

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

**Minutes of the PCC meeting**

held on Wednesday 17 September 2025 at 7:30 pm in the Narthex

**Attendees:**

The Revd Mark Ward (Chair), The Revd Mac Dick (Vice Chair)  
Pam Johns (Churchwarden) ; Matt Gardner (Standing C'ttee)  
Sue Lock (Deanery Synod Rep, Narthex Bookings Secretary),  
Sue Ritchie (Safeguarding Officer),; Rosemary Hudson (Eco-Church),  
Cag Ward (Health and Safety Officer); Maggie Gordon  
Ann Pangbourne (Minutes Secretary, Diocesan Synod Rep)

- 1** Mark opened the meeting and invited Sue Ritchie to lead in prayer  
Sue read from Ephesians 3:20,21 before praying for us as a PCC

*Now to him who by the power at work within us  
is able to do far more abundantly than all that we ask or think,  
to him be glory in the church and in Christ Jesus  
to all generations, for ever and ever. Amen.*

- 2 Apologies** were received from  
John Davies (Electoral Roll Officer) ,Joanna Bromley (Treasurer);  
Coral King;The Revd Ann Turner,

**3 Draft minutes**

The Draft Minutes of the PCC Meeting 24 July 2025 - were approved and signed  
Copies will be posted on the OVCM website

**ACTION**

**AP to  
Trica L**

**4 Matters Arising**

**4.1 Vacancy for Hon Sec to the PCC.**

No-one has come forward to take on the official title.

**5.2 Cream Tea at the Vicarage.**

Ann Pangbourne proposed a vote of thanks to Mark and Cag  
& Cag also thanked those who helped

**9 DEF Meeting**

PCC members were encouraged to attend

**5 Mission and Evangelism**

**5.1 Prayer Ministry Training**

One session had taken place with the second session to follow on 20 Sept

**5.2 Messy Momentum.**

St Michal's is now committed to this for 2 yrs from January.  
Cag and possibly one other will attend the 10 wk long "Youthscape" course

**5.3 Arrangements for Patronal and Harvest.**

All in hand

**5.4 Styles of Service**

- i) Continuing to try and find a good model for the Third Sunday Service
- ii) Copyright Licence: Mark will follow this up with Geoff.

**MW**

**5.5 Advent, Christmas and Epiphany**  
**Christingle Fri 28 Nov 4:30** - Mac will lead

**Advent Sunday: 30 Nov**

10:00 Mark will lead in Third Sunday style with Advent theme

6:30 OVMC Advent Carols

**Carol Service Sun 21st Dec 6:30** - Pam and Fiona will lead - no morning service

**Christmas Eve:**

**Crib Service 4:30** Mac will lead

There will be no **First Communion of Christmas** at midnight, as this was poorly attended last year and Mark will be elsewhere in the MC.

**Christmas Day**

8:00 Ann Turner will be asked if she would like to take this

10:00 All Age celebration - Mac will take

**Epiphany**

9:30 Cafe Church on **January 4th**

**3SS January 18th** - Mark will be away and no-one else is listed

It was noted that there needs to be Leaders meetings for both Cafe Church and 3SS to arrange service leaders for 2026

PJ

MGa/PJ

**6 Written reports**

These had all been circulated before the meeting.

**6.1 Churchwardens Report**

**i) Quinquennial Inspection due this year**

**ii) NACRE**

**Faculty** Pam will go back to the DAC for an extension

**West End** ....and advice regarding moving the Font and removing pews, since advice from builders has raised concerns.

**Fundraising** Mac hopes to apply for a couple of grants which might then enable to porch ramp to be done

**Lighting** The lighting directed into the Sanctuary is a problem.

Mark ask the contractors whether diffusers could be added to the spotlights

**iii) Elizabethan Silver** the question of the Safe till needs to be addressed

**iv) Churchyard-** Alan Thomas may no longer be able to continue. Pam will visit him.

*Post meeting note: PJ is following up suggestions re a new Gardener*

various discussions ensued re:

a) Need to clear the cut off branches of yew as these are toxic - advice from ECO Church

