St James the Great, Cradley
Minutes of PCC meeting – 25th September 2026
Held in the church at 11:00 am

Present: Rev. Rosie Roberts (Chair), Sue Warner (minutes), Chris Roberts, Di Roberts, Mike Hames, Peter Warner, Ian Bailey, Sue Bailey, Margaret Edgar, Eryl Copp, Jenny Fleming.

Item on Agenda	Description	Discussion points	Actions	By Whom
1.	Opening Prayer			
2.	Rector's question: **What's your favourite thing about Cradley Church?**	It appeared that the church community and its people, its openness and a building as a place of peace as well as the music in the church, were all felt to be important		
3.	Apologies for absence	John Parsons. Margaret Edgar left at 12.15. The meeting was unclear whether Jane MacFarlane intended to remain on the PCC and how many of her previous commitments to the church she is to continue with since moving out of the immediate area.	**Rosie will clarify this with Jane.**	**RR**
4	Declarations of Interest	None		
5	Minutes of meeting held on 22.07.26	The minutes were signed by RR as an accurate record.		
6	Matters arising	Although 'the school' had been added as an item on the agenda, Rector's remarks had still not been added.	**Rector's Remarks to be added to agenda in future.**	**SW**

7 Reports	a) Fabric Committee	SB submitted a report together with the annual Fire Risk assessment. A total of £1,290 would be needed to stop rain ingress from several areas of the church roof. It had been suggested at a previous meeting that we looked into claiming on insurance for one of the areas but, due to insurance excess charges, this was found unviable.	**It was agreed that we should proceed with this work.**	**Fabric Committee**
		Future costly projects include work to the Lychgate and the fitting of a metal grill to protect the St Francis stained glass window. The latter is a stipulation from the insurance company, but has never been an issue in the past. It was decided we should carry the risk and focus on urgent work to the building.	**Continue to look for funding through grants for the St Francis window**	**IB**
		The Building Assessment review is due for revision and SB asked for volunteers to assist with this.	**Send round an email with details.**	**SB**
		The fire Risk Assessment was amended to include more detail in the section 'Occupants at Special Risk from Fire'. The Document was signed by all members present at the meeting, pending the above change. <u>Note</u>: JP has affixed a notice above the organ reminding users to switch off after use to avoid fire.	**Amend Fire Risk Assessment section.**	**SB**
	b) Churchwarden's Report	IB submitted a report		
	c) Worship Committee	The committee has not met since the last meeting and so there was no report.		
	d) Outreach and Events	ME has received confirmation from Shelley Faiplay, harpist and from Malvern Male Voice Choir of their availability to perform at the St David's Day Concert. She regretted that this year we would be unable to share the proceeds from this concert with the village hall, as we have done in the past, as we are in a	**Set a date for the Music Marathon** to allow adequate time for	**O & E Committee**

		poor financial position.	organisation.	
	e) Deanery Synod	There was no report, but Rosie drew attention to the letter recently circulated concerning a meeting on 10th Nov at St Peter's Withington on the subject of shared local ministry. She hoped PCC members would attend.	**Consider attendance of meeting**	**All PCC**
	f) Eco Matters	JP had put forward a proposal for a churchyard welcome/wildlife information board to be installed at the cost £2000 to be paid by Malvern Hills National Landscapes. The meeting was very favourable of this idea, but felt more information needed to be sought on who would be responsible for the design and if it is the PCC, what the cost implications would be. The meeting was also concerned about guarantees that we would be reimbursed if we were to fund this up front, as suggested, and how long we would have to wait to be reimbursed. These points would inform a decision. It was felt we need to look to doing this next year when we have more information.	**Research further through discussion with Colwall.**	**JP**
		JP raised the possibility of the installation of bat boxes in the tower by the Herefordshire Bat Research Group, and the Herefordshire Bats and Swifts in Churches Project. It was noted that we already have a number of bats in the church which can hinder vital work to the building. There was no overall consensus on the subject and so it was felt this subject should be revisited another time.	**Put bat boxes on next agenda**	**SW**
	g) Health and Safety	There have been no incidents reported in the book. SR said there were plenty of bandages in the box but they were out of their sterility date. She will find out how much it would cost to replace them.	**Research Cost of replacing bandages in First Aid box**	**SR**
	h) Churchyard	MH had submitted a report. It was suggested that a leaflet be given to grieving families regarding the care of their loved one's plot.	**Prune tree identified at the last meeting**	**PW**
	i) School	EC said the latest Ofsted report had been very positive and the staff had worked hard to achieve this. There are now two new members of staff and the school is keen to nurture relations with the church. The Toddler group is		

		now based in the school and Rosie and members of the PCC have been going in regularly to make coffee and meet parents and carers. This is going well.		
	j) Treasurer's Report	CR submitted a report which speaks for itself. He was delighted with £1201.92 raised for the cream teas this year. Thanks were extended to all who helped and particularly JM who co-ordinated it all.	**Write a thankyou email to JM**.	**SW**
8	Funding of work to organ	Rosie said there was a need for clarity in this area regarding emergency repairs and how money previously raised should be used. Chris had proposed that, going forward as the PCC works towards the refurbishment of the organ, there be two designated funds for work to the organ: • The Organ and Piano Fund (already in existence) • The Refurbishment Fund (newly created) It was agreed that: • The Organ and Piano Fund should be used for unexpected repairs • The General Fund should be used for regular planned tuning and any unexpected repairs that couldn't be covered from the Organ and Piano Fund. • Funds raised for the organ from concerts in 2025 would remain in the Organ and Piano Fund for further repair work up to the start of the refurbishment project, but any of these funds not spent on repairs could go to the Refurbishment Fund. • The funds raised from the organ concert in 2026 and John's sponsored run would be placed in the Refurbishment Fund.		
9	Financial Decision Making	Rosie questioned what would happen in the event of emergency expenditure and CR explained that the Standing Committee has been given authorisation to permit expenditure of up to £1000 on the case of emergency.		
10	Giving Campaign	It was decided that the standing committee should meet to consider how we should take this forward.		**Standing Committee**
11	'Impactful'	This will be discussed at a later date. SW has created a page, but is still trying	**Put on next**	**SW**

	Charity volunteering support app	to master the use of the app.	**agenda**	
12	Safeguarding	There was nothing to report.		
13	AOB	Having met with PW and SW and discussed a potential strategic plan in order to prioritise spending, Rosie wanted to clarify her position to the PCC and explained that she felt it was important to get a feel for the three villages before attempting to make a strategic plan. She felt it was important to understand what the needs were in the villages through getting to know people first and gaining an understanding of their needs. She asked all PCC members to be praying for the future and mission of the church, and will look for ways to involve the PCC and wider church community in this process of listening and discerning.	**Pray for future and mission of the church**	**All PCC**
14	Dates for future meetings	**Next PCC meeting: Wednesday 4th November at 11:00 at JF's house**		**All PCC**

Signed…… Date: ……