

**Minutes of the PCC Meeting  
Wednesday 27<sup>th</sup> September 2023 at 7.30pm  
in the Lady Chapel, St Gregory's Church, Dawlish**

		Action
1	<p><b>Meeting began 7.30pm</b> Bible reading from Mark 4 read by LH. Opening Prayers led by AF.</p> <p><b>In attendance:</b> L Halse (Chair), W Halse, R Sulch, P Jones, N Twibill (secretary), J Smith, S Coope, C Slade, G Brown, A Lunn, A Fuller, A Leigh &amp; R Orr.</p> <p><b>Apologies:</b> J Workman, R Smith, K Chambers, L Chambers &amp; M Burden.</p> <p><b>Minutes of last meeting:</b> Agreed &amp; Signed.</p> <p><b>Matters Arising</b> Post box up and is listed on the website. This has led to approx. 150 views. Churchyard grass cutting done, but the laminated posters are still there awaiting removal. The access to graves that have been cleared has been appreciated. Prayer Ministry, 3 approved but commissioning unlikely to happen in near future due to several factors. H&amp;S – CS to help LH with robes in the cupboard. DAC removal of pews is being dealt with by MM, no further update. Lady Chapel is being used for 8am communion and is going well.</p>	
2	<p><b>Parish Matters</b></p> <p>1. Churchwardens Report – LH The ad for our new rector has been on the diocesan website and in the Church Times. Closing date for applications is 29<sup>th</sup> September. Shortlisting and interviews will be in October. The Church has been open during the week, thanks to volunteers, and during church cleaning on Friday mornings. BM has been working to identify and address the sources of leaks in the building. There is still a problem with water ingress into the lower Narthex south wall. PJ has checked the boiler house. There is no evidence of rats, but the space needs clearing. Please report problems to the wardens so that they can be rectified asap. Devon Historic Churches Day on 9<sup>th</sup> September was a success. The church was open from 10 till 4, G &amp; JR sold bric-a-brac. The church tower was open, coffee and tea were served in the Upper Narthex. The choir sang in the afternoon and Ian Bartlett gave an organ recital</p> <p>2. Treasurer's report – PJ Following comments from the IA there is a checklist - 5 recommendations from the report; Should we appoint an internal auditor/committee – PCC not felt that this was necessary. Finance Policies- 2 signatures on cheques over £400. Online transaction signatories. All are happy with current system. Changes to financial control policy. All happy with current policy. Card reader for payments to church will be delivered 20.10.23. Review maintaining &amp; updating personnel details. All read and happy with the current system.</p> <p>Column format – Auditor wants sheet to show cash tracking, reorganise categories &amp; headings, 2023 accounts set up before end of year reconciliation in January. Change to Auditor recommendations for Column format, sheet to show cash tracking, reorganised categories &amp; headings, 2023 accounts set up before end of year reconciliation in January accepted by PCC.</p>	

	<p>Letter to WH/PCC from IA – Points for PCC to consider;  Accounting system Diocese will not recommend accounting software and PCC agreed to continue using the spreadsheet system.  Column format – Auditor wants sheet to show cash tracking, reorganise categories &amp; headings, 2023 accounts set up before end of year reconciliation in January.  Financial policy document, customised checklist, inclusion of St George’s in combined accounts.  Consolidated return of parish finances (we send in 2 separate entries), submitting data on specific dates.  All happy with PJ suggestions.</p> <p>Emails sent to all PCC from charity commission about access. ID for each charity system has been changed so everyone has own user ID which is then assigned to charity Trustee for all those each individual is a trustee for. This will allow personal control of details.  An Email was sent in error inviting all PCC to be administrator. Apologies for confusion &amp; not see that all PCC need this access.</p> <p>3. St George’s Report  No formal report received. AL reported that everything is going well and St George’s are coping during the vacancy.</p>	
3	<p><b>Safety and Security.</b></p> <p>a. Safeguarding – WH  There have been no Safeguarding allegations or issues to date.</p> <p>According to records the following some PCC members are not up to date with Safeguarding training. Please can these members complete the training urgently. Send copies of certificates or emails where training has been completed to WH.</p> <p>b. Health &amp; Safety – CS – Nothing new to report  Kitchen floor – has got damp and this has caused the laminate to come up. This has now been inspected by a flooring specialist who has suggested that we could try patching but recommended removing and replacing the entire floor with vinyl. Awaiting quotes.  Also looked at edges of the carpet in the Nave. Where the carpet is on wooden floor it was suggested that we use edging strips. Where tile underneath the carpet is short and onto tiles, we could use adhesive cement (this might not meet approval of DAC) but could damage the tiles.</p>	
4	<p><b>Mission</b></p> <p>a. Kid’s Swapshop – CS Nothing new to report as it will be starting 3.10.23.  b. Men’s Breakfast – RS  Mount P standard of breakfast has deteriorated, which has led to some complaints. There are now plans to return to St Greg’s, which will allow for fellowship and giving something to charity. We now have a volunteer to lead (who has the Food Safety Certificate), with a group of men has already met to assess kitchen &amp; equipment needed. It has been agreed to start at St G on the first Monday in December at 9am, announcing the change at the October &amp; November meetings. Still ask for £10, the difference in food costs to go to charity.</p> <p>c. Mothers Union – AL  On September 5<sup>th</sup> we had our annual Dedication Service in the Lady Chapel, taken by Rev Caroline Luff, and we were pleased to welcome a member who has recently moved to Dawlish and started worshipping at St. Gregory’s.  Margaret Kerr hosted our Wave of Prayer service at which we pray for our link dioceses overseas.  On October 3<sup>rd</sup> the meeting is open to non-members, the speaker will be Katie Drew, Executive Officer of the Melanesian Mission UK.</p>	

