

Ottery St Mary Parish Church - Minutes of PCC Meeting 24th May 2017

Present: Rev Leisa McGovern (chair), John Ward, Sue Jeacock (PCC Sec, Minutes), David Rose, Flo Rowland, Anitra Lockwood, Diana Gee, Jill Rose, Anna Roderick, Bruce Odlin, Arthur and Di Passey, Shirley-Ann Williams, Phyllis Baxter, Fiona Rimmer, Brian Cammack, Tony Mitchell, Colin Tindal.

A short service of Holy Communion, led by Rev Leisa McGovern, preceded the meeting.

1 Apologies received from Rev Steve Weston, Phil Whitlock, Helen Atkinson (present for Communion service).

2 Election of Vice Chair

There was one nomination for the post of vice chair, proposed by Di Passey and seconded by Shirley Ann Williams. John Ward was duly elected.

3 Correspondence

3.1 Thank you cards from Brian Waterfield and Graham Snell for their retirement gifts.

3.2 Encouraging Generous Giving Day, June 17th at Cullompton with Bishop Robert and various speakers. Phil Whitlock may be able to attend. Any PCC member welcome. Sue to email around the details. SJ

3.3 Letter from Mavis Eccles asking if we could record sermons for the housebound. Brian Cammack pointed out that there would be costs associated with this. We would also need to know who would like to receive sermons and how. There is the option to put them on the website, but this would not help those without internet connection. The staff team will add this to the agenda for one of their fortnightly meetings. SJ

4 Reports

Bell Ringers: Report received with thanks. We need to encourage more younger people to come and try ringing.

5 Matters arising from the Minutes of the Standing Committee held on 24th April
“PCC Tonight” training was very good. There is an information pack available – see Jill Rose, Phil or Leisa if you would like to borrow it.

6 Minutes of the PCC Meetings held on 22nd March and 31st March 2017

i) Signed as a correct record, with additions to 31st March minutes that Brian Cammack was elected Governors rep and Colin Tindal CTIO rep.

ii) Matters Arising not covered on the agenda

Item 16.4 – putting someone on the door after 9.30am service to say goodbye to people as they leave. Jill and Brian are working on this. At the Friends Choral Evensong the visiting preacher stood at the gate to speak to people after the service and this was appreciated.

7 Treasurer’s Report

Phil was unable to attend the meeting and had circulated his report in advance. Any questions can be emailed (treasurer@otterystmary.org.uk).

We are looking into the possibility of changing banks because Barclays has made it so difficult to alter signatories to the account.

8 Update on Church Management System, Breeze

Phil had also submitted a report on Breeze.

We are currently maintaining two on-line diaries: the normal website calendar and one on Breeze (which lists Ottery services only and is also available via a tab on our website). In due course, the plan is to drop the website version and use only the Breeze version. We will need to continue to list Mission Community events until an OVMC web page is available.

We are still learning about the system and what it can do, but those already using it have found it helpful. Anitra requested more layman’s language in future Breeze reports from Phil. Training will be available for those who are going to use the

system. The PCC recorded its thanks to Phil for the huge amount of work he has done to introduce Breeze, load the data and get it up and running.

9 Governors' Report – Arthur Passey

Three phase electricity equipment has nearly all been installed at a cost of £10,000. DAC visit to look at shop layout options and kitchen is on June 7th and will be attended by our new architect.

Church security: We have been having trouble with a group of teenagers messing around in church, mainly on Saturday and Sunday afternoons. They have been making a mess in the toilets and the Dorset Aisle and are verbally abusive when challenged. The sound desk was also interfered with, but this is now being locked. Tamar Security has visited to demonstrate how to download images from the CCTV and the pillar camera will be re-sited to give a better view of the main entrance. A new camera would cost in the region of £400. The Governors would like to recommend the locking of the toilets when the church is not being used.

Jill Rose added that, after a tip-off from groundsman Chris Thomas, a group of four adults was observed on CCTV behaving suspiciously, searching cupboards and drawers. The incidents have been logged with police for the purposes of our insurance cover and PCSO Maria Clapp has viewed the CCTV. Maria suggested additional cameras to improve coverage of the side areas of the church. It was noted we have a duty of care towards our church stewards, many of whom are elderly. The votive candles present a fire hazard.

It is important to remember we need to pray for these young people and that not all teenagers who come into church are looking to cause trouble.

