

# THE PARISH OF CENTRAL EXETER

## Minutes of the Meeting of the Parochial Church Council on Wednesday 19<sup>th</sup> September 2018, St Petrock's Church

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

### 1. Welcome and Prayer:

Keith welcomed everyone to the meeting and Sheila read a Creationtide prayer.

### 2. Apologies:

Michael Hall, John Dobson, Sarah Branton and Don Branton

### 3. Minutes of the last meeting.

The minutes of the last meeting held on Wednesday 18<sup>th</sup> July 2018 were amended (Point 6.4 Sarah Branton's name to be added to Brenda's in request for thanks for new altar linen. Keith wrote to both Sarah and Brenda), accepted and signed by Keith.

### 4. Matters Arising

Keith updated the meeting on GDPR and the Charity Commission's requirement for full names and addresses of Trustees. At present there has been no further communication from the Charity Commission in this regard.

### 5. Parish Activities

#### 5.1 Services

**Sunday 30<sup>th</sup> September** Harvest service in St Petrock's with Harvest lunch in St Stephen's. Steve Chown from Exeter Community Initiatives to preach.

**Action: Sheila to email Sarah as duty churchwarden on 30<sup>th</sup> Sept with requirements for the Harvest service**

Bee will play the flute at Harvest. All harvest gifts to be left in St Petrock's for the Homeless Centre to collect on Monday 1<sup>st</sup> October.

**Sunday 4<sup>th</sup> November** Mary Keaney and family to give a talk about their experiences in Malawi after the Soup Lunch

Re-arrangement of Meeting Point leaders discussed

**Sunday 18<sup>th</sup> November** United Service in Southernhay URC at 10.30am with Sidwell Street Methodists to join service

**Sunday 2<sup>nd</sup> December** Peter Beacham to preach on Advent Sunday. Followed by Soup Lunch

**Sunday 23<sup>rd</sup> December** Meeting Point may be cancelled

**Sunday 30<sup>th</sup> December** Charles Edwards to take service

**Sunday 6<sup>th</sup> January** Tony Raven to take service

**Action: Sheila to find visiting preachers for Soup Lunch Sundays in new year**

#### 5.2 Pastoral Care

Margaret Godsland's funeral took place on Friday 31<sup>st</sup> August in St Stephen's and went well. £250 has been donated to a National Deaf Children's charity

#### 5.3 Parish GDPR update

Please see Point 4 above.

#### 5.4 Parish Social

Jess confirmed all is well for the upcoming parish outing which is a tour of Exeter Cathedral on Wednesday 21<sup>st</sup> November. The cost will be £6. Currently 3 people are on the list to join this outing. The October Newsletter will feature the outing and ask people to sign up as soon as possible to give an idea of numbers.

The Chris Southgate Poetry Evenings in October will also be featured in the October Newsletter. Richard volunteered to introduce Chris Southgate with Keith to give the vote of thanks and set up the AV equipment. Betsy is to organise the drinks for the evenings.

**Action: Mary to put details of the Poetry evenings on ONE Exeter.**

**Action: Mary to contact the University Chaplaincy, St James' and St David's to publicise the Poetry Evenings.**

#### 5.5 Booking the use of churches

Keith drew attention to the need of some users of our buildings for privacy and confidentiality when using the different spaces. Any new users should be made aware of the limitations of specific buildings such as the nave in St Petrock's which is visible from the Homelessness Centre and the Gallery Room in St Stephen's which is not soundproof.

Keith also noted, with appreciation, that some church members check the security of the churches in our care but on occasion can inadvertently disturb some of the more vulnerable users of the buildings. Thus, all church members, including PCC members, are asked to be aware that if the Gallery Room in St Stephen's is in use by a prayer group any noise should be kept to a minimum. Also, if church members notice the main door of any church is closed to assume it is because it is in use by a legitimate hirer and not to enter. If in doubt ring Mary, Keith or Sheila to check whether a booking has been made.

**Action: Keith to write to parish members with a reminder to be aware of vulnerable church users and to respect a closed door. Also to keep noise to a minimum if spaces are in use such as the Gallery Room.**

**Action: Mary to ensure new users are aware of the limitations of church spaces with regard to privacy and confidentiality.**

#### 5.6 Preparation to review the Mission Action Plan

**See Appendix 1:** Mission Action Plan

A review of the Mission Action Plan is due this year with the last review being held in 2013. Keith initiated the discussion by highlighting the key points in Appendix 1. Exeter city centre is changing and it was felt that the parish strapline 'Engaging with the city' will be increasingly important in the future. Keith reported that Sandie Walton (ECCC) met with Ben Bradshaw MP recently and was given a number of contacts with whom to meet. The Chaplaincy can bring a different perspective to various city centre groups including the Chamber of Commerce.

Keith invited comments and ideas from the PCC and posed a couple of questions to guide thoughts:

1. Where does the parish see itself in the future?
2. How can the parish help?

Discussion focused on the issues of encouraging the city centre churches to work together even though this can be a slow process. It was acknowledged that the work of the Street Pastors has been a successful initiative. It was also recognised that there is an increasing problem with the influx of drugs on Exeter's streets including Cathedral Green. The new Dean at the Cathedral is working collaboratively with the Street Pastors.

