

St Michael the Archangel, West Hill
Bringing Jesus Christ to our Community
Draft Minutes of the PCC meeting
held on Wednesday 18 March 2026 at 7:30 pm in the Narthex

Attendees:

The Revd Mark Ward (Chair), The Revd Mac Dick (Vice Chair)
Pam Johns (Churchwarden);
Joanna Bromley (Treasurer)
Sue Lock (Deanery Synod Rep, Narthex Bookings Secretary),
Rosemary Hudson (Eco-Church)
Cag Ward (Health and Safety Officer);
Matt Gardner (Standing C'ttee); Maggie Gordon
Ann Pangbourne (Minutes Secretary, Diocesan Synod Rep)

1 Pam Johns opened the meeting with prayer.

2 **Apologies** were received from
Sue Ritchie (Safeguarding Officer); Coral King; The Revd Ann Turner,

3 Draft minutes

The Draft Minutes of the PCC Meeting 21 January 2026 - were approved and signed

ACTION
AP to
Tricia L

4 Matters Arising

5.4ii Copyright Licences.

Matt Gardner will contact CCLI direct regarding the possibility of embedding a link into a PowerPoint display

6.4 Dogs in Churchyard Notices now in place; Also Lights for Car Park fixed

7.1 Tea for Volunteers. Sat 28 Feb 3pm

Thanks were expressed to Sue Ritchie for suggesting and organising this.

8 Dishwasher Mac reported that Men's Supper Club are content for £360, being one third of their designated fund, to be used towards this purchase.
It was agreed to purchase this at a cost of £1,080 + installation costs.
It was suggested that the supplier should also be asked to remove the current one, which may attract a small fee.

5 Annual Meetings

5.1 The Annual Report was approved, subject to the service figures being updated

JB

5.2 In order to work well as a PCC the posts need to be filled and the PCC members need to be praying and identifying possible people.

ALL

- (i) At least one Churchwarden to work alongside Pam if she is willing to stand again
 - (ii) Jo would like step down as Treasurer
 - (iii) Sue Lock will stand again for Deanery Synod but one other Rep is needed: this is important as they have the responsibility for voting for Members of General Synod
 - (iv) The new members of PCC will be needed for 2027-2030.
- Mark will ask Coral whether she wishes to stand again.
A new Electoral Roll Officer will be needed in place of John Davies.

5.3 The Agenda for the APCM was approved.

6 Mission and Evangelism

6.1 Monday Bible Study A written report from Ann Turner was noted

6.2 Messy Church

Previously circulated report from Rosemary Hudson, noted
Messy Momentum is increasing in numbers

6.3 Prayer Ministry Review

This is taking place usually on a Third Sunday.
Pam Johns, Maggie Gordon and Sue Lock will join the Team

→ MW

6.4 Church Website

We are waiting on Ottery to advise whether or not they will have documents which are Mission Community wide on their website; necessitating only a link from the websites of the other Churches.

→ MW/
Tricia L

7 Written Reports

7.1(i) Quinquennial Report

Previously circulated.

Basic maintenance issues to be done in one year.
Keith Marchant and his team will be asked about clearing leaves
Tiles needing replacement: rob Johns and his son will be asked to do this
Pam and Bob Johns will work through the remaining items.

→ PJ

7.1(ii) Blacksmith's Report (Ramp)

This will be custom made and full width. Cost £1800 ; no VAT will be charged.
Mac has had an offer of a possible grant from Historic Churches which would cover this.
Agreed.

NACRE Project

Mark Ledgard has drawn up a design which was circulated.
Pam will get quotes

→ PJ

7.2 (i) Finance Report

Jo spoke to this:
The situation has improved from a year ago
We are now registered with the Charities Commission
The Electricity contract is in place as agreed at the January PCC meeting

(iii) Insurance Policy Document

This had been previously circulated.
It was thought that cover for an oil leak might be insufficient
The purpose of cover for Headstones in the Churchyard was questioned
Jo will contact the Insurers to check these questions

→ JB

Broadband An Open Reach engineer will visit regarding possible upgrade to full fibre
Sue Lock and Maggie will be on hand for his visit

→ SL/MGo

7.3 Eco Church

Previously circulated report - noted
The compost area will be tidied up. Keith Marchant will work with Rosemary to get pallets to make a container.

7.4 Deanery Synod Report

Bp Moira spoke on "Growing in Prayer; Inspiring Faith and Making Disciples"

A new Treasurer is needed

A Deanery Quiet Day is planned - to be held at St Michael's in the Narthex

SL

NOTE: A significant change has been made to the Church Representation Rules by General Synod.

A decision is by correspondence/email can be taken if 1/3rd reply; but if one person objects the decision has to be deferred to a full meeting of the PCC.

7.5 Vicar's Report (verbal)

Mark thanked Mac for taking three large funerals in the past month

April 12 the service will be Baptism with Holy Communion

Easter Day Cafe Church. There has been some unease about this, so to address this it will now include an informal celebration of Holy Communion.

Common Fund 2025. Thanks form the Archdeacon have been received for paying this.

8 Safeguarding

The Safeguarding Report; Action Plan and Safer Environment paper

These were note in Sue's absence

The importance of the Safer Environment paper was highlighted if any Social Media platforms are used for Church purposes

8.4 Volunteer Agreement. This was thought otherwise be a bit heavy handed and does not specify which volunteers it is for.

Ann Pangbourne has been in contact with Sue regarding this and has found other simpler ones on the Diocesan website. She will contact them for advice.

AP

9 Governance

8.1 Health & Safety

Cag has been researching the role particularly regarding Emergency Preparedness; PPE equipment; Employee welfare (mental health) and Hearing and sight loss.

She emphasised two important issues

i) blue gloves should be worn during food preparation

ii) both outer doors in the Narthex should always be unlocked when the building is in use

This second point should be added to the Hall Booking agreement

SL/AP

10 Calendar Events

2026 dates to note:

i Sat 28 Mar Quiz

v 12 & 13 Sep Thanksgiving and Baptism

Mark on Sabbatical: May, June & July 2026

Diocesan Synod June 20, 2026

Deanery Synod Wed 1 Jul at St Mary's Church, Whimble,

Wed 18 Nov at Sidmouth Parish Church

this meeting will be on the subject

"How can we fund our common life together?" A Diocesan discussion/consultation evening ahead of the Common Fund review. **It is hoped that most PCC treasurers (and possibly other officers and churchwardens) will be able to attend this important, influential evening.**

Dates of PCC Meetings 2026 - please note *dates which have changed since originally set

*** Sunday 19 April 2026 for Annual meetings**

* Wednesday 20 May

* Thursday 16 July

Wednesday 16 September

* Thursday 19 November

2027

Wednesday 20 January

Wednesday 17 March

Provisional date for APCM to be agreed at APCM in 2026

Sunday 16 May

MW/AP