



## Minutes of the Parochial Church Council

Tuesday 25<sup>th</sup> November 2025 at 19.30

### Committee Room

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

Minutes: Jill Mather (JMM)

Present: Caroline Adams (CA) Tim Bayton (TB), Susan Coombs (SC), Gary Patch (GP), Rachel Martindill (RM), Jill Mather (JMM), Joanna Mimmack (JM), 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. Fr Henry opened the meeting with prayer.** He prayed for Sue Parks before saying the Collect for the day.

The chair passed to Joan Ridgway.

- 2. Apologies: none.** All present.

- 3. Correspondence**

As circulated. The following items were presented in addition:

- Pamela Lee had contributed money in memory of her husband, Clive Lee, to be spent on presents for the children attending the Christmas Messy Church. CA reported a message from Pamela saying that Clive would have been so happy to hear that Messy Church continues to go from strength to strength.

- 4. The minutes of the last PCC meeting (23.09.25) were approved.**

(Proposed PR, seconded TB, and approved nem. con.)

The notes of the Standing Committee (04.11.25) were received.

- 5. Matters arising from the minutes of the PCC meeting on 23.09.25.**

- Minute 7i: card machine (Fr H)**

- Fr H reported a discussion with St Michael's, Heavitree, who use a machine through the Parish Giving Scheme. He was also able to report that diocesan funds were available to buy a machine, but the local church would need to provide a stand.

In discussion the following points were made:

- JR mentioned a recommendation from the diocese to use a QR code to direct potential givers to the website. TB said that this could be possible once the website is completed but it would still

need to be paired with a card-reader in the church. He wondered how that system would be an improvement.

- JW explained that a more sophisticated card-reader than the current Sumup machine offers a much clearer, ever-present screen with suggestions of amounts you can donate – as well as the chance to donate a different amount.
- NR was of the opinion that giving should, first and foremost, come from regular church-goers; he felt uncomfortable about asking for donations from visitors. In response, GP and Fr H both believed that visitors often, having enjoyed their visit (perhaps to a concert), wish to donate and a card-reader as people go out which could be quickly tapped would be valuable.
- RM reminded the PCC that some people still like to give cash and that should be provided for.
- CA asked if we might make the current machine more visible for the services and events leading up to Christmas, but it was recognised that any major changes would need to wait to the new year.
- **Action: JW offered to research the options and to bring details and costings to the February PCC.**
- (Note: Fr H had received further information by email after the meeting from Branksome's St Aldhelm's in Poole, which he forwarded to JW and Standing Committee.)
- ii. **Minute 11i: signage (to be taken in Agenda item 6)**
- iii. **Standing Committee Note 7ii: 70<sup>th</sup> anniversary celebrations**
  - CA updated the PCC on planning so far: she is discussing possibilities with Stuart Macwilliam who has access to archive material which was used in the 60<sup>th</sup> anniversary celebrations. SP mentioned the possibility of a flower festival, and ways of reaching out more widely to those in the parish who have attended baptisms, weddings and funerals over the 70 years were suggested. Dedication Sunday on 25.10.26 is a likely date – although a summer celebration was also mooted.
  - **Action: CA will seek ideas from the congregation in January and report to the February PCC.**

## 6. Update on Mission Action Plan – Section I Community Outreach

### Communications Report (TB)

- i. The PCC received with thanks the report previously submitted by TB (see file).
- ii. TB explained that the group had recently welcomed some enthusiastic new members who bring additional expertise to the group, and that the Communications Group was asking for support and endorsement of the work they were doing and had identified 5 items for approval. Details of the proposals are in the report.
- iii. **Item 1: approval of the sitemap proposed for the new website**

The sitemap was displayed on screen to support TB's explanation and PCC discussion and questions.

- GP and JW mentioned the need to include the midweek and the special services (eg Good Friday, Ascension Day) in the Services tab.
- GP asked where the PCC minutes would be – the Archive.

- GP mentioned that parochial fees would need to be displayed somewhere on the site for those requesting baptisms, weddings and funerals.
- RM asked where the Calendar will be, as it is a major reason people currently visit the website. TB replied there would be prominent links – both from the home page and from within the Events section.
- GP asked if there would be a search button. TB hopes that if the structure is clear there will be no need for this.
- NR asked if there would be a contact page to allow people to email queries. TB explained that the parish email address and phone number will be displayed in each section as clickable links, thus eliminating the need for a separate Contact section.
- **The PCC approved the site map – with the additions noted above. (Proposed TB, seconded CA, approved nem. con.)**

iv. **Item 2: approval of the proposed logo development**

The new logo was displayed on screen alongside the current one to support discussion.

- TB explained that the current logo has been corrupted over time and is no longer sharp. The new logo is a development of the current shell design but improved by a 3-D effect.
- There is also work being done to design a colour palette with help from Andy Bee (a local graphic designer and administrator of St Mark's church). The colour palette will pick up colours from within the church building.
- **PCC members liked the improved design and the plans for its implementation and approved its use. (Proposed TB, seconded GP, approved nem. con.)**

v. **Item 3: acceptance of the proposed update to the sign boards and approval of the financial outlay for this (see costings in Communications Report)**

Photos of the current notice boards were displayed alongside mock-ups of the proposed changes – to reduce the amount of text, to include the logo and to offer ways of directing passers-by to further information (eg to children's groups) on the website.

