



Ottery St Mary Parish Church

Minutes of the PCC Meeting held at 7.30pm on Wednesday 25th March 2026 in church

Present: Rev Lydia Cook, Rev Carys Baker, Sue Jeacock (Secretary), John Maybery (treasurer), Sue Clayton, Val McIntosh (Churchwarden), Jaclynn Baker, Anitra Lockwood, Barbara Simmonds, Kay Duffy, Howard Clayton (Churchwarden), Elizabeth Everett, Mark Rix, Mell O'Brien-Kaye

Mtg/Year/ Point no	Item	Action (who)	By (date)
	Chair for this meeting: Lydia Prayers led by Lydia		
	Apologies: None		
	Declarations of Conflict of Interest: None		
PCC26/15	Minutes of the PCC Meeting held on 28.1.26 a) The minutes were agreed as a correct record. b) Matters arising, not on the agenda		
PCC26/16	Matters Arising from the Standing Committee minutes 9.3.26 and 10.2.26 <ul style="list-style-type: none"> • Churchyard closure: Sue J has raised a complaint with EDDC and resubmitted the documents. • CEE Project: Burrows will return again in April, date to be confirmed, to sort the UPS and light switch issues. • Floodlights: Electrician Sam Hammond was contacted to look at the south side lights which were not working. The timer had been upset by a power cut. Rob Fowles will try to replace the light on the north side that is not working. 		
PCC26/17	Safeguarding Mell reported that only two people have their basic training outstanding and one of those is attending an in-person session with Mell on Friday. Lydia and Mell will meet to discuss feedback for the National Safeguarding team on the Foundation course content. Lydia's safeguarding sermon series has been well received. All sermons are available as a resource on the website, under Safeguarding. PCC members agreed that the series had been excellent and suggested the talks could have a wider audience.		
PCC26/18	Health and Safety <ul style="list-style-type: none"> • A quote from Argos fire has been received for £473, which covers their latest service visit, a replacement extinguisher for the base of the south tower staircase, two replacement fire blankets and two new extinguishers for the boiler room. The PCC agreed to accept the Argos quote, minus the two extinguishers in the boiler room, because the two other companies currently quoting to maintain and upgrade our fire protection have queried whether they would be of benefit. • The Fabric Working Group will consider how to proceed with the fire protection upgrade and the requirement for a Fire Safety Risk Assessment at their next meeting (14th April). • Richard Coley has performed the annual wobble test on gravestones. He reported that "Two slightly loose gravestones have been stabilised, one cross which was loose on its pedestal have been lowered to the ground, and one cross which was slightly loose will be stabilised shortly." <p>Action: Howard has contacted Richard for more details about the actions taken and a photographs to record this in the terrier.</p>	Howard	
PCC26/19	Finance Report		



