

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

**Minutes of the PCC meeting**

held on Wednesday 18 June 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'tee)  
Sue Lock (Deanery Synod Rep, Narthex Bookings Secretary),  
Sue Ritchie (Safeguarding Officer),  
Rosemary Hudson (Eco-Church),  
Ann Pangbourne (Minutes Secretary, Diocesan Synod Rep)

**1** Mark opened the meeting and invited Mac Dick to lead in prayer  
Mac spoke about the current problems worldwide and read Psalm 46

Psalms 46:1-11 (RSV)

God is our refuge and strength, a very present help in trouble.

Therefore we will not fear though the earth should change, though the mountains shake in the heart of the sea; though its waters roar and foam, though the mountains tremble with its tumult.

There is a river whose streams make glad the city of God, the holy habitation of the Most High.

God is in the midst of her, she shall not be moved; God will help her right early.

The nations rage, the kingdoms totter; he utters his voice, the earth melts.

The LORD of hosts is with us; the God of Jacob is our refuge.

Come, behold the works of the LORD, how he has wrought desolations in the earth.

He makes wars cease to the end of the earth; he breaks the bow, and shatters the spear, he burns the chariots with fire!

"Be still, and know that I am God. I am exalted among the nations, I am exalted in the earth!"

The LORD of hosts is with us; the God of Jacob is our refuge.

**2 Apologies** were received from John Davies (Electoral Roll Officer), Maggie Gordon; Coral King; The Revd Ann Turner,

**3 Draft minutes**

The Draft Minutes of

PCC Meeting 19 March 2025 - were approved and signed

APM & APCM Sunday 18 May 2025 - were noted

PCC Meeting Sunday 18 May - was approved and signed

**ACTION**

No amendments were suggested.

Copies will be posted on the OVCM website

→ AP to  
Tricia L

**Electoral Roll** Since the APCM has risen to 77 (62 Resident, 15 Non-Resident)

**Matters Arising**

4.1 Cag Ward volunteered to lead the prayers at the July PCC meeting

→ CWd

4.2 Vacancies APM/APCM

i) Cag Ward was co-opted into the PCC vacancy (2025-2028) (PamJ/Jo B)

ii) To suggest names for the following in the year 2025-26  
Churchwarden - No suggestions.

Mark asked for prayer and continued support for Pam

Keith, John Hallett and Bernard are acting as Caretakers for the building

Ann Pangbourne offered to act as an Assistant Warden (which is not an official post) and to stand in for Pam as necessary

Sue Lock offered to be responsible for much of the running of the Narthex and also to act as an Assistant Warden

Lay member of PCC - no suggestions

Lay member of Deanery Synod - no suggestions

PCC Secretary - Ann Pangbourne will speak to someone regarding this

→ AP

## **5 Mission and Evangelism**

### **5.1 Update on Social Events -**

i) The Barn Dance is now in the Calendar for 19 Sept this is being organised by Jane Follett to be a Family event

→ RH

ii) Rosemary hopes to organise another Quiz evening with her husband Rob.

Date to be advised

iii) Cag is planning to run a Strawberry Cream Tea. This is not a Fundraising event but a Social occasion for the whole Church Family; friends and relatives would also be welcome. Provisional date Aug 6.

→ CWd

**5.2 Prayer Ministry Training** Ann Pangbourne offered to run Prayer Ministry Training along the lines of the HTB Alpha Prayer Ministry Training. Date tba with Mark

→ AP/MW

### **5.3 MABS Update. Life Explored**

Pam Johns reported that this was going well. It is a small group of 11 which allows for good conversations.

The course is in the same vein as the other Rico Tice courses but with additional speakers

### **5.4 Future Events and suggestions**

i) Rosemary asked that we support an application to join 2yr project with Messy Church called Messy Momentum for Keystage 2 children. Jane Follett has volunteered to work with the older children.

Rosemary believes this could run alongside the current Messy Church. **Agreed**

ii) Cag Ward would be interested in helping and would also love to consider hosting a BBQ for older children and their parents.

iii) Cag would also like to consider holding a lunch for younger women with the long-term goal of having a meal and sharing Scripture

iv) Mark mentioned making plans for Harvest and after some discussion it was agreed to ask the Flower Team (headed by Barbara Buckley) if they would kindly decorate the Church for the Patronal Festival (28 Sept)

and additionally the Font and Narthex for a Cafe Church Harvest Service (5 Oct)

→ PJ

Cafe Church (led by Matt & Mac) would be followed by Bacon Butties

→ PJ/JB

**5.5 Prayer in Church** Mark has been very encouraged by the numbers coming to the monthly Prayer meeting in Church.

The next one is Wed 2 July when he will be away but will be led by Mac

## **6 Written Reports**

### **6.1 Churchwarden's Report inc NACRE Update**

i) Previously circulated and noted.

