



Minutes of the Parochial Church Council

Tuesday 20th May 2025 at 19.30

Committee Room

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

Minutes: Jill Mather (JMM)

Present: Tim Bayton (TB), Anne Killingback (AK), Rachel Martindill (RM), Jill Mather (JMM), Mike Payne (MGP), Marilyn Pegg (MP), Sue Pinn (SP), Fr Henry Pryse (Fr H), Pat Read (PR), Joan Ridgway (JR), Nigel Ridgway (NR), Jim Weeks (JW), Nigel Williams (NW)

1. Welcome

- i. JR welcomed everyone, especially Sue Pinn, attending her first PCC meeting as newly elected Churchwarden designate.
- ii. Fr H opened the meeting with prayer, remembering and giving thanks for Andrew Mimmack, and praying for his family. He prayed also for Sue Pinn following her father's death.
- iii. Fr H passed the chair to JR.

2. Apologies: Caroline Adams (CA), Susan Coombs (SC), Joanna Mimmack (JM)

3. Co-options to PCC and election of Standing Committee

- i. NR and JMM were coopted to PCC (proposed RM, seconded NW).
- ii. JR explained that currently on Standing Committee were the Rector, the two Churchwardens, the LLM, the Treasurer, the Safeguarding representative, and the Secretary. It was agreed that the current situation should continue. (Proposed TB, seconded PR).

4. Responsibilities of the PCC (NR)

- i. NR explained that PCC members, as trustees of a charity making decisions collectively, must act with integrity, ensuring compliance with the law, and act prudently to ensure the church's assets are looked after wisely. The PCC also has a duty of care for the church family at St James'. He reminded members that the PCC is covered by insurance in the unlikely event of problems – as long as it acts in good faith.

- ii. TB asked how we ensure that new members of PCC are “fit and proper” members, something charities check when new trustees are elected to a board. JR told the meeting that PCC members have been DBS checked and completed safeguarding training. Fr H also said that, in a church context, the PCC will already know the new members, unlike the case in some charities.

5. PCC permission for relicensing of Joan Ridgway as Licensed Lay Minister at St James’

- i. JR left the meeting.
- ii. Fr H asked the PCC to approve the relicensing of Joan Ridgway.
- iii. The PCC was delighted to approve her relicensing – to take place on Sunday 27th July in Crediton.
- iv. JR rejoined the meeting.

6. Proposed dates of PCC meetings

The PCC approved the dates: 20th May 2025, 8th July 2025, 23rd September 2025, 25th November 2025, 10th February 2026.

7. Correspondence to the PCC (previously circulated by email) was received. (See file)

- i. The building works near the carpark wall: NR confirmed that the ground has been filled in and consolidated satisfactorily.

8. The Minutes of the PCC meeting (25.02.25) were approved.

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

The notes of the Standing Committee (06.02.25) were received.

9. Questions and matters arising from the Minutes of the PCC meeting on 25.02.25.

- i. **Minute 9bii: concerns over water ingress in two roof lights in the church (Action: NR)**

NR has consulted Simon Tucker who is convinced there is no leak through the roof lights, but there is a problem that should be monitored once the dry spell comes to an end.

- ii. **Minute 10: Erection of lighted cross on bell tower (Action: RM)**

Recommendation from the Standing Committee meeting note 3: “RM had investigated this and could only find an American cross at £700. She will continue to look, in the hope that cheaper ones might appear near Christmas.”

- iii. **Minute 4b: Outreach to Old Coal Yard new residents (Action: NR)**

NR reported that 5 apartments have been let now, although tenants have not moved in yet. The site manager will inform NR when units near the roundabout at the Morrisons end of the site are occupied, probably later this year. Further units behind the filling station will be ready for occupation by this time next year. TB asked to be told the date when people have moved in so that he can coordinate the welcome cards with the Contact delivery – probably September.

- iv. **Minute 4c: Proposal to extend the role of the hall lettings administrative officer (Action: NR)**

The laptop has been bought and set up by Phil Scott. Michelle Gallagher is delighted with it.

