

THE PARISH OF CENTRAL EXETER

Minutes of the Meeting of the Parochial Church Council on Wednesday 14th March 2018, St Stephen's Church

Present: Keith Walton (chair) Betsy Allen Mary Keaney
 John Dobson Sue Blow
 Sheila Swarbrick Averil Swanton

1. **Welcome and Prayer:** Sheila opened the meeting with a prayer from 'The Shadow of the Cross'.
2. **Apologies:** Michael Hall, Sarah Branton, Don Branton, Richard Skinner, Jessica Claridge and Celia Smith

3. Minutes of the last meeting.

The minutes of the last meeting held on Wednesday 10th January 2018 were accepted and signed by Keith.

4. Matters Arising

None.

5. Parish Activities

5.1 Services

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

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.

Wednesday 28th March Holy Week Meditation at St Petrock's 7pm

Maunder Thursday 29th March – Agape meal 6pm at the Mint before the service in the Cathedral

Good Friday 30th March – 10am at the Cathedral / Prayer Around the Cross in St Pancras at 7pm

Sunday 29th April 5th Sunday Holy Communion at St Martin's

Sunday 27th May Choral Evensong for Trinity Sunday with members of the University Choir at St Martins 6.30pm

Monday 4th June Orthodox Vespers at St Petrock's 6pm in celebration of St Petrock's Feast Day

Possible plan to have a service in St Mary Arches in August – details tbc. Sheila is meeting with James Grier in Holy Week.

Sunday 30th September Harvest service in St Petrock's with Harvest lunch in St Stephen's.

Sunday 4th November and **Sunday 2nd December** soup lunches. Sheila aims to get speakers for these 2 Sundays and Harvest Sunday.

It was mentioned that guest speakers and some visiting clergy need guidance on the most effective use of the sound system. The churchwarden on duty could do a test run prior to start of each service.

Action: Keith to get the sound system inspected and to produce notes for Churchwardens and visitors on how to use the microphones and set the dials.

5.2 Pastoral Care

It was noted that there have been two funerals in St Stephen's in February 2018 – Richard Barber Davin on 5th February and Jim Sharman on 22nd February.

5.3 Parish Website: progress report

The new website went live on Tuesday 13th March and looks fabulous. There are new email addresses for admin and bookings: admin@parishofcentralexeter.co.uk and bookings@parishofcentralexeter.co.uk

Action: Keith to email the parish with details about the new website www.parsihofcentralexeter.co.uk and to advise the team if anything needs changing.

5.4 Approval of the Parish GDPR documents and GDPR Policy

Keith has added a page pertinent to Sheila as incumbent and issues of confidentiality. There will be another box added to the Consent Form document.

Action: Keith to inform the parish about the new data regulations and to send the relevant forms a week hence for people to read, complete and return to the administrator.

A discussion followed around data security and there was agreement for the PCC to approve the Data Protection Policy. This was proposed and seconded.

The policies in their final form will be put on the new website.

5.5 Preparation for Annual Parochial Church Meeting:

Annual Revision of Electoral Roll

Reappointment of PCC members

Approval of Annual Report and Financial Statement

Notices have been put up regarding the revision of the Electoral Roll. Keith has written to Helen Evans asking if she would like to join the ER. Churchwardens Sarah Branton and Keith Walton have agreed to continue in role but need approval from APCM. PCC members John Dobson and Averil Swanton agreed to continue on the PCC and will complete the relevant form.

Action: Sheila to ask Viv Asher if she would like to join the PCC.

A slight amendment was made to the Annual Report on p11 2d (*VAT refund* deleted as in another area of report). Simon Gay (Independent Examiner) has sent his report to be added.

Keith highlighted the number of new parish activities recorded in the report and gave thanks to everyone.

Action: Keith and Sean Swarbrick (treasurer) to sign the Financial Statement.

The Annual Report and Financial Statement were proposed and approved by the PCC.

6 Church Buildings

6.1 St Stephen's

The Quinquennial Inspection is due shortly when Russ Palmer (architect) returns at end of the week. The sound system needs examining for faults.

6.2 St Petrock's

The steps need repair to access the bell ringing ropes safely. Items to make hot drinks have been purchased (eg mugs/kettle etc). The Christian Aid exhibition 'Uprooted' is from Saturday 24th March to Tuesday 3rd April. The new leaflets about the Crown of Thorns and JPC chapel are to be thought about and updated. The AA groups that use the space are happy. The heating is working well.

6.3 St Mary Arches

The lease has been signed. Keith and Sheila will meet with James Grier on Wednesday 28th March to do the final handover. James has been asked for an annual report for the APCM.

