



Two Rivers Mission Community

Tawstock Meeting Minutes

Meeting Title:	Annual Meeting of Parishioners				
Meeting Date:	16/04/2023	Meeting Venue:	St Peters	Meeting Time:	11.45am

Attendees:			
Present:	Gary Owen (Chairman)	David Smallridge	Bill Pratt
	Christine Pratt	Elizabeth Nickels	Mary Cockbain
	George Kempton	Margaret Kempton	Malcolm Elliott
	Frances Elliott	Sue Watson-Davies	
Apologies:	John Andrew	Elaine Smallridge	Ryan Tucker

No. on Agenda:	Agenda Item:	Action:
1.	<u>Meeting opening</u> <ul style="list-style-type: none"> Meeting was opened with a prayer 	
2.	<u>Present and apologies</u> <ul style="list-style-type: none"> All present and apologies as recorded above 	
3.	<u>Minutes of previous Annual meeting of Parishioners</u> <ul style="list-style-type: none"> Reviewed and approved without any amendments 	Proposed: David Smallridge Seconded: George Kempton All in favour, unanimous vote
4.	<u>Election of Churchwardens</u> <ul style="list-style-type: none"> David and Bill have volunteered to continue as Churchwardens with no other nominations being received All were happy to accept this proposal Thanks were given to David and Bill for being Churchwardens last year and continuing now Thanks were given to Elizabeth (treasurer) and Mary (secretary) for their work last year 	Proposed: George Kempton Seconded: Christine Pratt All in favour, unanimous vote

Meeting Title:	Annual Parochial Church Meeting (held immediately after Annual Meeting of Parishioners)				
Meeting Date:	16/04/2023	Meeting Venue:	St Peters	Meeting Time:	12.00pm

Attendees:			
Present:	Gary Owen (Chairman)	David Smallridge	Bill Pratt
	Christine Pratt	Elizabeth Nickels	Mary Cockbain
	George Kempton	Margaret Kempton	Malcolm Elliott
	Frances Elliott	Sue Watson-Davies	
Apologies:	John Andrew	Elaine Smallridge	Ryan Tucker

No. on Agenda:	Agenda Item:	Action:
1.	<p><u>Present and apologies</u></p> <ul style="list-style-type: none"> All present and apologies as recorded above 	
2.	<p><u>Minutes of last Annual Parochial Church Meeting</u></p> <ul style="list-style-type: none"> Reviewed and approved without any amendments 	<p>Proposed: Bill Pratt</p> <p>Seconded: David Smallridge</p> <p>All in favour, unanimous vote</p>
3.	<p><u>Matters arising not on the agenda</u></p> <ul style="list-style-type: none"> When is the quinquennial due? Do we know when this will happen as we need to get it booked in ASAP 	<p>David will talk to John to confirm when the next quinquennial review is due?</p>
4.	<p><u>The Reports (all contained within the annual report):</u></p> <ul style="list-style-type: none"> Thanks were given to George for his role in compiling the annual report. The annual report was shared with the PCC prior to this meeting and all agreed with its content. No questions were raised <p>a) <u>Report on the Electoral Roll (Electoral Roll Officer)</u></p> <ul style="list-style-type: none"> The electoral roll officer (Sue) confirmed that there were no additions to the electoral role but one less No further questions were raised <p>b) <u>Report on the proceedings of the PCC and activities of the parish (Churchwarden)</u></p> <ul style="list-style-type: none"> Reports A and B above are both contained within the annual report we have already signed off/approved (see point 2) No questions were raised <p>c) <u>Statement to confirm compliance with duties under section 5 of the <i>Safeguarding and Clergy Discipline Measure 2016</i></u></p> <ul style="list-style-type: none"> Gary confirmed that we have done our best to fully comply with all safeguarding duties. David to complete his DBS check and this is now very important to complete 	<p>David to complete his DBS check ASAP</p>

