

**DIOCESE OF ST ALBANS  
PARISH OF ST ANDREW, BIGGLESWADE**

**MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING  
TUESDAY 21<sup>st</sup> MAY 2024 IN THE CHAPTER HOUSE**

PRESENT: Rev'd Liz Oglesby-Elong, Rosemary Bentley, Rob Butcher, Lucy Dilley, Vivienne Gayfer, Peter Giles, Hilary Johnson, Rob Lackey, Claire Leeks, Theo Lewis, Ruth Marshall-Jones, Adrian Maynard, Chris Parker, David Pilgrim, Andrew Rutt, Harriet Shannon, Judith Thatcher, Nettie van de Weerd.

( ) means not present

**1. Welcome, prayers and apologies for absence**

Rev'd Liz welcomed everyone to the meeting, both those new to PCC and those returning to PCC, and led the opening prayers. There were no apologies for absence.

**2. Vacancies Update**

One vacancy for Deanery Synod. Lucy thought that it might be a good opportunity to share what the role involves. Rosemary suggested that we wait until the next Deanery Synod meeting and look to do something afterwards.

**3. To receive the Memorandum of Discussions of the Standing Committee held on 7th May**

Safeguarding Officer: Rev'd Liz noted that the final sentence was not entirely correct and should read 'Nicola has agreed to remain in post until her successor is approved by the PCC and will work alongside Rev'd Liz until such time'.

Sacristan Role Description: Rev'd Liz thanked PCC members for their responses to the document sent round. She confirmed that the candidate who had expressed an interest was Jenny Blackford who had now confirmed she was willing to take on the role with effect from Sunday 26th May. Rev'd Liz expressed her thanks to Jenny and also to Rosemary, Chris and all those who had been helping in the meantime with setting up before the service and clearing away afterwards. There will be a note in this Sunday's pew sheet welcoming Jenny to her role.

The meeting approved the Memorandum of Discussions.

**4. To approve the Minutes of the PCC meeting held on 19th March and matters arising from that meeting**

**Proposed: Vivienne Gayfer; Seconded: Chris Parker. Approved by all.**

**Matters Arising:**

5b) Building & Grounds: Hilary noted that although we have a compost facility it doesn't mean that we don't need a green bin. Chris said that the council is responsible for looking after the churchyard and they should be taking away all the cuttings and we would hope/encourage them to do so. We will see how things go.

5d) Communications: Claire asked if the noticeboard in Shortmead Street was now being kept up to date and contained the same information as the new noticeboard adjacent to the car park. It was confirmed that it was. It was agreed that it would be good to give the noticeboard in Shortmead Street a bit of a spruce up and Rosemary said she would speak to Paul Bradfield about doing this as he had repaired it previously. Andrew asked if we still needed the noticeboard by the south path. It was noted that it was beyond repair and due to be taken down. There was some discussion around whether we could ask a company to use it to advertise on it if it was associated with the church. Rob said there wasn't a lot of room on the board to advertise but that it was a good question and something to think about. Theo said she would be happy to look into this and liaise with Rosemary as Chair of the Communications sub-committee.

## 5. Appointments:

### a) Officers

Peter asked if PCC would have to vote again when the new Safeguarding Officer is identified or pre-vote at the meeting. Rev'd Liz confirmed the latter.

Position	Name	Proposed	Seconded
PCC Lay Chair	Chris Parker	<b>Nettie van de Weerd</b>	<b>Peter Giles</b>
PCC Secretary	Ruth Marshall-Jones		
PCC Treasurer	Andrew Rutt		
Electoral Roll Officer	Ruth Marshall-Jones		
Press Officer	David Pilgrim		
Stewardship Recorder	Adrian Maynard		
Youth Coordinator	Chris Parker		
Archivist	Harriet Shannon		
Health & Safety Officer	Chris Parker		
Parish Safeguarding Officer	Nicola Woodward		
DBS Administrator	Carolyn Marron		
Growth & Mission	Chris Parker		
Eco Advocate	Mark Simmons		
Independent Examiner	Colin Sparshott		
Churches Together Reps	Vaughan Johnson John Dilley		

Ruth noted that this was her sixth year on PCC and as such she would be standing down from PCC and therefore as PCC Secretary at next year's APCM. Rev'd Liz thanked Ruth for informing PCC in good time.

### b) Standing Committee

Rev'd Liz explained that the Standing Committee usually comprises the Vicar, Churchwarden(s), PCC Secretary and PCC Treasurer although it is possible to co-opt others but that was not something she would propose doing. There has to be a minimum of five people. A question was asked as to what the Standing Committee does. Rob said that its primary role is to look at the agenda and bring items to the PCC where decisions are made. The Standing Committee does not itself make any decisions unless in cases of emergency. There is also scope to circulate an email to PCC for any decision making if necessary. It was agreed that terms of reference will be circulated to PCC. **ACTION: Rosemary to draft.**

Rev'd Liz recommended that the Standing Committee comprise the Vicar, Chris Parker, Nettie van de Weerd, Ruth Marshall-Jones and Andrew Rutt. **Proposed: Lucy Dilley; Seconded: David Pilgrim. All in favour.** Rev'd Liz noted to PCC that one of the Diocesan Admission services is on 2nd July at St Andrew's; all new churchwardens are formally admitted at one of nine such services by the attending Archdeacon in order legally to carry out their role.

