

St Peters Church PCC Minutes
24th March 2026
7.00 – 9.00pm The Gallery, St Peter’s Church

Chair: Alan Garrow

Present: Karin Shaw (minutes), David Hipkin, Helen Camm, Judith Simpson, Sian Lockwood (leaving 8.45 pm), Paul Harris, Kate Blake, Tim Robinson, Steve Gibbin (arrived late), Richard Jackson, Beverley Cooper.

In attendance: Wendy Lewis (PSO)

Apologies: Jan Edwards, Heather Swarbrick, Catherine Medforth, Mike Davies, Hilary Paxton.

1. Welcome and prayer

AG opened with prayer for the Table Project Consultation, our Share, and the meeting.

2. Bible Reflection

SL led a Bible reflection on Ecclesiastes 4: 9-12: “Community” linked with her conversations with non-churchgoers in our foyer consultation with the public.

3. Apologies (as above)

4. PCC Secretary vacancy

We are still without a PCC Secretary. To do: Advertise in Weekly News. **Action: Alan Garrow**

5. Acceptance of Minutes (Paper 5)

Corrections: Martyn’s Law with a “Y”

The minutes for the previous meeting were approved by: Helen Camm and seconded by: Tim Robinson.

The minutes were signed for archiving in the Parish Office.

6. Matters Arising from January’s Meeting

- Progress on Martyn’s Law. SL met with Gill Payne and viewed the building together. Carole being consulted on practicalities. Gill to run sessions with key people/volunteers on our responses – end April and early May dates. WL suggested advice from police as well. Health and Safety Policy to be amended slightly in line with developments
- Update on vision:
From last PCC: SL, KB and AG progressed name, advertising etc so it has been done last minute – but all pleased with it. SL reported good response to the name from public.
Feeding hungry people around God’s open, generous table.
Jesus removed barriers and created connections between people and with God.
Our vision is to continue that work, make space at the table for all.
- and name of project: **The Table Project: Making space for all**
- Invite wider responses – Consultation currently underway. This consultation focuses on ‘what’ people would like to see taking place at St Peter’s, rather than the ‘how’ such activities might be accommodated. This is to put vision ahead of practicalities.

- **The Copse:** No progress since last meeting. TR to bring CS and Raworth's person together to assess possible progress. **Action: Tim Robinson**

7. Archdeacon's Parish Visitation

The Archdeacon's Parish Visitation took place on 24th February 2026. This was the first such visit in more than a decade. Those present, for all or part of the meeting, were AG, KS, SL, MD, and HS. Alongside the recognition of many positives, this helpful meeting picked up on the following areas where a review or change in practice is needed:

a. Burial Records. The Burial Register and plot map of the Garden of Remembrance have not been properly updated. [Work is currently underway to restore these records and to ensure that they are kept appropriately in future]

b. Children and Communion. The Archdeacon encouraged us to develop an in-service pattern of teaching and learning for children approaching their First Communion. [We plan to use four Second Sunday *Stepping Stones* Services after Easter for this purpose]. In future, the child has to be baptised before they receive certification of first communion.

c. Recording of Banns. The full process for recording banns has not been correctly observed. This means that a reconstruction of past records is now required, with correct procedures used in future.

Report of the Records Officer: As part of the preparation for the Visitation, we were visited by a Jenni Hall. Her report, and attendant recommendations, are attached. PH noted an error in the report. It is not the case that he and Ruth Harris (the archivists referred to) have approved the use of the South Transept basement as a suitable storage facility. The problem is that, because it is a basement it carries the risk of flooding. PH agreed to ask Ruth examine, sort and catalogue what is currently stored in this facility over the next three months. **Action: Paul Harris.**

8. Safeguarding

Thanks given to WL for coming back to PCC and our responsibility as PCC underlined, as shown by us all being familiar with the paperwork. WL to explore using The Hub as an additional tool to track information (possibly to replace Synology for Safeguarding). If PCC members note anomalies for groups they are involved with, please discuss with WL. WL and team's meeting with group leaders is helping this communication and encouragement.

The PCC formally adopted House of Bishops Safer Church Policy (Paper 8a)

The PCC formally adopted the Roles and Responsibilities practice guidance (Paper 8b)

The PCC formally adopted the St Peter's Safeguarding Policy (Paper 8c)

The PCC discussed the Local Safeguarding Action Plan (Paper 8d) and, in association with the PSO's explanation of the Safeguarding Action Plan, (Paper 8g) agreed to adopt the Plan.

The PCC formally adopted the Resolution re the Delegation of Serious Incidents (Paper 8f)

Those in favour of the above adoptions: 11 (unanimous); Against: 0 ; Abstentions: 0 (vote taken before SG arrived)

The PCC commended use of the Safeguarding Response flow chart (Paper 8e). Not mandatory but useful.

The meeting continued with the regular safeguarding update. WL reported that she is often consulted about issues that are not Safeguarding – an understandable consequence of people being encouraged to seek advice whenever they think it might be appropriate.

9. Building Project/The Table Project - update

In his absence, Mike Davies provided a report (Paper 9).

The next meeting of the Grants Group will be on 30th March. Christine Holbrook joining the group.

Tom Crooks, Architect, has now formally been commissioned to obtain quotes for upgrading the doors to enable draft-proofing.