- GP mentioned that the placing of the shells would need to be considered on the notice board.
- TB explained that the wording would be stick-on vinyl letters to allow for changes to be made – eg if the midweek service changed its day. Space will also be left available for advertising special events as they happen and for posters.
- Fr H made the point that, as a eucharistic community, the main 10.00 service on Sunday and the midday Wednesday service should be displayed as Eucharists while the smaller 8.00 said Sunday service should be Holy Communion.
- Concern was expressed about the use of underlining: it was thought that larger and bold font offered a neater solution.
- RM mentioned that some of the materials can be purchased more cheaply online.
- **It was agreed that the group should redesign the boards, making the adjustments requested above, with a budget of up to £300 working with the Church Noticeboard Company. (Proposed TB, seconded JW, approved nem. con.)**

- vi. **Item 4: establishment of a new e-mail address: [media@stjamesexeter.org](mailto:media@stjamesexeter.org)**
- **To avoid personal email addresses being used, the PCC approved the setting up of an email account [media@stjamesexeter.org](mailto:media@stjamesexeter.org) to be used by the members of the Communications Group. (Proposed TB, seconded JW, agreed nem con)**
- vii. **Item 5: endorsement of the Communications Group as the overseer of St James' website and social media**
- GP asked what would be entailed in the word "overseeing"? TB explained that he hoped in future the Communications Groups, as a sub-committee of the PCC, would have oversight of the people who have been given permission to post.
  - After discussion, it was noted that there are still discussions to be had about how to include those who currently post, and those who might wish to be involved, as new social media platforms are developed.
  - **JW raised the point, and it was agreed, that it is important to have a coordinated approach and clarity over who is approved to post on social media sites, and that due regard is paid to safeguarding.**

In concluding the section from the Communications Group, JR thanked TB and highlighted the very positive reception of the welcome cards to new residents at The Hay.

### **Church Signage (JR)**

- viii. JR displayed the two signs proposed to direct visitors to the hall.  
**The PCC agreed their purchase (at a cost of no more than £340) and positioning** – one on the wall near the main entrance, the other on the bike racks at the end of the car park. Changes to the font and logo will be made by the Communications Group. (Proposed JR, seconded TB, agreed nem con.)
- ix. JR had also brought more possibilities of biblical verses to be mounted on external walls: some metal plaques, some carved on stone (as seen in Coventry Cathedral) and in a number of fonts and presentations. With time running out, it was agreed to return to this discussion in the new year.

## **7. Rector's report**

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

- i. He added that in addition to Deborah Leighton-Plom's placement, Janet Spencer might also be joining us on placement next year.

## **8. Safeguarding report and action plan**

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

- i. CA thanked RM for volunteering to become a safeguarding representative with her. She will complete her training next year at the earliest opportunity.
- ii. CA was pleased to report full compliance with DBS checks completed.
- iii. **The PCC approved RM as safeguarding representative and the Action Plan as previously circulated** (see report).

## 9. Treasurer's report

- i. The PCC received with thanks the report previously submitted by NR (see file).
- ii. The PCC agreed to thank everyone who had given to the recent Onwards and Upwards appeal.
- iii. NR reported that in response to the appeal John Grumett had offered a gift of a lighter processional cross (photo and cost displayed to the PCC on the screen) in memory of his wife, Sara. The Sacristan, Judith Wedgwood, had been involved in choosing it and is pleased with the proposal.
- iv. **The PCC was delighted to accept the gift from John Grumett. (Proposed NR, seconded JW, agreed nem. con.)**
- v. **Action: secretary to write to John to thank him.**

## 10. Churchwardens' report

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

## 11. Committee Reports

- i. **Young People:** The PCC received with thanks the report previously submitted by CA and JMM (see file).
- ii. **Fabric:** The PCC received with thanks the report previously submitted by NR (see file).  
It was noted: that the acer in the church garden will have to come down; that redecorating work included making good the bell-tower leak damage; that there is a need to start to plan for a replacement heating system such as ground source heating; that the new speakers and microphones will be in place before Christmas, since the sound system improvement was identified as a priority in the recent appeal.  
TB added that the organ tuner has been booked since the problems on Sunday.
- iii. **Health and Safety:** The PCC received with thanks the report previously submitted by CA (see file).

## 12. Charitable giving: (NR)

- i. The PCC received with thanks the report on the charities supported by the PCC in the current year previously submitted by NR (see file).
- ii. NR reported that although a request was made to do so, no new charities had been suggested. The same charities, therefore, had been assessed and found to meet the criteria set by the PCC.
- iii. **The PCC agreed (nem. con.) to continue to support USPG, Tearfund, Melanesian Mission UK, The Jerusalem and Middle East Church Association, Mothers' Union, Hospiscare, The Fairtrade Foundation, Christians Against Poverty.**

## 13. Any other business

- i. Request from AK to display a shell mosaic sculpture.
- ii. The sculpture was available for the PCC to see, and CA explained that some children had worked on this in the past and that it had been weather-proofed. The question of where it might be

displayed was discussed and the PCC agreed to JW's proposal that it be fixed to the JAM notice board inside the hall.

**iii. Action: JW and AK.**

**14. Date of the next PCC meeting: 10.02.26**

**15. The meeting closed with the Grace at 21.10.**

Jill Mather

Secretary to the PCC

25.11.25



Henry Pryse

10.02.26