Matters brought to the PCC from the Standing Committee meeting on 06.02.25

Note 3: Mission Action Plan and Parish Survey

- i. Fr H and the churchwardens proposed that this should be the main, single issue to be discussed at the July PCC meeting. Other reports will be submitted but not discussed at that meeting to leave time for discussion of the Mission Action Plan.

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

- i. The PCC received with thanks the report previously submitted by Fr H (see file).
Fr H added that Fr David Nixon is about to retire as Area Dean as well as from St Thomas' Church.
- ii. NR reported that Richard Frost has confirmed he can lead the quiet afternoon Wednesday 9th July from 1.30 – 4.00 pm.

11. Questions and Matters Arising from the Treasurer's Report

- i. The PCC received with thanks the financial reports previously submitted by NR (see file).
- ii. NR was pleased to report that a bequest of £500 had been received from the estate of Beryl Hooper.
- iii. NR had also spoken to Philip Whitlock, the Mission Resources Project Officer, about the diocesan Parish Giving Scheme. Anita Atherton will talk to him about adopting it at St James'.

12. Questions & Matters Arising from the Safeguarding Report,

Safeguarding Dashboard, and approval of revised Safeguarding Policy.

- i. The PCC received with thanks the Safeguarding report and supporting discussion documents previously submitted by CA (see file).
- ii. RM read out the report previously submitted by CA. (See file and Appendix I)
- iii. TB added that Tom Slade has completed the basic safeguarding training.
- iv. The PCC approved the revised Safeguarding Policy (Proposed MGP, seconded Fr H, agreed nem con)
- v. RM declared her willingness to act as the second Safeguarding representative until another volunteer comes forward.

13. Questions and Matters Arising from the Churchwardens' Report

- i. The PCC received with thanks the report previously submitted by RM and SP (see file).
- ii. RM reported a desperate need of volunteers for the fête on 05.07.25.

14. Questions and matters arising from the Committee reports

a) Health and Safety

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

b) Fabric

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

- ii. NR raised the request from the Grosvenor Nursery (Fabric Report 5) to rent the Committee Room from Monday – Friday, 8.00 am – 6 pm, 52 weeks a year.
- iii. During discussion, SP asked how many children would be using the one toilet; questions were also raised over wear and tear of the carpeted room and access to the corner walk-in cupboard and its storage. With the many hall bookings during the week, it was widely felt that the church could not afford to lose the luxury of having the Committee Room almost always available during the week, as evidenced by the use of the room for the final session of the Lent course.
- iv. JW, pointing out that it would be an attractive proposition if we were not currently in a sound financial situation, proposed that we should not accept the request. It was agreed by all present. **Action: NR to contact Grosvenor Nursery.**
- v. Damage caused by ExeVox in moving the Compassion statue (Fabric Report 4). NR reported that the damage will need professional help to reset the sculpture on its plinth, to repair the floor, and to move it back to its original position. TB mentioned that this was not the first occasion that ExeVox had left the church in an unsatisfactory condition. He suggested estimates be sought for the work to reinstate the sculpture. It was agreed that JMM would ask John Allan, Cathedral Archaeologist, to suggest a contractor who might be approached, given that the sculpture was originally in the cathedral and had been moved from there. **Action: JMM and NR.**

c) Young People

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

d) Communications

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

15. Any other business

- i. *The Chosen* - a proposed discussion group (JR)
JR set out her proposal for a monthly group to watch and discuss the TV series on the life of Christ. It was agreed that JR should find out how many people were interested so that a venue and dates could be set.
- ii. Fr H reminded the PCC that the Archdeacon's Visitation will be on Thursday 5th June at 7.00 pm at St David's Church, Exeter.

16. Dates of next meetings

Standing Committee: 18.06.25; PCC: 08.07.25.

