

## Minutes of the Parochial Church Council

Tuesday 10<sup>th</sup> February 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), Sue Pinn (SP), Fr Henry Pryse (Fr H), Pat Read (PR), Joan Ridgway (JR), Nigel Ridgway (NR), Nigel Williams (NW).

In attendance: Deborah Leighton-Plom, Stephanie Packham, Janet Spencer on placement at St James'.

#### **Fr Henry opened the meeting with prayer.**

The chair passed to Joan Ridgway.

#### **1. Apologies:** Marilyn Pegg, Jim Weeks.

#### **2. Correspondence to the PCC**

As circulated.

#### **3. The minutes of the last PCC meeting (25.11.25) were approved.**

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

The notes of the Standing Committee (21.01.26) were received.

#### **4. Matters arising from the minutes of the PCC meeting on 25.11.25.**

##### **i. Minute 5i: research card machine options (JW)**

JW had sent his apologies to the meeting but had indicated that he would bring his findings to the next meeting.

**TB asked for JW to circulate his findings before the next PCC meeting. Action: JMM/RM.**

##### **ii. Minute 5iii: ideas for 70<sup>th</sup> anniversary celebrations (CA) (MAP 1.vii)**

CA drew attention to the list previously circulated: special services; musical ideas; display of archive material; a memory book of events and photos; a quiz. The idea of a 'Son et Lumière' had been suggested but it was deemed too ambitious, likely to be very expensive and not suitable as an outreach event. The idea of lighting the outside of the church, though, is being considered. A poem by Michael Morpurgo had been suggested to be part of the advertising.

There was also interest in the idea of a flower festival with contributions requested from all hall users' groups.

**Pat Snell and Liz Holland to be consulted about the best time of year to hold this: action SP.**

TB requested dates as a matter of urgency – by 15.02.26, the deadline for *Contact* magazine.

**Dates agreed so far:**

St James' Day patronal festival on Friday 24.07.26 with a "Hymns and Pimms" singalong on the afternoon of Sunday 26.07.26.

Choral Evensong on Dedication Sunday 25.10.26.

**Subject to checking availability of Tom Salmon: action TB.**

- iii. **Minute 6viii: church signage (JR & TB) (MAP I.ii)** See report from the Communications Group. JR is in the process of investigating sandstone blocks inscribed with Biblical verses; she undertook to bring her results to the next PCC meeting.

## **5. Questions & Matters from the Rector's report (Fr H)**

- i. The PCC received with thanks the report previously submitted by Fr H (see file).
- ii. Fr H added his thanks to PCC members for hosting the welcome tea party (**MAP IV.ii**)
- iii. TB raised concerns about the length of the Remembrance Sunday service. It was suggested that the service might start at 10.00 am in future, particularly as numerous children attend with the uniformed organisations. This idea will be considered when planning this year's service.

## **6. Questions & Matters from the Treasurer's report and adoption of the draft Annual Statutory Report and Accounts (NR)**

- i. The PCC received with thanks the reports and financial statements previously submitted by NR (see file).
- ii. He reported another sound year financially, ending with a break-even result, despite the £9000 cost of the last instalment to replace the double-glazed windows in the hall, and the increase in 2025 of some £5000 in the Diocesan Parish Share. He reported that there had been no need to draw on reserves – we operated entirely on our income from giving, lettings and investments.
- iii. **Next steps** for the Annual Statutory Report and Accounts for scrutiny by the Independent Examiner.  
**The PCC agreed to adopt the Report and Annual Accounts** subject to minor formatting and proofreading corrections (Proposed NR, seconded RM, agreed nem. con).  
The PCC will be asked by email to accept the report on its return from the Independent Examiner.  
It will be displayed for 3 weeks on the church noticeboard and then taken to the APCM for approval and adoption.
- iv. RM asked that thanks to NR be recorded for his work in preparing the report and financial statements.

