

# THE PARISH OF CENTRAL EXETER

## Minutes of the Meeting of the Parochial Church Council on Wednesday 15<sup>th</sup> November 2017, St Stephen's Church

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

1. **Prayer:** Sheila opened the meeting with some psalm verses.

2. **Apologies:** Michael Hall and Jessica Claridge

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

The minutes of the last meeting held on Wednesday 13<sup>th</sup> September 2017 were accepted and signed by Keith.

4. **Matters Arising**

To be aware of the need to discuss charges/costs for use of St Stephen's and St Petrock's as soon as possible.

5. **Parish Activities**

### 5.1 'Stay and Play' and Services

Betsy recounted the first 'Stay and Play' session which was held on Saturday 16<sup>th</sup> September to which approximately 12 children from 4 years to 10 years old attended. The craft activities were most popular. One mum suggested that for the 'Stay and Play' initiative to be successful it needs to be provided on a regular basis. The next 4 have been planned: Saturday 30<sup>th</sup> December; Saturday 3<sup>rd</sup> February 2018; Saturday 3<sup>rd</sup> March and Saturday 7<sup>th</sup> April. Bee has responsibility for planning the craft theme and so far a minimum of 4 people are needed to run the event with support given from Katherine Lyddon who will attend some of the future sessions.

Sheila mentioned that Revd Peter Ingerslev will join the December and February sessions.

Sheila reported that she would be inviting people to preach in the New Year. It was noted that Mark Bates conducted the St Pancras service on Tuesday 14<sup>th</sup> November as Francis Coles' son had unexpectedly died.

**Action:** Sheila to talk with Bob Burns and organise a card from the Parish.

### 5.2 Ecumenical Activity – Joint Service

At the joint service to be held on Sunday 26<sup>th</sup> November there is to be a joint choir with a combined team of welcomers and people serving refreshments from all 4 churches. Keith to be in charge of prayers.

**Action:** Sheila is to meet with colleagues from all 4 churches on Wednesday 22<sup>nd</sup> November.

### 5.3 Pastoral Care

Clavell Tripp is now home after a time in hospital. Daphne is recovering well and is out and about. Jim Sharman and Margaret Sharman have both been in hospital.

### 5.4 Parish Website: progress report

Keith reported on the website team meeting with Dancing Badger on Monday 13<sup>th</sup> November. The group received training on how to operate and manage the new website which is looking good. The website will go live in the New Year when everyone is happy with the product.

**Action:** KW to write to website team with instructions to input/edit specific information.

## 5.5 Care Bags

Betsy reported that the A&E department at the RD&E hospital would like support in producing 'Care Bags' for vulnerable people leaving hospital, with items to include soaps, teabags, etc.

**Action:** Betsy to investigate whether people would provide individual items or money.

Keith reported on his day transporting Fred Harrison, an elder of the church in Troon, Scotland, to visit the work of the artist William Smith (a metal craftsman and glass painter of the late 19<sup>th</sup> century) at St Mary's, Down St Mary and St Andrew's in Ashburton.

## 6 Church Buildings

### 6.1 St Stephen's

It was reported that the fire alarm is still a cause for concern. Keith and Don agreed to ask Russ Palmer (architect) for advice and a recommendation to replace existing wired with a wifi system as it seems the cabling to the first alarm may be corroded.

The quinquennial inspection is due to happen before the end of November 2017 (postponed to Jan 2018). A number of minor problems were noted such as the defunct socket on the pillar near the dias and the unusable Bow light switch in the servery. Don was asked to have ago at fixing the latter.

### 6.2 St Petrock's

All those who have seen the refurbished church agree it looks wonderful. The bell, clapper and rope are all features. There is a short snagging list. However, decisions need to be made about access and keys to the church before it can be opened to the public. Sheila noted that 2 AA groups wish to return to using St Petrock's as their venue for meetings.

**Action:** Sheila, Keith and Mary to work on systems for users including instructions.

**Action:** Keith to chase up the completion and institution of the Crown of Thorns, communion table and lights which need to be altered in time for the reopening ceremony on 4<sup>th</sup> December.

It was noted that the **reopening service**, on Monday 4<sup>th</sup> December at 6pm, was to be an informal affair with drinks and nibbles on arrival with a dedication by Bishop Sarah. 30 chairs will be available.

**Action:** Keith to buy tables. Betsy and Sarah to organise crockery from St Stephen's and nibbles from M&S or to ask Emma ? to provide refreshments.

**See Appendix: 1** Letter from Ann Barwood to Sheila.

Sheila updated the PCC on correspondence from Ann Barwood, Canon Librarian at the Cathedral Library, who wishes to establish terms of ownership of the St Petrock's Pall. Does PCE still own the Pall or was it given to the Cathedral in 1952?

**Action:** Sheila to circulate letters and information from Ann Barwood and follow up with research into PCC minutes.

### 6.3 St Mary Arches

Keith showed the paper copy of the lease and mentioned that the PCE have the right of access to and use of SMA for 1 day a year. The PCE are responsible for insuring SMA but can claim back 80% from Unlimited Church. However, UC are responsible for heating and other bills. A separate lease is required for the land around SMA and Keith has applied for a faculty.

