

**Minutes of St. Mary's Whaddon, Parochial Church Council (PCC) Meeting
held at Spring Cottage on Tuesday 28th November at 8pm.**

The PCC is a group of people who, with the Vicar, oversee the life of the church to ensure we are focused on what Jesus wants us to do. We aim to seek God's will, work well together, reflect our values and take action for the future.

Present: Rev. Helen Orr (HO) (Chair), David Grech (DG) (Vice Chairman), Karen Coningsby (KC), Jenny Grech (JG), Anne Warrack (AW), Kay Clarke (KCI), Anne Newberry (AN), Peter Haselden (PH), Claire Hales (CH)

Action

1. **Opening prayers**

HO opened the meeting in prayer

2. **Apologies for absence** Helen Strudwick (HS), Erica Coomber (EC), Simon Morris (SM).

3. **Minutes for approval and signing**

Approval and signing of the minutes from the PCC Meeting of Tuesday 19 September 2023. These were signed and approved by HO.

4. **Matters arising not dealt with elsewhere on the agenda**

HO informed the meeting that she had been advised that intincting was no longer to part of the Communion service. From now on drinking from the cup would be encouraged. Members of the congregation can chose not to drink from the cup.

5. **Correspondence**

The various emails from Diocese of Ely were noted.

6. **Safeguarding**

AN asked for PCC to approve all uses of social media for its activities.

All at the meeting were aware of the indications of using social media and to use it safely.

The PCC use the village Facebook page, website, email and WhatsApp for communication only.

DG proposed the PCC approve all uses of social media for its activities, PH seconded. Accepted by the PCC.

AN to contact Nigel Strudwick to gain password for the Village Facebook page as is required.

AN also made the PCC aware of the requirements for dealing with the management of Known Offenders. Both HO and AN understand their responsibilities.

CH completed all required safeguarding training and AN received the certificates.

AN is to book on further training in January 2024.

AN informed the PCC that the Dashboard is 85% compliant and following the meeting informed CH and HO that the dashboard is now 93% compliant.

7. **Finance**

a) JG spoke to the Treasurer's report.

Barclays have requested updated information regarding money laundering protocols. JG has supplied this and is awaiting a response.

PH suggested that some of the £5,000 in the General Account could be earning interest. Depending on how much is carried over into the new church financial year (January) JG will move money temporarily between the non- interest bearing Barclays Account and the interest bearing Fabric Fund as appropriate.

JG proposed that the PCC continue the subscription with the Cambridge Historic Church Trust.

DG

Proposed by DG and seconded by AN. Accepted by the PCC.

DG will investigate whether the CHCT can help support with the preservation of the church organ.

PH also informed the PCC that the organ has woodworm.

8. **Church Building**

DG informed the meeting that the works have continued as previously agreed. It may be necessary to use the chancel door on the odd Sunday. Work will commence again in January to ensure church is accessible for the Christmas services.

DG is to give a talk 'Story in Stone' on Wednesday 24 January 2024 in order to raise money for the church heating.

HO to think about a Spring Concert or something similar to Eat for Heat.

9. **Synod meetings**

Deanery synod meeting was cancelled.

Diocesan meeting was held on 24th September. Ely has promulgated Safeguarding rules to include new Safeguarding standards.

AW informed the meeting that regarding the Deanery Plan there were no reports and therefore no plan at this time.

97% of the Parish Share has been paid to Ely.

The Eco Church programme has a high profile now.

The election of the new Bishop is likely to be next summer.

10. **Any other business**

Christmas card competition was won by Olivia Coningsby. HO asked for it to be minuted that she viewed all submitted to the competition without names being seen. The PCC thanked all that entered designs and asked for their congratulations to be passed onto Olivia.

HO to visit Bumpkins nursery to thank them.

HO

An exhibition of all entries is on show in the church.

11. **Review of services**

It was noted that the Remembrance Service went well with attendance of soldiers from Basingbourn Barracks joining a congregation of around 45- 50.

Forthcoming services

The sound system will be on for the Carol service.

There is a midnight mass at Basingbourn on 24th December at 11.30pm.

HO has sent a copy of the services planned until the 7th April 2024 to the churchwardens. DG and KC to review.

