likely absence until mid August, arrangements have been made to ensure the continuity of contact regarding Safeguarding.

10. Deanery and Diocesan Reports (RBe)

Changes in personnel were noted:

Bishop Richard Atkinson will be retiring at the end of the year (further updates in due course).

Right Reverend Dr Andrew Rumsey will be installed as Bishop of St Albans on Saturday 19th September 2026.

Tricia Reed, current PA to the Archdeacon of Bedford, will be moving on as interim Priest in Charge, St Francis, Welwyn Garden City.

Next Deanery meeting will be held at St Andrew's on Tuesday 20th October, with Bishop Jane

Mainwaring.

11. Foundation Governors Update

There remain vacancies for Foundation Governors at both St Andrew's Primary School and Edward Peake Secondary School. For St Andrew's school, 1x PCC vacancy. For Edward Peake, 1x Diocesan Board of Education (DBE) vacancy and 2x PCC vacancies. No uptake so far. LOE asked the PCC to prayerfully consider their own contacts within the wider church community. **ACTION: ALL**

12. Churches Together

LOE noted that Revd. Lesley Noon would be retiring from Biggleswade Methodist Church at the end of the month. A new Minister, Revd. Zena Smith, will be welcomed at the beginning of September.

13. Correspondence

None received.

14. Any Other Business

Two items brought by LD.

- 1) Whether we should review our welcome, particularly for those with young families over the summer when Sunday School is not running. LOE will liaise with Emma Pallett about the practicalities of this.
- 2) Clarification over inviting external speakers to contribute to services. PG reminded the PCC of The Vicar's Authority, according to Canon B 18 of the Church of England.

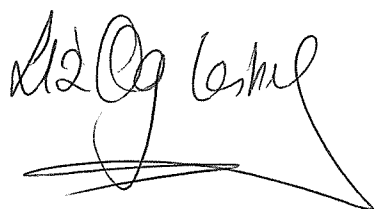
15. Closing Prayer

LOE led closing prayer and thanked everyone for their time. The meeting closed at 9:25 pm

Date of next SC meeting: Tuesday 8th September 2026 at 7.30pm in the Ivel Room

Date of next PCC meeting: Tuesday 22nd September at 7.30pm in the Chapter House.

Chair



Date 22.09.2026.