### c) Sidespersons/Welcomers

A list had been circulated. **Proposed: Andrew Rutt; Seconded: Rosemary Bentley. All in favour.**

## 6. Review of Areas of Responsibility and Sub-Committees documents

These two documents had been circulated to PCC prior to the meeting and Rev'd Liz asked that if there was any information that needed to be updated on the Areas of Responsibility document, people should email Ruth who will circulate the updated document with the paperwork for the next PCC meeting. Theo asked if the document could be uploaded to the website; Rev'd Liz felt that the Standing Committee needed time to discuss and come up with a plan. With regard to the Sub-Committee document Rev'd Liz felt that this was something the PCC should look at following the PCC Away Day in June but she wanted everyone to be aware of it and once some work done on it after the Away Day, the updated document could then go on the website.

## 7. Group Reports

### (a) Finance

Andrew referred to the report circulated to PCC.

- General Funds as at 1st January 2024 £23K with PCC approving previously another deficit of £9K which means the GF would go down to £14K. It is recognised that we need a stewardship campaign this coming Autumn with a provisional date of Sunday 20th October. Kate Ford, the Giving Adviser at St Albans Diocese is coming to talk to the finance committee on Tuesday 9th July – those who are interested are also welcome to attend this meeting.
- Changes to the Restricted Funds since 1st January were highlighted.
- £4K taken out of the heating project funds for repairs and new heaters in the Ivel room and new gratings in the church.
- Designated funds saw movements on the Emergency Mission Fund (EMF) which now stands at £1600.
- Team Africa 2024 will be a restricted fund – income includes gift aid still to claim in the region of £2K
- It is planned to hold a bazaar on Saturday 30th November and a notice will be going in the pew sheet to get a group together to plan that.

Lucy said she would be interested to see where some of the figures came from and Andrew said that in the July PCC meeting there will be a report with a number of columns from year to date to June.

Andrew added that the bank mandates for both Barclays bank and HSBC need to be changed to add Nettie and remove Rob. **It was proposed that the mandates for Barclays Bank and HSBC should be for the signing of payments out and will be two out of three people, those three people being the two churchwardens, Nettie van de Weerd and Chris Parker and the Treasurer Andrew Rutt. PROPOSED: Andrew Rutt: SECONDED: David Pilgrim. All in favour.**

### (b) Buildings & Grounds

Nothing to report; there is a meeting in the diary for 17th June, now rescheduled.

### (c) Growth & Mission

Chris referred to the report circulated to PCC.

- Christian Aid week has finished; there are still envelopes if people want to make a contribution. A Big Breakfast was organised which did quite well and a Pentecost Praise service was held which raised some money. The total raised is thought to be circa £200.
- Forthcoming events include a Parish picnic on Sunday 21st July at Chambers Way Park, and an evening at the King's Reach pub on Thursday 12th September at 7pm. Both these events will be published in the pew sheet.
- The team is working on some material for the new estate, Orchard Chase, situated between Dunton and Biggleswade and are looking at doing some carol singing at Christmas there, as well as at King's Reach and on the church lawn, as in previous years.
- Holiday Club will run from 13th-16th August and a link will be put in the pew sheet for those wishing to volunteer. Tickets will be available at the beginning of June.
- Team Africa have a couple of events – Commissioning within the 10.00 am parish communion on Sunday 21st July, and a "meet the team" during coffee shop on Saturday 27th July. The team asks for our prayers and support.

### (d) Eco Church

Mark Simmons had circulated a report. Peter high-lighted that St Andrew's recieved a Bronze Eco Church Award on 12th May and it is planned to announce this on Sunday 9th June. We have a certificate from A Rocha which will be framed (it costs £96 for a plaque to be purchased). There is a list of what we need to do to achieve Gold status. The first step is to ask what groups there are in Biggleswade that we can engage with. Rev'd Liz thanked the Eco group for achieving the first goal.

(e) Communication

Website – Peter had circulated a report. There was increased traffic on the magazine articles, and the Confirmation service had had quite a lot of visits. Peter noted that there was an IT Policy and that it might be worth looking at this in relation to our website. Theo said that she would like to be part of the website team. Andrew suggested that David Pilgrim copy his Biggleswade Chronicle article to Peter. Rosemary added that the communications sub-committee had not met but there were publication dates for future parish magazines, the next one being Sunday 30th June when Bishop Alan will be presiding at the Parish Communion. Rosemary referred to the new Living Life magazine which has included a couple of photos of St Andrew's church. She wondered if anyone had any links with the magazine which they didn't and she said she would pursue this.

