

# THE PARISH OF CENTRAL EXETER

## Minutes of the Meeting of the Parochial Church Council on Wednesday 15<sup>th</sup> May 2019, St Petrock's Church

**Present:** Keith Walton (chair)   Revd Sheila Swarbrick   Don Branton   Sue Blow   Celia Smith  
Betsy Allen   Richard Skinner   Averil Swanton   Jill Grainger  
Mary Keaney (sec)

### 1. Welcome and Prayer:

Keith welcomed everyone and especially Jill as a new member. Sheila opened the meeting with a psalm reading. Sheila informed the PCC of Ann Hall's death on Monday 13<sup>th</sup> May.

**Action: Keith to write a letter of condolence to Michael on behalf of the parish.**

### 2 Apologies:

Viv Asher and Jessica Claridge

### 3. Minutes of the last meeting.

The minutes of the last meeting held on Wednesday 13<sup>th</sup> March 2019 were approved and signed by Keith as an accurate record.

### 4. Matters Arising

The Revd Chris Bryan has received permission to officiate at services in the parish.

Sheila updated the meeting on the forthcoming friends of ECI Tea Party on Wednesday 22<sup>nd</sup> May. There have been approx. 60 replies with about 4 people from St Stephen's able to help with providing/serving cream teas.

### 5 Parish Activities

#### 5.1 Services

**Sunday 30<sup>th</sup> June:** Holy Communion (BCP) at St Martin's, 10.30am, with Peter Beacham

**Sunday 28<sup>th</sup> July:** Parish Eucharist at St Olave's, 9.30am, with Francis Coles.

**Sunday 18<sup>th</sup> August:** Annual service in St Mary Arches, 10.30am

#### 5.2 Pastoral Care

Revd Ann Hall's funeral will take place in St Olave's on Thursday 30<sup>th</sup> May at 2pm.

Brenda Tripp's 90<sup>th</sup> birthday celebrations with coffee and cake to be held in St Stephen's after the service in St Martin's on Sunday 30<sup>th</sup> June.

#### 5.3 Appointments to Parish Trusts

Viv Asher has agreed to be the Parish appointee for the St Petrock's Homelessness Day Centre Trust and Jill Grainger has agreed to be the Parish appointee for St Petrock and Heavitree Parish Lands Charity/Trust from July when Isabel Burn stands down.

Sheila reported on the official opening on Tuesday 7<sup>th</sup> May of the 22 brand new Almshouses, next to the former Whipton hospital, named 'Elizabeth Gardens' after Liz Snowden.

The parish is assisted by seven Trusts that operate entirely for the support of the Parish, namely St Mary Arches Lands', St Kerrian's, St Olave's, Mary Magdalene Chapel, St Lawrence, Ernest and Winifred Brook, and the Kingsford Legacy. Trusts have specific roles specified in their trust deeds, often linked to maintenance of church buildings and church services. These trusts vary considerably in terms of financial size. In general the rector and churchwardens are, by office, trustees, and most trusts are able to appoint other people. Former office holders have found themselves remaining on particular trusts, and so each Trust has a slightly different combination of trustees. As we now have one composite annual meeting for all the trusts, then ideally each trust should have the same trustees.

In practice this is now what happens, but the parish cannot legally formalise this.

There are two other parish Trusts, Central Exeter Relief in Need and St Edmund's & St Mary Major which support people in need rather than parish churches. These have a different set of trustees including trustees appointed by non-parish groups.

#### **5.4 Stay and Play Report**

**See Appendix 1:** Report for Stay and Play Sessions 2018-19

Betsy gave us a flavour of the sessions held on the first Saturday of each month from October 2018 to April 2019. The team of helpers provide a range of activities for children with their carers to engage with but recently have found a number of lone adults wishing to join in the sessions. This has prompted the team to begin to rethink their provision to accommodate both children and adults for the 2019-2020 season. A June meeting will discuss possible structures for the new sessions. Safeguarding is paramount and is at the core of provision.

Keith thanked the team for the thought, care and hard work that goes into each session.

### **6 Church Buildings**

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

The Greeter's have noticed an amount of plaster chipping debris coming from the plaster surround of the servery door when it closes. Jim Pilkington raised the question of PAT testing of small appliances.

**Action: Don to adjust the mechanism on the servery door to minimise the damage.**

**Action: Don to talk with Tony Pinniger (electrician) and to arrange testing of small appliances if required.**

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

Don reported that he met with Keith, the builders (Gaydons) and Russ Palmer (architect) to approve moving the thermostat and replacing the heating controls. Russ will now issue the final certificate and be in receipt of the final invoice to release the 2.5% retention figure.

Sheila reported on communication between herself and Leslie Boyce about a Bellingers Library in St Petrock's. There are 3 available cupboards which could house a collection of bellringing related books. The availability of the books could be advertised to other bellringing groups for loan/use. Sheila is meeting with Leslie on Thursday 16<sup>th</sup> May to discuss details.

Sheila also reported that 50 people attended the service of Blessing for Exeter Pride on Saturday 11<sup>th</sup> May in St Petrock's.