Averil queried who would be named on the lease should Sheila move on from PCE but this issue is avoided as the 'Incumbent' of the time is responsible not a specific person.

There will be mutual reporting annually at the APCM.

Michael noted an incorrect chattel on **Appendix 2:** List of chattels in St Mary Arches Church February 2017. This was amended from British legion Banner to **Home Guard Flag**.

Richard mentioned that it would be good to have a regular annual service in SMA.

The PCC approved the resolution to sign the lease.

Don mentioned that the water leak bill/invoice of £2000 was addressed to St Olave's rather SMA. The PCE (Land Charity) pay the first £1000 with the insurers paying the remainder.

#### **6.4 St Pancras**

The repair to the roof will take place as the Guildhall management originally offered to pay for this in the redevelopment scheme. Approval for the contractor is complicated with a quality control system in place.

#### **6.5 St Olave's**

Don reported that the SO organ has a stuck key which if opened will play continually. Bob Snowden has informed the PCC that as we have a rolling contract with Mr Michael Farley, the organ builder, he will fix the problem when next in Exeter.

Russ Palmer has designed a storage box for the balcony which will not require a faculty as it is removable. Gaydons (Builders) will build this and make good one of the steps. Payment will come from the St Olave Trust.

Further work will happen next year.

Keith mentioned that he has purchased more candles.

### **7. Finance**

**See Appendix 3:** Budget report for September/October 2017

**See Appendix 4:** Parish Giving

The Budget Report was circulated and Sheila produced a Parish Giving sheet for discussion. Sheila noted that £2200 is available for the annual Parish Giving with each of the 12 charities nominated receiving £125. The same amount is donated to Age UK on behalf of the Auditor giving his time free of charge. Celebrate Together no longer needs any money as expenses are covered.

The PCC agreed to make a donation of £150 to the Central Exeter Relief in Need charity.

**Action:** Sheila to pass on the Parish Giving details to Sean (Treasurer)

Keith mentioned the Common Fund for 2018 which is £10,412 – a little lower than this year. The PCE has the third lowest rate in the Deanery. Keith signed a Direct Debit for the Diocese.

**Action:** To finalise the budget at the next PCC meeting on January 10<sup>th</sup> 2018.

### **8. Safeguarding**

#### **8.1 CO Basic Awareness course**

Mary reported that most people had responded with their preferred choice of dates for CO Safeguarding Training.

**Post Meeting Update: All people have now let Mary know of their preferred date for face to face training.**

The Diocese are happy to work with groups of up to 20 people.

**Action:** Mary and Keith to decide most popular date to take to Diocese

#### **8.2 Co-option of MK to PCC as Safeguarding Officer**

Mary was co-opted to the PCC as Safeguarding Lead.

### **9. CTAX/CTCE**

The CTAX AGM was held last week where Linda Gibbons from the Quakers gave a presentation on mental health.

Sheila reported that she attended the Mental Health Roundtable meeting today (15/11/17). There was a suggestion to support crowdfunding for suicide first aiders. Also, a Loneliness survey was completed earlier in the year.

There will be a CTCE pulpit exchange programme in the new year with Lent groups based on the York Course material on the Resurrection.

Sheila reported that the 'Spirituality of Jane Austen' evening (20/10/17) went well with 60 people attending and £180 raised. The profit of £130 will be divided between St Petrock's Homelessness Centre

and St Petrock's church. The author, Paula Hollingsworth, sold lots of her books so only required petrol money as expenses.

The ECCC is currently holding recruiting evenings with their annual Carol Service to be held in St Stephen's on Tuesday 12<sup>th</sup> December at 12noon. The Salvation Army band is involved with this service.

#### **10. CMS link**

Sheila showed the 'Thank you' card received from the Kimbilio link for the PCE annual donation to the Congo Children's Trust.

#### **11. Deanery Synod Report**

Celia reported on the meeting held on 17<sup>th</sup> October. She mentioned that the Revd Simon Austen focused on 'discipleship'. There is to be training for home groups/study sessions. The next meeting in February is in the Chapter House and will have as its focus 'Prayer'.

#### **12. Correspondence**

**See Appendix 5: Letter to Exeter City Council re: Planning Application 17/1623/VOC Catherine Square Café/Bar**

Keith wrote to Exeter City Council re: the amendment to the hours of the new café located behind St Stephen's. The owner has applied to extend business hours from 11pm on Thurs to Sat to include late night drinking until 1.30am. This is in direct opposition to his original agreement which stated that he would not operate between 12midnight and 8am.

The piano tuner, Paul Clarke, has investigated the piano and stool for unexplained noises in advance of Nina Savicevic's concert on 15<sup>th</sup> December. Nina's family may bring their own stool.

**Action:** Don to approach Amelia with a view to reupholstering the piano stool's seat.

#### **13. A.O.B.**

Sheila mentioned her sale of goods from her Vietnam trip outside St Olave's on Sunday 26<sup>th</sup> November.

#### **14. Date and place of next meeting**

Wednesday 10<sup>th</sup> January 2018 at 7.30pm

Sheila closed the meeting at 9.10pm with the Grace.