

Minutes of a Meeting of the Parochial Church Council Monday 14th May, 2018

The PCC gathered first at 7.00 pm in the Lady Chapel for a Mass, moving to the Committee Room for the business meeting.

In the Chair: Rachel Martindill

Present: Caroline Adams (CA), Anita Atherton (AA), Tim Bayton (TB), Susan Coombs (SC), Mark Davie (MD), Fr Andrew Down (Fr A), Anne Killingback (AK), Mic Lane (ML), Rachel Martindill (RM), Jill Mather (JM), Andrew Mimmack (AM), Mike Payne (MGP), Marilyn Pegg (MP), Fr Henry Pryse (Fr H), Pat Read (PR), Nigel Ridgway (NR), Cherie Snell (CS), Jim Weeks (JW), Nigel Williams (NW)

1. **Apologies** for absence and **welcome** to the newly elected PCC: ML, CS, AA and AK and RM and NW as Wardens.
Apologies were received from Charlotte Payne.
2. **Co-options to the PCC** and approval of members to attend Standing Committee
Co-opted : NR as treasurer; CA as Health & Safety and Safeguarding Officer; JM as PCC secretary.
TB proposed that ML and CA should be the lay members of the PCC to attend the Standing Committee.
3. **Responsibilities of PCC (AM)**
The PCC were reminded of the legal responsibilities of PCC members: as the legal property holding body (i.e. as trustees of the church's property) members are required to act collectively to make the best use of its resources. NR reminded the PCC that it is insured as long as decisions have been made in good faith.
4. **Correspondence** (circulated before the meeting)
 - i. Item 9: On 08.04.18, GDPR request from Devon Historic Churches Trust to hold data.
Action: JM to write giving permission to hold church office email address and phone number.
 - ii. Item 12: on 03.05.18, Devon Historic Churches gave notice of their Historic Churches Day, incorporating Ride + Stride, to be held this year on Saturday 8th September 2018.
It was agreed that St James' would support the Ride+Stride day again this year.
Action: JM to ask Sue Pinn to be the Parish Organiser and point of contact.
 - iii. Item 11: it was reported that the Exeter Choral society had been grateful for the support over the years from St James'. After the PCC meeting, Fr H wished to "record our thanks to Mark Davie for liaising with the Exeter Choral Society for a number of years. His help has been invaluable. Personally, I'm sorry that they are having to leave us; it has been a delightful connection over the years."
 - iv. Addition to Correspondence circulated before the meeting:
The Heritage singers had emailed Fr H on the morning of the PCC to thank him "and your folk at St James' for such a lovely warm welcome last evening, and for having the Singers to come and sing Choral Evensong in your beautiful church ... and thanks to your fabulous catering team for such superb refreshments after the service."
5. **Approval of Minutes** of the last meeting (5th February 2018) and receiving the Notes from the Standing Committee (16th April 2018)
The Minutes of 05.02.18 were approved as a correct record. Proposed MD, seconded PR.
6. **Matters Arising from the Minutes of the PCC**
Minute 5.4: NW reported that a grant from Deanery Synod was unlikely to be forthcoming.
Minute 6: corrections actioned by TB.

Minute 10: *Contact* article actioned by AM.

Minute 12: kitchen deep-cleaning is happening; actioned NR.

Minute 13i: carried forward, as CP not at meeting.

Minute 13ii: the defibrillator has been purchased and blessed. It will be installed in the hall foyer when the cabinet has arrived. TB offered to have his mobile number displayed on the cabinet for use on the occasions when the hall is not occupied.

Matters Arising from the Notes from the Standing Committee

Note 4vi: CA had spoken to Stoke Hill School about their photo policy which is similar to ours.

Note 6: the site meeting took place on 30.04.18.

Note 10: "Thy Kingdom Come" handout had been prepared and was in use.