DG &
KC

12. **Date of Next Meetings**

23rd January 8pm Turpins Farm

13th March 8pm Spring Cottage

APCM Sunday 28th April St Mary's Church 10.30 after the service

18th June 8pm Turpins Farm

10th September 8pm St Mary's Church

13. There being no further business HO closed the meeting with a prayer.

Treasurer's Report 28/11/2023

Bank balances at 20 Nov 2023

Barclays General Fund	5,520.41
Watson Fuels	-761.18
CCLA Fabric Fund (restricted)	10,505.63
CCLA Organ Fund (restricted)	3,759.22
CCLA Charity Account (restricted)	3,052.81
Total	£ 22,076.89

Receipts and Payments 01 Jan to 20 Nov 2023

General Fund:	
Receipts	12,870.57
Payments	13,300.79
Receipts minus payments	(£ 430.22)

Receipts and payments since the last PCC meeting

General fund:

Receipts: Collections at services £470, Standing orders £950, Gift aid tax reclaimed £390

Payments: Ministry share £2,100, Utilities £100, Piano removal £300, Dyson vacuum cleaner £380, Boiler service and remedial work £480, Membership of Cambridgeshire Historic Churches Trust £50

Fabric fund:

Receipts: Church history booklets £30

Charity account:

Payments: Christmas card competition £70, Remembrance Sunday booklets £60

Outstanding payments:

Watson Fuels (oil) £760, Ely Diocese funeral fees £130

Membership of Cambridgeshire Historic Churches Trust (CHTC)

When CHCT gave us a grant and a loan during works to replace the church roof, there was a condition that St Mary's joined the Trust for at least the next four years (membership £50 a year). We have satisfied the original commitment, 2023 being our fourth year, but I propose that we continue with membership.

Jenny Grech

Parish Safeguarding Officer's Update for PCC - November 2023

In order to comply with our individual and collective Safeguarding responsibilities, I recommend that the following be discussed/noted as required at the PCC meeting on 28 November 2023:

1. Guidance on Use of Social Media

The PCC must ensure that the church is following national guidance regarding the use of social media.

Guidance for the use of social media can be found in Section 12 of the [*Parish Safeguarding Handbook*](#). The introduction to this guidance states that:

"Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; and taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms."

The questions/statements below in bold must be reviewed annually:

- **Does the Church use social media for some or all of its activities?**

We use Facebook to promote Church activities and Helen's weekly message. The Village Email is also used for the same messages. Occasionally activities, eg the Village Fete, are also promoted on the Village WhatsApp group (WhaddsApp). Are there any other forms of social media in use?

- **The PCC needs to approve all uses of social media for its activities** – it is recommended that the PCC approve the continued use of Facebook, Email and WhatsApp.

- **The PCC needs to ensure there is a named person to whom all workers are accountable:** The PSO is the main contact.

- **All Church officers who use social media on behalf of the church are aware of Section 12 of the Safeguarding Handbook.** Section 12 is attached to this report. The PCC need to ensure they are aware of this guidance and work within it when dealing with social media as part of their role.

2. Assurance on the Management of Known Offenders

Known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser. The PCC must be assured of this annually:

Page 2 of the [*Parish Safeguarding Handbook*](#) states that the incumbent and the PCC will:

"Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the DSA."

Page 36 of the handbook also says:

"The DSA will determine the appropriate action to be taken to best safeguard the parish and its congregation, based on the particular facts and circumstances of each case. They will undertake a risk assessment and the formation of a risk management plan known as a Safeguarding Agreement."

Further information can be found in Section 10 of the [Parish Safeguarding Handbook](#).

The existence of any agreement is not usually disclosed to the PCC.

Nevertheless, the incumbent and PSO can assure the PCC that they are aware of the above requirement, and will comply if applicable.

3. Safeguarding Training update/DBS Checks

Thank you to those who have recently completed their training - most PCC members are up-to-date or will be imminently. My 3 years as PSO has ended this month so I am redoing the training. I will go out of date for a month on the leadership module, however, I've rebooked to attend in January. I've been in contact with the Diocese regarding the renewal of my DBS check in December.

4. Whaddon Parish Dashboard

At the time of printing, we are 85% compliant which will improve significantly once the above procedures are reviewed and training requirements complied with.

Anne Newberry, Parish Safeguarding Officer, November 2023

Useful Safeguarding Information

- **Promoting a Safer Church** - [Promoting a Safer Church](#) which is the overarching Safeguarding policy statement for the Church of England
- The [Diocese of Ely Safeguarding page](#) is full of useful information including how to report a safeguarding issue – a very brief guide:

- **Reporting a safeguarding concern:**

If you have information about a safeguarding situation where a child or adult is in immediate danger, or requires immediate medical attention, call the emergency services on 999. Do not delay.

For reporting other safeguarding concerns – either contact:

- **Parish Safeguarding Officer:** Anne Newberry 07754 829952
- **Ely Diocese Safeguarding Duty Phone:** 01353 652747 (Please do not use this number for queries about DBS checks, training or recruitment issues). Out of hours, this will be diverted to Thirtyone:Eight, a helpline.

Please ensure concerns are documented and reported within 24 hours.