PCC Accounts Meeting
24 March 2026 at 7pm in the Sacristy

Present: M. Benton, S. Perry, M Robinson, P. Gale, E. Badman, G Harford, V. Gordon, A. Young, J. Davenport, J. Callow, E. Tyson, Fr Charles. K. Haigh, B. Biggs late from other meetings.

	Agenda item	Notes	Action required	
			By whom	By when
1	Apologies for absence	L. Thomas, Fr Paul Hawkins, R. Baker, S. Davison, H. Clifton Fr Charles outlined the purpose of this meeting: ▪ To accept the Annual Accounts for 2025 ▪ To address two items of business		
2	Prayer	Fr Charles commenced the meeting with prayer.		
3	APCM and Electoral Roll	**APCM will be on 26 April** Church Representation Rules require certain steps to be taken in the correct order and times. This we are doing as we approach the APCM. To be aware, the Rules set a ratio between number on the Electoral Roll and PCC members and Deanery Lay Reps. Because we started afresh (last year) with the Roll we are in a position where we have only one vacancy on PCC (not the usual four). It would be advantageous, especially in terms of an upcoming vacancy, to keep numbers on the ER at an optimal level.	All to encourage congregation to check ER.	April 26th
6	Episcopal Direction for Common Tenure	The Acting Bishop of Bristol has offered Episcopal Direction for Fr Charles to continue to serve as Incumbent until 31st March 2027 (an additional six months). This will be to see the construction phase of the Atrium Development to a conclusion. It is subject to approval by the Churchwardens (confirmed), and PCC approval.		

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		Motion for the PCC to confirm this was proposed, in Fr Charles' absence, by Churchwarden, carried *nem com*. For information: Mthr Nicola has approval to be licensed (subject to an Occupational Health Assessment - confirmed), she will have the responsibility to lead the 'Growth in Faith' element of the ASC Strategic Direction, and Fr Paul Hawkins is Licensed into 2027. Fr Paul Roberts now has now obtained PTO following his retirement.		
7	Annual Accounts in advance of APCM	**Presentation of Accounts** Accounts were circulated in advance of the meeting. Eric Tyson (Assistant Treasurer) presented the Accounts. Summary: ▪ The accounts are pretty much identical to those of the previous year ▪ Overall, income has slightly decreased and daily expenditure remained similar ▪ Letting income has increased significantly – though this will be impacted upon by the Atrium Development ▪ Reliance on invested funds has been, thus far, the route to survival ▪ We will need to address this situation as reliance on invested funds is a short-term solution (three to four years)	CW, volunteers for Campaign	

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		▪ Consequently, a Stewardship Campaign is required and planning for this should commence soon after APCM. (There is a diocesan officer who can help with a holistic approach to finance). Fr Charles thanked Eric and Karen for all the work which has gone into preparing and explaining the accounts. This was endorsed by the PCC and request to be minuted. Questions and comments: JD recommended that PCC looks at using some of the M. Arnold fund towards organists' salary. Motion to approve the PCC accounts: Prop: MB, Sec: JD: carried *nem com.*		
8	Safeguarding	Several DBS renewals approaching. One policy due for review by PCC will be circulated, please read and send any comments or questions to Janice (PSO).		
9	Atrium up-date	**Atrium – Next Steps** Following the previous Extraordinary Meeting, to confirm M&S as the Preferred Contractor, we will need to meet to agree to send a Letter of Intent and prepare for agreeing the contract. This has a time frame in that it needs to happen (or not) prior to the agreed	Atrium Project group	

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		terms of the Tender Documents (mid-April) and the contactors work schedule. Consequently, advance intention of holding an Extraordinary Meeting of the PCC - probably next Tuesday (31 March) prior to Holy Week Mass (6pm). Progress is happening quite quickly, and some decisions will need to be made by the PCC. Meanwhile, the Atrium Project Group has met and considered work which needs to be carried out before project can start: such as the Broadband access point (which will also allow full church Wi-Fi, and streaming etc); the building of the 'pod' (temporary office); positioning of portable toilets; organization of pathways into/out of church; timeframes for building work.		
10	Minutes of Last Meeting(s)	**Amendments requested** to 7th January meeting: Agenda item 3. Please add the documents 1. Reference to letter and reply to MB 2. Information on Conflict of Interest from AY tabled during the meeting (AY to send a suggestion to Fr C and JC for inclusion in the minutes). With this proviso, it was proposed that the minutes be accepted as a true record. Prop: GH, Seconded: VG. All voted in favour. **Amendment requested** to 24th February minutes: 1. A point made by AC was attributed wrongly to KH. This has been corrected.	AY, JC,	

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		With this proviso, it was proposed that the minutes be accepted as a true record. Prop: MR, Seconded: SP. All voted in favour.		
11	Standing Committee Minutes	Circulated		
12	Close with prayer	The Grace was said together.		

Next meetings:

Extraordinary Meeting of PCC (provisional): Tuesday 31st March 2026
APCM and PCC: Sunday 26 April 2026 at 12.00 Randall Room

Signed: Date: 23 June 2026