

**St Andrew's Church**  
**PAROCHIAL CHURCH COUNCIL**

Minutes of the meeting held on 17<sup>th</sup> March 2026.

Present: Rev. Dr. Steve Griffiths, Paul Edwards, Cherie Embleton, Dinos Kousoulou, Ruth Mackay, Richard Bunce, Mark Thebridge, Stephen Driver, Olive Cope, Dorothy Kousoulou, Katie Chapman, Geraldine Clark and Roger Ayrton.

1. Opening Prayer

1.1. The Rev. Dr. Steve Griffiths opened the meeting with a prayer.

2. Apologies, Welcome and Declaration of Interest. Apologies for absence had been received from Lowri Banfield, Louise Sear and Damian Browne

The meeting was reminded that if there was any item on the agenda that would result in a benefit to any member of the PCC or someone to whom they were related, then a declaration needed to be made and that person should excuse themselves for any discussion of that item.

3. Minutes of the meeting held on 16<sup>th</sup> December 2025. The minutes of the last meeting were approved by those members who were in attendance The minutes will be signed by Rev Steve Griffiths at a later time.

3.1 Matters Arising. There were no matters arising from the minutes.

4. Standing Committee Decisions. It was confirmed that there were no decisions to report since the last meeting of the PCC.

5. Finance Report. Stephen Driver reported on the 2025 account that showed a surplus of £35,000. The 2026 position was broadly in line with the Budget with some variations within certain budget heads. Donations were slightly lower than expected and Church Supplies higher than projected as a result of additional new robes purchased for the Pastoral Assistants and the new service booklets.

We noted that a new contract had been agreed for utility supplies for the next 3 years, that the signatories on the bank accounts had been updated and that the details for CCLA Account had also been updated.

Richard Bunce asked for clarification on Donations as although there has been changes to the congregation the numbers attending remain approximately the same. It was confirmed that a number of former members of the congregation who had contributed a significant level of support are no longer doing so. It was also noted that the reduction in giving was a national trend. However, those giving regularly are increasing their donations.

Ruth Mackay asked for further information on the CCLA account. It was noted that this was a diocesan managed account that held various PCC reserve funds.

Stephen Driver was thanked for his efforts in managing the PCC accounts.

6. Fabric.

Bell Tower Update. Dinos Kousoulou updated the meeting in relation to the progress on the repairs to the Tower. The condition of the Tower roof and timbers was much poorer than anticipated and the method of supporting the main beam would need to be redesigned; this is likely to lead to an increase in costs. Work was progressing well,

however. Rev Dr. Steve Griffiths highlighted that following the most recent meeting with the contractor, a slippage of one week had been reported. Payments to the contractor to date were noted as £89,000; in addition, payments to the Architects totalled £4500,00.

New gates for the car park. The proposal to install new gates to the car park by the Kedleston School had been circulated prior to the meeting. The new barrier would secure the site more fully, and prevent the access being blocked.

The need to ensure that parishioners continued to have access to the car park was raised as this was not clear from the paperwork. Richard Bunce asked if a faculty would be required. Rev Dr Steve Griffiths confirmed that he did not believe that a faculty was required but would clarify this.

**It was proposed by Stephen Driver and Seconded by Geraldine Clark that the PCC should approve the proposed erection of the new Gates to the Car Park subject to appropriate planning permission being granted, that access to the car park be clarified and that it is confirmed that a faculty was not required. This was carried unanimously by the PCC**

**Action: Rev Dr Steve Griffiths.**

7. 1<sup>st</sup> mark of Mission. Tell the Good News.

Service Booklets Rev Dr. Steve Griffiths asked the meeting for feedback on the introduction of the new Service booklets. Members of the PCC felt that the booklet had been welcomed and gave a clear process for following the order in each service. It was confirmed that there would be 2 more produced for Pentecost and "Other Services" 200 regular size copies and 20 large print copies of the booklet have been produced. Mark Thebridge asked if it would be possible to have a greater variety of confessions and creeds during Ordinary Time as this period did cover a much longer period of time. Rev Dr. Steve Griffiths agreed to explore the possibility of introducing an additional booklet for Ordinary Time.

