

# THE PARISH OF CENTRAL EXETER

## Minutes of the Meeting of the Parochial Church Council on Wednesday 6<sup>th</sup> November 2019, St Petrock's Church

**Present:** Keith Walton(chair)    Revd Sheila Swarbrick    Sue Blow    Viv Asher    Celia Smith  
          Betsy Allen    Richard Skinner    Don Branton    Helen Evans (guest)    Mary Keaney (sec)

### **Welcome and Prayer:**

Sheila welcomed everyone and opened the meeting with a prayer from Isaiah.

**2 Apologies:** Averil Swanton and Jessica Claridge

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

The minutes of the last meeting held on Wednesday 4<sup>th</sup> September 2019 were approved and signed by Keith as an accurate record.

### **4. Matters Arising**

None.

### **5. Parish Activities**

#### **5.1 Services**

**Sunday 17<sup>th</sup> November:** United Service at South Street Baptist church and Fore Street Flea Market

**Action: Mary to email parish with details of the United Service**

**Sunday 1<sup>st</sup> December:** Revd Canon Andrew Beane to preach (new Archdeacon of Exeter) followed by the Advent soup lunch.

**Action: Sheila to meet with Andrew Beane re: the Central parishes.**

**Post Meeting Update: BBC filmed the special service on Monday 2<sup>nd</sup> December 'Video Game Spirituality' with Sheila and Andy Robertson**

**Sunday 25<sup>th</sup> December:** 10am service in St Stephen's with Chris Bryan preaching

**Sunday 29<sup>th</sup> December:** 5<sup>th</sup> Sunday service to be held at St Olave's at 10.30am with the Charles Edwards to preach.

**Tuesday 3<sup>rd</sup> December:** The start of the Advent course with Chris Bryan.

**Saturday 7<sup>th</sup> December:** St Nicholas' Fair from 10am to 12.30pm

**Carol services:** ECCC Carols in St Pancras on **Friday 13<sup>th</sup> December** and ECCC Carols in St Stephen's on **Wednesday 18<sup>th</sup> December** from 12noon to 2pm.

**Saturday 21<sup>st</sup> December:** Bee and Friend's Carol Concert with Grace Notes Choir and a guest performer - a young harpist from 7.30pm

Sheila suggested the St Olave's patronal service move to the fifth Sunday in August 2020. The Pulpit Exchanges are currently being planned.

**Sunday 2<sup>nd</sup> February:** speaker to be confirmed (Soup Lunch)

**Sunday 1<sup>st</sup> March:** (Soup Lunch)

#### **5.2 Pastoral Care**

Unminuted.

#### **5.3 Parish Social**

12 people have shown an interest in visiting the Pall in the Library on Thursday 21<sup>st</sup> November.

**Post Meeting Update: The decision has been taken to postpone the visit as more than 12 people wish to join the group. Mary to email decision to everyone on list.**

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

Betsy reported that the November session was busy with 14 people attending with 5 helpers.

**Action: Betsy to conduct some research on how people hear about Stay and Play at the next session in December and to contact Refugee Support Devon to advertise the sessions.**

#### **5.5 Lay Ministry: Report from Helen Evans (attached)**

Helen was welcomed to the meeting and outlined her ideas for beginning a pioneer lay ministry which would focus on 'creating space for people to be creative'. She requested permission to do this. Helen's initial thoughts suggest it could run monthly or quarterly but this would be dependent on the group which formed to decide. Helen thanked the PCC for their offer of support with the start-up costs, the anonymous donors and Sheila, Keith and Richard for their advice and help. Currently Helen sees the ministry beginning in April or May 2020. Keith is to be her mentor and he will report back to the PCC. The PCC gave its approval and blessing for this venture.

**Action: Helen, in conjunction with Keith, Richard and Sheila, to advise on logo/names**

#### **5.6 Helper/s for St Pancras services**

Support has been requested to help set up the Tuesday communion services in St Pancras.

