

THE PARISH OF CENTRAL EXETER

Minutes of the Meeting of the Parochial Church Council on Wednesday 17th July 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 Viv Asher
Jessica Claridge Helen Evans (guest) Mary Keaney (sec)

1. Welcome and Prayer:

Keith welcomed everyone and Sheila opened the meeting reading some verses from Colossians 1.

2 Apologies: None

3. Minutes of the last meeting.

The minutes of the last meeting held on Wednesday 15th May 2019 were approved and signed by Keith as an accurate record.

4. Matters Arising

Sheila reported that the ECI (Exeter Community Initiatives) sent their thanks to St Stephen's for hosting the Tea Party held on Wednesday 22nd May.

Averil praised the thoughtfulness of the Guildhall Management for suspending the performance of a steel band while the regular Tuesday lunchtime service was held in St Pancras during half term (28th May). This allowed the service to be held in peace. The music resumed after the service was concluded.

Action: Keith to write a letter to the Guildhall Management expressing the thanks of the PCC for this consideration.

Post Meeting Update: Keith has written and sent a letter to the Guildhall Management

5 Parish Activities

5.1 Services

Sunday 28th July: Parish Eucharist at St Olave's, 9.30am, with Chris Bryan as Francis Coles is unable to take services until after a cataract operation.

Sunday 18th August: Annual service in St Mary Arches, 10.30am, with Sheila preaching.

Sunday 29th September: Melanie Shaw to preach at the Harvest Festival at St Petrock's followed by Harvest lunch in St Stephen's.

Sunday 3rd November: Ian Harvey (CMS link/Kimbilio) to give talk after soup lunch.

Sunday 17th November: United service at South Street Baptist church. Request that a lay person from each church volunteers to help plan the service with Simon Taylor.

Sunday 1st December: Revd Canon Andrew Beane to preach (new Archdeacon of Exeter).

Sunday 29th December: 5th Sunday service to be held at St Olave's at 10.30am with the preacher tbc.

An appeal came from Averil for extra people to help set up St Pancras for the regular Tuesday lunchtime services.

5.2 Pastoral Care Unminuted.

5.3 Social Media Training Day update with Helen Evans

See Appendix 1: Report on Social Media Training Day

Helen presented her report outlining some of the reasons why a presence on Social Media will promote the parish commitments of 'Giving breathing space' and 'Engaging with the city'. She suggested the parish develop Facebook to advertise events and our open churches; update A Church Near You and Trip Advisor sites with photographs and text; Create a small group willing to administer and maintain these sites; develop a parish logo, postcards and Greeters cards for hirers.

General feeling supported the introduction and development of Social Media whilst being aware of some of the risks inherent in this area.

The PCC gave approval for the setting up of a team to develop all of the above. Team to include: Helen Evans, Mary Keaney, Richard Skinner, Keith Walton, Betsy Allen and Viv Asher.

Helen thanked Mary for her support. Keith thanked Helen for her work on this issue to date.

Action: Helen to research and gather quotes for postcards/Greeters cards and present at the September PCC meeting

Action: Mary to advertise setting up of Social Media Working Group (SMWG) in September Newsletter

Action: Mary to circulate dates for first meeting of SMWG

Action: SMWG to report back to PCC over time as work progresses

5.4 Bellringer's Library: Agreement

The PCC are happy to see St Petrock's used as a bellringing book library on the third Saturday of each month for a couple of hours once the books are in place, possibly from Sept 2019. Sheila suggested £250 per annum as a suggested donation to cover heating/power/lighting. The Library sessions would be open to allow members of the public access to the church as usual. The necessary insurance would be covered by the library group (Lesley Boyce).