**Action Rev Dr. Steve Griffiths**

Jo Griffiths as LLM- Update. Rev Dr. Steve Griffiths explained that Jo Griffiths had completed a number of Interviews and that there was one further interview. Options were being explored to reduce the time needed to complete Jo's training, taking into account her previous experience teaching at Ridley Hall. This might result in her completing her training in 2 years.

8. 2<sup>nd</sup> Mark of Mission. Teach and nurture disciples.

Baptisms and Confirmations: a Reflection. We noted that there had been an increase in the number of baptisms since the new policy had been introduced. The meeting felt that integrating the Baptisms into the 9.15 service was greatly welcomed. In relation to Confirmations, 8 people had been confirmed last year and 4 more have come forward this year. Olive Cope asked if sufficient preparation was being given to candidates. It was clarified that Kate Ladd and Cherrie Embleton are leading the preparations and that the key subject areas are being covered.

The possibility of holding confirmation services in St Andrew's was raised and it was noted that confirmations at St Paul's Cathedral was giving candidates a very positive experience and the alternative would probably be a Deanery Based service rather than in St Andrew's.

Alpha Course. Rev Dr. Steve Griffiths confirmed that there are 15 places available on the course, of which 11 have been taken. The course will commence on April 20<sup>th</sup> and run for 11 weeks. It is possible to run further courses later in the year if demand warrants this.

9. 3<sup>rd</sup> Mark of Mission- Tend to those on need.  
Safeguarding. Paul Edwards reported that no safeguarding concerns had been raised since the last meeting of the PCC. A full report will be presented to the APCM. The Parish Dashboard continues to be updated and all necessary DBS checks have been completed.

First Aid Proposals Dinos Kousoulou outlined the proposals to improve First Aid cover in Church. The meeting noted that there are no legal requirements to provide formal First Aid cover during the time the Church is open but the suggested approach in having informally trained and formally trained individuals would improve how incidents could be responded to.

It was proposed to hold an on-line training course run by St John's Ambulance Service for anyone who was interested. 11 people have come forward. In addition, the PCC was asked to approve funding to allow up to 3 people to be formally trained.

**It was Proposed by Paul Edwards and Seconded by Ruth Mackay that £1000.00 be set aside to train up to 3 people in first Aid. This was carried unanimously by the PCC.**

Policy for managing seizures The meeting noted that the policy was developed after a risk assessment had been carried out relating to an individual member of the congregation and then converted to a generic document. The Policy had been shared with the Archdeacon. A number of concerns were raised in relation to the document in particular that it might be misinterpreted as a document covering all disabilities and as such this could be considered inappropriate. Also, there was some feeling that the policy placed too much responsibility on individuals to provide support for themselves during services.

Rev Dr Steve Griffiths and members of the Working Group felt that in broad terms the policy did provide a way of effectively managing any person who suffered from regular seizures it was, however, felt that if it was possible to improve the policy, then the Working Group should consider any feedback. Mark Thebridge agreed to join the Working Group to explore ways to improve the document.

**It was agreed that the Working Group should meet to review the wording of the policy to ensure that it addressed the concerns raised in the meeting.**

10. 4th Mark of Mission -Transforming unjust structures. Dinos Kousoulou explained the longstanding link between St Andrew's and St James parish in Mozambique. This was a shared link with Holy Trinity Tottenham. Following the arrival of a new incumbent at Holy Trinity, they have decided to step back from the link in the short to medium term. This will leave the lead with St Andrew's. The PCC needs to consider how to re-energise the link and ensure that the congregation are fully involved.
11. 5<sup>th</sup> Mark of Mission Treasure Gods creation. No items
12. APCM. The APCM will be held on May 24<sup>th</sup> after the 9.15 service. It was noted that Olive Cope and Stephen Driver will have completed their first 3-year term and will need to stand for election again. It was agreed to review the status of the 2 Deanery Synod representatives. St Andrew's has 5 places on the Deanery Synod. The APCM will also consider the appointment of the 3 Church Wardens and it was confirmed that Cherie Embleton would be standing down as Church Warden.
13. Closing Prayers. The closing prayers were led by Rev Dr Steve Griffiths.

Date of the next meeting to be confirmed.

Dinos Kousoulou Secretary.