



St Mary Magdalene, Great Elm Parochial Church Council Meeting  
**2025**, Monday 13<sup>th</sup> January  
 Glebe House, Great Elm – 7pm

Attendees	Non-Attendees
<input checked="" type="checkbox"/> Sally Rosa – Chairman & Church Warden <input checked="" type="checkbox"/> Richard King – Deanery Synod Rep <input checked="" type="checkbox"/> Emma Toulson-Clarke - Treasurer <input checked="" type="checkbox"/> Judy Duffus – PCC Member <input checked="" type="checkbox"/> George Chedburn – PCC Member <input checked="" type="checkbox"/> Gemma Brooking – Administrator	<input checked="" type="checkbox"/> Rosalind Seegobbin - PCC member

TITLE	REMARKS	ACTION
1. Opening Remarks & Welcome	<ul style="list-style-type: none"> <li>• Sally welcomed all</li> <li>• Minutes of 11<sup>th</sup> September 2024 meeting approved.</li> <li>• Acceptance approved by Judy Duffus, seconded by Richard King.</li> <li>• Signed by Church Warden</li> </ul>	
2. Matters Arising	<ul style="list-style-type: none"> <li>• See Church Warden Report</li> </ul>	
3. Church Warden Report	<p><b>Fabric of the church</b></p> <ul style="list-style-type: none"> <li>i. Faculties obtained in September. Wall is now complete and paid for.</li> <li>ii. The roof is still leaking and Andy Cray has remedied this on a couple of occasions. It now seems to be dry. SRL plastering is returning end of Feb to finish the work.</li> <li>iii. Judy met Jerry Peachy who has wooden moulding which he is happy to offer to the church. Proposal from SRL was to use plaster. Sally to speak to SRL to see if wooden trim required George to be cc'ed.</li> <li>iv. Remaining outstanding from previous quinquennial is the guttering. Roy Phelps provided additional quote - £8690+VAT = £10,560, Andy Cray £10,000, George Chedburn got quote £4500 but with cherrypicker. Tower guttering requires repointing and easier to do off scaffolding rather than cherrypicker. Andy and Roy are both local. Churchwarden proposed Roy Phelps is to be instructed, George and PCC agreed. Gemma asked to instruct Roy.</li> <li>v. Next Quinquennial Report 3<sup>rd</sup> April 2025.</li> <li>vi. Church VAT grant being renewed until March <b>2026</b>. <a href="https://listed-places-of-worship-grant.dcms.gov.uk/">https://listed-places-of-worship-grant.dcms.gov.uk/</a> Listed places of worship scheme (graveyard walls not eligible)</li> </ul> <p><b>Update Vicar Search</b></p> <ul style="list-style-type: none"> <li>i. June zoom meeting with Bishop no candidates suitable.</li> <li>ii. Churchwarden has sent numerous emails but no update to the Diocesan portal – currently. Therefore, there is no webpage for applications.</li> <li>iii. Meeting in Feb with other church wardens hope for update by then.</li> <li>iv. Group Service will always be March July November.</li> </ul> <p><b>The Churchyard</b></p> <ul style="list-style-type: none"> <li>i. David Lucey looking for double no possibility to reserve a plot.</li> <li>ii. Fred Starr's plaque is on the wall and his ashes interned with his parents</li> <li>iii. Una Machlachlan was the post mistress, she is buried with her husband.</li> </ul>	<p>SR</p> <p>GB</p> <p>GB</p> <p>SR</p>
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<p>4. Treasurer Report</p>	<p>i. Online banking confirmed and working.  ii. £42507.36 saving account  iii. £4514.86 Current account  iv. Spoke to Andrew Treasurer of Mells £1,050.40 pa for Mells group now been reworked with Great Elm to pay £182, Emma to set up as a standing order.  v. Breakdown of costs Total Parish Costs £2,880</p> <ul style="list-style-type: none"> <li>• Secretary £2,100</li> <li>• Communication (website) £600</li> <li>• Visiting clergy £80</li> <li>• Sundries £100</li> </ul> <p>vi. Sally to ask the other parishes whether the <i>IknowChurch</i> website <a href="https://mellsgroup.church/">https://mellsgroup.church/</a> is worth keeping as it is not updated regularly.</p> <p><b>Parish Share</b></p> <p>i. Now 3 parts</p> <ul style="list-style-type: none"> <li>• 1 - clergy</li> <li>• 2 - Central diocese</li> <li>• 3 - Generosity fund from which PCC may receive a payment.</li> </ul> <p>ii. Parish Share £1,649 with all the reductions from £14,542 for the Benefice.</p> <p><b>3 Phase Smart Meter</b></p> <p>i. Installed 2<sup>nd</sup> September, but the second meter is still there. Photos sent to Scottish Power. Another appointment is due. The proposal is just to have 1 three phase meter replacing all the other meters. Emma has a complaint with ombudsman as a standing charge for both meters.</p> <p>Village Website</p> <p>Gemma proposed that the expenses for the Village Website should be divided evenly among the PCC, the village hall, and the village itself, with each party contributing 33% towards the website costs. The payment will be made through the village bank account and this will stop Jim being out of pocket and allow the renewal to occur automatically.</p> <p>Richard proposed that PCC pay up to £100 contribution of their share of the Village Website costs to be paid to the village bank account. Sally seconded. Emma to check if Jim is owed any funds. Invoice will be provided per annum</p>	<p>ETS</p> <p>SR</p> <p>ETS</p>
<p>5. Deanery Report</p>	<p>i. The Area Dean has been announced and there are joint Deans Liz Dudley, Vicar of Christchurch and St Mary the Virgin and Ian Stair, Holy Trinity.  ii. Parish contributions presentation from Diocesan Treasurer explaining new system. (see above)</p> <ul style="list-style-type: none"> <li>• Clergy – churches will pay per clergy</li> <li>• Diocesan costs – training including curates</li> <li>• Church fund – to help out as long as there is hope for the future, including a rural rebate where the population is low.</li> </ul> <p>iii. Bath and Wells have an endowment fund which covers 5<sup>th</sup> of the cost of the diocesan costs. The calculation is now calculated according to Benefice.  iv. However, this has not addressed that there will be churches paying considerably more and having to dip into their reserves and the resources are not being evenly distributed.</p>	<p>ETS</p>



