

## Otterey St Mary Parish Church - Minutes of PCC Meeting 22<sup>nd</sup> March 2017

**Present:** Rev Steve Weston, Graham Snell, Sue Jeacock (PCC Sec, Minutes), John Maybery (treasurer), Grenville Gilbert, Helen Atkinson, David Rose, Flo Rowland, Anitra Lockwood, Diana Gee, Jill Rose, Anna Roderick, Bruce Odlin, Arthur and Di Passey, Mark Rix, Phil Whitlock, Shirley-Ann Williams, John Ward.

1 **Prayers** – led by Jill Rose

2 **Apologies** received from Fiona Rimmer, Kate Jackson, Frances Snell, Leisa McGovern, Colin Tindal, Brian Cammack

3 **Correspondence**

3.1 PCC Tonight – PCC training available from Diocese. SJ to email dates around. SJ

3.2 Letter from BBC Cymru to inform us that the episode of Bargain Hunt featuring a scene filmed in the churchyard will be screened on 31<sup>st</sup> March at 12.15pm.

4 **Reports**

Report from Wiggaton received with thanks. John Maybery had found a 1947 PCC minute forbidding social events in Wiggaton church. It was proposed by Mark Rix that this minute is rescinded, seconded by Shirley-Ann. **Agreed**

5 **Matters arising from the Minutes of the Standing Committee held on 27<sup>th</sup> February 2017** - None

6 **Minutes of the PCC Meetings held on 25<sup>th</sup> January 2017**

i) Signed as a correct record, with one amendment to Item 11 Abide, “a family *with pre-school children* might need to be considered.”

ii) Matters Arising not covered on the agenda

Item 4.3. Christmas Tree Festival will not clash with Bazaar this year.

Item 9. Catering Facilities. The folder containing earlier drawings and thoughts on a kitchen in the north porch has been located. One of the drawings from Howdens has been circulated to PCC members. Sheila Williams has been consulted. The DAC has been approached for a preliminary site visit and we are awaiting a date. Anitra knows of a good kitchen firm in Exmouth. We have had an offer to help finance the project.

Item 7. Common Fund payment. Diocesan Synod produced a list of parishes who have not paid in full. We appear at number 12 on the list.

Item 8. Jill Rose has met with the new Diocesan safeguarding advisor. He will prepare some bespoke safeguarding training for our Mission Community. Dates available soon. The basic module, C0, is available on-line. Jill needs to know when you have completed it. Around 100 people in church need to do C0 and Jill has contacted them so they are aware.

7 **Treasurer’s Report**

John presented the annual accounts. Wiggaton’s accounts have been audited by David Street. It was noted with thanks that Wiggaton gave an additional £2,000 towards our Common Fund requirement. The Toilet Block project came within its anticipated budget. The PCC thanked John and David for their work on the accounts. It was proposed by Shirley-Ann Williams that the 2016 accounts be adopted, seconded by Di Passey. **Agreed.**

8 **Coffee**

9 **Church Management System – Breeze**

Phil Whitlock gave a brief summary of the Church Management System, Breeze, which he had demonstrated to the Standing Committee and which will help us to manage our data and administration. It is easy to use and will be a more secure way of holding information. Cost is £40 a month. Jill Rose proposed that we continue with our trialling of the system and review in 3 months, seconded by Mark Rix. **Agreed.**

**10 Holiday Club**

New proposed date of 24<sup>th</sup>-28<sup>th</sup> July to be considered by PCC. **Agreed**, subject to a suitable project coordinator being found.

**11 Abide**

Resettlement plan to be submitted to the Home Office in the next month or so. The district council has offered use of a garage in Honiton to store furniture for the accommodation. This is free, but we will need to sign a licence agreement to take hold of the keys. **Agreed**. Each PCC member will need to sign a declaration form (copies had been circulated prior to the meeting) for the Home Office submission.

**12 Data Protection Policy**

For the Abide submission, the PCC needs to have an up-to-date Data Protection Policy. Anna had kindly produced one, which will be circulated to PCC. If it needs to be adopted before the next PCC, the Standing Committee could do this.

**13 Pentecost Party**

An information sheet about the planned Pentecost Party on Sunday 4<sup>th</sup> June had been circulated before the meeting. Free lunch, with games and activities in the churchyard, open to anyone in the town who wants to come, coinciding with the Ottery Food Festival. Di Passey asked if the Land of Canaan or other venue had been considered, because the Archbishops are encouraging events in the community as part of Thy Kingdom Come. It was agreed that holding it at church would provide us with an opportunity to welcome people to our building who would not normally come.

**14 Healing Services**

It was agreed that the bi-monthly Healing Service should continue for the rest of the year at its new start time of 5pm.

**15 APCM**

A correction to the previous minutes and to the notice in Contact: we have 5 spaces on the Diocesan Synod (one for Wiggaton, but they have not nominated anyone). Anna Roderick will not stand for PCC election, but will be co-opted for another year.

**16 AOB**

**16.1** Flo Rowland, church cleaner, is concerned that too many things are being left around the church, making it look untidy.

**16.2** Arthur Passey requested that Pentecost Party is put on the agenda for the Joint PCC/Governors standing committee, so that the Governors are aware of the plan. Steve confirmed David Roberts, clerk to the Governors, is aware.

**16.3** St Lawrence Chapel: the two candlesticks don't match. Perhaps a matching pair could be purchased? This could be an opportunity to mark the Gilbert Heale and David Allen contribution. Candlesticks could be engraved and a written card of explanation printed and placed in the chapel. Standing Committee to look at this further.

**16.4** It was noted that we do not have someone on duty at the main door immediately after the 9.30am service to say goodbye and to those who leave straight away before coffee. We could be missing an opportunity to speak to newcomers, who might not want to hang around for coffee. We do such a good job welcoming people as they come in, but do we need to have someone at the door after the service as well?

**16.5** Mark Beedell, who has been Diocesan Secretary for 20 years, is retiring. It was proposed by Shirley-Ann Williams that we make a £50 donation from PCC towards his retirement gift, seconded by Flo Rowland. **Agreed**.

SWe

SC

Meeting closed with the Grace at 9.40pm

Signed: ..... Date:.....