

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

Minutes of the PCC meeting

held on Wednesday 19 November 2025 at 7:30 pm in the Narthex

Attendees:

The Revd Mark Ward (Chair), The Revd Mac Dick (Vice Chair)
Pam Johns (Churchwarden);
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); Maggie Gordon
Ann Pangbourne (Minutes Secretary, Diocesan Synod Rep)

1 Mark opened the meeting commenting that although the agenda was full of business items, all was in the service of the LORD; he opened with prayer, asking the LORD to be with us and guide our discussions that the outcome of them would be to His honour and glory

2 Apologies were received from

Joanna Bromley (Treasurer); Matt Gardner (Standing C'ttee)
Coral King; The Revd Ann Turner,

3 Draft minutes

The Draft Minutes of the PCC Meeting 17 Sept 2025 - were approved and signed

ACTION

AP to
Tricia L

4 Matters Arising

5.4i Verbal report on 3SS Planning meeting.

There was continuing discussion regarding the shape of this service, in the knowledge that the leaders will offer what they can. The series "What would Jesus Do?" will continue into January and February, March will be Mothering Sunday and a new series will begin in April, "What does it mean to follow Jesus?". This series will be based on various New Testament Characters, both men and women.

Cafe Church will attempt to complement this series

5.4ii Copyright Licences.

These, including music reproduction, are paid to date and are due to be renewed at the end of January, but reporting back has lapsed.

Geoff Green has kindly offered to take this task on but service leaders and Simply Worship, need to report songs used to him.

NB Post Meeting note: *The Copyright information and our licence number 96783 should be on any written service sheet or projected songs.*

We have a Streaming Licence which will not be renewed, and it is confirmed that the use of YouTube videos are not permitted.

One possibility is to sign up for the Christian Copyright Licence International, which gives access to Song Select with songs and lyric videos.

Further information will be sent to PCC members.

Mac offered to find out what other churches do.

→

AP
MD

6.4 Dogs in Churchyard It was agreed to allow dogs on a short lead, only on the pathways for a trial period of six months. Owners will be expected to pick up after their dogs and make sure the dogs do not go off the path onto graves.

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MW /PJ

7.1 The Narthex Hire agreement will be amended to £10/hr including use of the kitchen.

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AP

5 Mission and Evangelism

5.1 Monday Bible Study

Previously circulated report from Ann Turner, noted

5.2 Messy Momentum

Previously circulated report from Rosemary Hudson, noted

Mac hopes that a Youth Group might come out of this. He will engage with parents to see how many might be willing to help on a regular basis. All helpers will need Safeguarding qualifications.

MD / SR

* Rosemary Hudson joined the meeting during this item

5.3 Prayer Ministry.

Mark has invited a few people to begin this ministry with him and will invite others in due course

These are Cag, Roger and Mary Rowe, Matt Gardner, Ann Pangbourne, The seven members of the PCC present and not on this list agreed to these people representing St Michael's for this public ministry.

Sue Ritchie will check with Roger and Mary regarding Safeguarding Training

SR

6 Written Reports

6.1i Churchwarden's Report

Previously circulated report, noted

Mark Ledgard our previous architect, has been asked if he will carry out the Quinquennial Report; reply awaited

Mark W thanked Pam for her work in sorting out a gardener for the churchyard and helping Noah to get started.

New Sensory lights for the carpark urgently required (**Post meeting** -thanks to Pam, these have now been purchased and will be put in places asap)

Church lighting, diffusers on spotlights is not a possibility but they have been angled differently

Parking for Tar Barrels - again thanks to Pam, this was organised & £740 taken. Half of this will go into Church Funds

6.1ii Fundraising for NACRE Project

Previously circulated report, noted

A further £165 has now been added to the reported figure of £7,170.

6.2i Finance Report

In Jo's absence, the previously circulated report was noted

A suggestion was made that any money in the budget for both planned and unplanned maintenance should be in Designated or Restricted funds so that this money was carried over year by year. **For future discussion when Jo is present.**

6.2ii Advertising Income

Previously circulated report, noted

6.2iii Church Cleaning Budget

It was agreed that the church should be cleaned 2 hrs every two weeks, according to the 12 points made in Cag's previously circulated report. At £17.50/hr.

