

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

Minutes of the PCC meeting

held on Wednesday 21 January 2026 at 7:30 pm in the Narthex

Attendees:

The Revd Mark Ward (Chair), The Revd Mac Dick (Vice Chair)
Pam Johns (Churchwarden);
Joanna Bromley (Treasurer)
Sue Lock (Deanery Synod Rep, Narthex Bookings Secretary),
Sue Ritchie (Safeguarding Officer); Rosemary Hudson (Eco-Church) *from Item 5.2*,
Cag Ward (Health and Safety Officer);
Ann Pangbourne (Minutes Secretary, Diocesan Synod Rep)

1 Mark opened the meeting with prayer, asking that we would all truly serve the LORD.
Pam Johns will lead the prayers at the next PCC

2 Apologies were received from
Matt Gardner (Standing C'ttee)
Maggie Gordon; Coral King; The Revd Ann Turner,

3 Draft minutes

The Draft Minutes of the PCC Meeting 19 November 2025 - were approved and signed with one amendment (9i) Calendar Event - 12 January amended to 13 January
Copies will be posted on the OVMC website

ACTION
AP to
Trica L

4 Matters Arising

5.4ii Copyright Licences.

We have the copyright licence for reproduction of words on paper or screen.

Geoff Green will report back to CCL.

Service leaders need to report songs used to him.

Copyright information should also be printed on any sheets or PowerPoint displays.

The licence also covers photocopying sheet music, and the number of copies made should be reported to Geoff

It was agreed to purchase a 'Song Select' licence for one year.

Potential users need to ask Geoff to add their name to the account, respond to the invitation that will follow and set up a personal profile.

Post-meeting note: Users currently invited are Mark, Mac, Matt, Maggie, Fiona, AnnP

Ann Pangbourne will send information to users, re reporting as above and using Song Select

AP

Power Point displays with purchased songs embedded, may be used but after use the should only be kept on one personal computer and deleted fro the Church computer.

Use of YouTube videos is only allowed with the written consent of the owner.

A copy of the permission needs to be kept on file

Lyrics should be reported as above.

6.4 Dogs in Churchyard PJ will be putting up notices.

PJ

7.1 Tea for Volunteers. Sat 28 Feb 3pm

This will be a whole Church event. Invitations will be given and replies requested. AP will help SR organise. PCC members will be asked to bring food.

SR/AP

5 Mission and Evangelism

5.1 Monday Bible Study

"The Bible Course" which gives an overview of both Old and New Testament will begin on Monday 9 February 10:00-11:30 in the Narthex.

5.2 Messy Momentum

Previously circulated report from Rosemary Hudson, noted
The possibility of starting a Youth Group will be discussed in six months, when Messy Momentum has started the trial period of 2 years

5.3 Samaritans Operation Christmas Child

Jo Bromley will head up the organisation of this.
Notice will need to be submitted for the magazine in early July

5.4 Review of Christmas

The Crib service (271), Christingle (166) and Carol Service were all well attended.
A total of 54 attended the two services on Christmas morning
A monitor needs to be considered to make sure those in the Narthex can see the screen, if it is used.

It was noted that the booklets put out at Christmas were well received.

Collection boxes for The Children's Society (outside the collection at Christingle) are now used by very few people. These will be discontinued in future.

JB/MD

PJ/MD

RH

6 Written Reports

6.1i Churchwarden's Report

Previously circulated report, noted

The Quinquennial Inspection highlighted the following issues

- * Inspection of the Septic Tank (if we have one)
- * Moss on the Narthex roof
- * Dead branches in some of the trees need removal. PJ will contact the Tree Surgeon
- * Renewal of lime pointing outside
- * Checking that our Building & Contents Insurance is up to date with the current value
- * Gutters need attention. Keith Marchant will ask contractors in Axminster to quote.
- * Urgent work on the plaster around the windows and sound system
- * Solar Panels are not possible as the roof is not strong enough
- * Heat pumps are not an option. In time we should replace the boiler with a gas model.

NACRE Project

Mark Ledgard made it clear that the works planned for the porch and the back of the church will come up against more problems and be more expensive than first thought. The Faculty would probably also need to be re-worded.

A small group will be convened to look at the future of the project.

MW/PJ

6.2i Finance Report

The Draft Annual Report and Finance and Finance Statements

had been previously circulated.

Jo thanked everyone who had contributed to the Annual Report, and Mark thanked her for drafting it. It will be in its final form at the next meeting.

The Finance figures: the surplus in 2025 has recouped the deficit from 2024.

Electricity Supplier: It was agreed to continue with EON

Broadband Contract: It was agreed to remain with Plusnet on a 2year contract which will be less per month for the first year and slightly above the current monthly payment in the second year.

Weekly Giving Envelopes Only three people now use these. Jo will produce some envelopes for them, rather than order a new print run.

6.2ii Designated and Reserved Funds It was agreed a Designated Fund for Unplanned maintenance was not necessary.

7 Safeguarding

7i Safeguarding Report

It was confirmed

* that our Parish Safeguarding Representative understands that safeguarding concerns or allegations must be reported within 24 hours?

* and that the Churchwarden is aware of her safeguarding responsibilities?

Sue has reservations regarding the potential lack of control regarding the DBS Update service, but will know more after her training session on 22 Jan.

Safeguarding Action Plan

There were no questions regarding the listed updates on the Action Plan.

7ii Modern Slavery Guidance Sheet Previously circulated and posted. Noted.

7iii Training Event. Previously circulated: Noted

7iv Prayer Ministry Team Role Description: Previously Circulated.

Adjustments required:

Role Description:

Bullet point 2 add to "work in pairs", one of whom should be the same sex as the person being ministered to"

Person Specification

Add Bullet point at the top of the list "Has undergone training."

Remove reference to training in Bullet point 6

SR

Discussion points

***OVMC Website** Fiona Rimmer is still listed as a Churchwarden on the OVMC website.

Pam will contact Trisha

* **Messy Momentum.** It was agreed that children over 7yrs could attend without an accompanying adult but parental consent would be needed.

SR

8 Governance

8.1 Health & Safety

Nothing new to report. No current concerns

Outside lights still need attention. PJ has this in hand

A new dishwasher is needed. A Commercial one is thought to be essential due to the speed required. The money donated by the Men's Group to general funds could assist with the purchase. Possible cost £1200. Mac will obtain a quote.

PJ

MD

9 Calendar Events

2026 dates to note:

- i Sat 28 Feb Volunteers Tea
- ii Fri 6 Mar World Day of Prayer hosted by St Michael's
- iii Sun 15 Mar Mothering Sunday
- iv Sat 28 Mar Quiz
- v 12 & 13 Sep Thanksgiving and Baptism

Mark on Sabbatical: May, June & July 2026

Diocesan Synod Mar 21, 2026

Deanery Synod Mar 11, 7 Jul, 18 Nov

Sue R posts the printed spreadsheet calendar on the Notice board
Events being entered on the flip over calendar should be checked against this, and preferably notified to Sue, to avoid any clashes.

Post Meeting note: Updated Calendar circulated to PCC and posted

Dates of PCC Meetings 2026

The following were agreed : Please note starred changes

Wednesday 18 March 2026

* **Sunday 19 April 2026 for Annual meetings**

* Wednesday 20 May

* Thursday 16 July

Wednesday 16 September

* Thursday 19 November



SR

2027

Wednesday 20 January

Wednesday 17 March

Provisional date for APCM to be agreed at APCM in 2026

Sunday 16 May



MW/AP