

Ottery St Mary Parish Church - Minutes of PCC Meeting 25th March 2015

Present: Rev Steve Weston (chair), Graham Snell, Arthur Passey, Sue Jeacock (PCC Sec, Minutes), Di Passey, Marion Turner, Brian Cammack, Jill Rose, Mark Rix, John Maybery (treasurer), Colin Tindal, Shirley-Ann Williams, Rev Leisa McGovern, Grenville Gilbert, Sandra Chapman, Juliet Squire.

1 **Prayers** led by Rev Steve Weston

2 **Apologies** received from Frances Snell, Michael Moore, John Green, Rev Leisa McGovern

3 **Correspondence**

3.1 Approval for DBS application requested for Colin Tindal. **Agreed**

3.2 Letter of thanks from Tear Fund for donation

3.3 Letter of thanks from Helen Atkinson for the gift and card.

4 **Matters Arising from the Minutes of the Standing Committee held on 19th February 2015**

Item 3b Boilers are up and running and shortly to be commissioned by Worcester Bosch. Five year guarantee. Cost £2,000 more than expected due to new parts required.

Item 9.5 Oddments Theatre Amazing Grace has been booked for July 17th.

Item 9.6 Diocesan Surveyor Mark Lewis has written to Steve, still concerned about gas supply to Loft.

5 **Minutes of the PCC Meetings held on 28th January 2015**

(i) Frances Snell was in attendance. Minutes amended and signed.

(ii) Matters Arising

Item 4: Display boards now in Shirley-Ann's garage. Thanks to Brian Cammack and John Maybery for moving them. Youth Centre might like to use some.

Item 10: Still no Health and Safety officer. Ask at APCM.

Item 6: Vigil. Steve, Jill Rose and Rev Cate Edmonds have met with Christine Hindle, new diocesan safeguarding officer. Now looking at a bi-monthly event called Safe Space to be held at Ottery Church, for those who have been injured or damaged in any way.

6 **Treasurer's Report**

Steve thanked John on behalf of the PCC for all the work he does on the church finances, with such remarkable good humour and efficiency.

John presented the annual accounts which had not yet been examined by the auditor.

Planned giving has declined slightly. Shop has had a good year. Fuel costs are now under control. Common Fund shortfall mainly due to poor May Fair weather. We are not the only parish unable to meet the full amount this year.

Di Passey proposed that the accounts be adopted and that the PCC commission John Maybery to produce a summary version for the APCM with full version available on request. Seconded by Mark Rix. **Agreed.**

7 **APCM**

Thanks were expressed to those retiring from the PCC: Claire Martin, Marion Turner, Michael Moore and Sandra Chapman. There are six vacancies, four for a three year term, one for a two year term and one for a one year term. Please encourage people to stand.

8 **Coffee and Cake**

9 **Managing Events – Jill Rose**

Documents on Managing Events had been circulated in advance of the meeting. Hire charges last looked at in 2011 and have now been updated. Now also includes fee

for access to sound equipment and cameras and private hire by members of congregation. Colin Tindal asked if part of the technician's fee should go direct to the technician?

New Events Checklist will be produced so there is a lead person for each event and to ensure all those who need to have been notified have been eg cleaners and piano/organ tuning. The new procedure will apply both to events planned internally and for bookings by other non-church organisations. The APCM might be a good opportunity to publicise this change.

10 Health and Safety

Notice to go in Contact, with a description of what the job would involve. It could be a team, not an individual, but one person will need to be nominated on the insurance form. John Maybery volunteered to work on producing a health and safety policy. We can also start to compile a file of Risk Assessments for church events and services, starting with the RA prepared for Christingle. Colin Tindal led the PCC in a short prayer to ask for God's help in this matter.

SJ/SWe

11 Holiday Club

Juliet Squire and Brian Cammack presented the Polar Explorers holiday club, which will run from August 17th to 21st 10am to 12 noon every day. Rev Mac Dick will lead and will also take the Allsorts service on the Sunday after, to which all holiday club children will be invited. 30 volunteers have come forward. More still required. The club was formally proposed by Shirley-Ann Williams, seconded by Grenville Gilbert. **Agreed.**

12 AOB

12.1

Loos: Buglar Builders went bankrupt, so three more firms have been asked to submit tenders. Architect is having problems getting hold of EDDC Conservation officer. Stone sample was not ok so exterior will now be rendered. DAC is concerned one of the water holders on the roof is too big. New tender will have to be agreed by PCC. Might need an extraordinary PCC meeting.

12.2

Archdeacon's Visitation: Wednesday 6th May, 7.30pm, at Holy Trinity, Exmouth. PCC members welcome to attend.

Meeting closed with the Grace at 9.30pm

Signed:Date:.....

