

THE PARISH OF CENTRAL EXETER

Minutes of the Meeting of the Parochial Church Council on Wednesday 10th January 2018, St Stephen's Church

Present: Keith Walton (chair) Betsy Allen Sue Blow Peter Ingerslev
Richard Skinner Mary Keaney John Dobson Jessica Claridge
Sheila Swarbrick Celia Smith Averil Swanton

1. **Welcome and Prayer:** Keith welcomed Peter and everyone else to the meeting. Sheila read a prayer from 'Barefoot Ways'.

2. **Apologies:** Michael Hall, Sarah Branton and Don Branton

3. **Minutes of the last meeting.**

The minutes of the last meeting held on Wednesday 15th November 2017 were amended at point 6.2 and signed by Keith.

4. **Matters Arising**

It was noted that the Joint Service held on Sunday 26th November 2017 was appreciated by members of the parish.

It was reported that the Fire Alarm is now working appropriately.

5. **Parish Activities**

5.1 Services

People were asked for their thoughts on the Christmas services. The feedback included 'they were lovely' and it was 'sensible not to have a service at St Stephen's on Sunday 24th December' although a service was held at St Olave's.

Revd Peter Ingerslev joins us for 6 weeks from Topsham Wear Mission Community.

Sunday 21st January Yangsun Yi, from Sidwell St Methodist church, has chosen to preach on Psalm 23 for the annual pulpit exchange Sunday. Peter Ingerslev will lead the service. Sheila is at the Quakers.

Sunday 28th January at 4pm St Petrock's Homelessness Service led by Vineyard Church.

Action: Sheila to clarify logistics.

Wednesday 14th February - Ash Wednesday 12.30pm United service in St Stephen's and at 7pm Holy communion in St Pancras with Bob Burn.

Sunday 18th February Charles Edwards is taking the service which is followed by a soup lunch at 12noon and Sheila's talk about her Vietnam trip last October about 1pm.

Sunday 18th March Cathy Jerrard to preach at the service followed by soup lunch.

Sunday 25th March - Palm Sunday join with the Cathedral

The Revd James Mustard is to be installed as the new Canon Precentor at Evensong in Exeter Cathedral on Palm Sunday.

Maundy Thursday 29th March – Agape meal before the service in the Cathedral

Good Friday 30th March – Prayer Around the Cross in St Pancras

Action: Sheila hopes to organise a service in St Petrock's with ecumenical group on Wednesday 28th March

The Mission Action Plan is due for review in 2018 and this should be linked to the developing use of St Petrock's.

The Archdeacon's Visitation for churchwardens will be at Alphington on Monday 21st May.

5.2 Pastoral Care

Items not minuted.

5.3 Parish Website: progress report

Keith reported that the website team are uploading material onto the new site and have a meeting on 17th January to reflect on progress so far. John mentioned that the website was looking good so far.

Post meeting Update: Very positive team meeting assessing things that have gone well and things still to do. Meeting arranged with Dancing Badger on Monday 29th January to finalise details before going live before Easter.

5.4 Parish October and Christmas Statistics

Keith reported on the 'Statistics for Mission' figures which are as follows...

40 communicants at Easter 2017; 26 communicants at Christmas 2017. Both figures include home communion. 24 communicants in October 2017

On an average Sunday there are 24 communicants. This figure includes weekday numbers.

The PCE Electoral Roll stands at 39.

It was mentioned that the PCC could think about encouraging numbers to weekday services. One suggestion was that the new website may help with advertising services across the parish and beyond.

5.5 Parishes and the GDPR (General Data Protection Regulation)

Keith explained GDPR requires parishes to demonstrate greater accountability and a need to show we process data legally. Under these regulations, because the PCC is a charity, it need not seek permission to circulate say the Coffee Rota internally, but if that information is on public display permission is needed. The draft consent form was circulated prior to the meeting and discussion focused on whether the parish wishes to share information with the Diocese as is suggested in the draft Consent form/Privacy Notice. It was agreed that element would not be included, but members would be advised that if they wished to receive information from the Diocese or Cathedral, they should do so through their respective websites. It was suggested that consent should also be sought for Gift Aid envelopes being opened by authorised people. It was agreed that we need to ensure all the consent forms are returned once circulated to parish.

Another suggestion was that the PCC formally delegates responsibility for specific issues to relevant people eg: responsibility for keeping records of consents to the Parish Administrator, or to the treasurer for keeping gift aid records, so that the PCC does not have to act corporately on every single occasion. It was noted that the incumbent of a parish has a separate consent form as they are party to sensitive information.

Action: Sheila to write to Christopher Futchter (Archdeacon of Exeter) re: incumbent consent form with safeguarding an issue.

6 Church Buildings

6.1 St Stephen's

The Quinquennial Inspection is due to happen very soon. The fire alarm system has been repaired and is working.

Action: to explore a wireless system

6.2 St Petrock's

All agreed that the opening had been a good occasion. A problem had arisen because of a misunderstanding between the bellringers and parish over the security of the bellringing space, which had left the ropes vulnerable to unauthorised use. Until this problem can be resolved the church has been closed. Solutions will probably involve repair of the tower steps and provision of a rope hand rail. This might cost approx. £500. Gaydons have been approached to do the work.

Action: Sheila and Betsy to equip the tea bar.

