**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING**

**MARY WITHECOMBE CHAPEL - 20 MARCH 2022**

**11.30AM ANNUAL PARISH MEETING:**

**OPENING PRAYERS LED BY JEN STEELE**

**PRESENT:** Julia Ward, Jennifer Steele, Sally Carey, Annie Hammerton, Steve & Sharon Tavener, Helen & Duncan Forbes

**APOLOGIES:** Ben & Kathy Luck, Chris Seymour, Lorraine Huxtable

**MINUTES OF THE 2021 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

**12 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.

For benefit of Helen and Duncan Forbes (new members of Electoral Roll), explanations were given as to forthcoming projects which would require their consideration should either become a member of PCC. Steve outlined the proposed rendering of church interior for June which would likely mean services in the Parish Hall during Summer (subject to approval from Archdeacon for worship on unconsecrated ground - permission to be via Rev Gary), roof and building maintenance works, consideration for a sound system. Annie covered detail of the accounts explaining St Giles has access to investments and endowments which provide regular annual income to fund the works – she also provided potential expenditure for year 2022. However, fundraising would also be important so as not to deplete funds and Jen outlined couple of ideas including Oggle Band. Christian Resources Exhibition in Exeter was valuable in many ways especially as we consider International Outreach. Consideration was also given as to how we maintain contact with those attending Occasional Offices such as Baptisms, Weddings and Funerals following the attendance of some of the PCC at a Life Events Seminar in Tiverton. Sharon to become pivotal as she heads up a Pastoral visiting team and has links with Parish Nursing. Lorraine was not in attendance but noted that a Youth Group would start in May. With special Confirmation, Healing & Queen’s Platinum Jubilee Services, given that April will revolve around Easter Services, St Giles has plenty going on and much to be thankful for.

**DEANERY SYNOD REPORT:** on file within Appendix – Sally notify Synod Secretary of Sharon’s contact as Chris no longer wishes to be representative at present time – to be re-assessed at later date

**ELECTION OF THE PCC:** David Large was appointed the examiner for 2022 – proposed by Annie and seconded by Sally – all in favour. 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

Sharon Tavener – ex officio Deanery Synod Representative

Julia Ward & Lorraine Huxtable – 3 year rolling basis

Kathy Luck & Sally Carey – 1 year rolling basis

Chris Seymour & another – 2 year rolling basis

Fit & Proper Persons declarations to be signed by all – Lorraine and Kathy to return theirs to Sally

Helen or Duncan may consider PCC membership – either of them to think, pray and discuss with Jen – Sally can start Safer Recruitment Process rolling if wish to join

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 – third to be considered later

Annie remains as Treasurer

Sally remains as Secretary/Electoral Roll Officer

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 - all in favour given that Joint Mission Council has not yet approved an amendment

* 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 but Lorraine & Kathy to re-sign as previously co-opted rather than elected as at this meeting

**ANY OTHER BUSINESS**

Jen to speak to Gary to ascertain whether appropriate to ask Bishop to bless recently manufactured and installed leaded light windows, note of remembrance for those who have donated to the project

Sally distributed ‘cross in pocket’ as symbol of faith and friendship

**MEETINGS:**

Joint Mission Community Meeting - TBC

Deanery Synod Meeting – 29 June – Sally to email Sharon venue

PCC Meeting – TBC upon Grant Award announcement

Meeting closed at 12.40pm