

**Minutes of St. Mary's Whaddon, Parochial Church Council (PCC) Meeting
held at Turpins on 17 March 2026 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), Helen Strudwick (HS), (Vice Chairman), Erica Coomber (EC), Karen Coningsby (KC), Jenny Grech (JG), Kay Clarke (KCI), Anne Newberry (AN), Peter Haselden (PH), Claire Hales (CH)

Action

1. Opening prayers

HO Opened the meeting with prayer

2. Apologies for absence

3. Declaration of Interest

None given

4. Minutes for approval and signing

HO signed the minutes for the PCC meeting on 13 January 2026

5. Matters arising not dealt with elsewhere on the agenda

- a) PH informed the meeting that the date has changed for the Jazz Festival to 20th June. Plans have still to be made.
- b) The deadline for applying for the Patronal Festival Grant has passed - this will be looked at next year.

6. Correspondence

An email was sent to the Standing Committee regarding the fixed electrical test and they accepted the quote for this to be completed.

KC received a letter from Eileen and Allan Izzard asking to reserve a double grave space in St Mary's churchyard.

7. Safeguarding

AN spoke to her report (attached below).

She drew the PCC's attention to those needing to update their training and offered help accessing the courses.

We were informed that we are required to have a written policy on the recruitment of known offenders.

[Section 10](#) of the National Safeguarding e-Manual provides advice on dealing with the recruitment of known offenders. It makes it clear that having a criminal record does not necessarily prevent an individual working or volunteering with children/young

people/vulnerable adults, depending on the role and the offence committed.

It is therefore proposed that we adopt the process outlined in Section 10 as our policy.

This was proposed by HS and seconded by KC. It was unanimously accepted by all at the meeting.

8. Finance

JG spoke to the Treasurer's report. She informed the meeting that Roger VP approved the accounts for 2025.

The Electrical Installation Condition Report (EICR) was long overdue and is now being requested by our insurance company. The wiring was generally in good condition, but the inspection failed due to the lack of an earth to the oil pipe. Following the email to the Standing Committee the quotation for the remedial work to rectify the issues detailed in the EICR was accepted (£1032.00). This will be paid from the general fund which has benefitted from recent fund-raising efforts.

JG also raised the issue of the Parish Share request which has a significant increase this year. The extra £474 added last year has remained and there has been a 4% increase on top of that. We are now due to pay £8590 albeit with a £200 discount for paying our Parish Share last year. JG thought that the extra £474 added last year was for a budget shortfall for that year but it seems it is an ongoing budget shortfall that we haven't been informed about.

9. Church Maintenance

Paper work with the details of the repairs to the chancel that are required were sent to the PCC prior to the meeting. A 'List B' consent from the DAC is needed to undertake these repairs as well as for the installation of the earth cable discussed above.

The PCC agreed to make an application to Ely for Faculty approval to undertake the necessary stonework repairs to the chancel (the cost of which should be covered by the Church Commissioners) and for the installation of an earthing cable from the oil tank pipework as identified following the testing of the fixed electrical installation at the church.

This was proposed by PH and seconded by EC. It was unanimously accepted by all at the meeting.

10 Policies

JG reported that the Health and Safety Policy has been reviewed and updated. The approval of the new policy was requested. This was proposed by JG and seconded by PH. It was unanimously accepted by all at the meeting.

HO signed the policy.

11 Electoral Roll 2026

KCI reported that she has all the necessary process in hand for the forthcoming Electoral Role admin. She requested that this is announced in both the following Sunday services and the weekly church email sent to the village.

12 APCM/AMP

CH to send HO last year's report

CH

AN is happy to continue as St Mary's PPC Safeguarding Officer - she will be co-opted again at the APCM.

13. Synod meetings

CH reported that the next Shingay Synod is to be held on 18 March 2026.

The PCC requested that she ask the Synod when the Deanery is to be informed about Rev. Andrew Birks moving on from being Rural Dean? Also if HO and PH can help with the ongoing Santander situation as Rev. Birks leaves.

14. Any other business

- a) Easter Flowers. KCI asked who helps with the Easter flower decoration. KC said that the usual group of arrangers will help. HS asked if it was possible for children to be encouraged to make an Easter Garden. PH was tasked to see what interest there is amongst the families who bring children to church.

PH

- b) CH took the request from the PCC to the Village Fete committee asking if we could email the village to see if anyone would like to take on re introducing the lunch before the start of the fete. Following much discussion it was agreed that the committee would not agree to this. For a number of reasons - the format of the fete has changed considerably since there was a lunch - different timings etc, the use of furniture for other uses in the fete, lack of volunteers in general for the fete, a conflict between well -established food offerings that contribute well to the funds raised amongst others.

However they agreed to look at the tea to see if that could be more appealing and were open to suggestions of how to include the church more within the fete.