	<p>d) <u>Financial statements of the PCC for year ending 31st December 2022 (Treasurer)</u></p> <ul style="list-style-type: none"> • It was discussed that the PCC should now look at fundraising opportunities - see point 7, Budget for 2023 below • No further questions were raised <p>e) <u>The annual fabric report (Churchwarden)</u></p> <ul style="list-style-type: none"> • No questions were raised <p>f) <u>Mission Council report (Rector)</u></p> <ul style="list-style-type: none"> • No questions were raised <p>g) <u>A report on the proceedings of the deanery synod (Deanery Synod Rep)</u></p> <ul style="list-style-type: none"> • Gary provided an overview of the importance of being involved with the Deanery Synod - see point 5a below • No questions were raised 	
<p>5.</p>	<p><u>The Election and Appointments</u></p> <p>a) <u>Election of 1 Deanery Synod representative</u></p> <ul style="list-style-type: none"> • A discussion occurred and David has confirmed that he is happy to be the Deanery Synod representative for Tawstock <p>b) <u>Appointment of 2 representatives to the Mission Community Joint Council</u></p> <ul style="list-style-type: none"> • David confirmed that he was happy to continue in this role for the PCC • Mary confirmed that she is finding it difficult to attend due to work commitments so Christine has now volunteered to be the 2nd representative <p>c) <u>Election of Members to the PCC (up to size members; 2 for 3 years, 2 for 2 years and 2 for 1 year to begin a three-year rolling cycle so that 2 members are elected every year from now on):</u></p> <ul style="list-style-type: none"> • The two members who were due to fall out of the cycle were Elaine and Mary • Mary and Elaine (David nominated in her absence) have volunteered to continue for another 3 years <p>d) <u>Appointment of an independent examiner</u></p> <ul style="list-style-type: none"> • Existing independent examiner is Ian Cornwall • After a short discussion, it was confirmed no changes are required 	<p>Proposed: George Kempton</p> <p>Seconded: Bill Pratt</p> <p>All in favour, unanimous vote</p> <p>Proposed: Bill Pratt</p> <p>Seconded: Frances Elliott</p> <p>All in favour, unanimous vote</p> <p>Proposed: Bill Pratt</p> <p>Seconded: Christine Pratt</p> <p>All in favour, unanimous vote</p> <p>Proposed: Elizabeth Nickels</p> <p>Seconded: George Kempton</p> <p>All in favour, unanimous vote</p>

6.	<p><u>Plans for 2023 (focal minister)</u></p> <ul style="list-style-type: none"> • Gary provided an update re Cathy joining us. Her licensing is on 23/5/23 at 7.00pm at Tawstock and Bishop Robert will also be attending • Discussion about weddings at that time and whether we will need additional flowers • No further questions were raised 	Gary to check and confirm re weddings around that time and flower arrangements happening (particularly around the door arch)
7.	<p><u>Budget for 2023 (Treasurer)</u></p> <ul style="list-style-type: none"> • Discussion around collections being down and that we will need to fund raise this year • Discussion around progress with internet tap card giving machine and need to talk to diocese again around their plans to introduce something like this centrally • Bells were discussed and the need for some type of financial commitment from the PCC which would possibly aid the grant funding application. It was confirmed that this had not been included in the budget. The cost is £14,500 and it was thought that this would be fully funded from The Friends of St Peters but this may not be the case with a possible £3,000 shortfall. It is confirmed that the PCC is prepared to back this project including raising funds if there is any type of shortfall. This will be discussed again at the next PCC meeting (1st June 2023) • No further questions were raised 	Gary to talk to diocese about plans for card tap machine
8.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Thanks were given to John for his dedication and long tenure in role 	
9.	<p><u>Meeting was closed with a prayer</u></p>	

Meeting Title:	PCC Meeting (held immediately after Annual Meeting of Parishioners and Annual Parochial Church Meeting)				
Meeting Date:	16/04/2023	Meeting Venue:	St Peters	Meeting Time:	12.30pm

Attendees:			
Present:	Gary Owen (Chairman)	David Smallridge	Bill Pratt
	Christine Pratt	Elizabeth Nickels	Mary Cockbain
Apologies:	John Andrew	Elaine Smallridge	Ryan Tucker

No. on Agenda:	Agenda Item:	Action:
1.	<p><u>Present and apologies</u></p> <ul style="list-style-type: none"> Some members present at the previous meetings left prior to the PCC meeting. Those who stayed are recorded above along with apologies 	
2.	<p><u>Appointment of a lay Vice Chair</u></p> <ul style="list-style-type: none"> It was proposed that David continue in this role and he accepted this proposal No other nominations were received 	
3.	<p><u>Appointment of a PCC Secretary</u></p> <ul style="list-style-type: none"> It was proposed that Mary continue in this role and she accepted this proposal No other nominations were received 	
4.	<p><u>Appointment of PCC Treasurer</u></p> <ul style="list-style-type: none"> It was proposed that Elizabeth continue in this role and she accepted this proposal No other nominations were received 	
5.	<p><u>Safeguarding:</u></p> <p>a) <u>Adoption of the House of Bishops' safeguarding policy</u></p> <ul style="list-style-type: none"> Gary proposed that we adopt the House of Bishops' safeguarding policy as in previous years and this was approved by all <p>b) <u>All PCC members to sign a Fit and Proper Person form or confirm that no change of circumstances has taken place and a Safeguarding confidential declaration form and application form (including two referees) in preparation for a DBS check if not already completed</u></p> <ul style="list-style-type: none"> Gary confirmed these requirements have been met. We have all signed the fit and proper person form and this has been declared as valid <p>c) <u>All PCC members to commit to completing basic and foundation safeguarding training prior to the next PCC meeting</u></p>	<p>Proposed: Gary Owen</p> <p>Seconded: Elizabeth Nickels</p> <p>All in favour, unanimous vote</p> <p>David to complete his DBS check ASAP</p>

	<ul style="list-style-type: none">• Gary confirmed that David it still to complete his DBS and he is not aware that anyone else is outstanding.	
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Further information and Approval:

Minutes Approved, Signed and Dated (Secretary):	
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Minutes Approved, Signed and Dated (Chairman):	
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