7. Rector's Report

The PCC received with thanks the report previously circulated by Fr H, who added:

- i. The announcement of Fr A's move will be made in the *Weekly Bulletin* on Pentecost Sunday.
- ii. Fr Brian's Golden Jubilee Eucharist will be followed by a bbq; AK will make a card from the congregation.
- iii. Fr A's installation as Rector of the Beacon Parishes will take place on 28.08.18 at Ipplepen.

8. Curate's Report (circulated before the meeting)

The PCC received with thanks the report previously circulated by Fr A who added: "A huge thanks to everybody at St James' for their friendship" and that he had learned "how to lead in this way from Fr Henry". ML replied that we had enjoyed having him; and Fr H said that it had been "good to get an extra year".

9. Treasurer's report (NR)

The PCC received with thanks the report previously circulated by NR.

10. Churchwardens' report, including GDPR

The PCC received with thanks the report previously circulated by RM.

GDPR: AM reported that forms had been sent to all on the Electoral Roll to allow data to be kept. He had yet to check Fellowship members and SC offered to ensure letters go out to members of the 8.00 am congregation.

A data protection notice will be displayed in the church porch and the GDPR statement will go on website. **Action: AM**

A full report on GDPR compliance at St James' will be presented to the next PCC meeting. **Action: AM**

11. Committee Reports, including **Safeguarding** (with the annual revision of the policy) and Health and Safety

The PCC received with thanks the reports previously circulated by CA.

CA presented the **Annual Revisions to the Safeguarding Policy** (which in future will need to be done immediately after the APCM)

CA explained the changes – (from Standing Committee Notes 16.04.18)

Changes:

- i. The opening Statement and Commitment (taken from diocesan guidelines) have been replaced by the "Statement of Safeguarding Principles", following revisions from the House of Bishops.
- ii. There is now a direction to adopt the revised policy at the first PCC meeting after the APCM. It must now be dated, signed by the Incumbent and Churchwardens and shown to the Archdeacon at the Visitation.

- iii. Caroline has added Facebook, noticeboards, Weekly Bulletin and Contact in the request to gain permission to use photos.
- iv. St James' statement on GDPR will be added in May to the Safeguarding Policy.
- v. Volunteer forms will also have a GDPR statement and will have a statement to sign to declare all information is accurate and up-to-date.
- vi. Policy for the Safe Use of Children's Photographs.
Attached to the policy is a new consent form to be signed – with a time limit of seven years, but to be kept as part of an archive and then only used occasionally on special occasions, unless parents indicate otherwise on the permission form.
- vii. Change to ex-offenders' policy taken from diocesan advice.
- viii. CA has also written a letter to be sent to all hirers and users of the church hall to explain the safeguarding background and the need to take full responsibility for the safeguarding of children, young people and vulnerable adults in the event for which it is hired. Regular hall-users must have their own safeguarding policies which they must send to the church office before hiring the hall.

Discussion:

CA thanked TB for providing the new image at the beginning of the policy document. JW asked how it is ensured that the photos taken and posted on the website are of children with permissions. CA and AM assured the PCC that Messy Church photos are checked, and TB assured the PCC that he checks all photos used in *Contact* or in the *Weekly Bulletin*.

The PCC adopted the policy: proposed NW, seconded MD, and signed by Fr H and the Wardens.

Thanks were extended to CA and there were two rounds of applause: for CA for the revisions, and for TB for proof-reading the new documents.

Action: CA will print off three copies: one for the back of the church, one for the Wardens to take to the Archdeacon's Visitation and one for the church office.

12. Any other business

- i. Fr H reminded the PCC of the Archdeacon's Visitation at 7.30 pm on 21st May at Alphington and encouraged members to attend.
- ii. Formal congratulations from the PCC were extended to Fr A on his appointment to be Rector of the Beacon Parishes.
- iii. NW thanked AM for his work as Warden and for staying an extra year to ensure succession; RM thanked AM for the 5 years together as Warden: a round of applause!
- iv. A note will be put in the bulletin to ask for a volunteer to attend Deanery Synod, to replace NW.

13. Date of next meeting: Monday 16th July at 7.30 pm in the Committee Room

14. Closing prayer

Jill Mather
Secretary to the PCC