**Action: Betsy and Keith to help on a monthly basis with effect from January 2020.**

#### **5.7 Free CPR and Defibrillator training**

Sheila reported that St Stephen's has been approached to host a CPR and Use of a defibrillator training session by a First Aid training business in Budleigh Salterton. Other clergy in the city centre thought this may be a good thing to investigate with a suggested date of Saturday 25<sup>th</sup> January 2020.

**Action: Mary to contact the First Aiders with proposed date and ask for advertising materials.**

***Post Meeting Update: No response to email sent to give the go ahead to this initiative.***

## **6 Church Buildings**

### **6.1 St Stephen's: Garden Update**

Betsy reported that she had planted lavender and rosemary in the garden. Mary mentioned that she had contacted another potential gardener, Jo McGauley, who seemed keen to do some regular work and was about to visit the site. The meeting agreed general guidelines for potential gardeners including: 2 hours of maintenance work on a monthly basis between March and November.

**Action: Mary to chase Jo for a decision**

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

The Guild of Devonshire Ringers' have agreed an additional date - Saturday 7<sup>th</sup> December - for their launch event as it coincides with a special service at the Cathedral.

Revd Ross Maynard, community minister at South Street Baptist church, has established a prayer space 'Prayer for Unity' in St Petrock's. People are welcome to spend time praying for our country at 3 prayer stations.

Don reported that the underfloor heating is working well and should be left on. Users of the church use the boosters. The AA group will not be using the church on Wednesday 25<sup>th</sup> December – Christmas Day. Viv gave a report on St Petrock's Homelessness Centre. The positives include: a new kitchen funded by Carluccio's, free meals, opening of the night shelter, an amazing amount of harvest produce donated this year and the opening of a letting agency. Their challenges include: up to 90 people visiting per day, seeing greater violence between young women on the streets, loss of supported housing places, paperwork detracting from face to face help and staff having to troubleshoot.

### **6.3 St Pancras: Update on drainage**

The Quinquennial Inspection noted that a couple of minor issues needed some attention including a crack on one wall, window repairs and professional cleaning of the windows.

**Action: Russ Palmer (architect) to approach a structural engineer and professional window cleaner for quotes.**

**Action: Russ to continue to contact South West Water regarding the drainage issue.**

### **6.4 St Olave's: Update on faculty application and site of case for banner**

Russ Palmer submitted a faculty application for the planned refurbishment and has gone out to tender for the building work.

It was agreed that the appointed architect should apply to the Diocese for a faculty to install CCTV in St Olave's church (to discourage inappropriate activities) (in accordance with quote 7444 received from Dekve Electrical), and also for the fixing to a wall of a protective case to hold and display a church banner, and any related re-siting of existing commemorative plaques.

#### **7. Social Media Update: Consent for Keith to sign C of E Digital Charter**

It was agreed that Keith would sign the Digital Charter at the next SMWG meeting on Thursday 28<sup>th</sup> November.

***Post Meeting Update: Helen has advised the SMWG, Sheila and churchwardens of her need to step down from the social Media group due to family commitments until sometime in the New Year.***

#### **8. Deanery Synod**

The latest meeting was on Tuesday 22<sup>nd</sup> October at St James' church where Canon James Mustard from the Cathedral spoke about psalms. The Diocesan Budget had been agreed the previous Saturday. The next meeting is on Wednesday 5<sup>th</sup> February 2020 where Ed Moffat, the Assistant Diocesan Secretary, will be addressing the issue of the new housing in and around Exeter.

#### **9. Finance**

##### **9.1 Budget to end of October (attached)**

**See Appendix 1:** Budget Report

It was noted that income is less than expenditure. The grants are low but awaiting cheques to redress this balance.

