

## Ottery St Mary Parish Church - Minutes of PCC Meeting 28<sup>th</sup> March 2018

**Present:** John Ward (vice chair), Philip Whitlock (Treasurer), Sue Jeacock (PCC Sec, Minutes), Helen Atkinson, David Rose, Flo Rowland, Anitra Lockwood, Diana Gee, Jill Rose, Anna Roderick, Bruce Odlin, Arthur and Di Passey, Shirley-Ann Williams, Colin Tindal, Fiona Rimmer, Brian Cammack, Tony Mitchell, plus guests Grenville Gilbert and John Akers.

**1 Prayers** – led by Anitra Lockwood

**2 Apologies** received from Steve Weston, Leisa McGovern

**3 Correspondence**

**3.1** Letter of thanks from Dr Haroon Lal Din for our financial support for the Muzzafarabad Church, School & Clinic, in Pakistan.

**4 Reports**

### Vicars' House/Parish Rooms

John Akers and Grenville Gilbert gave a verbal report on the progress being made by the Vicars' House/Parish Rooms Committee. In summary, the committee would like PCC approval to approach and challenge the diocese regarding Section 3 of the Heads of Terms agreement, which was prepared by the diocese in 2015 with regard to the Loft and Office. The first two sections have been agreed and signed by Brian Cammack and Steve Weston and returned to the diocese but the third section, headed "Longer Term Considerations" was never signed. This needs to be resolved because the position it sets out is not acceptable to the PCC. It states that during a vacancy, we would cease to have access to the Office/Loft and that the future use of these rooms would depend wholly on the new incumbents' approval. If the house was sold, it would be sold in its entirety, with no replacement provided for the Loft/Office. However, the space has been used by the parish for 25 years and it was felt we may have some legal claim over it. It was proposed that two representatives from the committee contact the diocese to initiate a discussion. Proposed by Di Passey, seconded by Shirley-Ann. **Agreed.** Further considerations about the suitability of the Vicars' house for a future incumbent can't be addressed properly until this has been resolved. John and Grenville left the meeting at this point.

Statistics for Mission It was noted that the Crib service attendance, which was very encouraging, was not clear from the statistics John had highlighted in his report. This is possibly because this was not one of the services we needed to report on the Statistics for Mission form.

**5 Matters arising from the Minutes of the Standing Committee held on 26<sup>th</sup> February 2018**

Sue Jeacock is waiting to hear back from Mark Lewis regarding access lighting to the Loft. Producing a stewardship letter for 2018 is still outstanding.

Item 10: A date for the Portable Appliance Testing is being arranged and the PCC will send Escot a £150 contribution.

Item 13.1 The Silver Band will play at this year's Summer Fair.

**6 Minutes of the PCC Meeting held 24<sup>th</sup> January 2018**

i) Signed as a correct record, changing "from" to "for" penultimate para of Item 7. Bishop Robert is coming to Friends Choral Evensong on June 17<sup>th</sup>.

**7 Treasurer's Report**

The annual accounts and treasurer's report had been circulated. The 2017 accounts have not yet been audited. So far this year, we are up to date with our common fund payments. Our outgoings are lower than the same period in 2017.

- 8 Abide**  
The family are making progress. Abide has received a small Home Office grant to cover some of the English language classes. Anna has been asked to work with a group promoting the Community Sponsorship scheme. BBC South West are possibly interested in doing a piece on the family. Abide will consider the possibility of setting up as a separate charity in the future.
- 9 Coffee**
- 10 Christmas Bazaar**  
It has not been possible to book an alternative date at the Institute. We would need Steve's agreement before we consider holding it in the church. Add to agenda for next PCC.
- 11 Safeguarding**  
Jill Rose had nothing to report.
- 12 Roger Jones Musical**  
Rehearsals will be taking place at West Hill church, 5.45pm on Thursdays. We may need external assistance with the sound desk requirements.
- 13 APCM**  
Electoral Roll officer Diana Gee reported that the roll is being revised this year. Five people have come off the roll and one has joined. The roll will officially close on April 3<sup>rd</sup>. Anyone standing for election at the APCM will need to be on it.  
Fiona Rimmer announced that she would be resigning from the PCC due to other commitments. John Ward thanked Fiona and the others retiring from the PCC at the end of their term of service: Anitra, Bruce, David and Helen.
- 14 Thursday Communion Services after Easter**  
It was agreed that until Steve is able to resume taking the Thursday services, a priest is to be booked for the Mothers' Union Corporate Communion on the first Thursday of the month. The services in between will have to be changed to lay-led, non-Eucharistic services, as the PCC cannot justify the additional £34 fee to Ann Turner and John Pangbourne in the long term. There may be a fund we can apply to for assistance due to Steve's long absence. Sue Jeacock will find out.
- 15 Complaints and Grievance policy**  
The policy, which has been produced by Jill Rose and considered by the Standing Committee, had been circulated. Tony Mitchell proposed we adopt the policy, seconded by Brian Cammack. **Agreed.** Thank you to Jill for preparing it.
- 16 Data Protection: GDPR**  
Jill Rose, Sue Jeacock and Phil Whitlock have had a first meeting. We are starting with an audit of what information we hold and who holds it. It's tedious, but important and we need to be able to evidence what is kept, why and what we do with it.
- 17 AOB**  
No progress has yet been made with the wedding couple who owe fees. Phil would like to pursue this further, but it may be very difficult as the as the fees are for private individuals, not the church or PCC.

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