

Ottery St Mary Parish Church - Minutes of PCC Meeting 23rd November 2015

Present: Rev Steve Weston, Rev Leisa McGovern, Graham Snell (chair), Arthur Passey, Sue Jeacock (PCC Sec, Minutes), Brian Cammack, Jill Rose, Mark Rix, John Maybery (treasurer), Frances Snell, David Rose, Anitra Lockwood, Di Passey, Bruce Odlin, Colin Tindal, Sandra Chapman, Fiona Rimmer, Paul Reynolds (observing).

1 Prayers led by Frances Snell

2 Apologies received from John Green, Juliet Squire, Shirley-Ann Williams, Anne Maher

3 Correspondence

Thank you card from Sheila Walker for the book tokens and to those who helped organise the Ordination. Leisa added her thanks to all for a lovely day and for the tokens which have been very useful.

4 Reports

Link Report received and accepted by PCC.

Charitable Giving Report received and accepted by PCC. John Maybery noted that only three charities, CMS, MU and Dr Haroon are currently being paid £50 monthly. Church Shop: Report received and a huge thank you to Wendy Cammack. The shop is well used by people in the town and has a good reputation for quality items. Early indications are that the new layout has improved takings, which are up 50% on the budget figure. New Guide Book is now in profit.

Deanery Synod Minutes: Received and accepted by PCC

Diocesan Synod: Report received and accepted by PCC (figure of £39 million for Common Fund should read £9 million).

5 Matters arising from the Standing Committee held on 26th October 2015

Item 9: Flo is not looking for extra work.

Legacy Policy from Chipping Norton: Steve has looked at this and it is not useful for Ottery.

Outside tap: this has not been fixed yet.

6 Minutes of the PCC meeting held on 23rd September 2015

i) Signed as a correct record.

ii) Matters Arising not covered on the agenda.

Shop Layout: Application has been sent and will be heard by the DAC in December. WI tree has been planted.

Item 8 Funding Shortfall: not all applications have been made by Jill, others have been helping. Town Council has given £1,000, Choral Society and Heritage Society £500 each. Bell Ringers have donated £400. Graham Snell still investigating possibilities with EDDC.

Ordination: TV and press attended. Steve thanked all whose work behind the scenes helped make it such a good service. Ordination collection of £490 was sent to the Bishops Fund for clergy in need.

Tar Barrels BBQ: raised £520.

Knightstone tickets now sold out.

7 Youth Club at The Station

Report circulated in advance and Fiona Rimmer attended the meeting to answer any questions. Club requires PCC approval to go ahead, including a commitment to meet any financial shortfall. It costs £10 an hour to hire The Station. Children will contribute towards some of the activities. John Maybery explained there is still £140-£160 left in the Jane Ollier Youth Club Fund which could be used and the CTIO Fund is also available to tap into. The Station has its own Public Liability insurance. The activity will be covered by church insurance once PCC has approved it. Youth Work will be included in the Mission Audit for 2016.

Two proposals:

1) This PCC approves the running of a Sunday Evening Youth Club at the Station, proposed by Brian Cammack and seconded by Dian Passey. **Agreed.**

2) This PCC is prepared to underwrite costs associated with the Youth Club, proposed by Jill Rose and seconded by Bruce Odlin. **Agreed.**

Jill Rose asked Fiona about the part of the report which mentions “being available to young people if they need somebody to talk to” and how this might be managed. All those involved are familiar with the Working with Children Guidance document and Fiona will flag this up with each volunteer.

The PCC thanked Fiona, Claire and the rest of the team for getting this started.

(Fiona Rimmer left the meeting at this point)

8 Treasurer’s Report: Budget

Income; Planned giving was good this year, but budget will be considerably smaller for next year due to deaths, moves and changes in circumstance. Only eight weddings booked in so far so fees income likely to be less. Flower Festival in 2016 should give boost to shop. We exceeded our budget for fund-raising in 2015.

Expenditure: Common Fund – we are aiming to pay £100,000 this year, a shortfall of £12,000. Amount required has reduced very slightly for next year. John has received a letter from the Diocese re the shortfall and has responded. Utilities – currently in credit with British Gas for £5,000. Standing order has been reduced. Now paying £10 a month less for broadband.

(Sue Jeacock left the meeting for a discussion on administrator pay and other staff pay.)

Proposed 2% pay rise for cleaners Flo and Becky. A new rate of rate of £8.20ph (5% increase) for administrator to start from January 2016.

PCC Budget, as set out by John, proposed by Jill Rose and seconded by Diane Passey. **Agreed.**

9 Approve Fees for 2016

Fees had been sent out in advance of the meeting, including increase for verger and choir. Proposed David Rose, seconded Bruce Odlin. **Agreed.**

10 Loos Update

The boxing will come down next weekend, which will generate a lot of dust. Church clean planned for Friday 18th December. (Governors are planning a big Spring clean). We need to advertise for volunteers to join a rota to clean toilets. Brian is getting quotes from several companies for sanitary bins and collections. The PCC will authorise Brian to investigate and accept best quote on its behalf, proposed by Sandra Chapman, seconded Jill Rose. **Agreed.**

SJ

Jill Rose will look into the possibility of Toilet Twinning.

Official opening of the loos might be the Dean’s visit in February.

11 Coffee

12 Safeguarding

Report had been circulated in advance of meeting on the new guidance for safer recruiting. Currently we don’t have a policy on recruitment and this will now need to be included in our Mission Community policy. We need to check if we have ever formally adopted the House of Bishop’s safeguarding policies. Jill will send round a link so these can be adopted at January PCC. Job descriptions are required for every volunteer role, also face-to-face interviews and reviews. It was agreed we need to prioritise creating job descriptions for those working with vulnerable adults and children. Other roles less urgent. We need to find a small group of people who might be willing to work on this. Put on January PCC Agenda.

SJ

13 Mission Audit 2016

Possible Away Day to look at our mission work, including youth work and the new

build housing and look at how we can be more strategic in terms of our mission statement, making God better known. Date for Away Day to be discussed at Staff Meeting. Include invitations to those not on PCC. SJ to send out Mission Action Plan by email so all current PCC members have this document.

SJ

14 Christmas Calendar (Services)

Christmas Tree Festival opens on Wednesday. Advent Carols on Sunday (29th). Leisa will run an Advent Reflection all day on Tuesday 8th December, with Fiona Rimmer and Kate Jackson. Christingle Saturday 19th December at 5pm. Kings School will design Christingle poster. Carol service on December 20th and Crib Service as usual at 5pm Christmas Eve. Publicity for Christmas services will use the strap-line "It's a boy. His name is Jesus!" Lots of opportunities to invite those who don't always come to church.

15 AOB

- 15.1** Altar Rails: Different quotes still being sought. Faculty will not be required.
- 15.2** Jill Rose will produce a rota for doing the coffee at PCC.
- 15.3** Diocesan Calendar: Ottery features in September with Prayer Spaces for Schools.
- 15.4** Health and Safety: Anitra noted that John Hall was very efficient in producing a risk assessment for the holiday club. Would he like to be more involved in the health and safety role?

Meeting closed with the Grace at 9.40pm.

Signed:Date:.....