Action: Peter I to give parish a number of A4 laminating sheets for instructions.

Keith has issued revised instructions for the heating and the AA groups have resumed use of the building. Louise Bartlett from the DAC has suggested we have the next Quinquennial Inspection in 5 years time.

Action: Keith to write to Archdeacon requesting postponement of the QI to 2021.

6.3 St Mary Arches

The lease has been signed and a faculty application made. The next step is to meet with James Grier and organise a handover of keys once various members of the parish have handed in their keys and to sort out payments of the various utilities and insurance.

An agreement was reached to have an informal service in St Mary Arches, possibly in August 2018. It was noted that Unlimited Church have full repair responsibility.

6.4 St Pancras

It is hoped that the roof cleaning is to be done soon with the QI later in year.

Action: Sheila to investigate the issue of drainage with Russ Palmer (Architect) and Gaydons (Builders).

6.5 St Olave's

The 2 restored paintings by Tim Everett have been rehung and look fantastic and well worth a visit.

7. Finance

See Appendix: 1 Budget report for end of December 2017

The PCC gave thanks to Sean Swarbrick for all his hard work on the parish accounts. The accounts go to the auditor later in week.

The income is better than expected. The extra expenditure is due to the refurbishment of St Petrock's, painting restoration and St Olave's work rather than day to day expenses. The expenditure is a little more than income but reasonably balanced. The insurance money from the silver theft is approx. £27K. The PCC felt a decision should be made on what to do with this sum. A VAT refund on the work to St Petrock's is due.

It was noted that there would be an increase in the Administrators rate from £8.50 to £9 from April 2018 until April 2020.

The utilities bill for St Petrock's will be unknown as yet due to recent refurbishment.

It was agreed that the utilities should be costed for 1 hour in all parish buildings to help with setting new charges for bookings.

8. Safeguarding

8.1 CO Basic Awareness course

A Safeguarding training date has been set for Tuesday 16th January with most people able to attend. Tim Miles is the volunteer trainer from Diocesan office.

Post Meeting Update: the CO training was positively received by 11 people and gave everyone a shared understanding of Safeguarding in the context of the church. The next step may be for Churchwardens to have C1 training which will be a more interactive session focused on the PCE setting.

Action: Mary to begin DBS checks in February 2018.

9. Issues for 2018

9.1 St Olave's: Refurbishment

Russ Palmer is to draw up plans with costs by either March/May PCC meeting. The new balcony cupboard is in progress. Plans to include a tea bar in the vestry, removal of frontal cupboard and relocation of a pew, new lighting for recently restored paintings and a tidied up porch. The stuck organ key has been rectified by Michael Farley.

9.2 St Petrock's: develop use

Sheila agreed to develop JPC groups. During Holy Week the new Crown of Thorns can be used as a focus.

9.3 St Stephen's: develop new users

It was thought that the new website would be a way of reaching potential new users. Another idea was to leave 'Welcome' literature in student halls to encourage new members.

9.4 Stay and Play: promoting

Betsy reported that another 3 sessions are planned over the next few months. The December session attracted 5 children between the ages of 0 to 12 years with 9 adults.

9.5 Coffee and Candles: need changing?

This event will restart in March on the first Wednesday and third Thursday of each month. Usually 10 people participate including tourists and congregation members. After a brief discussion it was decided to continue with C and C for the time being.

9.6 Data Protection: complete

See 5.5

9.7 Safeguarding Training and Checks: complete

See 8.1

9.8 Website: make active

See 5.3

9.9 Develop Ecumenical Links in the City Centre and support ECCC

Sheila suggested this initiative as a follow on to the United Service in November 2017. The leader of the Correymeela community is visiting Exeter in November and a united service will happen on 18 Nov.

10. CTAX/CTCE

Action: Mary to circulate the Lent Course information sheet with booking section to parish.

11. CMS link

12. Deanery Synod Report

The next meeting is on Tuesday 6th February in the Chapter House.

Action: to move this point further up the agenda for next meeting in March.

13. Correspondence

Booklets titled 'Evangelism for the Local church'; 'The Pilgrim Way' and a DVD 'Life on the Front Line'.

See Appendix: 2 A letter from Helen Bays recommending the Spiritual Accompaniment leaflet.

And the leaflet 'Spiritual Accompaniment in Devon' advocating the benefits of a spiritual friend, for which there has been a lot of interest.

14. A.O.B.

APCM is to be held on Sunday 15th April followed by a Bring and Share Lunch.

Churches Conservation Trust:

- re: Caretaker wage – still in negotiation??
- There are to be a series of talks in St Martin's on Monday lunchtimes with Todd Gray.
- Historic Churches Tour 2018 – Exeter at Christmas. This is a guided tour of Exeter Churches including St Stephen's on Friday 23rd November.

The PCC gave their congratulations to Sheila on achieving a Merit in her Masters in Theology.

The organised Avocet boat trip on Friday 2nd February is not planning on a group lunch and to be aware that parking is difficult in Topsham so using the bus is a better option.

Action: Betsy and Mary to email the parish re: bus option

15. Date and Place of next meetings

Wednesday 14th March at **St Petrock's** - 7.30pm; Wednesday 9th May at 7.30pm

Sheila closed the meeting at 9.15pm with the Grace.