



Minutes of the Parochial Church Council

Wednesday 11th May 2022 at 19.30

Committee Room

In the chair: Joan Ridgway (JR)

Secretary: Jill Mather (JMM)

Present: Caroline Adams (CA), Tim Bayton (TB), Stuart Macwilliam (SM), Rachel Martindill (RM), Jill Mather (JMM), Andrew Mimmack (AM), Mike Payne (MGP), Marilyn Pegg (MP), Joan Ridgway (JR), Nigel Ridgway (NR), Louise Spencer (LS), Nigel Williams (NW)

1. **Welcome to the newly elected PCC**

Fr H opened the meeting with a night prayer from the service of Compline.

2. **Apologies for absence:** Anita Atherton (AA), Susan Coombs (SC), Mark Davie (MD), Pat Read (PR), Fr Steve Turner (Fr S)

3. **Co-options to the PCC (JMM, NR) and approval of members to attend Standing Committee**

- i. JMM and NR were co-opted to the PCC. (Proposed SM, seconded CA, approved nem con)
- ii. JR explained that in the past the PCC has approved the Rector, Assistant Curate, Churchwardens, Treasurer, Safeguarding Officer, Readers and Secretary and one more PCC member to form the Standing Committee. TB was proposed and the PCC approved the Standing Committee for 2022 – 2023. (Proposed LS, seconded NW, approved nem con)
- iii. The Standing Committee meets by Zoom in the mornings and it was recognised that TB would attend when his work commitments allow.

4. **Responsibilities of PCC**

AM reminded the meeting of the legal responsibilities of PCC members: as St James' is a charity, members of the PCC are the legal trustees, and their duties as trustees were explained. As long as the PCC acts "in good faith", it is covered by indemnity insurance should something go wrong.

5. **Correspondence** (previously circulated by email).

- i. Letter of resignation from Eco Church project: CP and MGP were thanked for their work so far on the Eco Church project.
- ii. Letter of thanks from USPG: JR reported that a further donation had been made to USPG of £50 from contributions as a donation for the Lent Course materials.

6. **The minutes of the last PCC meeting (07.02.22)** were approved and the notes from the Standing Committee were received. (Proposed RM, seconded NR, approved nem con)

7. **Matters arising from the PCC meeting**

i. Minute 4iii

Steriliser: it was agreed it should be removed to create more space in the small kitchen.

TB asked why the steriliser was still in the kitchen. NR replied that it had mysteriously started working again and seemed to be serving a purpose after its rest.

ii. Minute 4ix

Email addresses for church officers and clergy: NR and CA to investigate and bring a proposal to the next PCC meeting.

JR explained that six email addresses were in use and that there were four more email addresses available on request.

safeguarding@stjamesexeter.org, secretary@stjamesexeter.org, office@stjamesexeter.org, jam@stjamesexeter.org, streaming@stjamesexeter.org, messychurch@stjamesexeter.org

iii. Minute 8

Criteria for church giving to charities: Revised criteria should be brought to the first PCC meeting of the new PCC.

JR reported that we had not received any revisions to the criteria.

JR recognised the unhappiness of PCC members about the way the criteria had affected decisions but explained that until another proposal is brought to the PCC, the criteria stand as agreed by the PCC.

NR reported that he had written to Melanesian Mission UK to explain that for our support in 2022 their ever-increasing bank balance may be a problem, but added that, as the pandemic comes to an end and charities are able to operate fully once more, the issue might resolve itself.

MGP saw no need for wholesale revision of the criteria but hoped a sentence might be included to allow flexibility in its implementation.

Action: it was agreed to defer the deadline for submission of revised criteria until the PCC meeting on 21.09.22. (Proposed RM, seconded CA, approved by majority)

8. **Questions and matters arising from the Rector's report**

The PCC received with thanks the report previously submitted by Fr H (see file).

In addition:

- i. Fr H congratulated MP on the arrival of a new grandson – earlier in the day!
- ii. Funeral planning with Fr M: a request for a follow up meeting had been received.
- iii. CA and LS have joined the pastoral care group.
- iv. Tanya Hockley-Still has told us that she has appreciated joining us at St James' while she has been on maternity leave from St Mark's.
- v. Fr H flagged up possible difficulties caused by the road closures for the Great West Run for those who drive to church on 22.05.22.
- vi. Fr H asked us to hold Fr S in our prayers as he approaches the end of his training and his summative assessment meeting with the Bishop.
- vii. Correction: Messy Church does not meet in August.

9. Questions and matters arising from the Assistant Curate's report

The PCC received with thanks the report previously submitted by Fr S (see file).

10. Questions and matters arising from the Treasurer's report

The PCC received with thanks the report and financial statements previously submitted by NR (see file).

- i. NR pointed out that expenses for the hall and office are above budget (although we have a fixed price for energy until 2024). With rising prices in all areas, NR reminded us that £60 per participating adult per month is the minimum needed to remain solvent; the current average is £32. NR recognises that there are many calls on personal budgets at the moment, but he asked the PCC for approval to write to each participating adult (using a calculation based on the figures submitted by the parish to work out the number of regular attendees) to alert them to the current situation. (Approved, proposed NR, seconded SM).

11. Questions and matters arising from the Churchwardens' report and approval of Annual Statutory Report

The PCC received with thanks the reports previously submitted by RM and AM (see file).

- i. GDPR: AM assured the PCC of his confidence in compliance at St James'.