Tom Crooks, and MD surveyed the roof on 11th March. Tom will use this information to draw up a schedule of works that can then be put out to tender.

Action: Richard Jackson to circulate the group's minutes to PCC

10. Fabric

The PCC received Carole Raw's Fabric Report (Paper 10). No questions. Accepted.

11. Finance Update

The PCC received the Treasurer's update report (Paper 11).

Current £69,872

Deposit £60,915

Reserve £66,821

Total £197,608

Titan Investment £118,395

Questions for DH: Is Table Project fundraising included with other monies? No, recorded as "Restricted Funds" and also in its own bank account.

The PCC agreed to pay the first quarter of Share, £43,106, at the end of March.

12. Cash Counting process for approval

Following the Archdeacon's Visitation we were advised to inform the PCC of the process by which cash is counted – and to seek PCC approval for this method.

Rob Lockwood collects the cash (usually about £2k or more after Refreshment Days) and counts this at home accompanied by Sian Lockwood. The PCC recognised that this is not ideal from a security point of view while also expressing total confidence in Rob's reliability and trustworthiness. A replacement system is being sought, but in the meantime the PCC agreed to approve the current arrangement.

13. Eco-Church update (see tabled paper 13)

The investigation of the electric meter has not demonstrated a fault. The next step in this process remains to be decided.

Improvements in the heating schedule have been successfully implemented.

Communication, via the Environment Notice board, has been improved.

All Age Worship on 7th June will feature guest preacher, Jemima Parker. *(This was subsequently found to be unsuitable and rescheduled for 20th September)*

TR and Charles Stones continue to work on legal arrangements for St Peter's Copse.

Walks and other events are being planned.

14. Health and Safety Report

Policy was approved last June. Will come back to PCC next time to reflect Martyn's Law amendments. **Action: Sian Lockwood.**

15. Data Retention Policy for Approval (Paper 15)

SL introduced the Data Retention policy, which is an adaptation of the Diocesan one. PH suggested

amendments: no instructions about how hard copy material should be destroyed and we need them. "Review after 10 years" etc. Need evidence of who and how any actions are taken. PH agreed to help SL to get the wording right and bring it back to the next meeting. **Action: Sian Lockwood and Paul Harris**

16. List of Key holders – process approval

AG explained the process by which church keys are given out and records kept. Key holding process: key holders are recorded. Key holders nominated by AG and records kept by CR.

This process was unanimously approved by the PCC.

17. LLM and Reader License Renewal

AG explained that, every five years, LLM and Readers must apply for their licenses to be renewed.

This involves safeguarding requirements and a review of their Work Agreement with the Vicar.

The PCC must also, as part of this process, express their desire for these licenses to be renewed.

The PCC agreed to apply for this renewal in the case of:

Hannah Beck (PTO), Sarah Martin, Stewart Davies, and Catharine Davies.

AG noted the importance of lay ministers in the worshipping life of St Peter's and thanked these four for their dedicated service.

The PCC noted that the deployment of Licensed Lay Ministers and Commission Ministers remains at the discretion of the Incumbent.

18. Inclusive Church update

No progress to report, other than progress in the articulation of our inclusive vision.

19. Welcoming Prison Leavers

AG introduced The Welcome Directory and there followed a discussion of the benefits and costs of registering with this directory. SG questioned whether we are told of ex-offenders coming. The PCC agreed to apply for membership and asked AG to investigate implications. **Action: Alan Garrow**

20. The PCC received the Standing Committee Notes for March 2026

21. AOB received in advance.

a. AG apologised to the PCC for the late tabling of the PCC Report for the upcoming APCM.

The PCC approved the tabled report subject to the amends added in the meeting and a revised date.

Action: Alan Garrow to circulate updated report.

b. AG noted that the following PCC members would be standing down at the next APCM:

Kate Blake, Catherine Medforth, Helen Camm (Deanery Synod Rep) *HC subsequently agreed to stay in post for one more year.*

AG thanked them all for their service and the contribution they had made to the creative and collaborative ethos of this year's PCC.

AG noted that there are the following vacancies for election:

Vacancies 5 for 3 years + 1 for 1 year.

3 Deanery Synod reps

c. AG thanked the PCC officers with annual reports to submit for the APCM. The Churchwarden and Fabric, Treasurer, and Safeguarding – Deadline 31st April.

22. Review of meeting: Better table layout and happy with timings.

Next meeting: APCM 19th May 7.00pm

SC 9th June 6-7pm, PCC 23rd June 7-9pm

Action Tracker

Who	What	When
Alan Garrow	Advertise for PCC Secretary	Now
Alan Garrow	Circulate updated PCC Report	Before 31 st March
Alan Garrow	Investigate implications of joining the Welcome Directory	Before June PCC
Paul and Ruth Harris	Assess and sort South Transept archive	Before June PCC
Paul Harris and Sian Lockwood	Review Data Retention Policy	Before June PCC
Sian Lockwood	Update H&S Policy in the light of Martyn's Law	To circulate with papers for June PCC
Tim Robinson	Legals re St Peter's Copse	Before June PCC
Richard Jackson	Circulate minutes of the Grants Group	To circulate with papers for June PCC