- c) JG asked about the opening of the church from April to October. KC and PH confirmed this is in hand.

15) Forthcoming services

Good Friday 3rd April Walk of Witness in Bassingbourn
with the Final Hour held at St Mary's Whaddon at 2pm

Easter Sunday 5th April 9.30am

Witsun Service 24th May 12.30pm

Harvest Festival 6 September 3.00pm

Pet Service 4 October 3.00pm

16) Date of Next Meetings

Sunday 10th May APCM/AMP 10.30am

Tuesday 7th July 8pm Turpins

Tuesday 8th September 8pm Spring Cottage

- 17)** There being no further business EC closed the meeting with a prayer.

Treasurer's Report 17th March 2026

Bank balances at 06 Mar 2026

Barclays General Fund 8,113.23

Watson Fuels -65.07

CCLA Fabric Fund (restricted) 10,269.84

CCLA Organ Fund (restricted) 5,332.73

CCLA Charity Account (restricted) 2,956.39

Total £ 26,607.12

Receipts and Payments 01 Jan to 06 Mar 2026

General Fund:

Receipts 3,214.96

Payments 1,639.95

Receipts minus payments £ 1,575.01

Receipts and payments since 01 Jan 2026

General fund:

Receipts: Collections at services £130, Standing orders £1,600, Gift Aid Tax refunded £470,

Fundraising £1,000

Payments: Ministry share £840, Utilities £190, Cambridgeshire Historic Churches Trust membership

£60, Fire extinguishers £510, Shared costs with Bassingbourn £26

Fabric Fund: Donations £825, Gift Aid Tax refunded £1,875, VAT refunded £1,720

Organ Fund: Donations £425

At the beginning of January we received our quarterly interest which totalled £167 across the three

restricted accounts (Fabric, Organ and Charity).

Electrical Fixed Wiring Inspection

Every 5 years we are required to have the fixed wiring in the church inspected by a qualified electrician who then produces an Electrical Installation Condition Report. We have just had this

inspection (which was well overdue) carried out by JHE Electrical, and they identified some essential work which needs doing on earthing of the boiler, and the need for surge protection. The inspection cost £260 (still to be paid at time of this report) and we have an estimate of £1,030 for the remedial work.

Jenny Grech

Parish Safeguarding Update for St Mary's Whaddon PCC March 2026

1. Dashboard progress

The dashboard is showing 90% compliance with mandatory requirements which is a position we have maintained consistently over recent months.

2. Choir Safeguarding

Helen and I had made some progress on reviewing the risk assessment and developing a Choir Leader role description however, I still haven't got my head around the new DBS process. This changed last year and I've written to the Diocese for advice on whether the Choir Leader role requires a full DBS check and if so, how I go about it. Once I've got that clarified, I'll complete the work on the risk assessment/role description documents and we can sign off at the next meeting. As we've previously discussed, there are currently no children or vulnerable adults in the choir so the safeguarding risk is minimal – it's the potential for them to join (and be safely welcomed) that we need to consider.

3. Safeguarding Training Update

Heads up for training courses! The table below shows when you're due to renew your training – 2026 highlighted in Amber (Ministry team are managed by the Diocese). Do let me know if you need any help accessing the courses (or if there's any errors!).

Name	Role	Foundation	Leadership	Safer Recruitment	Domestic Abuse Awareness
Kay Clarke	Electoral Roll	Sep-26		Aug-26	Feb-28
Karen Coningsby	Church Warden		May-27		Jun-28
Jenny Grech	Treasurer	Mar-27			Feb-28
Peter Haselden	Church Warden	Aug-28			Mar-26
Helen Strudwick	Choir Leader		May-27		Aug-26
Claire Hales	Secretary	Nov-26			Nov-26
Anne Newberry	Safeguarding Officer	Oct-26	Dec-26	Aug-27	Jun-26

4. Assurance on the Management of Known Offenders

We are required to have a written policy on the recruitment of known offenders.

[Section 10](#) of the National Safeguarding e-Manual provides advice on dealing with the recruitment of known offenders. It makes it clear that having a criminal record does not necessarily prevent an individual working or volunteering with children/young people/vulnerable adults, depending on the role and the offence committed.

It sets out a process for checking and taking appropriate action to either recruit or reject the candidate, based on a risk assessment. The Diocesan Safeguarding Officer will need to be involved.

A flowchart for supporting the decision-making process is provided within the e-Manual. **It is therefore proposed that we adopt the process outlined in Section 10 as our policy.**

5. Social Media Guidance update

In November 2025, we reviewed our social media use. The national guidance has been relocated and can now be found here [Safer Environment and Activities - Section 4](#). It has not been changed just relocated.

**Anne Newberry, Parish Safeguarding Officer
March 2026**