#### **6.3 St Pancras**

**Action: Russ to chase Gaydon's (builders) to complete drainage works.**

#### **6.4 St Olave's**

Russ is to finalise drawings for works to interior of St Olave's in time for the July DAC meeting. He will probably not include the tapestry banner from St Mary Arches.

**Action: Sheila to contact the DAC for guidance on best way to care for banner and include it in the same faculty as tea bar works if restoration required.**

### **7. Deanery Synod Report**

No report as no meeting since last PCC meeting.

The next Deanery Synod is an open meeting which is to be held at St Margaret's church, Topsham, on Thursday 27<sup>th</sup> June with refreshments at 7pm for a 7.30pm start. Bishop Jackie will be the speaker.

### **8. Finance**

#### **8.1 Budget to end of April**

**See Appendix 2:** Budget Report

Keith talked us through the figures. The estimated income is £47,760 which is approx. £5,000 less than the estimated expenses of £52,352.

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

### **9.1 Awareness raising session on how to manage safeguarding issues in our 4 churches**

Thanks to Betsy for providing a container with items appropriate for clearing up bodily fluids when necessary in St Stephen's. Betsy and Mary are meeting in June to begin planning a parish safeguarding session for a Saturday morning in October – possibly 12<sup>th</sup> October in St Petrock's. This will introduce a variety of scenarios which may be encountered in any of the churches with suggested strategies for dealing with them.

### **9.2 Feedback from Domestic Abuse Awareness Seminar**

Sheila and Mary attended a seminar on Domestic Abuse on Wednesday 20<sup>th</sup> March. It was comprehensive training which gave us clear information and statistics, time to dispel myths, ask questions and reinforced the idea that the Bible cannot be used to justify violence. In the short term the parish now needs to agree a Domestic Abuse Statement and appoint a named individual who is a point of contact. In the longer term ways in which the parish can support or raise awareness of this issue need to be discussed.

**Action: Mary to prepare a Domestic Abuse Statement for approval at the next PCC meeting.**

**Action: PCC to appoint a named individual who will be the point of contact for advice/support at the July meeting.**

### **9.3 Safeguarding Training for new PCC members**

Jill and Viv, as new members, were asked to complete module CO Basic Awareness online training and were given instructions on how to access the training portal. Churchwardens are to complete C1 Foundations online training.

### **9.4 Approval of updated Contacts sheet**

After discussion the PCC decided to retain the original contacts sheets in St Stephen's and St Olave's but to complete the new version for display in St Petrock's and St Pancras'.

**Action: Mary to fill in new sheets and to cross reference helplines.**

## **10. CTAX/CTCE**

Sheila reported that the Lent groups met in March and April. The Good Friday Passion for Exeter was held outside the Cathedral and in Princesshay. A few technical difficulties were experienced.

South Street Baptist Church are to formally welcome the Revd Ross Maynard as Community minister in a service to be held on Wednesday 22<sup>nd</sup> May.

The date for the annual United Service is to be confirmed.

**Action: Mary to email InExeter to confirm their potential use of St Stephen's for the Christmas Light Switch On event.**

The ECCC Commissioning Service is to take place in St Stephen's on Thursday 1<sup>st</sup> August at 7.30pm.

There will be an ECCC Carol service in St Pancras' on Friday 13<sup>th</sup> December at 12noon and the annual ECCC Carols in St Stephen's between 12noon and 2pm on Wednesday 18<sup>th</sup> December.

The Street Pastors 10<sup>th</sup> Anniversary Service is taking place in Exeter Cathedral on Saturday 15<sup>th</sup> June at 7pm.

## **11. CMS link**

Ian Harvey is visiting St Stephen's on Sunday 3<sup>rd</sup> November and will give a talk about the work at Kimbilio with Jean Bosco and the Congo Children Trust, after the Soup Lunch.

## **12. Correspondence**

John Dobson sent an email thanking the PCC for the gift and card he received on retirement from the PCC. He also said he was pleased to serve the parish. Sarah Branton also sent a card thanking the PCC for her gift and card on retirement as Churchwarden.

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

Keith reported that he is compiling a list of parish jobs prior to communicating these with everyone. Sheila reported that she and Richard, on behalf of the parish, have registered with Eco Church as outlined in the M.A.P.

#### **Action: Richard to set 1 or 2 achievable targets for parish.**

Sheila gave advance notice of the 3 day 'Bishops in Mission' programme planned for March 2020. The theme is likely to be 'Evangelism' with the aim of engaging those on the fringes of the churches in the local Archdeaconry. Jill suggested a Coffee Morning in St Stephen's for people to talk with the Bishops. It was agreed that any publicity for planned events would be key. There may be Diocesan money available to fund any proposed events.

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

Wednesday 17<sup>th</sup> July 2019 to be held at **7pm** in St Petrock's.

**Future meetings:** Wednesday 4<sup>th</sup> September at **7pm** in St Petrock's and Wednesday 6<sup>th</sup> November at **7pm** in St Petrock's.

Sheila closed the meeting at 8.45pm with an Easter blessing.