12. Questions and matters arising from the safeguarding report – with the annual revision of the policy

The PCC received with thanks the report and revised draft policy previously submitted by CM (see file).

- i. CA explained that our first policy was approved by PCC in 2015. Since this date the House of Bishops and the Diocese of Exeter have produced several templates and policies, which we have incorporated over the years.
- ii. CA indicated the sections in the revised policy that are the same as the previous policy and those sections that have been revised. The policy now comprises 42 pages, including the 3 welcome packs; this represents an overall reduction from more than 60 pages. There is one new, section in addition: Appendix A (pages 4 – 7), which is a procedure for reporting safeguarding concerns or allegations.
- iii. The revised policy contains bookmarks to enable a person to click on the item on the contents page to be taken to the appropriate place in the document. Links through the document will also take you to the appropriate pages.
- iv. There is a new introduction on page 2.
- v. The Safeguarding Policy Statement on pages 3 and 4 is the template from the Diocese and is the same as the previous one.
- vi. Appendix A (pages 4 – 7) is a new procedure for reporting safeguarding concerns or allegations. It contains a flowchart and contact details for the Diocese and the Church. The PCC is required to have an approved procedure. We have always had written information in our safeguarding policy about what to do, but this is now set out in a procedure following a template produced by the Diocese.
- vii. Sections from the previous policy on recruiting volunteers, safeguarding training, reporting what to do if you were worried about a child or adult at risk, responsibilities of PCC and Safeguarding Representatives have been removed, as these are covered elsewhere and are detailed in the 'Parish Safeguarding

Handbook'. <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

- viii. Appendices B, C, D and E (pages 8 to 17); the 'Safe Use of Photographs of Children', 'Use of Social Media', 'Storage of DBS Information' and 'Recruitment of Ex-Offenders' have not changed. These follow templates from the Diocese. We have just updated one section on page 9, under 'Filming of Events' to include the wording 'without prior permission'.
- ix. Appendix F (page 18) is a revised list of Church groups. The crèche, Luncheon Club and Outreach have been removed, and the Craft Club has been added. The information on Celebrate Together has been updated.
- x. Appendix G (page 19) is a revised list of other useful organisations to bring these more in line with those listed by the Diocese.
- xi. The Welcome Packs have been re-ordered and all now include an introduction. The information is broadly the same, but some repetition has been removed. The volunteer recruitment forms have been slightly updated, so that they are a little more user-friendly.
 - a. Welcome Pack for Volunteers working with children and young people (pages 20 -29). Information on how to obtain a DBS check has been removed, as this follows a different process and all volunteers are made aware of the system involved. All volunteers will be given the document from the Diocese on the 'Code of Conduct'.
 - b. Welcome Pack for Parents (pages 30-35.)
 - c. Welcome Pack for Adults (pages 36-42). The information on Luncheon Club and Outreach has been removed and the information on Celebrate Together updated.
- xii. CA thanked AM for his help with an initial review of the policy, TB for his proofreading and smart editing to improve the links and reduce the repetition in the document, and SM for proofreading.
- xiii. RM proposed and MGP seconded a proposal to adopt the safeguarding policy. Approved nem con.
- xiv. SM proposed a formal vote of thanks to all who had been involved in the process.
- xv. CA will email section 7 of the Parish Safeguarding Handbook to JMM to issue with the minutes. PCC members are requested to keep either an electronic or paper copy of this section which provides full details on reporting a safeguarding allegation or concern.

13. Questions and matters arising from committee reports: Health & Safety, Fabric, Young People

- i. The PCC received with thanks the reports previously submitted (see file).
- ii. Fabric Report: in addition there had been damage to a bench in the churchyard. NR will make an insurance claim.
- iii. Removal of the electrical gaffer tape on the floor: the church will need to be closed for three days in September for this to be completed, the floor scrubbed and polished throughout at a cost of £500.
- iv. Communications: AM thanked the team for producing the most recent edition of *Contact*. TB mentioned that volunteer deliverers were always needed; RM said the Scouts were keen to help.

14. Eco Church: a proposal from NR

- i. NR had completed part of the Eco Church questionnaire and although we probably could win a Bronze Award, he was not convinced that as a Church community we had fully embraced the project and made the necessary changes. He wondered whether it might even be hypocritical to apply.

- ii. CA and TB suggested that a Bronze Award might rather be an inspiration towards working towards the Silver Award. MGP agreed and argued strongly that an application be made to indicate an aspiration towards being whole-heartedly an Eco Church. Fr H supported an application as a way keeping Eco Church on the agenda.
- iii. MGP offered to investigate the workload of the application process and to report to the July meeting.
- iv. Fr H suggested that an appeal be made to the congregation to become involved. (Action: JMM)
- v. CA and JMM felt that the children would also like to be involved in some way.
- vi. Tree planting for the Queen's platinum jubilee: the PCC agreed to plant a tree for the jubilee. (SM proposed and MGP seconded, agreed by majority).
Action: AM to investigate the need for a faculty.

15. Any other business

- i. SM raised the question of a return to Zoom for PCC meetings. After discussion, it was agreed that a decision be deferred to the next meeting.

16. Dates of next meetings

- i. Standing Committee on 06.07.22 at 9.30.
- ii. PCC on 20.07.22 at 19.30.

17. Closing prayer

The meeting closed with the Grace at 20.45.

Jill Mather
PCC Secretary