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6. Safe-guarding	<ul style="list-style-type: none"> <li>i. Report under separate cover</li> <li>ii. Leadership safeguarding course now done twice by Richard.</li> <li>iii. Safeguarding Dashboard action plan has now been reviewed.</li> <li>iv. The procedures have been reviewed and the PCC will continue to use the procedure laid down by the CofE.</li> <li>v. Any Safeguarding records will be secured by Parish Safeguarding Officer using the standalone parish safeguarding email in a One Drive secure Vault.</li> <li>vi. Training is up to date for 4 parish members.</li> <li>vii. PCC must provide information for Victims and Survivors – this has been added to the poster. (Richard to check the poster) This information needs to be accessible, will be hung in church porch and village hall.</li> <li>viii. George required to do level 1 &amp; 2 + domestic abuse.</li> <li>ix. The roles of the PCC members/trustees need to be agreed.</li> <li>x. The PCC have reviewed all church activities but have no non-church activities.</li> <li>xi. Promoting a healthy and safe culture – this PCC have discussed the culture and conclude that all members of our Church are respected, listened to and given time to talk.</li> <li>xii. DBS checks required by Judy &amp; George.</li> <li>xiii. Diocese to have safeguarding audit this year.</li> <li>xiv. These are a couple of documents that we might be able to amend to fit Great Elm PCC info. The second one is very long but all that info might be a requirement. (I've now used those to make up a 'Join the PCC' see link) <a href="#">Document 1</a> <a href="#">Document 2</a> <a href="#">Join the PCC</a></li> </ul>	<p>GB RK</p> <p>GC</p>
7. Future Dates	<p>AGM Tuesday 13<sup>th</sup> May 6.30pm Spring Tidy 12<sup>th</sup> April 10am – 12pm Easter 21<sup>st</sup> April 5<sup>th</sup> Sunday 30<sup>th</sup> March Mothering Sunday – Richard will run the service. Gemma to put information on Village Website &amp; ACNY website. NO service on 4<sup>th</sup> Sunday - 23<sup>rd</sup> March</p>	<p>GB</p>
8. AOB	<p>Judy suggests that very few people contribute to the parish magazine more people need to submit articles for the parish magazine. Carol Service donations were £234 which went to Children's Hospice South West. The Church Electoral Roll is due for renewal this year. Sally and Judy will put up the notice and contact current members and register applications following procedure for a new electoral roll to be established in time for the APCM</p>	<p>JD/ SR</p>
9. Next Meeting	<ul style="list-style-type: none"> <li>• APCM 13<sup>th</sup> May 6.30pm 2025 in the Village Hall</li> </ul>	
<b>Meeting closed at 9pm</b>		