This amounts to £900pa - which is over the budgeted £200 for 2025

Pam will keep in touch with Cag to make sure this is sufficient time for the task

It was agreed that a deep clean was necessary and that the hours needed would be paid in addition to the hours above. Volunteers could be sought to help with this.

6.2iv Local Fees *Previously circulated*

One amendment needed: Banns Certificate is a statutory fee, not local

Agreed with amendment



AP/JB

6 Additional Finance items

a) Mission Partners

It was agreed to support South West Youth Ministries (SWYM) in place of the O6
The three remaining charities unchanged and the policy to keep them for three years
was upheld. **Review in 2027**



JB

Barnabas Aid might be considered in the future

b) Energy Suppliers

Mac declared an interest in Total Energy Solutions
For later discussion

c) Parish Share / Common Fund

It was noted that the request from West Hill for 2026
has been reduced by £5,539 to £46,184.

6.3 Eco Church Report

Previously circulated report, noted

6.4 Deanery Synod Verbal Report (SL)

In the absence of the Lay Chair and the planned speaker, David Caporn (Rural Dean)
recruited people who gave testimony about giving care.
The importance of involving both people with dementia in church where possible, and the
pastoral care for carers was noted.

6.5 Diocesan Synod report

6.6 Ownership of WH Vicarage

Both previously circulated reports, noted

6.7 Vicar's verbal Report:

6.7i Baptism Policy

A requested baptism for a yet-to-be-born child has been requested for Sept 2026
Mark confirmed with the PCC that his policy was that Baptisms should take place within a
main Sunday service. This was agreed. He has agreed with the family that they have a
Thanksgiving for the Birth of a child on Saturday 12 Sept, 2026 and the baptism the
following day at the 10:00 service.



SR (Cal)

6.7ii Alvington Church - for information

Alvington is to become a daughter Church to Ottery, and they will no longer need a PCC.

7 Safeguarding

7.1 Safeguarding Report

Previously circulated report, noted

Jane Hallett has finished all her safeguarding Training

It was confirmed that a social event, to say thank you to all the volunteers in the Church,
should be held on Saturday 28 Feb at 3pm. Sue R will organise and PCC will host.

Safeguarding Sunday was held as part of the "What would Jesus Do?" series on Sunday
16 Sept



SR / All

7.2 Safeguarding Hub Agreement

Previously circulated. Agreed

7.3 Action Plan 2025

Previously circulated. All sections green. Noted

7.4 Status of Men's Group

The group will be listed as a non-Church group and will adopt the St Michael's
Safeguarding Policy. The policy is posted on the notice board in the Narthex and
Mac will ensure the leaders have read it.



SR/MD

7.5 Data Privacy Notice (updated from 2023)

Previously circulated. Agreed

SueR was thanked for all her work as the PSO

8 Governance

8.1 Health & Safety

8.1i Previously circulated report, noted

Receiving Communion: it was suggested it should be made clear that Communion can be brought to the pew of anyone who would have difficulty walking or negotiating the step to the Sanctuary.

8.1ii Anti choking device

Thanks to Sue R for funding this.

Instructions for use are now laminated and on the wall.

Cag would be glad to hold an informal session on its use.

9 Calendar Events

2026 dates to be added:

- i 13 Jan Eco Church Mission Community Meeting
- ii 28 Feb Volunteers Tea
- iii 28 Mar Quiz
- iv 12& 13 Sept 2026 Thanksgiving and Baptism



SR

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.

10 Items for future discussion

- i Operation Christmas Child
- ii Solar Panels and Heat Pumps - not yet on the horizon



JB

Dates to Note

Mark on Sabbatical: May, June & July 2026

Diocesan Synod Mar 21, 2026

Deanery Synod Mar 11, 7 Jul, 18 Nov

Dates of PCC Meetings 2026

Wednesday 21 January 2026

Wednesday 18 March 2026

Sunday 17 May 2026 for Annual meetings

AP will send provisional dates to the Standing Committee to be agreed.

These may be subject to change after the APCM.



AP