**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING**

**MARY WITHECOMBE CHAPEL - 26 MARCH 2023**

**11.30AM ANNUAL PARISH MEETING:**

**OPENING PRAYERS LED BY JEN STEELE**

**PRESENT:** Jennifer Steele, Sally Carey, Annie Hammerton, Steve & Sharon Tavener, Helen & Duncan Forbes, Chris Seymour, Penny Beales, Justice Hawkins

**APOLOGIES:** Ben & Kathy Luck, Julia Ward

**MINUTES OF THE 2022 ANNUAL MEETING:** minutes of the last annual parish meeting were agreed

**MATTERS ARISING:** None

**ELECTION OF CHURCHWARDEN:** Jen duly elected as proposed by Sally and seconded by Janet – Steve duly elected as proposed by Sally and seconded by Jane Bullock - all in agreement

**11.45 NOON ANNUAL PAROCHIAL CHURCH MEETING**

**PRESENT:** As above

**APOLOGIES:** As above

**MINUTES OF THE LAST MEETING:** minutes of the last annual parochial church meeting were agreed

**MATTERS ARISING:** None

**ANNUAL REPORT:** The Annual Report and Financial Report were agreed with thanks extended to Annie for her time and efforts on finances, Sally for administration support, Jen for contact point and rest of PCC. Reports on file and records to be sent to Diocesan Secretary/Deanery Treasurer – Sally & Annie to undertake

**ELECTORAL ROLL REPORT/PCC ACTIVITIES REPORT/CHURCH FABRIC REPORT/FINANCIAL STATEMENTS/SAFEGUARDING STATEMENT/MISSION COUNCIL REPORT** on file.

**PLANS FOR 2023:**

Recent inspection by Rural Dean found St Giles Church to be in good order. Quinquennial Inspection Report almost complete with outstanding quote for decoration of boiler house door, updated quote for interior rendering required given possible additional works around the high altar although removal of the organ may save on costs. Our thanks to Steve for his time and efforts.

April brings Easter service schedule followed by the Kings Coronation in early May for which there will be a special Sunday afternoon service at 2.30pm. Immediately afterwards, tea will be served in the Parish Hall. BBQ and fireworks will also commemorate the event. There were some discussions considering distribution of mementos for parishioners possibly around Father’s Day but more likely to be Harvest time.

Postponed from Summer 2022, it is likely that church refurbishment will commence in July and continue throughout August which suits the quieter church calendar. Services will move to Parish Hall which will require careful planning as items will need to be moved accordingly. Work progress will dictate as to when services will resume in church – it may well be in Autumn. Grant research to help fund the project would be welcome as whilst a couple of applications were declined there are still other avenues to approach, eg. Devon Historic Churches Trust. All to consider this area as time consuming for one person alone. The church will need to contribute around £25 to Parish Hall per session which is not included in the given projected budget for 2023. Some discussions regarding funds received for weekly Souper Fridayswhich PCC will discuss at subsequent meeting.

Sharon is pivotal in leading the Pastoral visiting team which is stable with volunteers and much valued by those who come into contact. Lorraine reported that the Youth Group, small in number/mighty in joy, is looking to go on Spree camp at Westpoint Arena near Exeter for which fundraising will be required - cost £85 per person. A separate youth group with Kathy and Lorraine instrumental will be established at High Bickington. We give thanks for these important outreaches.

**DEANERY SYNOD REPORT:** on file within Appendix – Sally to notify Synod Secretary (who happens to be Sharon!) of Jen’s contact details as she is now on the standing committee and is therefore St Giles Deanery Synod representative. Deanery Synod is welcoming others as open to sharing talks

**ELECTION OF THE PCC:** David Large has been the appointed examiner for past couple of years but has requested that St Giles consider another in time for 2023 Annual Accounts – all to consider amongst their contacts as to who would be appropriate. Meanwhile, Sally to write a note of thanks on behalf of PCC

The PCC include lay elected members:

Jen Steele – ex officio Focal Minister/Churchwarden

Steve Tavener – ex officio Churchwarden

Jen Steele – ex officio Deanery Synod Representative

Julia Ward & Lorraine Huxtable – 2 year rolling basis

Kathy Luck & Penny Beales – 3 year rolling basis

Chris Seymour – 1 year rolling basis

Fit & Proper Persons declarations have been signed by all including Penny who will also consider safeguarding training available online through Exeter Diocese

Closing prayers followed by Duncan & Helen Forbes, Justice Hawkins leaving

At a short PCC meeting held after the annual meeting the following officers were elected.

Incumbent acts as Chair

Lay Vice Chair to be Jen

Mission Community Council Representatives to be Jen and Steve – Chris to consider depending on dates and family circumstances

Annie remains as Treasurer

Penny is appointed as Secretary/Electoral Roll Officer – proposed by Jen and seconded by Sally

Sally to notify Exeter Diocese of various contact details via email address rather than Blue Form

**SAFEGUARDING** – Sally proposed that Diocesan Safeguarding Policy be re-read and adopted

* Safeguarding Policy has been signed by all and displayed on Church noticeboard
* Safeguarding Handbook displayed on Church noticeboard
* Church contact details displayed on Church noticeboard
* Help/information/contact details for children & vulnerable adults on Church noticeboard
* All have signed Fit & Proper Person forms

**ANY OTHER BUSINESS**

Keyholder honorarium, placement of cremation memorials, thanks to Sally for service as Secretary

**MEETINGS:**

Joint Mission Community Meeting – 27 April

Deanery Synod Meeting – 7 July

PCC Meeting – TBC – mid/late April? Meeting closed at 12.50pm