



## Minutes of the Parochial Church Council

Tuesday 8<sup>th</sup> July 2025 at 19.30

### Committee Room

In the chair: Fr Henry Pryse (Fr H) delegated to Joan Ridgway (JR)

Minutes: Jill Mather (JMM)

Present: Susan Coombs (SC), Gary Patch (GP), Anne Killingback (AK), Rachel Martindill (RM), Jill Mather (JMM), Joanna Mimmack (JM), Sue Pinn (SP), Fr Henry Pryse (Fr H), Pat Read (PR), Joan Ridgway (JR), Nigel Ridgway (NR), Jim Weeks (JW), Nigel Williams (NW)

**Fr Henry opened the meeting with prayer**, mentioning the Stoke Hill school visit to St James' that morning. The children had asked lots of questions and were interested in everything they were shown. He added that he had received an email from the staff and children to thank him for the visit.

He passed the Chair to Joan Ridgway.

**1. Apologies:** Caroline Adams (CA), Tim Bayton (TB), Mike Payne (MGP), Marilyn Pegg (MP).

**2. The Minutes of the PCC meeting (20.05.25) were approved.**

(Proposed RM, seconded PR, and approved by all those who had been at the meeting.)

The notes of the Standing Committee (18.06.25) were received.

**3. Matters arising from the Minutes of the PCC meeting on 20.05.25.**

**i. Minute 4ii:** Responsibilities of PCC members.

Standing Committee Note 3 (18.06.25) CA said not all PCC members have had DBS checks, but that checks could be put in place – as recommended by the Charity Commission – as we have children's and vulnerable adults' activities. NR said it seemed a safe way to proceed. PCC members are eligible to an enhanced DBS check for adults and children, as trustees at St James'. As we are volunteers the DBS check will be free. (If the PCC did not have these groups, PCC members should have a basic DBS check for which there is a charge.) If anyone has any queries about the level of the check, please contact Caroline. Action: CA will contact all PCC members not currently DBS checked.

**Update to PCC:** CA has started the process of checking – and there is only one to do.

**ii. Minute 14.b.iv: NR to contact Grosvenor Nursery to explain their request to book the Committee Room could not be granted.**

NR has contacted the nursery but has not received a reply.

iii. **Minute 14.b.v: Damage to floor caused by ExeVox**

The sculpture has been moved back into position. Since the floor at the back of church was damaged, it will be repolished before St James' day and the ExeVox choir will contribute towards the cost.

**4. Discussion of Mission Action Plan**

- i. GP distributed printouts of the draft action plan previously circulated to PCC members.
- ii. We started by checking that names against suggestions were correct.
- iii. We then went through the draft plan, discussing exactly what was meant by each suggestion and considering which items should go forward to the action plan and had the support of a lead PCC member.
- iv. Throughout the wide-ranging and thoughtful discussion, there was a recognition of the need to support our ideas by prayer, to build on our strengths and to communicate clearly our aims and activities – both to the congregation and to the wider community.
- v. **GP and JMM agreed to group the ideas into over-arching themes and to present a version from the discussion. See Appendix I.**

**5. Correspondence**

None.

**6. Rector's report**

- i. The PCC received with thanks the report previously submitted by Fr H (see file)
- ii. He added news of the placement at beginning of February of the Revd Deborah Leighton-Plom. St James' will offer her the opportunity to observe a PCC meeting, to celebrate Communion and to meet several members of the church community.

**7. Treasurer's Report**

- i. The PCC received with thanks the report previously submitted by NR (see file)

**8. Safeguarding Report and Action Plan**

- i. The PCC received with thanks the report previously submitted by CA (see file)
- ii. **The PCC discussed and approved the Action Plan drawn from the Safeguarding Dashboard.**  
(Proposed NR, seconded RM and approved by all present.)

**9. Churchwardens' Report**

- i. The PCC received with thanks the report previously submitted by RM and SP (see file).
- ii. **The PCC approved 124 as the participant numbers for 2026 for calculation of the Common Fund**  
(likely to be £95000 next year). (Proposed NR, seconded GP and approved by all present.)

**10. Committee reports**

- a) **Health and Safety:** the PCC received with thanks the report previously submitted by CA (see file).
- b) **Fabric:** the PCC received with thanks the report previously submitted by NR (see file).
  - i. Thanks were expressed to NR for negotiating lower utilities bills.
- c) **Young People:** the PCC received with thanks the report previously submitted by CA and JMM (see file).
- d) **Communications:** no report: the group has not met since the last PCC meeting.
- e) **Celebrate Together:** the PCC received with thanks the report previously submitted by Shirley Croft.
  - i. Correction: Celebrate Together meets 8 times a year (not monthly as indicated in the report).

**11. Any other business**

i. **Purchase/acquisition of additional processional cross (JR)**

The sacristan has requested a lighter cross for those who are unable to carry the main, heavy cross. It was agreed that one should be sought.

ii. **Appeal (NR)**

NR mentioned several decorating needs: the replacement of the children's tables in the hall; white lines in the carpark; lightning conductor; water butts etc. It was agreed that NR would launch the appeal.

**12. Date of next PCC meeting: 23.09.25**

**13. The meeting closed with the Grace at 21.00.**

Jill Mather  
Secretary to the PCC  
08.07.25

A handwritten signature in black ink that reads "Henry Pryse". The signature is written in a cursive style with a large, sweeping initial 'H' and a long, horizontal stroke extending to the right.

23.09.25