Ottery St Mary Parish Church
Minutes of the PCC Meeting held at 7.30pm on Wednesday 22nd July 2026 in church

Present: Rev Lydia Cook, Rev Carys Baker, Sue Jeacock (Secretary), John Maybery (treasurer), Sue Clayton, Kay Duffy, Howard Clayton (Churchwarden), Susanna Gilmour-White, Peter Hudson, Anitra Lockwood, Jaclynn Baker, Mell O'Brien-Kaye

Mtg/Year/] Point no	**Item**	Action (who)	By (date)
	Chair for this meeting: Lydia Lydia welcomed new members Susanna and Peter to the PCC. Lydia has produced a new leaflet for PCC members, giving guidance on their role and responsibilities, which had been circulated prior to the meeting.		
	Apologies: Val Phillips, Elizabeth Everett, Val McIntosh		
	Declarations of Conflict of Interest: None		
PCC26/38	**Minutes of the PCC Meeting held on 27.5.26** a) The minutes were agreed as a correct record. b) Matters arising, not on the agenda: None		
PCC26/39	**Matters Arising from the Standing Committee minutes 8.6.26 and 13.7.26** Christmas Tree Festival Risk Assessment – a revised risk assessment has been received from the Friends, which addresses the points raised and Sue will now send a booking form for the event. Carys had attended the latest Friends meeting. They have made a request to put two trees outside the south porch door. This should be ok if they are securely weighted to prevent them blowing over and any lights are battery operated.		
PCC26/40	**Safeguarding** The review of National Safeguarding Standard 4, undertaken by Mell and Kay, had been circulated to PCC members. Mell reported that we have now completed the full set of worksheets in our review cycle, which will start again in September, with "Leadership". September's PCC meeting would be a good opportunity to review the framework for the next cycle of worksheets. This is Lydia's last PCC and it was noted that, under her leadership, huge progress has been made with the culture of safeguarding in our church. 38% of our combined congregations have done some form of safeguarding training, and this includes 80 volunteers at Ottery.		
PCC26/41	**Health and Safety** A third quote for a fire risk assessment is still awaited, despite being chased. Sue proposed accepting the quote for £750 plus VAT from the assessor recommended to us by Jackson Fire. Jackson have visited the church twice earlier this year to discuss our fire safety requirements and how the alarm system might be improved and have a good understanding of the needs of our building. Agreed.		
PCC26/42	**Finance Report** Phil Whitlock retired as bookkeeper on 30th June. He was a signatory on the Santander bank account. It was agreed that Jaclynn would be added as a signatory to replace him. John and Bruce Odlin are the other signatories. John has now taken on the bookkeeping. John presented and explained his two proposals regarding fixed assets (SC26/65). A. Historically items which properly are held by the Churchwardens in special trust for the PCC had been included as PCC assets. This is incorrect and John proposed to remove them from the balance sheet this year. These are items such as the		

	Welcome Desk and Sound Desk. (The equipment within the sound desk would still be listed). B. It has been practice to include virtually all capital purchases as assets and to depreciate them over 5 years. John proposed that only items with a purchase cost of £500 or more should be treated in this way. Purchases below this level would be classed as normal expenditure. Agreed. Action: The church wardens will need a list of those items which have been removed from the balance sheet and those which remain listed as assets. The six monthly figures had been circulated in advance of the meeting. <u>Income</u> Planned Giving is not where it should be against budget and this is a cause for concern, although we have received a good amount of donations so far this year. Fundraising is on target and likely to exceed budget. The shop figures should improve before then end of the year, with good visitor numbers normally experienced in September and October and during the Christmas Tree Festival. Investment income is doing well against budget, as is fees income. <u>Expenditure</u> We are up to date with Common Fund payments. Payroll is slightly over budget due to the employment of an administrative assistant. As we generally keep the heating off until November, we are unlikely to see a large gas bill before the beginning of 2027. Our new gas contract starts in September at a significantly lower price than our current one. We are running at a deficit in the region of £19k, but payments are due to come in from the Governors (£6.5k) and Wiggaton (£3.5k). Action: Add Planned Giving to SC agenda and next PCC agenda Lydia paid tribute to the amount of "hidden giving" within the church – eg our fundraising costs are often zero or very low, as people donate food, milk and other resources without claiming back their expenses.	John Sue	
PCC26/43	**Under One Roof** Nothing further to report since the Standing Committee meeting.		
PCC26/44	**Mission** Nothing further to report since the Standing Committee meeting.		
PCC26/45	**Vacancy** Please could all PCC members try to attend the Vision Evening with the archdeacon on Tuesday 15th September. Mission Community churchwardens and PCCs have also been invited. Howard and Jaclynn have had an initial meeting with the archdeacon, who has agreed to look into the acquisition of more suitable clergy accommodation for the new person. It was felt that the post should be advertised in the Church Times (subject to PCC approval of the cost). The timing of the advert would be early Spring, with a view to allowing a new person to start in September.		
PCC26/46	**Website** Peter has taken over Simon's "back-room" role, maintaining the website. Sue will be responsible for posting the majority of website content, but content will need to be provided by other people as well as her. Details for news items, notices, events should be sent to Sue, preferably with a landscape photograph.		

	A short discussion took place about the layout of the website Pew News. No decision was arrived at. Action: Please could PCC members go away and have a think about the layout, in particular whether news items should be at the bottom of Pew News page or higher up, above Notices and Requests.	PCC	
PCC26/47	**Reports** Minutes of the Fabric Working Group and Deanery Synod had been circulated. There were no comments or questions.		
as the	**PCC Policies** Burial, Complaints, Preventing Bullying and Harassment policies had been updated by Lydia and circulated before the meeting. All agreed. Purchasing of Goods and Services policy – one amendment suggested: adding "subject to the spending limits above" to the end of the last sentence (referring to reimbursing PCC members for items they have bought on behalf of the PCC). Agreed. Action: Updated policies to be added to the website's documents page. A new churchyard leaflet had been produced in conjunction with the burial policy, for display in church and for Funeral Directors to offer their clients. It was agreed that the Complaints Committee referred to in the Complaints policy should consist of vicar/curate, a churchwarden and Parish Safeguarding Rep. When Carys moves on, the other churchwarden should stand in if necessary.	Sue	
PCC26/49	**Alfington** The hall roof is letting in water, meaning the kitchen is out of action and therefore curtailing any fundraising events. The cost of repair is £2,000. Lydia asked if the Institute fund be used now that we are a joint parish. The project would fit the spending criteria (hospitality) but the money dates from the sale of the Institute by Ottery at a the time when Alfington was a separate parish. John will check with the Diocesan Registrar whether this would be considered an acceptable use of the money in the fund.		
PCC26/50	**Wiggaton** Songs of Praise will go ahead as planned on Sunday 16th August, with John White leading. There will be a MacMillan Coffee morning in the church on 17th October.		
PCC26/51	**AOB** Devon Historic Churches Day (Saturday 12th September). Could we manage to organise a fund-raising cream tea? Mell may be able to coordinate this.		
	Dates of Next Meetings SC Mon 10th August 7pm 2 Katherine's Lane SC Mon 7th September 7pm venue tbc Vision Evening Tues 15th September 7 for 7.30pm in church PCC Weds 23rd September 7.30pm in church		