	<p>Common Fund payments are up to date for this year. John has received a letter from the Diocese, thanking us for our continuing generosity in paying the Fund and giving details of some of the things our payments make possible. The notional cost of a member of stipendiary clergy for 2026 will be £82,929.</p> <p>Action: Circulate letter to PCC members for information</p> <p>Tamar Security have serviced the CCTV and security system and are recommending two of our older cameras are updated at a cost of £327 plus VAT. Agreed. This expense can be claimed back from the Church Governors.</p> <p>Action: Accept quotation</p> <p>The electricity contract is due for renewal in June. Our broker will obtain the best options and at the next PCC a decision will need to be made regarding length of term for a fixed contract. The gas contract is due in November.</p> <p><u>2025 Accounts</u></p> <p>These still require formatting before they can be sent to the independent examiner and then adopted by the PCC. Income was over £500,000 last year (due to the CEE project) requiring a shift from receipts and payments to accruals accounting. John talked us through his 2025 Finance report and our income, expenditure and draft balance sheet and the final CEE project account.</p> <ul style="list-style-type: none"> • Although we had budgeted for a deficit of £8k, we actually ended up with a surplus of £3k. One contributing factor was the larger than usual number of weddings and interments in 2025, generating an additional £3k in fees. We had also overestimated the financial impact of closing the church for two months for the CEE project. • The shop performed very well. • Expenses were below budget • Planned giving is still in decline, as predicted, despite some new PGS givers. • Fundraising for Shine A Light inevitably impacted giving in 2025, but we should be very proud that £78k was raised by the congregation for this project. • Utility costs were higher than budgeted, largely due to extra heating in March during a cold snap. <p>Action: Highlight in Pew News the fact that we spent over £10k on gas and electricity in 2025, despite only heating for Sunday services from Christmas to mid March.</p> <p><u>Bank Account:</u> Santander has unfrozen the account so John is able to make payments. However, issues are not fully resolved yet.</p>	<p>Sue</p> <p>John</p> <p>Lydia</p>	
<p>PCC26/20</p>	<p>Under One Roof</p> <p>A paper had been circulated in advance of the meeting and Lydia talked us through progress that has been made.</p> <p>Interviews for the post of bid consultant will take place next week, with Lydia, Geoff Chamberlain and Liz Tapper, and it is proposed that the PCC earmark £7k for the position. Agreed. It is possible the Governors may contribute towards this cost.</p> <p>On 9th April the DAC and our architect will attend for a key meeting to discuss plans. With the PCC's permission, Lydia would like to raise the option of removing North transept pews, which would provide space to seat wheelchair-users. Agreed.</p> <p>All PCC members are requested to attend the Community Open Day on Saturday 11th April. A questionnaire, to harvest information on what events and activities people in the community would like to see happening in and around the church, has been designed by two young people, Emily and Oliver Walls.</p>		



	Action: Name labels with Under One Roof Logo	Sue	11 April
PCC26/21	<p>Website/Logo</p> <p>An update on the new website which is currently being developed by Simon and Lydia had been circulated, with the new logo, banner headings and some examples of how pages may look and PCC members had the opportunity to discuss and comment. Fonts and colour schemes have to meet stringent accessibility requirements.</p>		
PCC26/22	<p>Mission</p> <ul style="list-style-type: none"> • Six lay pastoral assistants have completed their training and will help with home communions and pastoral visiting. They are: John Maybery, Elizabeth Everett, Kay Duffy, Jane Bennett, Bruce Odlin and Lea Lawrence. • Three people are attending a confirmation class with Lydia. • A member of the congregation has offered to provide 600 daffodil bulbs to be planted to brighten entrance to the church. Children's groups can be involved in the planting. • Carys has had a meeting at Kings School and will be running the Start Course there, beginning in May. She will split the course sessions a fortnight apart, with the intervening weeks run as an informal get-together lunch, led by sixth formers. 		
PCC26/23	<p>Baptisms</p> <p>Due to time pressure, it was agreed to postpone this item until the May PCC.</p>		
PCC26/24	<p>Alfington and Ottery Merger</p> <p>The consultation period is now open and notices have been displayed at the doors of Ottery, Alfington and Wiggaton churches. Announcements will be made at all services and a notice has also been placed in Pew News. It is hoped that, if no objections are made, the merger could go through at the beginning of May.</p>		
PCC26/25	<p>APCM</p> <p>The APCM has been rescheduled and will now take place on Wednesday 27th May, at 7pm, prior to the PCC meeting at 7.30pm. If the merger has gone through, this will become a joint APCM with Alfington.</p>		
PCC26/27	<p>Fundraising</p> <ul style="list-style-type: none"> • Church Fete: Sign up sheets for stalls will be in the Dorset Aisle on Sundays. Please could all PCC members sign up for something. Syrian Kitchen and JW Dance have confirmed. • April 16th Violin Concert: Volunteers required to serve soft drinks and nibbles in the in interval. Please contact Sue Clayton if you can help. 		
PCC26/28	<p>AOB</p> <p>Church Spring Clean</p> <p>Action: date to be set and circulated</p>	Sue	
	<p>Dates of Next Meetings</p> <p>SC Monday 13th April 7pm at the Vicars' House SC Tuesday 12th May 7pm at the Vicars' House APCM and PCC Weds 27th March 7.30pm in church</p>		