Actions:

- 1) Continue to lock the church early at 4pm.
- 2) Jill Rose will seek extra volunteers to be on duty at church at the times when problems have been occurring. JR
- 3) A small group, including staff and representatives from the Governors, will meet to discuss further possibilities such as locking the toilets, siting additional cameras etc.
- 4) Remind John Maybery about the need to complete the Health and Safety policy. SJ

Dog fouling: this has been an increasing problem in the churchyard. The Governors have agreed to erect notices warning miscreants that the area is covered by CCTV and that culprits could face financial penalties.

10 Coffee

During coffee, Leisa formally welcomed new members Tony Mitchell and Phyllis Baxter to the PCC.

11 Abide Update

Anna's report had been circulated in advance of the meeting. The Home Office will meet with Steve, Anna and representatives from East Devon District Council on 14th June. Fundraising has been going very well. More people are still needed to help at the Picnic at the Manor on July 1st (any volunteers should speak to Grenville Gilbert). Volunteers are being recruited to help with the family when they arrive. Anna thanked Jill Rose and Sandra Chapman for their assistance with DBS checks. The Home Office has queried some of the wording of the OVMC Safeguarding Policy. It is based on the diocesan model, so Jill has referred these concerns back to the diocese.

Additional policies are required to be in place before the next PCC eg volunteer agreement and complaints policy. It was suggested that these could be considered by the Abide Steering Group, and approved on behalf of the PCC at the next Standing Committee. Proposed by Shirley-Ann Williams, seconded by Colin Tindal.

Agreed.

The refugee family will be housed in a three-bedroom property, with two bathrooms. The landlord will be responsible for buildings insurance. Contents insurance will be the responsibility of the tenant.

12 Safeguarding

Two new national policies have been produced - promoting a safer church and a domestic violence policy – which will need to be referred to in our OVMC policy. Jill reported she has received a hostile response from some of those who have been asked to do the safeguarding training and that of the 34 people she has emailed requesting they undertake CO, only 13 have responded. PCC members need to support Jill in promoting the importance of the training. If anyone has technical difficulties or is worried about it, they should speak to Jill because it doesn't have to be done on-line.

Archbishop Justin Welby has said: "We believe that the safeguarding of children and vulnerable adults should be the highest priority of all parts of the Church, and that any failings in this area must be immediately reported. There are no excuses for shortcomings."

13 Pentecost Party

The primary school and two new estates have been leafleted and there is a ½ page advert in the new Ottery Gazette. It is hoped that large numbers, including families, will attend. Food will be pulled pork from Cold Harbour Farm, vegetarian option, and apple pie and cream for pudding. Soft drinks will be served. When people arrive they will be given a leaflet about the activities on offer, and an explanation of Pentecost.

14 Ottery Gazette

The new Ottery Gazette, put together by Adrian in the Curious Otter bookshop, is now available. Shirley-Ann will continue to produce a CTIO page each month. For this first edition, she has included a welcome to new residents and message from Steve. It is very good to see the Gazette back in production. It is delivered to 3,000 homes and people can apply for a postal copy for £25 a year.

15 Thy Kingdom Come

Five prayer boxes have been placed around the church and will be taken into the cathedral on Pentecost Sunday in the evening. Information on the different prayer activities on offer during the week will be included in Contact again this Sunday and a poster placed on the porch board.

SJ

16 AOB

16.1 Summer Fete: Phil Whitlock has ok'd the purchase of a 4 ft x 12 ft Gala Marquee (we will not be borrowing tents from scouts this year). Proposed by Phyllis Baxter, seconded Shirley-Ann Williams. **Agreed.**

16.2 PCC Away Day: Two possible dates 30th September or 14th October. 14th October is better as the September date clashes with a Twinning event. Theme: "The lost generation" – the absence of young people in their 20s and 30s in church. Some research and preparation needs to be done in advance. Venue to be confirmed.

BC

16.3 Health and safety training for Anitra. Sue J has emailed the diocese for some training suggestions.

16.4 Date for the diary: Church Open Afternoon Saturday 29th July, organised by Richard Coley. Usual tours and refreshments. Volunteers will be required to steward.

16.5 Could the PCC spend up to £100 on a new Hoover for Flo for the Loft and church office? Sue J has already spoken to Phil Whitlock about this. **Agreed.**

Meeting closed with prayers at 9.30pm

Signed: Date:.....