

St Michael the Archangel, West Hill
Bringing Jesus Christ to our Community

Minutes of the PCC meeting

held on Wednesday 22 January 2025 at 7:30 pm in the Narthex

Attendees:

The Revd Mark Ward (Chair), The Revd Mac Dick (Vice Chair)
Pam Johns (Church Warden),
Joanna Bromley (Treasurer),
Matt Gardner (Standing C'ttee)
Sue Lock (Deanery Synod Rep),
John Davies (Electoral Roll Officer),
Sue Ritchie (Safeguarding Officer),
Pam Baker (Health and Safety Officer), Rosemary Hudson (Eco-Church),
Ann Pangbourne (Minutes Secretary, Diocesan Synod Rep)

ACTION

1 Mark started the meeting with a reading from 1 Corinthians 12.
Paul's exhortation to the Church about the importance of each person
Mark prayed that each person in the Church would know their importance
as part of the body of Christ in West Hill.

2 Apologies were received from Fiona Rimmer (Church Warden), The Revd Ann Turner,
Ann Yates (Licensed Reader), Coral King.

3 Minutes of the PCC meeting on 24 November 2024.

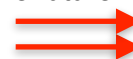
A draft copy had been previously circulated followed by one amendment
No further amendments were offered.
The minutes were agreed and a fair copy signed.



AP
to Trica L

4 Matters Arising

Mark reminded the PCC that others might consider leading the prayer at some of the future
PCC meetings. **Volunteers required!**
Ann Pangbourne will do this at the March meeting



All
AP

5 Mission 5.1 Review of Christmas Services

Numbers for the Christingle and Crib services were high
but very low for the Midnight Communion.

The question for 2025 is whether this should be discontinued.

It was also suggested that no morning service should be held on the day of the Carol Service



MW

5.2 Lent, Holy Week and Easter

Ash Wednesday services will be held at Ottery and Newton Poppleford (**hereafter NP**)

Lent Course: David Williamson is organising a Lent Course in the NP & Tipton area for anyone
in the Mission Community to attend.

Mothering Sunday is on the 5th Sunday of March: Jane F and Sue D will lead, with Mark
available to take part in the service.

Maundy Thursday: there will be a service at NP

Easter Experience for Yrs 3-6: 31March-1Apr. Mac is arranging this with WH School

Events and Services at West Hill:

Easter Holidays: no Messy Church

but possibly a half-day holiday club for older children

Holy Week: Prayer Stations available in the Church

Good Friday 2pm service

Easter Eve service: 6:30 Ann T and Fiona R will lead

Easter Day 3rd Sunday style service with Communion led by MW



AP/ PJ

5.3 Mission Action Plan (in order of discussion)

a) Pastoral Care Pam B has done 1 or two visits that have gone well
The availability of visits is advertised through The Messenger

PB/MD

b) Bible Study

Ann T had sent a report as follows:

The most recent Bible Study course, "Fake News, who can we believe?" ended in November. An item indicating participants' appreciation of the course will be found in the February edition of The Messenger.

There will be a follow-up course when the leadership team can all meet to decide and when availability of the narthex is known.

c) Social Events These could currently overlap with Fundraising Events
Ideas are in place or being discussed for a Choir to visit; a Barn Dance and a Music event and possibly a Roger Jones musical around Christmas/Epiphany
Rosemary highlighted that many events have relied on the people who also lead Messy Church. She made a plea that this team should not **not** be regarded as the only ones to initiate and run Fundraising or Social events.

It was suggested that a message should be given to the Church to ask people if they could do an event (however small).

We need a contact person to receive and co-ordinate these ideas so there is only one event at a time.

Safeguarding policies will need to be followed

?PJ/FR

? who

d) Styles of Service

The need to make Sunday services more attractive for younger adults and families was discussed. This is already being put in place for the third Sunday. The hope is that the PCC will support any changes and encourage the church members
Rosemary sends out invitations to Messy Church families before Cafe Church and will do so for the 3rd Sunday services **if asked**. She needs to know details as soon as plans are in place.

MW/
3SS
team

e) Home Groups Ann T and Mac D still have groups meeting.

Mike and Ann Simms' group are meeting to discuss a way forward

The Dogwood Group closed down before Covid due to lack of support

We need a mechanism to feed people into groups and possibly to start a new one.

AP will produce a flyer for the pews / MD will co-ordinate responses.

AP/MD

f) Prayer The 9:15 am Monday prayer meeting discontinued with Covid

The 1st Wednesday 7:30 pm one is quite poorly attended but continuing.