With a view to looking forward, Sheila mentioned that she is due to meet with Revd Chris Palmer, the new Canon Chancellor at the Cathedral. South Street Baptist Church are looking to appoint an associate minister to replace Hannah Freeland who left in July. Steve Santry, at the Mint, is currently holding creative services on Wednesdays. Sheila is also Chair of the Exeter City Centre Chaplaincy and is about to become a Trustee for ECI (Exeter Community Initiatives).

The meeting gave thanks to Keith for producing the Mission Action Plan Review document. The next PCC meeting will return to this subject with a focus on how to build better links and how to encourage use of the parish buildings.

## **6 Church Buildings**

### **6.1 St Stephen's**

The Quinquennial Inspection (QI) took place on Tuesday 24<sup>th</sup> July and the report has been received. This concluded that the condition of the building is mostly good but with some repair needed to the roof and an acknowledgement that the damp is still drying out near the Bow door.

Mary reported that she had approached Park Lane Garden Services to quote for work to the garden behind St Stephen's.

**Action: Mary to chase Park Lane Garden Services for a response.**

### **6.2 St Petrock's**

A few snags have been spotted such as warping of the oak cupboards and will be rectified by Gaydons. Julie is cleaning the church regularly. Sheila is still keen to pursue installation of solar panels especially with the high cost of electricity experienced by the Homelessness Centre over the summer months. Sheila is meeting with the St Petrock's and Heavitree Trustees in October and hope they will agree to the quote of approx. £18,000. As yet the EPC survey and structural survey have to be done before the deadline of March 2019.

Gill Luckings, External Communications Manager of St Petrock's, has become a Trustee for St Petrock's and Heavitree Trust.

### **6.3 St Mary Arches**

Nothing to report.

### **6.4 St Pancras**

Gaydons will start cleaning the roof on Monday 7<sup>th</sup> January 2019. This work will be paid for by the Guildhall.

**Action: Gaydons may require a reminder to include the drainage issue in their work.**

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

Sarah, Keith and Sheila have begun decluttering the vestry. Keith is to meet Mt Dinham's music director with a view to rehoming the sheet music currently stored in the balcony cupboard.

The next job is to conduct a linen inventory and a list of vestments prior to the renovations. A query was raised about whether it is permitted to dispose of unwanted items or can we offer them to other churches as part of a faculty.

Sheila reported that the Romanians are currently meeting in the church every week. Their new minister travels between London and Exeter.

## **7. Deanery Synod Report**

The next meeting is on Thursday 11<sup>th</sup> October at the Newcourt Community Centre.

## **8. Finance**

### **8.1 Budget to end of August 2018**

**See Appendix 2:** The budget report has recorded the Shared Interest investment under Expenses but it should be noted that it is an asset rather than an expense.

Averil asked for clarification of the figures in red under the Variance heading. They denote the difference between what the parish expects to receive/spend and what is actually received/spent at a given point in the year. This is the variance and when figures are in red it shows that the amount is either greater or less than expected and may be a cause for concern. Black figures denote that expected sums are on target or better than expected and so are not a worry.

Generally the budget is healthy.

## **9. Safeguarding and Health and Safety**

### **9.1 Health and Safety Policy**

All members received a draft Health and Safety Policy and were invited to make comments. Jessica noted that St Stephen's fire extinguishers are locked away but appreciated the reasoning behind this

decision. Richard wondered if the small personal alarms are still in existence. It was agreed that an alarm is to be found in each of the vestries of St Stephen's, St Olave's and St Pancras'. Richard advised that people should have it to hand if alone in any of the churches and that no one should be expected to do a duty in church alone.

**Action: Mary to update fire risk assessments and add to the policy as appendices (Appendix 3)**

**Action: Any other comments please send to Mary who will add to the policy.**

The final version will be presented in November.

#### **10. CTAX/CTCE**

Network Church has moved to Sidwell Street Methodist Church.

Preparation is ongoing for the United Service in November.

#### **11. CMS link**

Ian Harvey has no news about Jean Bosco's visa needed for the forthcoming visit in October.

The ECCC meet fortnightly on Friday lunchtimes and on Tuesdays in St Stephen's.

#### **12. Correspondence**

A general invite to everyone to attend the welcome service at the Cathedral for Bishop Jackie on Sunday 14<sup>th</sup> October at 4pm.

Keith has updated the police with the registration of key holders including Jim and Don.

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

A warm 'Welcome back' was given to Jessica.

Richard has booked St Stephen's for his Seventh Sense Cabaret on **Saturday 30<sup>th</sup> March 2019**.

#### **14. Date and Place of next meetings**

Wednesday 21<sup>st</sup> November to be held at **5pm** at St Stephen's (following the Parish Social to the Cathedral and tea in St Stephen's)

The meeting closed at 9pm with the Grace.