

**Minutes of St. Mary's Whaddon, Parochial Church Council (PCC) Meeting
held at Turpins on 7 July 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: Helen Strudwick (HS), (Vice Chairman), , Karen Coningsby (KC), Anne Newberry (AN), Peter Haselden (PH), Claire Hales (CH)

Opening prayers

PH opened the meeting in prayer

Apologies for absence

Erica Coomber (EC), Simon Morris (SM), Jenny Grech (JG), Kay Clarke (KCI), Rev. Helen Orr (HO) (Chair)

Minutes for approval and signing

HS signed the minutes of the meeting held on 17th March 2026

Matters arising not dealt with elsewhere on the agenda

Jazz Evening postponed until 2028.

Discussion was held on alternative events that could be held next summer - possibly Music for a Summer's evening held in gardens. TBC

Correspondence

None

Safeguarding

AN spoke to her report. Storage for both safeguarding documents and other valuable church documents was discussed. AN to investigate advice given by the diocese and to report back to PCC.

We reviewed church activities and agreed no action is needed. AN and HS will continue to work on Choir leader job description and risk assessment.

AN asked all to be aware of the deadlines for safeguarding training updates.

AN informed PCC she will not be able to attend the meeting in September but will provide a report to be read.

Finance

In JG's absence the Treasurer's report was sent in advance. A discussion was held regarding the examination of the church yard trees. PH will talk to Shires to see if they will do an initial free check of the trees before gathering quotes for any work required.

Church Maintenance

Following an incident in church with a member of the congregation falling backwards into the bookshelf it was suggested that a wooden bar be placed on the edge of the platform to prevent such an incident occurring again. KC to ask Steve C.

A discussion followed regarding the Quinquennial Report 2024 to look into any works that still need to be completed. PH will talk to David Grech and report back at the next PCC meeting. The basement steps, porch roof and ground channel were noted as still to be looked at.

Synod meetings

CH informed the meeting that the Deanery Synod was postponed until 9th July 2026 due to the heatwave. She reported a discussion held with Rev. Alex Hughes on Deanery matters.

Any other business

KC has emailed Ely regarding the visitation for her and PH to be sworn in as church wardens. Unfortunately she has not had a reply.

PH passed on request from the village to use the church as a venue to show the World Cup quarter final on Saturday 11 July. Following a discussion on risk assessment, safeguarding and use of the church it was agreed to go ahead with this. AN asked that any children be accompanied by an adult parent/carer. AN will find a hirers agreement and there will be a charge of £1. PH to supervise.

*CH reached out to HO to ensure that she was happy for the church to be used for such an event. She gave her approval.

KC has been contacted by the Partou nursery group in the village to ask if they could use the church in the event of an emergency in one of their settings. The PCC agreed to this. KC informed the meeting that Partou was aware of the lack of facilities in the church.

PH showed all the paintings his father-in-law had completed as a donation to the bazaar on the church's behalf.

HS raised the prayer box again. KC to ask Steve C again.

Review of services

All agreed the Whitsun service was well attended and a success.

Forthcoming services

Harvest Festival 6 September 2026 3.00pm

Pet Service 4 October 3.00pm

Christmas Carol Service 20th December
Christmas Day Service 25 December 9.30pm

Date of Next Meeting

10 November 2026 Spring Cottage

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

Action items

- AN to investigate advice on safeguarding storage given by the diocese and to report back to PCC.
- KC and PH to complete safeguarding training before next meeting
- AN and HS to complete Choir leader role description and risk assessment
- PH to talk church yard trees with Shires
- PH to discuss Quinquennial Report with David Grech
- KC to request a prayer box with SC

Balances at 30 Jun 2026

Barclays General Fund	6,299.19
Watson Fuels	214.24
CCLA Fabric Fund (restricted)	10,348.06
CCLA Organ Fund (restricted)	5,379.26
CCLA Charity Account (restricted)	3,137.26
Total	£ 25,378.01

