

Ottery St Mary Parish Church - Minutes of PCC Meeting 24th January 2018

Present: John Ward (vice chair), Anna Roderick (left after item 4), Sue Jeacock (PCC Sec, Minutes), David Rose, Anitra Lockwood, Diana Gee, Arthur and Di Passey, Shirley-Ann Williams, Tony Mitchell, Helen Atkinson, Phil Whitlock (treasurer), Jill Rose, Brian Cammack, Rev Leisa McGovern

1 **Prayers** led by Brian Cammack

2 **Apologies** received from Fiona Rimmer, Colin Tindal, Bruce Odlin, Flo Rowland, Phyllis Baxter, Steve Weston.

3 **Correspondence**

Letters of thanks from Ottery Help Scheme, Melanesian Mission, Devon Historic Churches Trust and Children's Society for donations received.

4 **Reports**

Shop Report: a very encouraging report from Wendy. PCC to send an official thank you to Wendy to show our appreciation. People love the selection of products and many non-churchgoers visit to buy greetings cards and gifts.

Governors Report: the Governors are considering widening the hard standing in the churchyard by the East gate. Friends Christmas Tree Festival will be from 28th November to 1st December. Bishop Robert will visit Ottery for the first time on June 17th for Friends Choral Evensong.

Abide Report: Things are still going well with the family and the second Home Office visit has taken place. Abide will now start to look at long term plans and the possibility of supporting another family. This decision will be brought to PCC at some point in the future.

5 **Matters arising from the Minutes of the Standing Committee 4th December**

Item 15.1 Lighting to Loft. The Diocese has arranged for lines to be painted around the drain to highlight it. Brian purchased a cheap sensor light as an experiment, but it didn't work well enough. The Diocese is working on a solution for a light. SJ to ask Mark Lewis for a progress report.

Item 3b Publicity leaflets: Some people struggled delivering two rounds of leaflets. Could we do just one delivery in future? The first set of leaflets needed to go out in mid November to publicise Bazaar and Christmas Trees. This is too early to advertise Christmas Services as well. The first set of leaflets ran out, but we had quite a few Services leaflets left over, as we had overestimated how many extra would be required.

Item 3b. Employment status: We are **not** able to claim VAT back from any invoice submitted by Michael Farley for playing the organ. He has not sent in anything yet.

Item 12: Data Protection. We still need to look at the new regulations in detail. The renewal of the Electoral roll this year could provide an opportunity to collect the consents we need to hold and/or process personal data.

SJ

PW/SJ

6 **Minutes of the PCC Meeting held on 22nd November 2017**

i) Signed as a correct record.

ii) Matters Arising not covered on the agenda

Item 3 Vicar's House. Could we ask John Akers to send a written report if he is unable to attend any PCC meetings?

An interview for the Feniton job took place yesterday.

The wifi faculty has not been done, but will be on the agenda for the next Governors meeting.

SJ

7 **Treasurer's Report**

Phil reported we have now caught up with our Common Fund payments and have paid what we said we could afford for 2017. Phil had received an email to ask if there would be any further payment for 2017. He will respond that there won't be.

Things are slightly better for 2018 as the amount requested has been reduced by £5,000 but it will still be challenging, due to some people leaving the parish. The performance of the shop was good and fund-raising was quite good despite it not being a Flower Festival year. Bazaar profit was pretty good too. We have been able to meet all our charitable giving obligations. We have also made a good number of savings this year. Arthur Passey handed Phil a cheque from the Friends for £75 to go into the Choir Fund.

Phil is also going to set up a mechanism so that people can donate by text, which we can publicise with a poster in the porch and on Contact. This could generate donations from visitors and maybe from those attending weddings and funerals. Traditionally we tackle stewardship on a Sunday in February. It was agreed that this year, while Steve is ill, we could still send out letters asking the congregation to review their giving.

PW/DR

Phil is happy with the PCC purchasing policy (agreed last year and circulated in advance of the meeting). This needs to be sent to anyone who might be purchasing items for the church.

Phil confirmed that our contributions to the Otter Vale team are now up-to-date. The PCC thanked Phil for all his hard work on the accounts.