17. The meeting closed with the Grace at 20.45.



<p>Jill Mather Secretary to the PCC 20.05.25</p>
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Safeguarding Training

Courses completed

Basic Awareness: Brian Cousins, Maureen Cockram

Foundations: (3-year refresh) Ann Walsh, Brenda Manley, Jo Cutts

Raising Awareness of Domestic Abuse: Jane Williams, Sue Pinn, Nigel Ridgway (3-year refresh)

DBS: 3-year renewal - Carole Parsons, Shirley Croft

Revision of the safeguarding policy

The safeguarding and associated policies for revision (at the first meeting of the PCC after the APCM) is attached to this report. There are very few changes this year except updates to contacts. These include the details for Sue Pinn as a Churchwarden from 5th June, the addition of the revision date for 2025 on the relevant policies (pages 4, 10 and 13), a change in phone number on page 20 for Age UK for Exeter and the national number for the Rape Crisis Helpline. (The church contacts and useful contact numbers do also appear in the Welcome Packs in the Appendices and these will also be updated automatically, once the initial set has been actioned.)

The Diocesan Contacts on page 5 have been updated as there have been a few job title changes, Costa Nassaris's job title is now Head of Safeguarding and Diocesan Safeguarding Officer. We also have a new Diocesan Safeguarding Officer called David Cross in addition to James May and Rebecca Lane. These will need to be updated on our website in due course. Also added the phone number for the Rape Crisis line for Devon and Torbay.

I would like to draw to the PCC's attention the Procedure for Responding to Safeguarding Allegation or Concerns which is Appendix B in our policies. This must take place within 24 hours of a report of an allegation to either myself as the Safeguarding Representative or a Churchwarden or member of the Clergy or Diocesan Safeguarding Team.

Parish Safeguarding Dashboard Updates

We have worked through a good number of the additional safeguarding standards on the dashboard and are 98% complete, improved from 94% at the last PCC meeting.

We are now at 100% on four of the five standards -

- Standard 1 – Culture and Leadership
- Standard 3 – Recognising, Assessing and Managing Risk
- Standard 4 – Victims and Survivors
- Standard 5 – Learning, Supervision and Support

While Standard 2 – Prevention is at 95%. Essentially, we have a few more people to complete or refresh safeguarding training and a few to have a recorded volunteer 'catch-up' chat (this is the ongoing support and oversight) in Messy Church and Celebrate Together. The volunteer 'catch-ups' have been completed for JAM, 11-Ups, Coffee Morning and Craft Club.

I have attached a summary of the points from the Safeguarding Dashboard that still need progressing, which are in orange. All the other areas are green and require no further action at this time. I will bring a full report to the next meeting which will require PCC approval. As you can see there are no 'red' areas and several of the 'orange' areas will turn 'green' once PCC have approved the revised safeguarding and associated policies and approved the list of church and non-church activities which are reviewed annually at this meeting.

Approval at PCC of the Church Activities

Along with the revision of the safeguarding and associated policies, PCC needs to approve annually the church groups. These are: JAM, 11-Ups, Messy Church, Celebrate Together, Craft Club and Coffee Morning.

Approval at PCC of the groups who hire our premises that involve children or vulnerable adults

PCC is required to approve this list annually. The groups are; Rainbows, Brownies, Guides, Squirrels (pre Beavers), Beavers, Cubs, Scouts, Explorer Scouts, Ensure, Greek Orthodox Church, Jacobite Orthodox Church and Brass Instrument Lessons.

Messy Church Helpers

Marilyn Gledhill and Maureen Cockman have completed the necessary safeguarding training and we would like them to become members of the messy church team. (Marilyn Gledhill has helped in JAM for many years and also has an enhanced DBS check.) I have checked with The Diocese electronic DBS provider and a DBS check for helping on craft stall with parents present is not required. If for any reason a helper was required to supervise a child without a parent present,

then a leader who has been appropriately DBS checked would take charge. Currently we have 8 people who could take this role in messy church, which includes all those who lead the celebration in church. We are therefore requesting that unless PCC have any objections that these 2 people can be added to the team of regular messy church helpers.

Safeguarding Representative

I would like to record my thanks to Andrew Mimmack for all his work and help with safeguarding over several years. I greatly valued his wisdom and clarity of thought.

Rachel has very kindly offered to temporarily act as a safeguarding representative so we will still have two people to have oversight of the safeguarding dashboard and training records.

Caroline Adams