

Minutes PCC of All Saints Brixworth  
Meeting held on Tuesday 24<sup>th</sup> June 2025  
@ The Heritage Centre (7.15 for 7.30pm start)

Present: Chris Gretton (CG) vice chair, John Daley (JD) Treasurer, Gill Brunton (GB), Janice Cain (JC), Claire Burbidge (CB) secretary

Apologies: David Reith (DR) and Rosemary Ward (RW), Ann Manning (AM)  
Richard Garbutt (RG)

**Bible Reading and Prayer - Psalm 17**

David is in distress from his enemies. He appeals to God concerning his integrity - v3. Prays to be upheld in integrity and preserved from enemies and in the end comforts himself in the hope of his future happiness. He is a type of Christ - innocent but persecuted, but commits himself to God

**Minutes of previous meeting**

Minutes of Away Day - approved

27<sup>th</sup> May - minutes to be emailed out tomorrow - approved by Monday 30<sup>th</sup>

**Matters Arising**

Treasurer - possibility of someone to help John - to talk about later

**Decisions made by email - none**

**Correspondence**

Brixworth Centre - Email saying that their AGM tomorrow evening with a copy of minutes attached. Is there anyone who might want to go? When hire prices increase at the AGM, they don't pass this information on. Note - that the Brixworth centre is using our carpark at times which aren't prearranged.

We will write to Deb Frampton (centre secretary) to tell her that we do not want the carpark be used. They said they don't take bookings prior to midday on a Sunday, but people are still coming early for bookings and blocking up the car park.

We should have signs up which says this is a private car park for church users - three or four signs to make it clear or could we chain it off after the millennium gate?

The AGM minutes has a point about cupboard space in the Brixworth centre. - does anyone know anything about this? - we could potentially give access of this back to them.

**Action** - CG will write to them

**Hope Centre** - Chris Potter. He spoke to David at the Flower Festival. He is suggesting that we might be able to do some work with them moving forward. They focus on the homeless. It was noted that lots of people support the Hope Centre, but it would be good for us to be able to support some of the small charities, like Eve.

## **Main Section of Meeting**

### **Safeguarding**

Chris and Gill have both done basic

**Action:** CB to update Records

CG and GB to complete Foundation training

CG to do domestic awareness training

### **Health and Safety**

- Members of the singing group have said that the mats are more of a hindrance than the cables. We cannot take them away.
- We would like to block the end of the isles to stop people coming through behind the piano
- We need to put risk assessments on a future agenda.
- We need a written risk assessment as there were two issues which were raised during the flower festival.
  - We shouldn't have glasses in church
  - Roger shouldn't climb up to put up decorations which they fear he may have climbed a ladder. Anyone over 80 years is not covered by the church insurance policy.

## PCC Policies

- 1 Health and Safety
  - Dates need to be changed
  - First Aid - Dawn Dinnage and Jain Neill needs to be added. Gill has emailed them to ask them to sort through the first aid box and to top it up if anything is needed.
  - Record Keeping - they are kept in a filing cabinet at Richard Garbutts
  - Specific Arrangements - bell ringing (and others who may enter the ringing room and bell chamber) - if we do go ahead with the projector this section may needed to be rewritten
  - Working alone - Vanessa is often in church on her own. CG to ask Vanessa what she does and who should she notify when she is along in the church. We just need to let someone know that you are working on your own.
  - We are happy to accept that this is the health and safety policy. Subject to changes we accept it

Action - CB to make changes

CG to talk to Vanessa

- 2 Accessibility
  - Communication methods - says about large text but should we also have someone who signs for services - maybe once a month. The lady who is profoundly deaf brings a lady who can sign for her. DR also provides an electronic copy of the sermon. We don't have anyone who regularly needs signing, but it would be good to have someone that we could use if we need. Which means we could say that these are the facilities that are available. CG to ask a signer to see if that is an option. This should be prominent on the website - and opportunity for them to ask for it
  - Wheelchair access - John was on welcoming and got the ramp out, but it was really hard to put it away (manoeuvring it on your own). Especially if the welcomers are potentially elderly ladies.
  - Programmes and services - ensuring accessibility to seating and aisles. Often side aisles are inaccessible, and pews are difficult due to the step up.
    - Could we take a pew out and make space
    - Wheelchairs can sit in the front in front of the first pew

- Side aisles are blocked from children's area and refreshments

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Decision: Take out the ailes from the policy and say provide accessible seating. Replace with We continue to strive to make our programmes and services accessible - take out the rest of the details