6.4 St Pancras

A price has been quoted for the roof works and it is hoped that this work and the drain will be completed soon.

6.5 St Olave's

The balcony cupboard has been made, installed and varnished. The steps also need varnishing as they are looking worn. There have been problems with the organ key lock although it has been cleaned. The organ is being left open for the current time. Sheila is meeting with an organ scholar on 15th March.

7. Finance

7.1 See Appendix: 1 Budget report for end of February 2018

Don submitted a VAT refund for the work on St Petrock's but when Sean checked the invoices it was realised that a second application will need to be made when Don returns in May.

Sheila mentioned that she had not heard back from the Churches Conservation Trust regarding Jim's salary for which they are part responsible.

7.2 Shared Interest Account

Sheila discussed the pros and cons of this idea as a way of helping Fair Trade.

Actions: To put this item on agenda of the next PCC meeting in May. Betsy to find out a little more about Tridos Bank for next meeting. To generate additional ideas for use of insurance money. To inform the parish of this proposed idea and to receive feedback to inform the PCC decision.

8. Safeguarding

8.1 DBS checks on churchwardens

Keith has completed a DBS check. Betsy already has a DBS check.

Post Meeting Update: Keith received his DBS certificate on 15th March 2018.

Action: Mary to complete a DBS check on Sarah in May 2018.

8.2 Review of Safeguarding Policy

See Appendix 2: Mary suggested the PCC adopt the Diocesan Safeguarding Policy Statement which clearly outlines the commitments of the Parish of Central Exeter to promoting a safer environment and culture in the parish, safer recruitment and to care pastorally for victims of abuse and the alleged abusers.

The PCC agreed to adopt the new Safeguarding Policy which was signed by Sheila Swarbrick (Rector) and Keith Walton and Betsy Allen (churchwardens).

Action: Mary to put the Safeguarding Policy on the website and add a Safeguarding Statement to St Stephen's booking form which instructs organisations to complete the Diocese of Exeter 'Hirers of Church Premises' statement.

8.3 Adopt Policy for Safe Use of Children's Photographs

The PCC agreed to adopt the Diocesan's Policy for the Safe Use of Children's Photographs.

Action: Mary to add the Policy for the Safe Use of Children's Photographs to the website.

8.4 Contacts Posters

Mary showed the Diocese Contact posters which give details of the parish safeguarding representative and the Diocesan safeguarding team.

Action: Mary to print posters at A5

8.5 Risk Assessment for Stay and Play

Betsy reported on the recent Stay and Play sessions. In February 20 children and carers attended and in March the session was very busy too. In the light of these sessions the Stay and Play team have added notices reminding parents that children are their responsibility. Secondly they have completed a Risk Assessment on the advice of Katherine Lyddon.

Action: Betsy to add point about availability of First Aid kit in the servery with the accident book to the Risk Assessment document

9. Issues for 2018

9.1 St Petrock's: developing use

It was agreed that organisations may use St Petrock's if their event is sympathetic to the themes of the Justice, Peace, and Creation.

The exhibition in AWE is giving a donation of £70. The ECOS and Amnesty International exhibition for 3 days in June will be charged £100.

Sheila will do the majority of the Greeting duties but cleaning still needs to be agreed with Julie.

Action: Mary to let Andy Watts know of PCC decision not to allow concerts as they are not within the remit of JPC.

Action: The blue display boards to be checked.

10. CTAX/CTCE

ONE for Exeter is the new way to circulate and share information.

The CTCE Holy Week services already mentioned and Good Friday CTAX service and walk of witness.

A United Service for the city centre churches will be on Sunday 18th November in Southernhay.

11. CMS link

Very little to report except that Sheila has invited Ruth Sayers to visit our churches in a social capacity.

12. Deanery Synod Report

Sheila was poorly so unable to attend the last meeting. Chris Halls (ONE for Exeter) spoke as did Bishop Martin Shaw who was inspiring on the theme of prayer.

David Nixon has been appointed to St Thomas'. Nigel Guthrie is now formally vicar of St David's.

A reminder was given about Bishop Sarah's farewell service on Sunday 18th March at 4pm in the Cathedral.

13. Correspondence

Sheila mentioned James Grier and the Unlimited Church 'Upload' event on Saturday 12th May

14. A.O.B.

To remember Mary and family in prayer on their trip to Malawi to build 7 classrooms in 7 days.

15. Date and Place of next meetings

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

Sheila closed the meeting at 9.10pm with the Grace.