

THE PARISH OF CENTRAL EXETER

Minutes of the Meeting of the Parochial Church Council on Wednesday 13th September 2017, St Stephen's Church

Present:	Sheila Swarbrick(chair) Richard Skinner	Don Branton Jessica Claridge	Betsy Allen Mary Keaney	Sue Blow
Apologies:	Michael Hall John Dobson	Sarah Branton Keith Walton	Celia Smith	Averil Swanton

Sheila opened the meeting with a reflection on her recent Diocesan Conference and read Psalm 19

1. Minutes of the last meeting.

The minutes of the last meeting held on Wednesday 12th July 2017 were accepted and signed by Sheila.

2. Matters Arising

To bear in mind the need to discuss charges/costs for use of St Stephen's which have remained the same since 2012.

3. Parish Activities

3.1 Services and 'Stay and Play'

Sheila and Sue reported that the music was lovely at the Romanian Orthodox service in St Olave's on 6th August.

Martyn Goss was welcomed as an excellent guest speaker on 3rd September.

Sheila requested that Richard help to set up the IT equipment for the Harvest service PPT.

'Stay and Play': Betsy, Sarah, Bee, Viv, Imogen and possibly Doreen all agreed to help on the first session on 16th Sept and to 'see how it goes'.

3.2 Ecumenical Activity

Sheila announced a planning meeting with Steve Santry, Amanda Harper and Simon Taylor on **Thursday 14th September** for the joint service to be held on Sunday 26th November. Sheila asked for any ideas about what the PCE would like to do in the service. The meeting will produce a draft plan.

Sheila mentioned Martyn Goss, who along with Simon Taylor, is promoting the joint service at South Street Baptist church to celebrate Creationtide on **Thursday 5th October**.

Sheila noted that 'The Spirituality of Jane Austen' evening at the Mint on Friday 20th October needs approximately 5 readers for the excerpts of material from her books. Richard volunteered. Sheila raised the question with regard to use of the Mint's kitchen equipment for refreshments.

3.3 Pastoral Care

It was noted that Daphne is now getting out and about and Sheila has paid a pastoral visit to Michael and Ann Hall. Michael Hall has issued a request to terminate his cashing up of St Olave's monies.

3.4 Parish Website: progress report

MK reported on a very positive meeting on 20th July with Mark Russell from Dancing Badger. Since this initial meeting Keith drew up a brief which has been forwarded to Mark. The company, in turn, have sent a fee proposal which understands the Parish needs.

Details of fee proposal: Website design and build - £798.00

Website hosting and email - £5.00 pcm (reduced cost due to the nature of our business)

The next meeting with Dancing Badger is on **Tuesday 26th September** where we will agree the fee proposal and begin to work on the next steps.

Betsy suggested a launch for the new website, possibly at the end of a service. The meeting agreed that Betsy, Richard, Keith and Mary should comprise the team to be trained by Dancing Badger.

Action: Keith, Betsy and Mary to meet with Mark Russell on 26th September.

Post Meeting update: Dancing Badger's fee proposal agreed with date set to view the preliminary designs of the new website on Tuesday 17th October.

3.5 Revd Peter Ingerslev

Peter Ingerslev is a self-supporting minister who runs a children's nursery, along with his wife, in Countess Wear therefore not available on weekdays. Sheila suggested she speak with him about some of the things he would like to be involved with in the Parish during his 6 week placement early next year. Ideas currently include 'Stay and Play', Sunday worship, City Centre Street Pastors and chaplains.

Action: Sheila to contact Peter Ingerslev

3.6 Holocaust Memorial Day 2018

See Appendix: 1

Ed Pawson, Holocaust Memorial Day Coordinator, is seeking funding support to make this event possible in early 2018. 'Inherit the Truth' will feature a world renowned cellist and his mother, Anita Laker-Wallfisch, a holocaust survivor. The PCC agreed to raise awareness of this funding need with Parish members so individuals could choose to make a donation if they so wished.

Action: Mary to add feature on the funding of the Holocaust Memorial Day 2018 to the October Newsletter.

Church Buildings

4.1 St Stephen's

Don reported that Russ Palmer, architect, will complete the quinquennial report before the end of the year.

4.2 St Petrock's

Don reported that the DAC have accepted Russ' decoration scheme and the choice of fabric to cover the chairs which has now been purchased. The DAC specified that the new covering remain on the chairs for a term of 3 years and thereafter the church to purchase new chairs. Instruction has been given to cover the chairs.