**Action:** CB to make changes

- 3 Lettings
  - First line - a registered charity. We are a charity not registered as our income isn't over £100,000.
  - Cost is £40 per hour for the first three hours and £20 per hour there after
  - Alcohol and licencing - not glasses in church - all drinks must be served in disposable cups - this needs to be added in - no 9 in FAQ
  - Deposit is £50 - 4 a non-refundable deposit of £50 will be taken
  - Cancellation Policy- minus the deposit
  - Safeguarding policy needs to be sent out to anyone who hires
  - Anyone who hires the church should be also get both policies sent to them
  - Make sure that CB is in the loop for things that are hired.
  - Should say Parochial Church Council not Parish

**Action :** CB to make changes

- 4 Baptism
  - Any issues with the policy need to be discussed with David
  - Add paragraph 4 - can be held on any day of the week - including a Sunday morning service.

**Action:** CB to make changes. If anyone is unhappy with the policy, they need to speak to DR

- 5 Safeguarding (promoting a safer church)
  - Agreed
- 6 Recruitment of ex-offenders
  - Agreed

## **Standing Committee Report**

### **Finance**

JD - John to step down earlier than anticipated. DR suggested a step down at the end of June - JD suggested that he steps down in July, though he is not in a

rush to get rid of it - but it would be better if there was someone who could take it on.

It was discussed if the role could be shared.

CG proposes its not DR who takes over finances, seconded by GB.

John would be happy to do book keeping - if someone would do the admin. JD and CG to ask an individual. JD to continue with book keeping for the time being

**Action:** CG and JD to speak to an individual.

### **Summary of funds**

Cash in hand - Today we have got £10888 in the current account

Monies due to go out

- £10,00 Ephesian fund - parish share
- £5000 - messengers (this was from individuals and added to by PCC funds to make £5000)
- £1000 - DR's expenses two quarters
- £400 Claire's Wages
- £122 - DBF fees
- £1222 flowers

£17,744 - total outgoing

Potential Monies coming in

- Insurance claim - £1400 claim
- Friends approached - for the redecorating £3718
- Friends owe ££2200 for trees
- Gift aid £600
- Flowers collection (£400 approx). (Post meeting note - actually £1,220 in cash, plus unknown contactless amount)

Total income £8,725

In the fund £10,887

Incoming £8,325

Exp £17,744

Left £1,668

Invoices to come - stonework and gate - total about £1500

Saving account £51,330

Other income for July is £1,000 approx on standing orders -

'on an aside, it was noted that £1,100 have been given directly from church members directly to Messengers. We will not count this as part of our giving.

Options

- We could hold the £5000 for a bit (See below)
- we could delay the parish share,
- some savings transferred into the current account.

Messengers Gift. The PCC committed £1,500 comes from the church and our aim would be to raise a total of £5,000. So £1500 from PCC plus any monies given from individuals. Currently £2,150 in total via church

CG suggests plate cash money on Sunday as Phil speaking - this needs say to people in church plate cash is going to Messengers.

### **Fabric Committee Report**

Layout of screens handed out.

Audio Visual -

Option 1 - projector left front - screen location the same in all the options

Problem with option 1 - you have to do a 45% directional change to get the beam onto the screen. To do this requires a lens to be permanently hanging in the middle of the nave. This is very expensive- so we can discount this option.

Option 2 - projector in the middle of the chancel towards the front. Issue here, if anything goes wrong with the projector, it is hard to reach.

Option 3 - projector in the window of the bell tower and throw it all the way down the nave.

Is there an issue with how far it is being projected.

Decision - option three makes more sense - Quote is around £16000 to £24000.

GB - wants option 1 as she doesn't want to see anything in the church. However you need mirror in option one to turn the beam - this will be very visible.

Screen behind the beam looks better than the iron works that was on one drawing.

Where is the money coming from to pay for this?

Decision for the whole PCC to make. - Decision to make next month. Practicality is three as the best option- Aesthetically it may be different option is better.

Three votes for option three - votes for option one - one.

## **Mission and Worship Committee Report**

No report AOB

PCC should write to the flower festival people to say thank you

Events - Safeguarding for events - there needs to be education on what needs to be put in place to ensure events are safe. This will include them producing risk assessments.

Safeguarding regarding money: two people should count the money and it should be counted before it leaves the church building. Any non-counted money should be put in the safe. Church insurance covers money in someone's home up to £250. If there is more than that our insurance doesn't cover it. In the safe it is all insured.

This means we need to ensure that refreshments money need to not exceed £250 and the cash needs to be counted on site. form filled in and signed GB to purchase a receipt book - two people to sign Make this a separate policy -

**Action:** JD to draft the policy for next PCC

Agreed to implement.

**Date of next meeting:** Tuesday 22<sup>nd</sup> July

Close in prayer at 10pm