

Minutes of a Meeting of the Parochial Church Council
Monday 16th July, 2018
at 7.30 pm

In the Chair: Mic Lane

Present: Anita Atherton (AA), Susan Coombs (SC), Mark Davie (MD), Fr Andrew Down (Fr A), Anne Killingback (AK), Mic Lane (ML), Rachel Martindill (RM), Jill Mather (JM), Lesley Noakes (LN), Charlotte Payne (CP), Mike Payne (MGP), Marilyn Pegg (MP), Fr Henry Pryse (Fr H), Pat Read (PR), Nigel Ridgway (NR), Jim Weeks (JW), Nigel Williams (NW)

1. Welcome and Apologies

- a. The Chair welcomed Lesley Noakes to the PCC as the new member of Deanery Synod.
- b. Apologies were received from Caroline Adams, Tim Bayton, Neville Bishop, Cherie Snell, Andrew Mimmack (for Item 9 GDPR).

2. Correspondence (circulated before the meeting)

- a. Item 10: the request from TIC to place a textile recycling bin in church grounds was rejected on the grounds of lack of space, the siting of a similar scheme at Stoke Hill School and the concerns about litter on the church site.
- b. Item 13: the PCC acknowledged the support of Fellowship and was grateful for its contribution to church funds.

3. Approval of Minutes of the last meeting (14th May 2018) and receiving the Notes from the Standing Committee (12th June 2018)

The Minutes of the meeting on 14.05.18 were approved as a correct record with the following change: Minute 11 vi: "with a time limit of 7 years, but to be kept as part of an archive and then only used occasionally on special anniversaries, unless parents indicate otherwise on the permission form."

Proposed RM, seconded MD.

4. Matters Arising from the Minutes of the PCC

- a. Minute 4i and ii – actioned.
- b. Minute 10 – notice displayed. GDPR update postponed to October meeting.
- c. Minute 11 – actioned.
- d. Minute 12 iv: LN had volunteered to be the Deanery Synod representative and was duly elected, proposed NW, seconded RM.

Matters Arising from the Notes from the Standing Committee

- a. Note 1 iii: RM is liaising with Sue Pinn over access arrangements to the hall during the building work.

5. Rector's Report

The PCC received with thanks the report previously circulated by Fr H, who added:

- a. His thanks to Fr A for blessing the PCC and for those who helped to make the summer fete a successful occasion.
- b. Robin Talbot from Network Church has started his observational placement at St James'.

- c. Although he will be finishing his DDO work at the end of July, St James' will still be used for placements.
- d. There will be no rectory garden party this year as members of the Social Committee are not available in August.
- e. The bus is now full for Fr A's licensing at Ipplepen.
- f. His thanks to Fr A for covering for him while he was on holiday and on retreat.
- g. At the last meeting of the Deanery Synod, NW spoke about volunteering at St James', and Anne Forman, a member of General Synod, had told Fr H his presentation on "Serving the People of Devon with Joy" had been "terrific". Well done to NW.

6. Curate's Report (circulated before the meeting)

The PCC received with thanks the report previously circulated by Fr A, who added:

- a. A very big thank you to the PCC at St James' for their important and difficult work carried out with love. NW thanked Fr A on behalf of the PCC for his contributions to meetings.

7. Treasurer's Report

The PCC received with thanks the report previously circulated by NR.

- a. NR introduced the "If Only" wish list (previously circulated). He explained that it offered opportunities for occasional giving and special bequests. CA had asked (by email) to add a TV screen in the hall to the list, to be used for digital signage and by JAM on Sunday mornings. MD suggested we look at prioritising the items on the list in the autumn.
- b. NR had asked Neville Bishop to present the accounts for the parish lunch on 27th May. **Action: NR.**

8. Churchwardens' report

The PCC received with thanks the report previously circulated by RM and NW.

- a. Fr H's bike had been stolen from inside the church during the Standing Committee meeting on 12th June. The thief had been caught on CCTV entering by the west door and was recognized by the police. NR asked how the thief would have known that the church would be open at that point.
- b. Fr H thanked NR for spending many hours dealing with Ecclesiastical Insurance company to claim for a replacement bike.

9. GDPR Report (AM)

Postponed until October meeting: Andrew Mimmack unable to attend PCC.

10. Committee Reports, including Safeguarding, Health & Safety and Fabric Reports

The PCC received with thanks the reports previously circulated.

- a. **Health & Safety Report:** RM has signed one accident report from Music with Mummy – a fall in the churchyard, moving from tarmac to grass.
- b. **Fabric Report:** work will start on the hall roof on Thursday 27th July. Details of access to parts of the hall on Sundays are in the report. At this stage, NR is encouraged by the communication with the builders and roofers. He expects the work to be finished by the middle of September. NR hopes all members of the congregation will be vigilant during the work, checking that all visitors to the site are careful as well.

- c. The cooker: it has been suggested that every time there is an event with a named chef there should also be a named cleaner. External groups should also be asked to name a cleaner. JW suggested more cleaning materials might be bought and it was agreed that instructions on *how* to clean the cooker should be drawn up.

Action: NR to continue to monitor the new process for cleaning of the cooker.

- d. The hot weather has affected the lock to the back door which is proving difficult at the moment.

11. Any Other Business

- a. **Church notelet packs:** TB had asked if someone else could take on the responsibility for selling them. PR's suggestion that some individual cards could be put at the back of church, with payments going into the wall safe, was agreed.
- b. **Submission from Communications Group** – that the PCC authorise payment for the transfer of the present website to the new provider, Church Edit, at a cost of £295 for the transfer and then an annual fee of £215 from 2019 was agreed by the PCC (proposed MD, seconded MP). **Action: JM to contact Joanna Mimmack.**
- c. **Fencing** between the church garden and allotments – AK was concerned about children's safety near the spiked fence between the allotments and the church garden, particularly since the trees have been cut down to stumps which offer climbing opportunities.
NW proposed that CA should do a risk assessment. RM said that risk assessments had been done for activities held in the garden, for example Messy Church. Several members agreed this was a serious matter, though, and asked that a specific risk assessment be carried out on the fence. **Action: NW to speak to CA.**

12. Date of next meeting: Monday 1st October at 7.30 pm in the Committee Room.

13. Closing Prayer at 8.40 pm.

Jill Mather
Secretary to the PCC