Ottery St Mary Parish Church - Minutes of PCC Meeting 25th March 2015

Present: Rev Steve Weston (chair), Graham Snell, Arthur Passey, Sue Jeacock (PCC Sec, Minutes), Di Passey, Marion Turner, Brian Cammack, Jill Rose, Mark Rix, John Maybery (treasurer), Colin Tindal, Shirley-Ann Williams, Rev Leisa McGovern, Grenville Gilbert, Sandra Chapman, Juliet Squire.

1 **Prayers** led by Rev Steve Weston

2 **Apologies** received from Frances Snell, Michael Moore, John Green, Rev Leisa McGovern

3 **Correspondence**

3.1 Approval for DBS application requested for Colin Tindal. **Agreed**

3.2 Letter of thanks from Tear Fund for donation

3.3 Letter of thanks from Helen Atkinson for the gift and card.

4 **Matters Arising from the Minutes of the Standing Committee held on 19th February 2015**

Item 3b Boilers are up and running and shortly to be commissioned by Worcester Bosch. Five year guarantee. Cost £2,000 more than expected due to new parts required.

Item 9.5 Oddments Theatre Amazing Grace has been booked for July 17th.

Item 9.6 Diocesan Surveyor Mark Lewis has written to Steve, still concerned about gas supply to Loft.

5 **Minutes of the PCC Meetings held on 28th January 2015**

(i) Frances Snell was in attendance. Minutes amended and signed.

(ii) Matters Arising

Item 4: Display boards now in Shirley-Ann's garage. Thanks to Brian Cammack and John Maybery for moving them. Youth Centre might like to use some.

Item 10: Still no Health and Safety officer. Ask at APCM.

Item 6: Vigil. Steve, Jill Rose and Rev Cate Edmonds have met with Christine Hindle, new diocesan safeguarding officer. Now looking at a bi-monthly event called Safe Space to be held at Ottery Church, for those who have been injured or damaged in any way.

6 **Treasurer's Report**

Steve thanked John on behalf of the PCC for all the work he does on the church finances, with such remarkable good humour and efficiency.

John presented the annual accounts which had not yet been examined by the auditor.

Planned giving has declined slightly. Shop has had a good year. Fuel costs are now under control. Common Fund shortfall mainly due to poor May Fair weather. We are not the only parish unable to meet the full amount this year.

Di Passey proposed that the accounts be adopted and that the PCC commission John Maybery to produce a summary version for the APCM with full version available on request. Seconded by Mark Rix. **Agreed.**

7 **APCM**

Thanks were expressed to those retiring from the PCC: Claire Martin, Marion Turner, Michael Moore and Sandra Chapman. There are six vacancies, four for a three year term, one for a two year term and one for a one year term. Please encourage people to stand.

8 **Coffee and Cake**

9 **Managing Events – Jill Rose**

Documents on Managing Events had been circulated in advance of the meeting. Hire charges last looked at in 2011 and have now been updated. Now also includes fee

for access to sound equipment and cameras and private hire by members of congregation. Colin Tindal asked if part of the technician's fee should go direct to the technician?

New Events Checklist will be produced so there is a lead person for each event and to ensure all those who need to have been notified have been eg cleaners and piano/organ tuning. The new procedure will apply both to events planned internally and for bookings by other non-church organisations. The APCM might be a good opportunity to publicise this change.

10 Health and Safety

Notice to go in Contact, with a description of what the job would involve. It could be a team, not an individual, but one person will need to be nominated on the insurance form. John Maybery volunteered to work on producing a health and safety policy. We can also start to compile a file of Risk Assessments for church events and services, starting with the RA prepared for Christingle. Colin Tindal led the PCC in a short prayer to ask for God's help in this matter.

SJ/SWe

11 Holiday Club

Juliet Squire and Brian Cammack presented the Polar Explorers holiday club, which will run from August 17th to 21st 10am to 12 noon every day. Rev Mac Dick will lead and will also take the Allsorts service on the Sunday after, to which all holiday club children will be invited. 30 volunteers have come forward. More still required. The club was formally proposed by Shirley-Ann Williams, seconded by Grenville Gilbert. **Agreed.**

12 AOB

12.1

Loos: Buglar Builders went bankrupt, so three more firms have been asked to submit tenders. Architect is having problems getting hold of EDDC Conservation officer. Stone sample was not ok so exterior will now be rendered. DAC is concerned one of the water holders on the roof is too big. New tender will have to be agreed by PCC. Might need an extraordinary PCC meeting.

12.2

Archdeacon's Visitation: Wednesday 6th May, 7.30pm, at Holy Trinity, Exmouth. PCC members welcome to attend.

Meeting closed with the Grace at 9.30pm

Signed:Date:.....