##### **9.2 Looking ahead to preparing the 2020 budget**

It was suggested that an increase in parish giving was needed as the Diocesan share will be about £11,250 in 2020. The last time a raise was encouraged was 3 years ago. Sheila suggested we could give 5% of parish giving to the 12 (plus Age UK in recognition of the Independent Examiner's work for the APCM) charities previously supported which would be about £2,400 with each receiving £140 (£125 in past years). Another suggestion is that use of the PCC property could be improved to raise funds. Although, unexpected donations do come via the letter box.

**Action: Keith to write to parish suggesting an increase in individual parish giving in line with inflation.**

Keith proposed increases to wages for Jim (caretaker), Julie (cleaner), and Mary (administrator) with effect from January 2020. Jim to receive £9.25 p/h (£9); Julie - £8.40 p/h (£8); Mary - £9.60 p/h (£9.40); It was agreed to give Christmas Gifts of £25 in vouchers to both Jim and Julie.

**Action: Keith to buy and give vouchers to Jim and Julie.**

Don mentioned that individual churches are due to pay their insurance premiums in November. St Mary Arches = £2,260 although Unlimited will fund 80%; St Stephen's = £2,208; St Pancras = £789; St Olave's = £265

**Action: Don to send Sean (treasurer) the invoices and to check the terms of the SMA lease.**

Viv suggested we fund Christmas breakfast vouchers for the Big issue sellers but possibly do this for the New Year (January). This initiative was appreciated last year.

**Action: Viv to research cost of breakfast at the Orange Café and how many vouchers would be appropriate and report back to PCC in January.**

The budget was approved.

#### **10. Safeguarding and Health and Safety**

##### **10.1 Safeguarding Training Day Report (attached)**

Betsy talked through the report from the parish Safeguarding Training Day held on Saturday 12<sup>th</sup> October. The report highlighted some action points to be discussed and followed up.

**Action: Don to add a hook to cleaning cupboard to store personal alarms.**

**Action: Betsy to talk to individuals who may like their own personal alarm.**

It was agreed that the main door should be locked when people are lone working.

**Action: Don to instruct Guardian Security to replace the servery key safe to one with a combination lock as used in St Petrock's.**

It was thought that a courtesy light near the Bow door would be useful.

**Action: Don to investigate the possibility of a light being installed.**

**Action: Betsy to update list of agencies which can be used to sign post vulnerable people.**

**Action: Mary to update and circulate the report to parish.**

Thanks given to Betsy and Mary for their work on this project.

#### **11. CTAX/CTCE**

CTAX meeting is focusing on support of refugees in November.

CTCE – Pulpit Exchange on **Sunday 19<sup>th</sup> January 2020.**

Ash Wednesday ecumenical service (**26<sup>th</sup> February 2020**) in St Stephen's at 12.30pm followed by Invite to parish to become involved in the initiative to pray for people on Cathedral Green.

Also for the parish to join an Ash Wednesday communion service at 7.30pm in the Cathedral rather than hold one in St Pancras.

Palm Sunday (**5<sup>th</sup> April**) service in Cathedral.

#### **12. CMS link**

Ian Harvey visited St Stephen's on Sunday 3<sup>rd</sup> November where he preached and gave a presentation on the progress at Kimbilio and stayed for the Soup lunch. All donations and purchases made totalling £543 going to the Congo Children Trust to help build the school.

Donations for this charity through the website Global giving on Tuesday 3<sup>rd</sup> December would receive match funding. The link will be circulated round the parish.

**Action: Mary to send link to parish**

#### **13. Correspondence**

None.

#### **14. A.O.B.**

Helen attended a 'How to lead a reconciliation course' on Tuesday 5<sup>th</sup> November. Helen was thanked for attending.

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

Wednesday 15<sup>th</sup> January 2020 in St Petrock's

**Future meetings:** Wednesday 11<sup>th</sup> March 2020 and the APCM on Sunday 19<sup>th</sup> April 2020.

Sheila closed the meeting at 9.15pm with a prayer.