

**The Minutes of a meeting of the Minster PCC
Held 20th January 2026 at 7-30pm in The Peter Harrison Room**

Present were: - Rev'd Canon Jonathan Baker, Mark Chapman, Chris Chipperton, Mike Dent, Eric Doyle, Martin Eldred (clerk to the meeting) Jane Ewbank, Sandra King, Derek Kirby, Rod McPhee, Hugh Meyer, Dawn Pollard, Sue Robson, Joyce Shaw, Rev'd Charlie Shefford (in the Chair) Kevin Wheeldon, Rev'd Eileen Wallis and Julia Wicks (18)

Also present: - Kate Howell as Director of Operations.

The Chair welcomed those present and Rev'd Canon Jonathan Baker offered an opening prayer.

01/26: Apologies – were received from Paul Collins, Sandra Keating, Kate Powell and Marian Snowden. (4)
The PSO also proffered her apologies.

02/26: Possible conflict of interests– None, other than those recorded in the register.

03/26: Minutes of the meeting held 18th November 2025, were approved as an accurate record after the correction of “DP” for “WP” at item 93/25. These corrected minutes were then signed by the Chair.

04/26 : Matters arising –

- **Saint Peter's structural issues** – DP presented a brief outline of this issue including estimated costs. A report from the structural engineer is awaited. JB observed that there would be a need for wider community support for St Peter's.
- **Health and Safety** - DK spoke at this stage to his report. There was discussion around the implications of the forthcoming “Martyn's Law”. The feeling was that the Minster would be classed as a “Smaller Venue”. There will be a need for better volunteer and organiser training and an improved communications system.

It was observed that an incident during a recent concert had prompted a doctor – there as a member of the audience – to ask about procedures for medical emergencies.

It was observed that training had been offered last year, and will be again during 2026, and that all those likely to act as marshals / stewards etc should avail themselves of it.

To be Health and Safety trained is likely to be a requirement for volunteers at public events.

It was further observed that in the past Saint John's Ambulance have been happy to support major events.

ACTION : DK to establish a clear picture of the requirements – and thus the implications – of the “Martyn's Law” legislation

- **Public Display of PCC minutes** – a clear policy. Following a brief explanation and some discussion it was proposed RMc and seconded KW that -

Approved PCC minutes will be publicly displayed in paper form and on the Minster's website and that at the time of their approval any sensitive material will be identified for exclusion or redaction. This was carried with 16 votes in favour, non against and two abstentions.

- **Eco Church Environmental Policy**

It was agreed that the policy needs further work before it can be formally presented to the PCC which will now take place at the PCC's meeting of July 7th 2026. In the meantime PCC members were encouraged to re-read the present document and contact Steve George as appropriate

Substantive Business

05/26 : Standing Committee Minutes

The PCC was informed that at a Standing Committee, convened electronically, on 17th December, 2025, it was agreed that "Rod McPhee be authorised to sign legal documents relating to the Destinations Project, on behalf of the PCC. This will only be exercised if Rev'd Canon Jonathan Baker, as the primary signatory, is unavailable to sign."

06/26 Finance

The Treasurer spoke to the report previously circulated. Amongst the points made were –

- The profit and loss sheets for 2025 are incomplete
- The finance team was placed in a very difficult position by the resignation of the Finance Administrator and the work had fallen back on The Director of Operations and the Administration Manager.
- Whilst preparing the budget the Finance Team has been seeking to realign accounts as there is some lack of clarity such as the same source of income appearing under several budget headings.
- Interest has been expressed in the role of Finance Administrator and it is hoped to interview at the beginning of February
- The investigation of Restricted Funds continues in an effort to establish for what purposes they can be used.
- The PCC formally expressed its gratitude for the extra finance work taken on by The Director of Operations and the Administration Manager.

07/26 Vicar's Reflection

The Vicar began by reminding the meeting that 20th January was the date when the Church remembers Richard Rolle of Hampole, a spiritual writer of the 14th century. Rolle concentrated on personal faith and rejected wealth, pomp and show within the Church, spending the latter part of his life living as a hermit near a Cistercian Nunnery at Hampole near Doncaster. The Vicar drew a connection between Rolle's quiet, contemplative life and the "quiet" things going on within the Minster Family; examples being the Prayer Group, the Pastoral Ministry, "Press Pause", the "Threads" community event, Lent Course, Alpha Courses and the number of people being drawn in to pursue their faith journey.

08/26 Destinations Project – RMc spoke to his previously circulated report highlighting the progress to date, details of the Project Board, the appointment of the Project Manager and the three workstreams. He encouraged PCC members to use the Destinations Project Prayer included in his report.

09/26 Minster Estates –

- **Telecommunications** – DK spoke to his previously circulated report and gave an update on the new leasing agreement and the new mast.
- **It was agreed (with one abstention DK) that The PCC must support the specific design for the telecommunications mast before submission to the DAC.**
- **Parish Hall** – DK is seeking the views of ERYC on what is considered worthy of preservation. A minimum of five and a maximum of ten years should be considered the working life of the present building and this should be reflected in any repairs or maintenance undertaken.
- **Net-Zero** – A visit is to be expected from the Ashden net zero charity, a group interested in how the Minster is approaching its drive towards net- zero

Safeguarding – JW spoke to the PSO's previously circulated report. **It was unanimously agreed to include the additional activities listed in the report.**

It was also agreed that **non DBS-cleared volunteers for the "Threads Exhibition" be required to complete a confidential declaration and agree, by signing, to observe the Code of Safer Working Practice.**

ACTION PSO

10/26 Director of Operations Report – KH spoke briefly to her previously circulated report. She drew attention to the number of Enterprise events (82) during 2025.

JB added that the ever increasing role of the Music Department in this sphere should be acknowledged and applauded. He also remarked that KH and LS are instrumental in the growth / increase of these activities.

11/26 Digital Report – The Minster’s digital report was received and the PCC formally recorded its thanks to Mervyn King for the huge amount of work he undertakes in this area on behalf of the Minster.

12/26 Faculties update – Awaiting information from the DAC regarding the bell tower ladder and platform.

13/26 Human Resources – It was noted that Llewelyn Blezard-Greenwell has accepted the position of Assistant Organist and is expected to commence work on 1st September 2026.

14/26 Hope into Action – HM thanked the PCC for its continued support and encouragement and especially for its collective prayers.

15/26 Shop Report – The Shop Report, already circulated, was received and the staff and volunteers formally thanked for their hard work and valuable contribution to the Minster funds.

16/26 Electoral Roll – Currently stands at 262. Its previous high, between 2009 and 2025 was 310. The roll will be updated in April 2026 – an opportunity to make good the decrease.

17/26 AOB – MD spoke briefly to his paper regarding the use of the North Transept entrance for concerts / events etc. After a brief discussion it was agreed this matter should be dealt with by Health and Safety. **ACTION DK**
Hearing Loop – agreed that MD should monitor the notice about the hearing loop in the weekly bulletin and ensure it does not disappear. **ACTION MD**

Evensong Service Booklet Large Print version – it was agreed that a few copies should be produced (the master being on the server) **ACTION DP**

The meeting closed with the Grace at 8-45

The next meeting of the PCC is scheduled for **MONDAY** 9th March 2026

Signed

Dated