Sheila reported on a positive site meeting on 31st August. Discussion focused on keys & storage, electricity supply entry, chapel decoration. Matt Dingle, designer, has agreed the size of the new communion table which will be installed by mid - October. The next meeting will be the 'end of contract' meeting which will take place at the end of September. **Post meeting now 18 Oct at noon.**

Action: need to purchase tables and crockery

Sheila also mentioned St Petrock's Pall. Discussion was given to whether the Pall should be given to the Exeter Cathedral Library or made a long term loan. Jessica favoured the latter and Richard wondered if the Library would take responsibility for insurance. The Pall is constructed from medieval material stitched onto black velvet in the Elizabethan era.

Action: Sheila will contact Ann Barwood at the Cathedral Library to inform her that Jessica has agreed to research archives to see whether there are records when it went to the Cathedral. This should be completed by the next PCC meeting in November so the PCC can make a decision on the Pall's future.

4.3 St Mary Arches

Sheila informed the meeting that James Grier has been contacted by the solicitors as the lease is now ready to sign. Once the leases are signed the PCE will meet with James to discuss costs of utilities.

4.4 St Pancras

Russ Palmer has completed the specification for the roof. The builders, K Gaydon and Son, have been asked to price the work. While plumbers are working on St Petrock's they will do the drain connection at St Pancras. The charity card sellers will return to St Martin's this Christmas.

4.5 St Olave's

Sheila reported on the 4th August meeting with Sue Spackman and DAC representatives. Most items on the Statement of Need were agreed including creation of a tea bar in the vestry, use of lighting for the 2 restored paintings when hung and removal of 2 pews with one being reused near the organ. The meeting agreed to support the use of CCTV if the Parish desired this. The DAC preferred the use of a hot water system. However, to make the balcony into a storage cupboard will need a faculty. **Post meeting note – Russ changed design to putting a box into the balcony and no faculty now required.**

The 2 MU banners have been cleaned and are back in place while the St Olave's banner needs some repair which Rachel Nicolls, Topsham NADFAS, is thinking about doing with just the cost of materials required.

Action: to initiate fundraising and approach St Olave's Trust

5. Finance

See Appendix 2: Budget report for July/August 2017

A healthy bank balance was noted. Jess asked Sheila to pass on the PCC thanks to Sean Swarbrick for his hard work in producing Budget reports.

Action: Sheila to pass on PCC thanks to Sean

It was noted that the July Lunchtime concerts raised money and the lunchtime concert by the Songfishers also raised a good amount.

A discussion was held to review Jim Pilkington's (caretaker) hours who currently works 13 hours per week at a rate of £8.30 per hour. The general agreement was to reduce the number of hours worked but increase the rate. Currently St Petrock's and St Mary Arches are not being opened by Jim. The Church Conservation Trust pays for 2 of Jim's weekly hours so they would need to be informed of any changes as he opens St Martin's.

The PCC suggested that 2 hours could be paid at rate of £8.30 and the other 8 hours per week could be paid at the rate of £9 per hour.

Action: Sheila to contact the Churches Conservation Trust

Sheila is in receipt of a document detailing the work of the Central Exeter Relief in Need Charity (**See Appendix: 3**) for whom Bob Snowden is correspondent. The PCC agreed that it was something the parish could support by annual donation and other churches could be informed of the charity's work.

Action: Sheila & Mary to write a precis of the A4 2 sided document for circulation through CTAX mailing list by end of September/October

6. Safeguarding

6.1 CO Basic Awareness course

Mary reported that 2 people have completed the online training of the CO Basic Awareness module and 1 person responded to the idea of working with others to complete the training. Also, the Diocese is happy to organise face to face training for the CO level with a volunteer. A suggestion was to work with other churches when organising the training.

Action: Mary to contact the Diocese about the size of group they are happy to work with.

Action: Mary to download Church of England leaflet and to circulate to parish

7. CTAX/CTCE

No news from CTAX. Joint activities with city centre churches already mentioned with 20 October meeting at the Mint about Jane Austen and joint service on Sunday 26 November.

8. CMS link

Sheila reported on the visit to Ruth Sayers in Devonport on Wednesday 13th September which was enjoyed by all involved. It was noted that Ruth is doing community work without leadership which is challenging.

Action: Sheila to email CMS letter which Mary will circulate to all on parish list.

Sheila asked for assistance with a CMS survey.

Action: Richard to write a short paragraph to CMS

9. Deanery Synod Report

The next meeting is on 7th October. Prayers were asked for recent appointments of clergy to the deanery..

10. Correspondence

See Appendix 4: letter from Songfishers

A lovely letter appreciating use of St Stephen's and the lunchtime concerts

11. A.O.B.

It was mentioned that Helen Evans, a new parish member, is a guide for Avocet winter bird watching cruises. It was thought this could be a possible parish outing.

Action: Betsy to liaise with Helen about a future cruise.

12. Date and place of next meeting

Wednesday 15th November 2017 at 7.30pm

Sheila closed the meeting at 9.15pm with a closing prayer.