There was a suggestion to hold Morning Prayer once a week

We could consider resuming prayer ministry after the 3rd Sunday service

We could resume offering Bible Reading notes

MD
MW
?MD

g) Eco Church: Report from Rosemary noted

6 Written Reports

1 Safeguarding - reports previously circulated were:

January 2025 Safeguarding Report

Safer Environment and Activities

Media Policy

Safeguarding Action Plan - Level 3

a) Safeguarding Training. Following confirmation from the Diocese, Sue is willing to oversee a group training session for those who would prefer not to do the training alone online. This was welcomed and a provisional date will be an evening in March. It is hoped that Fiona or Sue Doggett may be able to help with IT.

b) Policy on Recruitment of Ex-Offenders. This Policy is part of the overall Mission Community Safeguarding Policy which is currently being reviewed by OSM and the updated Policy will be issued to us when that review is complete.

c) Social Media Policy. It was agreed that the church is following the national guidelines with regards to social media and the "Online Communication and Social Media Policy " was agreed, subject to the addition of two websites on which we have a presence - the official Church of England website "A Church Near You" and the national Messy Church website. Both websites will be contacted to update information currently out of date

AP/MD

d) The PCC received confirmation that the Incumbent and the Parish Safeguarding Representative are both aware of the requirement that known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocese Safeguarding Advisor.

e) Rosemary confirmed that, for children's activities, details are recorded on each child. The PCC agreed they were happy with what is being done. Sue will confirm with Rosemary which details are needed.

f) Worksheet 1B

The PCC members were asked to share their answers to two questions.

* What vulnerable groups do we have in our church?

* How could those in leadership roles better engage with and promote their welfare?

The vulnerable groups were considered to be older people, children and those with learning disabilities.

It was felt that we were currently well engaged and would respond well if needed.

Those in leadership do what they can to raise the profile of young adults and children, and would seek

i) to have informal conversations asking for feedback

ii) provide a feedback form for Messy Church children and parents

iii) seek to use the feedback form on an annual basis.

RH/MW

6.2 Churchwardens Report

i) **The roof repair** has been completed, the final account was £6,378.12.

We have been granted £5,000.00 from

the Archbishops Council, Buildings and Mission MR&I Grants Fund.

They may cover the whole cost if funds are available.

ii) **NACRE** Nothing has yet come back from the builders with up to date quotes for the work in the Narthex and / or the church. Pam J expects to have a meeting with some of them on Monday 27 Jan. Initially concentration will be on the work needed in the Narthex. The proposed building work in the church may have complications which were unforeseen.

iii) **Cleaning** The cleaner we employ cannot offer more time. Pam suggested that we have another spring clean by members of the PCC and congregation, and also try to find another cleaner

PJ

Fiona will update re the water leak and the Priest in Charge board

FR

Mark wanted to thank the four people who have offered to organise the Welcome Café:

Pam Baker, Barbara Bennet, Celia Baron and Christine Smith.

The PCC gave its formal approval to this new team.

PJ left the meeting at 9pm

6.3 Finance

The previously circulated written report , spreadsheet and local fees were received.

i) **Report and Spreadsheet** A number of questions were asked and Mac offered to assist Jo in preparing the end of year figures.

A vote of thanks was proposed to Jo for all she does as Treasurer.

ii) **Local Fees:** Mark suggested the figures should be rounded up as follows:

For Weddings:

Organist £85 (funerals £70);

Choir £165; Verger £50; Bells £25;

Heating from 1st Oct-31st March £50

Calling of Banns and certificate (if wedding taking place elsewhere) £56

For Funerals These figures were agreed.
Organist £70; Verger £40;
Heating from 1st Oct-31st March £50
These figures were agreed

iii) Mission Partners: It was asked that the PCC confirm the previously agreed policy to give 10% of planned giving to specified Mission Partners, and to do this before the year end. It was suggested mid-year would be a good time. This will be discussed again at the meeting in June after the APCM. Sue Ritchie gave advance apologies for the APCM as she will be away.

AP

7 Governance

Health and Safety incidents : None recorded

8 Calendar

Provisional dates for PCC 2025 as listed on agenda - were accepted

Mark will confirm a booking for a wedding on 31 May

Post meeting note: a further edition of the calendar will be circulated with these minutes

Dates for complete renewal of Electoral roll 2025-

John Davies will give out notices on Sundays in February not March

The Messenger magazine for Feb/March is already set but a notice will go into the Apr/May edition

JD/MD

Items for future agenda

Heat Pumps

First Aid Course

Post Meeting note

Audio Visual System in the Church and Narthex

One of the current hand held microphones has failed in the last 2 weeks. Both current hand held microphones are badly corroded and no longer work. We have had a major problem in getting all PCs and Apple laptops to work consistently in the Narthex. The Edid fixer and audio embedder will fix this problem and make connection easy for all.

The labour costs will cover installation of new radio mikes and the deinstallation of the older units from the roof wall plater location. It will also include fitting of the Edid fixer. There will be a full system test on completion of the fittings.

The speakers in the Narthex will be reconfigured which among other benefits will overcome the hum. It will also mean that the audio being used in the church will be clearly heard in the Narthex when required.

In December 2024 we signed up with APi for an annual service agreement, the first cost of £240 was covered by donations. Apart from the initial inspection this gives us 10% off equipment prices and a much lower hourly rate for labour costs.

The quote from Api Communications Ltd of £867.56 was sent to all members of the PCC on 23 January. A majority decision (10/13) was taken to accept the quote. No vote against.

Dates of PCC meetings

Standing Committee meetings will be arranged on an ad-hoc basis when required.

PCC meeting dates as previously agreed:

Wednesday 19 March 2025

Sunday 18 May 2025 for APCM

Wednesday 18 June

Wednesday 23 July

Wednesday 17 September

Wednesday 19 November

Wednesday 21 January 2026

Wednesday 18 March 2026

Sunday 17 May 2026 for Annual meetings