## **7. Questions & Matters from the Safeguarding report and Safeguarding Dashboard (CA)**

- i. The PCC received with thanks the report previously submitted by CA (see file).
- ii. CA reported on the courses and DBS checks completed, including refresher courses. The only orange areas on the dashboard indicated that some refresher courses were due to be completed in the next few weeks.
- iii. She also reported (see file) about updates on training for churchwardens, requirements to display safeguarding policies on website, and guidance for use of social media. **Action:** CA undertook to send

the information on use of social media to the Communications Group via the email address [media@stjamesexeter.org](mailto:media@stjamesexeter.org).

- iv. She reiterated the need for the incumbent and PCC to work with the diocesan safeguarding team if there are any known offenders.
- v. At the next PCC meeting, the PCC will consider the Terms and Conditions of Service Level Agreement for the Safeguarding Hub.

## **8. Questions & Matters from the Churchwardens' report (RM & SP)**

- i. The PCC received with thanks the report previously submitted by RM and SP (see file).
- ii. JR said that, as one of the 3 Deanery Synod members up for re-election, she would like to encourage members of the congregation to stand as new representatives. She asked to make an appeal from the lectern during the notices at the Parish Eucharist on Sunday 15<sup>th</sup> February, and MGP indicated that he would be willing to speak briefly about the role on a subsequent Sunday.

## **9. Questions & Matters from the Committee Reports**

- i. **Health and Safety:** the PCC received with thanks the report previously submitted by CA (see file).
- ii. **Fabric:** the PCC received with thanks the report previously submitted by NR (see file).
- iii. **Young People:** the PCC received with thanks the report previously submitted by CA and JMM (see file). CA added thanks to the PCC and congregation for the new tables for the children's work in the hall.
- iv. **Communications:** the PCC received with thanks the report previously submitted by TB (see file). TB clarified that the improved response to social media was the result of a joint effort, not just those mentioned in the report. He asked everyone to use the Communications team for promoting events, rather than doing so individually, so that a consistent message can be disseminated through all media.
- v. **Celebrate Together:** the PCC received with thanks the report previously submitted by Shirley Croft (see file).

## **10. Any Other Business**

- i. **Car parking:** Barbara Morris had written to the PCC to ask that disabled parking be reviewed. She pointed out that the current space allocated in the car park is not wide enough and that one space is insufficient for the needs of the several people with limited mobility who attend church regularly. She also suggested that those with blue badges should be encouraged to display them.  
The PCC agreed with Barbara's points and there was a strong feeling that the *whole* carpark should be reserved on Sunday mornings only for those unable to walk the short distance from the health centre car park. It was agreed that members of the congregation would be asked again by email to regard the church car park as for use only by those with limited mobility on Sunday mornings.  
**Action: JMM to thank Barbara for bringing this matter to the attention of the PCC.**
- ii. PR asked when the specially commissioned lightweight processional cross would be in use. NR explained that it is expected to be ready soon.
- iii. Stephanie Packham thanked Fr H and everyone at St James' who had made her placement a "very special... and transformational" time.

## **11. Date of the next PCC meeting: APCM on 22.03.26 at 12.00 in the hall.**

12. The meeting closed with the Grace at 20.45.

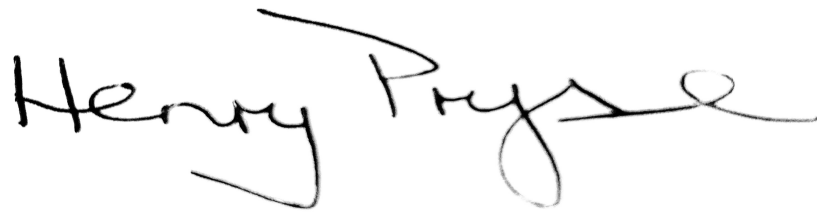
Jill Mather

Secretary to the PCC

10.02.26

Reports referred to in the minutes are available from the secretary on request –

[secretary@stjamesexeter.org](mailto:secretary@stjamesexeter.org)

A handwritten signature in black ink that reads "Henry Pryse". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

19<sup>th</sup> May 2026