b) Need for the shed to be cleared

c) The principle of allowing wilding & reducing or ceasing strimming

d) Possible herb garden in ashes plot (ECO Church)

e) The need for a contract and appropriate pay rates for a new gardener

*Post Meeting Note (PJ): Current rates in Ottery are £25=£30 / hr*

f) Permission given to a family to level an existing grave when ashes are interred into it (Oct)

g) A missing memorial tablet has been removed by Real's

a-g above

PJ

PJ

MD

MW

PJ

PJ

PJ / RH

**6.2 Treasurer's Report** Received.

**i) Church Cleaner.** Pam will speak to Amanda

*Post Meeting Note (PJ): Amanda wants to put this down so a new cleaner is needed*

*Current rates in Ottery are £16=£20 / hr*

### 6.3 Eco Church Report. Tabled and Received

i) Swift boxes have been considered but there is nowhere high enough.  
Bat or Wren boxes may be possible.

ii) Give to Go Green. A vote of thanks was proposed to Keith Marchant who has put up new noticeboards and adapted them to the old frames.

*Post meeting note: Our thanks were passed on to Keith by email (AP)*

**6.4 Vicar's Report.** Following the earlier incident which had led the PCC to ban dogs in the Churchyard, it was unanimously agreed to continue to the ban. This is in line with many other graveyards both Public and Church. Mark will relay this to the person who requested a review.

→ MW

### 7 Safeguarding

#### i) Safeguarding Report noted

Pat Samuel has also volunteered to join the Toddler Group Coffee Rota and will do her Basic Awareness training when she returns from a holiday. Jane Hallett has offered to be Messy Church Children's Leader and is being DBS checked and she will complete her training.

A meeting with Lydia had raised a question regarding Men's Group:

Clarification is required as to whether the Men's Group is a church run activity or not.

If they are just a user group, not under the auspices of the PCC, they would need to adopt the Church Safeguarding Policy.

→ MW / MD/ SR

a) A discussion ensued re Hall Hire forms: Ann, Sue R & Sue L will be meeting to revise this on Oct 15.

#### ii)Volunteers

a) Induction checklist. This was noted and induction process for various groups agreed

b) Buildings Risk Assessment: agreed in July. Copies are posted on the notice board and kept in the Health and Safety book. Volunteers will be made aware.

\*c) Data Protection: Parent and Toddler Drinks Rota - contact details are listed to enable swapping of duties if necessary. Sue R will confirm volunteers are content with this.

\*d) It was agreed to have a gathering of volunteers to say thank you!

\*c) & d)

→ SR

### 8 Health and Safety

i) No further incidents

#### ii) Inspections: all below now completed or in hand

**First Aid Box** refilled with in date items

**Fire Extinguishers** need to be resited - at a cost of £50

**Food Safety Training** Certificates received

**Fire Safety Instructions** will be downloaded and posted

**Paths** - the men who have kindly volunteered to check the outside of the church, might be asked to keep an eye on the paths- especially currently brax from the magnolia

iii) **Anti Choking Device:** Purchase approved; SR kindly offered to underwrite the cost

→ CW

iv) **1st Aid course:** Rosemary H, Cag W, Jo B, Linda and Keith Marchant all attended

Two small things need to be on next agenda

→ CW

v) **Emergency Services** "What Three Words" which can help Emergency Services find the exact location are posted in the Car Park and the Church Porch

## 9 Calendar

**Lite Night** 31 Oct 5:00-6:30 needs to be added

**Quiz** - possible date March 28; RH to confirm

### Dates to Note

Mark on Sabbatical: May, June & July 2026

Deanery Synod Nov 12

### Next Agenda :

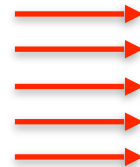
Data protection and Information Governance

1st Aid

Putting to rest the issue of ownership of WH Vicarage

Deanery Synod Reps 2026-2029

Diocesan Synod Report



SR/MGo  
CW  
AP  
AP  
AP

### Dates of PCC meetings

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

PCC meeting dates:

#### 2025

Wednesday 19 November

#### 2026

Wednesday 21 January 2026

Wednesday 18 March 2026

Sunday 17 May 2026 for Annual meetings