Action: Mary to send a booking form to Leslie Boyce

Action: The agreement drawn up needs to be signed by Sheila Swarbrick and Leslie Boyce

5.5 St Petrock's Pall

Jessica reported that she attended the 650th anniversary Requiem Mass for Bishop John Grandisson at the Cathedral on Tuesday 16th July where the St Petrock's Pall was on display. The Pall, made of gold cloth and embroidered with a cross, is believed to have been used as an altar cover and coffin pall in the 14th century. Dr Gillian Vogelsang Eastwood is currently costing how much a renovation of the pall would be but it could be in the region of £25,000. It needs to be insured immediately. Ann Barwood, Canon Librarian, is to reword the draft agreement whereby the Cathedral is to be the prime custodian of the Pall. The aim is for the Pall to be on display once restored.

5.6 Parish numbers for Common Fund

The parish number is 42.

Action: Churchwardens (Keith and Betsy) to sign document and pass on to Sheila who will send it to the Rural Dean.

5.7 InExeter's proposed use of St Stephen's on Thursday evenings

Discussion followed the InExeter proposal that they host a regular Thursday market for local independent traders in St Stephen's to maximise the free car parking enterprise in a few of the city's car parks. The PCC felt this was a good initiative in line with the parish commitment of 'Engaging with the City'. However, a few concerns were raised including: which businesses will be invited to trade?; should we take legal advice?; can we allow selling for benefit of traders?

Action: Mary to contact Ann Hunter from InExeter with concerns

Post Meeting Update: Ann Hunter has given assurances that the local traders would be Exeter based such as Mantis Jewellery and The Belt Makers; The InExeter Ltd insurance would be extended to cover the local traders; the selling of anything morally or ethically unsustainable would not be permitted and nothing which denigrates any religion or political party; sellers will be encouraged to offer sustainable bags/packaging. Keith's research and conclusions to be circulated. See Appendix 2: InExeter and third - party profit making sales in St Stephen's.

Mary is awaiting information from the Diocese.

6 Church Buildings

6.1 St Stephen's

Betsy reported that a small group (Betsy, Richard and Sheila) had recently had 2 sessions clearing, weeding and planting in the garden to the rear of St Stephen's. Lloyds Cocktail Bar are currently

watering the garden too. Mary reported that the firm, John O Conner (garden maintenance company), will be supplying a quote for a regular contract to maintain the garden once they have visited the site on Wednesday 17th July. Betsy suggested an Autumnal planting session.

Action: Mary to chase quote from John O'Conner if necessary

6.2 St Petrock's

Don reported that the heating issue has been rectified. He will also put up the pictures in the church.

Viv reported that the Homelessness centre are to refurbish their chancel with new desks, a chair, carpet & decoration at a cost of £1, 950.

6.3 St Pancras

Don reported that Russ Palmer (architect) is to undertake the Quinquennial Inspection on Tuesday 20th August. Russ is also to meet with the Guildhall Centre to resolve the drain issue.

6.4 St Olave's

Alarm:

There have been 2 separate incidents involving the unintentional sounding of the alarm which switches off automatically after 10-15 minutes. It has deterrent value and Betsy suggested there is good cause for the installation of CCTV which is to be included in the refurbishment specification.

Action: Russ to be asked to supply a quote for CCTV

Refurbishment:

Russ Palmer has produced drawings for the refurbishment of St Olave's and will aim to submit them with the Statement of Significance and Statement of Need in time for the September meeting of the DAC. The Statement of Need is required as the work includes the removal of pews.

Action: Jessica to research the significance of the pews including their history/dates etc

Sheila showed the plans which include redecoration of the porch, new noticeboards, new fitted cupboards in vestry, new sink and water heater and additional lighting for the renovated paintings. The DAC wish for one pew to be kept.

Action: Sheila to talk with Russ about the details of retaining one of the pews.

Banner:

The Mary and child banner, which originally hung in St Mary Arches, has been assessed by Morwena Stephens, (textiles and ethnographic artefacts conservator) who estimates that the work needed to restore the banner will cost approx. £1,800 (49 hours plus £50 materials) with approx. £1,500 for a boxed frame to house the banner once restored.

