

**Minutes of St. Mary's Whaddon, Parochial Church Council (PCC) Meeting
held at Spring Cottage on Tuesday 15 January 2025 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 (KSC), Jenny Grech (JG), Anne Warrack (AW), Kay Clarke (KCL), Helen Strudwick (HS), Anne Newberry (AN), Claire Hales (CH)

Action

1. **Opening prayers**

HO

2. **Apologies for absence** Peter Haselden (PH) Erica Coomber (EC), Simon Morris (SM)

3. **Minutes for approval and signing**

HO signed the Minutes from St Mary's Whaddon PCC Meeting of 12 November 2024

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

N/A

5. **Correspondence**

6. **Safeguarding**

AN spoke to her report (see below).

HS needs her DBS renewed.

KCL, DG and JG are required to re do the Domestic Abuse Awareness course by March 2025.

The Parish Dashboard has been upgraded significantly and AN has started working through it, updating the review dates and working out a timeline of future deadlines. She will address the new requirements in stages over the next few meetings. The first is the PCC complying with the Church of England's safeguarding guidance regarding lone working with children or vulnerable adults?

Given we are such a small parish with almost no lone working, the PCC agreed that we do comply. However, it is worth noting the

breadth of guidance that we would need to comply with should any lone working occur. The review of this will be in two years.

HO will check whether she should be covered by St Mary's Whaddon Lone Working Safeguarding Policy.

HO

7. **Finance**

a) JG spoke to her first draft of the Annual Statement 2024 (see PDF attached).

b) JG requested that she move £2000 to the Fabric Fund

JG

This was proposed by DG and seconded by KSC

8. **Church Maintenance**

DG reported that the boiler was fixed just in time for Christmas.

The next work to be completed as funds allow will be the repair of the stonework as noted in the Quinquennial Report.

9. **Synod meetings**

Deanery AW noted that the next meeting is on Thursday 6 February 2025

Diocesan AW noted that the next Diocesan Synod meeting is on Saturday 8 March

CH passed on the request from Revd. Andrew Birks, Shingay Deanery Rural Dean that each PCC in the Deanery loan £50 to the Deanery until funds are released from the Santander bank account. This was agreed. CH will pass on the bank details to JG.

CH

10. **Any other business**

a) A discussion followed regarding a suitable Lent course. HO to research.

HO

b) Nigel Strudwick has offered to help with fund raising for the Fabric Fund by conducting a tour of Ely Cathedral. It was agreed that a talk in the Village Hall would be welcomed, and this could lead to a further tour of the Cathedral in person. All very grateful for his kindness.

c) DG reminded the PCC of his talk on St Kilda in the Village Hall on 22 January 2025 at 7.30pm

d) Asking for an additional charge for funeral and significant events during autumn and winter was discussed. It was agreed JG would add £50 to the invoices for these events unless the autumn was particularly warm and didn't require the heating to be put on.

This was proposed by DG and seconded by KSC.

- e) HO reminded the meeting that her offer of a concert with her friend harpist Sophia was still a possibility. It was suggested a date in early summer would be good.
- f) HS talked through the various musical events planned for the forthcoming months.
- i. Another 'Come and Sing Hallelujah' event on Saturday 12 April, open to everyone.
 - ii. The choir will sing at Holy Communion on Easter Sunday, 20 April.
 - iii. Reed Choir are inviting Whaddon Choir to join them in singing at a Choral Evensong at St Albans Abbey. They would also like to precede this with a practise run-through at Whaddon. The dates are as follows:
 - a. Choral Evensong at Whaddon on Sunday 18 May
 - b. Choral Evensong at St Albans on Friday 30 May
- Reed Choir

HO

HS reminded everyone that Whitsun/Pentecost is on Sunday 8 June.

Sue Sentence has offered to be the Choir Secretary.

- g) HS asked about the prayer request box. KSC to ask Steve Coningsby if he can make one.
- h) KCL raised the requirements to collect the information required for a new Electoral Role as requested by the Ely Diocese.
- She will publish the new form on 23 February 2025 to meet the time requirements before the APGM on Sunday 11 May 2025. Notices need to be given in church on Sunday 2 and 9 March. Members of the PCC offered to help distribute the forms as required to all parishioners.

11. Review of services

It was agreed that the Christmas services were well attended, and the Choir was super. HO noted that the students she brought along enjoyed the service and felt welcome. HO also asked why St Mary's didn't use candles at the Carol Service – she received a comprehensive answer.

Forthcoming services

Ash Wednesday 5 March 2025 7pm

Maundy Thursday 17 April 2025 7pm

Good Friday Holy Hour 18 April 2025 2 -3pm

HO to organise Stations of the Cross to be displayed for this service.

These services will be held with Bassingbourn Church.

Mothering Sunday is on 30 March 2025.

12. **Date of Next Meetings**

Tuesday 18 March 8pm Turpins
Sunday 11 May APCM/AMP 10.30am
Tuesday 1 July 8pm Turpins
Tuesday 9 September 8pm Spring Cottage
Tuesday 11 November 8pm Turpins

Date to note
Whaddon Summer Fete Saturday 12 July 2025

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

Parish Safeguarding Update for PCC Meeting on 14 January 2025

1. DBS Checks

According to my records Helen's is due for renewal in March 25.

2. Safeguarding Training Update

PCC members are all up to date with training. Kay, David and Jenny will need to do the Domestic Abuse Awareness training by end of March 2025.

3. Whaddon Parish Dashboard

The Parish Dashboard has been upgraded significantly and I have started working through it, updating the review dates and working out a timeline of future deadlines. I will address the new requirements in stages over the next few meetings. The first is set out below – given we are such a small parish with almost no lone working, we can probably agree that we do comply, however it is worth noting the breadth of guidance that we would need to comply with should any lone working occur.

- **Is the PCC complying with the Church of England's safeguarding guidance regarding lone working with children or vulnerable adults?**

This is to be reviewed at least once every two years.

'Lone working' from a **safeguarding perspective** includes:

- An adult being on their own with one or more children (under 18). This might occur before, during or after a church activity (e.g. giving lifts home).
- An adult being on their own with one or more vulnerable adults (e.g. during home visits).
- The online equivalent of the above situations (e.g. a one-to-one online chat or direct messaging).

The Church of England's safeguarding guidance regarding lone working are found in *Safer Environment and Activities*. Please especially see pages 8-9, 17, 18, 21, 23-24, 28 and 34.

Please note that the above guidance does not apply to someone who works on their own (e.g. a cleaner working alone in the church building). 'Lone working' from a **health and safety perspective** may still be of concern to the PCC, but it is not a safeguarding concern.

4. Useful Information

I always include this section – it's useful to be reminded. The [Diocese of Ely Safeguarding page](#) is full of useful information including how to report a safeguarding issue – briefly summarised below:

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.
- **Full Details** re referrals can be found here: [Safeguarding - Diocese of Ely](#)

Please ensure concerns are documented and reported within 24 hours.

Anne Newberry, Parish Safeguarding Officer, January 2025