Rev'd Liz referred to the paper circulated detailing advance dates for events at the church, i.e. Advent, Christmas, Epiphany. This was merely for sharing of information and to help PCC to plan together.

**8. Deanery & Diocesan Reports**

Rosemary referred to the last deanery synod meeting at which John Wood had spoken about the involvement of science and religion. We will be looking to do something for deanery that hopefully people will be interested in attending. Rosemary added that within the next month we will have a full complement of clergy in the deanery – Chris Lowdon to be licensed Priest in Charge for Upper Caldecote, Northill and Old Warden on 4th June; and Rev'd Jodie Brown to be licensed as Rector at St Swithun's Sandy on 10th July.

**9. Churches Together**

Rev'd Liz noted that the Pentecost Praise service went well. She added that both the Baptist minister is currently off sick and is then going on a sabbatical, and that the Methodist minister is also currently on a sabbatical. A new priest has been appointed at the Catholic church and he will be coming in six weeks time.

**10. Safeguarding**

Rev'd Liz reported that there is one current safeguarding matter. This is being dealt with by the Incumbent and the Diocesan Safeguarding Team, directly with Dave Adams (DSA).

At the request of the DSA, Dave Adams, the Incumbent, our current PSO (Nicola Woodward) and Churchwarden (Rob Butcher) had been asked to meet on 21<sup>st</sup> May. The DSA discussed our Safeguarding set up, and acknowledged that St Andrew's, while originally in the forefront of the development of parish safeguarding structures, was now unusual in having a Safeguarding Team. This is no longer advised. The DSA offered to work with us further to establish a different Parish Safeguarding structure. This is to include:

The Incumbent [or the Rural Dean or a Churchwarden during a Vacancy]  
Parish safeguarding officer/s  
DBS Administrator

It was recognised that the Church of England Safeguarding has developed, and so at Parish level, changes may also be needed. The Parish Role and responsibilities are set out in Chapter 1 of the Church of England Parish Safeguarding Handbook (2018), which begins:

"The PCC is the main decision maker of a parish. Its members are clergy, churchwardens and other elected by the Annual Parochial Church Meeting (APCM) of the Parish. The PCC and Incumbent have a duty of care to ensure the protection of the vulnerable in their church community" (p.1) It goes on to list, in terms of Safeguarding, what the incumbent and PCC will do (pp.1-4). This includes appointing "An appropriately experienced, named Parish Safeguarding Officer to work with the Incumbent and the Parochial Church Council" (p.1.).

It was noted, with thanks, that the outgoing Parish Safeguarding Officer (Nicola Woodward) has also offered to continue with ensuring Safeguarding Training across all aspects of Church life as is required, whilst she is still in post.

It was also noted that Parish Safeguarding records and Safeguarding Training records are to be well maintained and kept up to date by the PSO and handed over to any successor.

The PCC was content that the Vicar and Churchwardens begin a process to recruit and to appoint a new PSO, alongside being grateful that the outgoing PSO (NW) had agreed to stay in post while facilitating the transfer of responsibilities. (Parish Safeguarding Handout attached).

**11. PCC Away Day**

Rev'd Liz confirmed that the facilitator would be Rev'd Canon Tim Lomax, Director of Mission and Ministry at St Albans Diocese, and possibly his wife Rev'd Kate Lomax, Church Growth Officer. Essentially there will be a three hour facilitated session with departure at 2pm. The idea is to spend some time reflecting back and looking at how we have got to the present and being honest about where we are today. We will do some work about the way forward. It is intended that we can leave with a plan. Ruth will send out the programme and if you are unable to attend you should let her know and if you have any questions, these should be directed through Ruth.

**12. Foundation Governors**

Rob has resigned from his role at St Andrew's Church School but has been working with Rev'd Liz and the Clerk to the Governors to look at the process of replacing him. There is a role description and the plan is to start thinking about how we advertise it. There will be a notice in the pew sheet and anyone who is interested should talk to the Clerk to the Governors. Rob noted that we can appoint someone from another church but we do need to get someone who can represent church values. Rev'd Liz noted that St Andrew's Church school name will change to St Andrew's CofE (VC) Primary School with effect from September this year and Edward Peake to Edward Peake CofE (VC) School, VC meaning Volunatry-controlled. Rev'd Liz also noted that the SIAMS report for St Andrew's church school was recently completed and the school did very well.

**13. Correspondence**

None.

**14. Any other business**

None.

Rev'd Liz closed the meeting with prayer.

PCC Away Day: Saturday 22nd June at St John The Baptist, Cockayne Hatley 09:30-14:00  
Next PCC meeting: Tuesday 30th July 2024 at 7:30pm in the Chapter House

(Chair)

*Liz Ogden*

(Date)

*30.07.2024*