There is to be a trust meeting to agree to pay costs.

The PCC agreed to include CCTV, restoration of the St Olave's church banner and the refurbishment of St Olave's in the faculty. **See Appendix 3 for Morwena's report on the banner.**

7. Deanery Synod Report

The Deanery Synod was held at St Margaret's church, Topsham, on Thursday 27th June with Bishop Jackie as the speaker. She led a meditation on the feeding of the 5,000 and a discussion on the sharing of stories.

The Diocesan report was presented which highlighted vision and strategy as well as the Common Fund. The Revd Ed Hodges is being licensed at St Matthew's church on Monday 22nd July. He has been appointed to create a new student church community based at St Matthew's.

The new Archdeacon, the Revd Canon Andrew Beane, will be inaugurated at a special service in Ottery St Mary on Wednesday 25th September.

Helen attended and reported on Mission Shed Exeter's launch at St Marks on Monday 15th July. 25 people were in attendance with reports presented from Unlimited Church and Network Church.

See Appendix 4 for more detail.

8. Finance

8.1 Budget to end of June

See Appendix 5: Budget Report Keith noted that the Income is slightly below Expenses.

9. Safeguarding and Health and Safety

9.1 Safeguarding Training Day

Betsy and Mary have begun planning the parish safeguarding training day which is to be held on Saturday 12th October from 10am to 12noon in St Petrock's.

Action: Mary to advertise the Safeguarding Training Day in the September Newsletter

9.2 Approval of draft Domestic Abuse Parish Statement

The PCC gave approval for the Domestic Abuse Parish Statement (**See Appendix 6**) with one amendment to the wording of Point 5 under 'We recognise that....'. It will now read;

- *Domestic abuse which is witnessed or overheard by a child also constitutes child abuse.*

Action: Mary to update the draft Domestic Abuse Statement with new wording of Point 5.

9.3 Safeguarding Training for new PCC members update

One new member of the PCC has completed the module CO Basic Awareness online training. Churchwardens are to complete C1 Foundations online training.

Action: Mary to send reminders to complete CO/C1 Modules

9.4 DBS checks for new PCC members with all PCC members to be checked in time

It is recommended by the Charity Commission and the Diocese that all new PCC members undergo a DBS check. It was queried whether a person who has been DBS checked by another organisation requires a Diocesan DBS check.

Action: Mary to check with Diocesan policy regarding transference of DBS checks across organisations.

Action: Mary to begin DBS process with Viv and Jill.

10. CTAX/CTCE

The annual United Service is to be at South Street Baptist church on Sunday 17th November.

There is a new pastor at the Exeter Chinese church.

Iain Macdonald has suggested that some places of worship might open for specific times during Interfaith week (10th to 17th November) with members of each community available to answer questions. It is hoped to publish a list of participating buildings and encourage people to explore.

Action: Interfaith week to be discussed at the September PCC meeting

11. CMS link

Ian Harvey is currently in Kimbilio. Ruth Sayers link letter gives details of the Holiday club which will support families whose children receive free school meals by providing craft/games mornings with a meal every Monday. Ruth hopes to attend Bee's Summer Lunchtime Concert on Thursday 15th August.

12. Correspondence

A letter of thanks to the parish for their leaving gift has been received from the outgoing Archdeacon, the Venerable Christopher Fitcher.

13. A.O.B.

Helen announced that she is to set up a series of creative and spiritual pioneering events aimed at both the parish and non-parish personnel with a launch due in March 2020. In addition, Helen is planning a pre-launch creative writing event linking Prayer and Poetry for Thursday 3rd October 2019. Helen is happy to give an update on the October workshop to the PCC in November.

14. Date and Place of next meeting

Wednesday 4th September at **7pm** in St Petrock's

Future meeting: Wednesday 6th November at **7pm** in St Petrock's.

Sheila closed the meeting at 9.10pm with thanks to everyone for their attendance and reading an evening collect.