



**Minutes of PCC Meeting
20th January 2026
Lady Chapel**

PRESENT Stephen Webster (SJW), Annabel Copeland (AC), Claire Weston (CW) Pam Weatherington (PW), Louisa Baker (LB), Louise Foote (LF), Sian Fytche (SF), John Grubb (JG), Sally Saunders (SS)

APOLOGIES Rob Dillarstone, Kim Treverton, Sarah Vogt, Fiona Fraser.

OPENING PRAYER

SJW read from *John* (the Lectionary from last Sunday), and then led the meeting in prayer.

CONFLICTS OF INTEREST

None reported.

MINUTES OF MEETING 12th November 2025

Unanimously accepted as a true reflection of the meeting.

MATTERS ARISING

None.

YOUTH MINISTER RECRUITMENT

A meeting had been held to look at the job description and advert. Tim Sandford from Souster had been involved along with SJW, ASMC and SS in drawing this together. It will be posted on 2 February 2026 with a deadline of 9th March and potential shortlisting if required. The interviews will be held initially via Zoom (to give an extra level of discernment in case of AI assisted applications) on 23 March. The PCC was asked to pray for the advert and that the right person sees it and responds. The interview process will involve youth volunteers. The panel will be SJW, ASMC, SS and Tim.

Currently the present volunteer team is continuing with ASMC overseeing as needed. Thanks was recorded for Dave Harding who is co-ordinating West Porch practicalities each week and liaises with ASMC re admin.

LB is heading up rooted with CW and Judith Hodgson.

Chattabox Plus + Sally Hopkins and ASMC run this and already have two events booked in.

Prince William school – SJW joined with Souster Youth Trust as they delivered some Y10 GCSE RE lessons in January. The lessons, devised by Souster, were excellent and moving and powerful.

Chattabox+ A team of adult campers is being drawn together for the Summer and Souster has agreed to deliver the teaching through the week in the evenings. .

Jo Griffin the Oundle CE Primary School head has resigned so she can explore new opportunities beyond education.

PDET will be holding interviews in February for a replacement head. SJW said we needed to pray for both the new Youth Minister and school head teacher.

TREASURER'S REPORT

Treasurer unable to attend. Giving Officer away – so delay in reporting results of the thanksgiving campaign. Lindsey our volunteer finance administrator reports that be a surplus at the end of 2025. We will have the Q4 figures by the next PCC meeting in March.

CW was encouraged by the news from SF that we had received a gift from a local charity for Chattabox, and also a charitable gift for the heating. We are thankful for God's provision.

HOSTING TEAM

Draft paper handed out. We may need to get other volunteers at busy times (10:25) to show people where to sit, and for new people to show where the toilets are situated. SJW said we needed to have a hosting culture, and possibly a Saturday morning meeting to explain the role.

ASMC emphasised the need for inclusion to be about children as well as adults. After the service it's important to have a culture that includes people in conversations over coffee – most especially new people or any people who seem on their own. Whilst it's important to catch up with friends this is even more important and people need to keep eyes open to ensure no-one is missed. PCC members encouraged to take a lead in making this the culture. It was also emphasised that new people be encouraged to fill out welcome cards.

SERVICE WARDENS

We need people who will be here in case the Church Wardens are both away. People need to be aware of things like checking readers/sound vision team/refreshments team/ intercessors have arrived, and to help clear up after the service and use the clickers to record attendees. Also to put away any cash from the collection. The standing committee will think of a couple of people.

COMMUNION ASSISTANTS

Ron Dowd and CW have volunteered.

BUILDING MATTERS UPDATE

JG said Bethan the architect had resigned, but that the firm Caroe's had proposed Gethin Harvey as a replacement. The RAG committee had met with him and recommended his appointment.

Proposal – that the PCC appoint Gethin Harvey of Caroe's as our new architect.

Proposed LB
seconded JG

All in favour.

Kitchen – almost there – faculty issued. Neil Fraser meeting the project manager in the next few days.

Budget - £17000 (includes contingency of £3000 and also over reserved for price of white goods). We need to finalise the exact white goods, and SF said we need new crockery (£500 contingency). SF said we must ensure a VAT inclusive price.

JG hopes new kitchen will be installed before Easter.

Proposal – That we proceed to place orders and manage the project in line with the RAG scheme of delegation. That we approve the Church Wardens and Chair of RAG to place the orders and manage accordingly.

Proposed CW;

Seconded PW.

All in favour.

Heating – faculty signed – off. Like for like works already completed: new fans are in 4 radiators. Control system updated.

Electric radiators will be installed at the back of Church in the week commencing 16th February 2026. Country Court care homes need invoice before end of March which they will kindly settle. We may be in time to get the VAT back as per the soon to be cancelled LPOW scheme.

Underfloor heating under tower - quote £1275 to add the system in the West End to the existing Heat Miser app. SF said do we need to do this?. SJW said this app addition was not the highest priority.

Chancel

It was agreed to use the Chancel fund to repair damaged plasterwork in the Chancel, this work now having been completed.. Cost £2242; monies in Chancel fund £1680.

Proposal – We fund these repairs entirely from Chancel fund.

Proposed PW; seconded JG. All in favour.

Tower Safety

A faculty is being applied for for safety rails of some kind between the Tower Crenels. For this to progress further we are waiting for further advice from the architect. Currentl we have a quotation for £3300 and the FOPC have kindly offered to pay.

Proposal – That the PCC agree to the installation of suitable safety railing on the tower crenels as advised by the architect at a cost of £3000 to £4000 and note that FoPC have offered to pay.

Proposed: Sian Fytche

Seconded: Sally Saunders.

All In Favour

Quinquennial Report

An Inspection of the steeple is long overdue. An appropriately qualified steeplejack is needed. JG looking into this.

Roof leaks. A leadwork company has been out and report the lead is stretching. Timbers are starting to rot and sink. Architect inspection will be needed. Cost unknown. JG will report at next meeting.

Retained area – we are spending each year on weed clearing (and fencing repairs). Door and frame are in a poor state of repair. What do we do with this land?. Ask architect with the RAG team for proposals. Care re old font in middle of this land.

SAFEGUARDING

ASMC and LF - training to young people and kids teams. AC overseeing.

HEALTH AND SAFETY

SF said if the piano is moved it must not be lifted.

ANY OTHER BUSINESS

JG asked for a schedule of dates for future meetings.

Next meeting – 18 March 2026.

The meeting then closed in prayer at 21:00.

Signed.....

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Date.....