8 Charitable Giving

Proposal to retain 10% of the collection from large special services – such as Harvest, Remembrance and Christmas – in order to cover our expenses. Proposed David Rose, seconded by Shirley-Ann Williams. **Agreed.**

9 Rotas and Church Services

Thursday Holy Communion Services

In Steve's absence these have mainly been covered by Leisa. She has two weeks holiday in March and leaves Ottery at the end of the month. Is the PCC happy for SJ to recruit Rev Ann Turner and Rev John Pangbourne to fill any gaps? The cost to the PCC will be £34 per service, plus travel. **Agreed** (with one against).

8am Holy Communions

SJ will do her best to find priests to take 8am services, but it may be difficult. In the event of a gap, is the PCC happy for the 8am congregation to be encouraged to attend 8ams at West Hill or Newton Poppleford or the 9.30am here? At the moment, there is only one gap and that is not until April 15th. **Agreed.**

Allsorts

In Steve's absence, John Ward will lead the planning of this service. **Agreed.**

PCC to send an official thank you to Sandra Chapman, who has retired from the Allsorts planning team.

SJ

Fifth Sunday in April

This will be a special Tear Fund service, with a speaker from the charity. It will be lay led and will not be a communion service. **Agreed.**

Maundy Thursday

Steve had been keen to do a different type of service this year and had asked Rev Anne Mills, retired minister from Feniton, to lead a Passover Meal. The staff team have continued with these plans and the meal will take place on Maundy Thursday in the Dorset Aisle, from 6-9pm. Numbers limited to 60 and it will be a ticketed event, but there will be no charge. **Agreed.**

Ash Wednesday

Leisa will be leading an Iona service for Ash Wednesday, which will include a holy communion and ashing. **Agreed.**

Lent Lunches

A series of four Lent lunches with soup have been planned on Wednesdays from February 28th. Leisa will lead the first and last and Di Passey and Grenville Gilbert will lead the other two. Sheila Williams is organising the soups. **Agreed.**

Good Friday Walk of Witness - to be organised this year by other CTIO members.

Di Passey thanked Brian, Jill, John Ward and Sue on behalf of the PCC for all the extra work they have taken on during Steve's absence.

10 Coffee

11 Christmas Bazaar

A report on this year's bazaar had been circulated in advance of the meeting. Organiser Helen is very concerned that it needs a rethink. It faces competition from the West Point Christmas Fair, Cathedral Market and now Black Friday. We could look at swapping dates with the Community Market for 2019 which would bring it a week earlier in November and avoid Black Friday. John Ward suggested December is better from a retail point of view as people are more desperate and likely to spend. Could the church be used as a venue, if we put boards across the tops of the pews? Some people might object and we would need wait until Steve is back before a decision could be made on this. Bazaar to be discussed again at the March PCC.

SJ

12 Safeguarding

13 people still need to do C0 training, and one person needs to do C1 and 2 but, in general, Jill is happy with the take up. Jill will not be running any more training locally in the short term. Jill has met with Mission Community safeguarding reps to look at ways to make their roles easier.

13 APCM

This year's APCM will take place on Friday 20th April. Anitra Lockwood, Bruce Odlin, David Rose and Helen Atkinson will be retiring from the PCC having served their term. We will be seeking nominations for four new PCC members and for a new churchwarden.

14 DAC Report/Kitchen proposal: PCC reps

We need to elect two representatives for the small group of PCC, Friends and Governors looking at the DAC report and kitchen proposal. Brian Cammack and Di Passey put themselves forward. **Agreed.** It was noted that Brian won't be on the PCC after the APCM as he plans to retire as church warden.

15 Leisa's departure and leaving do

Leisa's official leaving services will be on Sunday 18th March, although she will be take some services after that date. There will be a bring-and-share lunch for everyone on the 18th in church at 1pm after Explore. Anyone wishing to attend Leisa's licensing on the Isle of Wight on 22nd April needs to let her know, so an invitation can be arranged. West Hill Vicarage will remain available to her for storage until 22nd May.

Di proposed a vote of thanks to Leisa for all she has done here during her curacy.

16 AOB

16.1 A wedding couple in October did not pay organist and vergger fees. Could the PCC cover the fees for John Maybery (£95) and Philippa Hope (£50), while we attempt to recover the money from the couple? **Agreed.**

16.2 Wings of Worship at Feniton with Andrew Maries: Sue J will circulate more information on this when it becomes available.

16.3 Roger Jones Musical: Introductory evening on 21st February at West Hill

16.4 Date of Flower Festival – 26th to 30th September

16.4 Leisa will lead a Good Friday Reflection, 2-3pm at Ottery.

Signed: Date: