



# Ottery St Mary Parish Church

## Minutes of the PCC Meeting held at 7.30pm on Wednesday 29<sup>th</sup> January 2025 in church

Present: Rev Carys Baker (curate), Sue Jeacock (Secretary), John Maybery (treasurer), Melloney O'Brien Kaye, Howard Clayton (Church warden), Sue Clayton, Elizabeth Everett, Val McIntosh (Church warden)

Mtg/Year/Point no	Item	Action (who)	By (date)
	Chair for this meeting: Carys Prayers led by Carys		
	<b>Apologies:</b> Kay Duffy, Barbara Simmonds, Anitra Lockwood, Mark Rix, Rev Lydia Cook		
	<b>Declarations of Conflict of Interest:</b> None		
PCC25/14	<p><b>Minutes of the PCC Meetings held on 29.1.25</b></p> <p>The minutes were agreed as a correct record (amended to record John as an apology, not attending).</p> <p>a) Matters arising, not on the agenda</p> <p>Five-year Churchyard Plan. Elizabeth, Val and Sue J would like to form a small group to draft a five-year plan, as suggested by Kelvin Boot from Living Churchyards when he visited. Val Phillips from Alfington would also like to be involved and will have some valuable expertise as Alfington have already produced their own plan.</p> <p><b>Action:</b></p> <p><b>Advertise in Pew News for anyone else who might like to be involved in drafting the plan.</b></p> <p>It was noted the new daffodils are looking very good. Lydia has met with contractor David Penfold to identify the areas where the grass is going to be kept longer.</p>	Lydia	
PCC25/15	<p><b>Matters Arising from the Standing Committee minutes 11.2.25 and 4.3.25</b></p> <ul style="list-style-type: none"> <li>Office Printer. We have not gone ahead with the purchase of the new Canon printer because we were offered a free printer which was surplus to requirements at the Heritage Society. It can print A3 as well as A4, but cannot cope with card or labels, so these will need to be done at the computer shop or on a home printer. It is slower than the Canon and we will need to monitor ink costs.</li> <li>Defibrillator.</li> </ul> <p><b>Action outstanding. Sue J will talk to Gill Rowson about undertaking the necessary maintenance checks to the defibrillator.</b></p> <ul style="list-style-type: none"> <li>Friends Choral Evensong on May 18<sup>th</sup> has been cancelled as the Cathedral Choir cannot attend.</li> <li>Christmas Tree Festival and Library Christmas Tree. The Friends will not accommodate the Library's request. Sue J has been to speak to Kerry at the Library to let her know. Sue has reminded the Friends they will need to arrange volunteers to move pews and set up for this year's Festival and clean the church after trees are removed so it is ready for other users.</li> <li>Cornerstone Training, attended by Carys, John, Howard and Anitra. Our church questionnaires indicated two particular areas where improvement can be made: discipleship giving and trust about where money is being spent. Practical steps we are taking include: having the shop card reader available in the Dorset Aisle at Sunday coffee time, a sermon series in May on giving and generosity, and a leaflet to inform donors how money is spent, which Carys is going to produce. We should also add the QR code to all our literature. Currently we have a generosity rating of 27 out of 40 (the average score for churches taking part is 25) and have set a target to reach 31 in a year's time.</li> </ul>	Sue J	



PCC25/16	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Delegation of reporting serious safeguarding incidents. The following resolution was proposed by Elizabeth, seconded by Val and agreed by all: "The PCC has a duty to report any serious safeguarding incident to the Charity Commission. They are given permission to delegate this authority. In this case the PCC resolves to delegate to the Diocese of Exeter Safeguarding Adviser."</li> <li>Promoting the welfare of vulnerable groups. Mell reported the progress that has been made in this area by the leadership team. Lydia has promoted Safe Spaces on the church board and in Pew News, and has raised awareness in sermons. The PCC will follow a worksheet on this topic in year two of the review cycle.</li> <li>Safeguarding and Domestic Abuse policies, operational guidance and procedures. All PCC members should have had an opportunity now to read these policies which are on our website. It was proposed by Mell that the PCC accept these policies, seconded by Sue Clayton. All agreed. There will be an annual review of all these documents.</li> <li>Photograph Policy. One amendment was proposed, that in section 2. <b>Safeguarding</b>, we insert the words "in respect of official church photographs", to clarify that these commitments are for photos taken on behalf of the church, and we cannot realistically police how other individuals might use or store photos. The policy, with this amendment, was proposed by Sue C, seconded by Howard. All agreed. Sue J will send an updated version to Lydia for the website.</li> </ul>		
PCC25/17	<p><b>Health and Safety</b></p> <p>The Font work has been completed, removing the trip-hazard stone step. A new notice warning of uneven surfaces inside the church has been put up on the Welcome Board.</p>		
PCC25/18	<p><b>Finance Report</b></p> <p>John presented Ottery's 2024 accounts. It was proposed by Val that the PCC adopt these accounts, seconded by Mell. All agreed.</p> <p>It was noted that, while cash giving is up, tax efficient planned giving is flat. The Church Fete did very well, but other fund raising was down, reflecting the diversion of fund-raising efforts to the Shine a Light project. Interest rates have helped our investment income to grow. John plans to review internet providers in the coming year, as costs from our current provider Clear Business have increased.</p> <ul style="list-style-type: none"> <li>Santander bank mandate.</li> </ul> <p>The PCC noted that:</p> <ol style="list-style-type: none"> <li>John White, Michael Farley, Stephen King, David Kerr, Rosemary Hall and Diane Passey had retired as Trustees.</li> <li>Susan Clayton, Kay Duffy, Elizabeth Everett, Mark Rix, Barbara Simmonds, Mell Kaye and Anitra Lockwood had been elected as Trustees</li> <li>David Rose had retired as a signatory</li> <li>John Maybery and Bruce Odlin were to become signatories.</li> </ol> <p>A letter, signed by the church wardens, will now be sent to Santander to notify them of the changes.</p>		
PCC25/19	<p><b>Shine a Light (Connect Enhance Engage)</b></p> <p>A proposal to split the project into 2 phases had been circulated. The combination of a rise in cost and the loss of over £50k in reclaimable VAT has meant this is the only realistic option.</p> <p>Phase 1 will include rewiring (including infrastructure for AV equipment), and re-lighting, requiring a further £15k fundraising before the summer.</p>		



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	<p>Phase 2 will be the procurement and installation of AV equipment (aim for 2026/27). Proposed by John, seconded by Sue C. All agreed.</p> <p>John presented two sheets of figures: CEE project Funding Sources (19.3.25) and CEE Project Likely Costs Going Forward (19.3.25). He reported that he has had a positive conversation with Neil Williams at the Diocese about applying for a loan of up to £20k.</p> <p>Of the £48k held by the PCC from the proceeds of the sale of the Institute and the toilet block surplus, £25k has already been pledged to Shine a Light. John's suggestion is that a further £5k is now pledged, making a total contribution of £30 from this fund (made up of £25k from the Institute Fund and £5k from the Toilet Fund). Proposed by Howard, seconded by Mell. All agreed.</p>		
PCC25/20	<p><b>Reports</b></p> <p>Minutes from the Fabric Working Group, Focus Group (SFC+), Deanery Synod and Love Ottery had been circulated.</p> <p>John said he would like to see male representation on the Focus Group. Efforts have been made in the past to address this, without success.</p>		
PCC25/21	<p><b>APCM</b></p> <p>Kay Duffy is the only PCC member due to step down at this year's APCM after three years' service. As we have plenty of vacancies and Kay, a key member of the safeguarding team, is willing to continue, it was agreed that she should be allowed to stand for a second three-year term. Proposed Mell, seconded John. All agreed.</p>		
PCC25/22	<p><b>Church Fete</b></p> <p>A notice will go in Pew News to request more catering volunteers, so we can have two full teams to cover the tea-room. One team will cover 11am-1pm and the other 1pm-3pm, so that no-one has to do the whole day.</p> <p>Action: Pew News notice</p>	Lydia/ Val	
PCC25/23	<p><b>Lettings Policy</b></p> <p>The draft lettings policy, hire agreement, church fees, and booking form had been circulated in advance. Some amendments were suggested and Sue J will update and recirculate. It was proposed by Mell that, with these amendments, the policy is approved, seconded Howard. All agreed.</p>		
PCC25/25	<p><b>Exeter Ordination Pathway</b></p> <p>It was agreed unanimously that the PCC supports Elizabeth Everett as a candidate for this process. Proposed Sue C, seconded John.</p>		
PCC25/26	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>We will need to write a letter to the Town Council to request use of library toilets while the church is closed in the summer. Sue J will action this when we have a firm date for the closure. The Town Council has already indicated to Val that permission is likely to be given.</li> <li>"PCC Sunday" date: May 4<sup>th</sup>. Please could all PCC members make every effort to attend the morning service that day.</li> </ul>		
	<p><b>Dates of Next Meetings:</b></p> <p>SC Mon 7<sup>th</sup> April</p> <p>APCM Weds 30<sup>th</sup> April</p> <p>SC Mon 19<sup>th</sup> May</p> <p>PCC Weds 28<sup>th</sup> May</p>		