Receipts and Payments 01 Jan to 30 Jun 2026

General Fund:

Receipts 6,486.22

Payments 6,725.25

Receipts minus payments (£ 239.03)

Receipts and payments since PCC meeting in March

General fund:

Receipts: Collections at services £350, Standing orders £2,540, Gift Aid Tax refunded £450, Fundraising £380 (Whaddon Whit £320, Easy Fundraising £60)

Payments: Ministry share £3,360, Utilities £390, Electrical work and issue of 5-yearly Electrical Installation Condition Report £1,300

Restricted accounts:

At the beginning of April we received our quarterly interest which totalled £150 across the three restricted accounts (Fabric, Organ and Charity). In May we received a dividend of £80 into the Charity Account.

Stone repairs to the chancel totalling £5,360 were paid in full by the Church Commissioners under their Chancel Repair Liability.

Ecclesiastical Insurance

Every few years Ecclesiastical carry out a detailed check that we are operating in a proper and risk aware manner. A satisfactory electrical inspection was flagged up as a **requirement**, and I have now submitted confirmation that the necessary remedial work has been completed and the inspection certificate issued.

They also **recommended** an inspection of the condition of the trees in the churchyard. If we decide to pursue this we may wish to approach Shires as they are based in the village.

Independent Examination of Accounts

Roger van Poortvliet has confirmed that he is happy to continue as our independent examiner.

Jenny Grech

Parish Safeguarding Update for St Mary's Whaddon PCC

July 2026

1. Dashboard progress

The dashboard is down to 76% compliance with mandatory requirements however the actions today to review our safeguarding data protection, record keeping and church activities will improve that score considerably:

2. Data Protection and Retention - The PCC must comply with data protection legislation and Church of England data retention guidance. All safeguarding records must comply with the GDPR and be retained in compliance with [Church of England guidance](#).

It is important that any church body can reassure itself, as well as others, that all appropriate checks and processes have been undertaken and are kept up to date for individuals who occupy roles involving contact with children, young people and vulnerable adults.

The only role we have that may fit into this category is the choir leader, however, as Helen's appointment long predates the requirements, the only records would be the risk assessment and role description which are being developed. I would therefore consider us to be compliant.

It is also important that we safely retain any records relating to safeguarding incidents or cases.

I am not aware of any safeguarding cases and therefore we have no records to retain, however we need to be mindful of the guidance should a safeguarding issue occur.

3. Clergy Vacancy - Storage of Records – the PCC must consider the secure storage of safeguarding records during a clergy vacancy:

Section 3.1 of [Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance \(2017\)](#) states that during an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the parish safeguarding officer who can pass the information on to the new incumbent when he/she takes up his new role.

4. Review List of Church Activities - The PCC must confirm that the list of Church Activities on this dashboard is complete.

We are required to review our church's activities and decide if they meet the criteria for inclusion on the safeguarding dashboard. A flowchart is attached. A church choir will meet the criteria as there is the potential for young people or vulnerable adults to participate and it counts as training. Are there any other activities planned that might also require inclusion?

5. Review List of Non-Church Activities - The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.

The Non-Church Activities section of the dashboard relies on there being a complete list of non-church activities that are held on church premises (e.g. a church building or church hall).

The list only applies to non-church activities that:

Are organised primarily for children, young people or vulnerable adults; or
Include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

This list should not include: Church activities (since these are covered by the Church Activities section of the dashboard); or Private events organised by private individuals (e.g. a child's birthday party).

I am not aware of any non-church activities but we should keep this in mind for future reference.

6. Choir Safeguarding

Due to pressures of time – I haven't progressed the risk assessment or role description although they are well on the way to being finished.

7. Safeguarding Training Update

Training update below – I will do my training ASAP! I have just completed a comprehensive Domestic Abuse Awareness course at work but still need to complete the Diocese training to be compliant.

Name	Role	Next course due			
		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

Anne Newberry, Parish Safeguarding Officer
July 2026