	<p>d. <b>Pudding Club – LC</b> The Pudding Club continues to be appreciated by those attending.</p> <p>e. <b>“A” Group (Lunch Club) – SC</b> The A Group lunches for this coming academic year for the approval of the PCC; They are the 16th October, 11th December, 5th February 2024 (no meeting in March, as would be in Holy Week) 20th May and the 22nd July. It is hoped that the lunch invitation might be extended to the parents and carers of the children and young people who attend the AIMS Group and other Special Educational Needs families, in addition to Westcliff School. The National Autistic Society offers a free online module 6-part parenting course, which is intended to help equip carers to cope and deal with various behavioral problems in children and young adults. JM would like to use the TV in the Upper Narthex for this course which would enable parents and carers to view together and discuss the various issues raised in the module in a quiet and supportive environment. It is proposed to begin the course in early 2024, which would consist of hour-long sessions once a month for 6 months. Day to be confirmed. All agreed to approve this going ahead.</p>	
5	<p><b>External Reports</b></p> <ul style="list-style-type: none"> <li>a. Deanery Synod Report – CS No meeting since last PCC.</li> <li>b. CTDD - Nothing to report.</li> <li>c. ROC – Nothing to report. AS is the St Greg’s link person.</li> <li>d. DCMC Forum – Not meeting at the moment.</li> </ul>	
6.	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>a. Eco church – Nothing new to report.</li> </ul>	
7.	<p><b>Future Events</b></p> <p><u>Christmas Tree Festival</u> – Set up Mon 11<sup>th</sup> December 6-8pm &amp; Tues 12<sup>th</sup> 12-5pm. Opening Wednesday 13<sup>th</sup> 6pm by Mayor + music group with carols. Open Thursday 13<sup>th</sup> 11-1pm &amp; 3-6pm, 14<sup>th</sup> 2-6pm, Saturday 16<sup>th</sup> 11-3pm, Concert 3pm. donations to CAP, Sunday 17.12.23, Mon 12 -4pm. Tues 19<sup>th</sup> Collect trees 2-6pm <u>Carol Service</u> 17.12.23 6.30pm. 14.10.23 Church clean with <u>Choir concert</u> at 4.30pm.</p> <p>+ Jackie coming for <u>Benefice Service</u> in October. AS organising this year’s Remembrance Service 3pm 12.11.23.</p>	
8.	<p><b>Items for consideration/AOB</b> (to be notified to Chair at least 24 hours before meeting)</p> <p>Church Diary access – requests from people to be able to view on the website. SA, RS, LH &amp; PJ currently have access. WH &amp; MS can also view. It should only show events/bookings, not staff holiday/availability. Shows activities in church, which is good advertising of events. It was agreed that an online diary was a good idea for events &amp; bookings only. AP has volunteered to manage an Instagram account, which appeals to younger people! Ask AP if would be willing to do this as well as Facebook. This should run alongside Facebook postings so the wardens would consult SB &amp; AP how to work this. Historic Graffiti in Churches Survey which will take place 10am 28.9.23 – this will include access to the tower (not ringing chamber &amp; belfry). The flags are getting tatty and the current ones have recently been repaired but need will need replacing soon. Geoff Wildey Fundraiser with interview (AS has agreed to do this) to last approximately 45 minutes followed by a cream tea. Suggested dates in Feb/March. Agreed.</p> <p>Home Communion – Currently Readers + MM.</p>	

	Approval sought for J Smith, S Coope, K & L Chambers to join the team. All approved.  The church needs a second communion set. AF has loaned one to DC and will ask if the church can borrow this. St George's might also have a spare set we could use.	
9.	<b>Items for future discussion</b> Harvest – donations to St Petroc's; food + other items or ask for money donations. Bring & Share Lunch. Only need to lay tables & provide drink. Upper Narthex opening windows will need some attention in the near future. Bible readings in the newsletter requested but felt that these are changed, the version used varies, it will also take a lot of space if written up on the newsletter. Useful for those who cannot get to church. Different churches in Benefice also use different readings. Felt this not a good idea.  Lead opening prayers next meeting – CS.	
10.	Meeting closed at 9.15pm with Prayer and the Grace.	

The Parochial Church Council of the Ecclesiastical Parish of Dawlish Charity No. 113318

Dates of future meetings;

Standing Comm.

Weds 8<sup>th</sup> November

Tues 9<sup>th</sup> January

Thurs 21<sup>st</sup> March

PCC

Tues 21<sup>st</sup> November

Tues 30<sup>th</sup> January

Thurs 11<sup>th</sup> April

APCM

Sunday 12<sup>th</sup> May 11.30am