**Agreed** - to pay the FJD invoice of £31k+

→ JB

ii) Mark wanted to thank Pam and Bob for all the hard work and the extra mile that they had gone in the last few weeks to get the Narthex refurbishment completed and particularly recently scrubbing and resealing the floor. Also to Rob for being our professional "snag" adviser. He presented her with gifts for herself and Bob and asked our very sincere thanks to be passed on to Bob and Rob.

→ PJ

iii) Pam said that we would need new notice boards and she was hoping to obtain coloured blocks and that she had also discovered a beautiful "doodlecraft" poster of Scripture

which she hoped to get framed.

iv) A faculty is already in place to buy new chairs and, since the card tables are now no longer safe Pam suggests we buy 4 additional small six-person folding tables that match the current ones. Sue Lock suggested perhaps we could get square ones of the same design. 

PJ/JB

Rosemary added that completion of this work means we now have the Silver Eco Certificate which is posted on the OVMC website

### **Priest in Charge Board**

Ann Pangbourne has been in touch with a sign-writer and is waiting for an estimate. The current lettering is thought to be gold leaf so will be a little more expensive than gold paint, which tarnishes with time.

### **6.2 Treasurer's report**

Previously circulated and noted.

i) **Reserves Policy**. It was agreed in principle that we need a Reserves Policy. Mac and Jo will frame this with a possible figure of £9k. To be agreed at the July meeting. 

MD/JB

ii) **Cleaners Wages** It was agreed that the cleaner should be paid £16/hr - the going rate for cleaners in West Hill, which is more than the minimum wage. It was agreed to backdate these as appropriate.

**Post Meeting Note:** These will be backdated from April 2024 at the minimum wage and from April 2025 at £16/hr 

JB

#### **iii) NACRE Fund**

It was suggested that the Building Fund (NACRE) should be listed as a Restricted Fund since all giving and fundraising has been solely for that purpose and the PCC is not at liberty to spend it on anything else. 

JB

iv) **Parish Share** Ann Pangbourne, in the course of conversation with the Diocesan Treasurer, had mentioned her concern at the level of our Parish Share. She will meet with Pam and Jo to possibly take this further. 

AP/PJ/  
JB

### **6.3 Prayer for Diocesan Synod**

A paper had been distributed with some explanation and PCC members were asked to pray re the two focii of Synod this Saturday. The Budget Strategy and a discussion on "Living in Love and Faith" the results of which will be fed back to the central LLF team.

### **6.4 Exeter Ordination Pathway**

Mark mentioned this pathway being opened up for locally ordained, self supporting ministers Elizabeth Everett and Caroline Poultney. from the OVMC are going forward, on 26-27 Sept, to explore this.

## **7 Safeguarding**

7.1 The previously circulated report was noted, Rosemary Hudson's DBS has been approved

### **7.2 The Action Plan is all Green**

#### **7.3 Worksheet 4a - Victims and survivors of abuse.**

This had been previously distributed.

As yet there has been no occasion reported at church, but we all need to be aware.

If we become aware of an allegation of abuse, our first response must be to listen and take seriously what we are being told. At the earliest opportunity it should be reported to Sue Ritchie or Mark or another member of the clergy.

### **7.4 Additional to the Report, both Cag Ward and Maggie Gordon need to complete training**

## **8 Governance: Health and Safety**

- i) Cag Ward has everything needed for Health and safety
  - No health and safety incidents.
  - She pointed out that safety certificates that were taken down for the Narthex to be redecorated will have to be put back or displayed in some way.
- ii) Rosemary is organising a 1st Aid training Course as a community event. A grant of £300 from West Hill Parish Council has been approved. Rosemary is now contacting groups (including St Michael's) within West Hill to get up to 12 people for the course, which will be held at WHVH or RBL.

## **9 Calendar events**

**Date of Next Meeting** was agreed for Thursday 24 July

### **Next Agenda**

*cf from March PCC*

### **Styles of Service**

### **Silverline Poster and Notice Boards**

### **Acquisition of a Water Butt**

### **Dates of PCC meetings**

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

PCC meeting dates:

#### **2025**

Thursday 24 July  
Wednesday 17 September  
Wednesday 19 November

#### **2026**

Wednesday 21 January 2026  
Wednesday 18 March 2026  
Sunday 17 May 2026 for Annual meetings