

THE PARISH OF CENTRAL EXETER

Minutes of the Meeting of the Parochial Church Council on Wednesday 4th September 2019, St Petrock's Church

Present: Revd Sheila Swarbrick(chair) Sue Blow Viv Asher
 Betsy Allen Averil Swanton Mary Keaney (sec)

Welcome and Prayer:

Sheila welcomed everyone and opened the meeting with a prayer.

- 2 Apologies:** Keith Walton, Don Branton, Jessica Claridge, Richard Skinner, Celia Smith and Jill Grainger

3. Minutes of the last meeting.

The minutes of the last meeting held on Wednesday 17th July 2019 were approved and signed by Sheila as an accurate record.

Action: Mary to resend minutes to all PCC members without mark up from Sheila's amendments which were evident in minutes sent after the last meeting.

4. Matters Arising

5.7 Mary reported that InExeter will be using St Stephen's for a regular Thursday evening market for local independent traders. We are waiting to have the start date confirmed.

6.2 Sheila recently met with staff from St Petrock's Homelessness Centre who expressed a wish that some of their clientele would like to visit St Petrock's church. One idea is that this could be arranged to coincide with St Petrock's Day in 2020 with the suggestion of Keith to give a talk if he is happy to do this.

Post Meeting Update: Keith happy to give a talk to St Petrock's Centre.

5. Parish Activities

5.1 Services

Sunday 15th September: Fore Street Flea Market

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: Fore Street Flea Market and United Service at South Street Baptist Church

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 Charles Edwards preaching.

It is to be noted that Mark Bate and Francis Coles will not be taking services for the time being due to health issues.

It was reported that the ECCC Commissioning Service on 1st August in St Stephen's was well received.

The St Pancras Tuesday lunchtime service was attended by 15 people on 27th August. It was agreed that this service could be flagged up as it was felt to be meeting a need in the city.

Action: Mary to suggest to the SMWG that they could be responsible for posting the Tuesday dates on a regular basis

5.2 Pastoral Care Unminuted.

5.3 PCC membership: Resignation

Post Meeting Update: Accept Jill Graingers resignation with sadness. Jill has resigned because of her many other commitments.

5.4 Parish Social

Betsy reported that she and Keith visited the St Petrock's Pall in the Cathedral Library and thought the parish may wish to see it in situ with the related documents. Betsy has provisionally booked a visit to the Library (2pm to 3.30pm) for the parish on Thursday 21st November with a cream tea to follow in St Stephen's. Betsy suggested Jessica to be our guide if she would like to do this.

Action: Betsy to speak to Jessica re: role as guide

Action: MK to email parish the date of visit once Jessica has confirmed her availability and willingness to act as guide.

5.5 Chalice Assistants: Approval of list

This PCC, meeting on Wednesday 4th September, resolved that Betsy Allen, Sarah Branton, Helen Evans, Jill Grainger, Richard Skinner, Bob Snowden, Averil Swanton, Keith Walton and Joy Watson commended by the Revd Sheila Swarbrick should be authorised to assist with the distribution of the Holy Communion within Public Worship in accordance with the Administration of Communion Regulations 2015 for a period of 3 years.

Action: Mary to send updated Chalice Assistants list to Bishop Jackie's PA

5.6 Heritage Talks

Keith is to give a series of four talks over the Heritage weekend each based in the following churches...

Friday 13th September: St Martin's at 11.30am and St Petrock's at 2pm.

Saturday 14th September: St Pancras at 11.30am and St Olave's at 2pm.

5.7 Stay and Play

Betsy reported that Stay and Play will be happening on the first Saturday in the month from September 2019 to April 2020. There is a programme of activities on the parish website. Betsy has circulated flyers and posters around the town and is happy for PCC members to circulate the Stay and Play flyers/cards to any families known to us.

5.8 Lay Ministry: Report from Helen Evans

This item is to be deferred to the November meeting.

Sheila did suggest that any costs incurred could be listed under 'Parish Support for Mission' in the budget report when established. Helen has agreed to give a presentation on pioneer ministry after the Soup Lunch on Sunday 2nd February 2020.

5.9 Postcard costs: Report from Helen Evans

This meeting agreed for 1000 cast-coated postcards to be printed by Stormpress at a cost of £98.04 and 100 business cards, for use by Greeters, at a cost of £21.60.

Action: Mary to inform Sean Swarbrick, treasurer, that the costs for the postcards and Greeters cards should be listed under 'Parish Support for Mission' in the budget report.

5.10 Chris Bryan Talks

Chris Bryan (retired priest) has offered to give a series of talks during Advent 2019. They will run on Tuesday afternoons in St Petrock's between 2pm and 4pm with refreshments served at 2pm and the aim of starting at 2.15pm. Exact details to be confirmed. They are entitled 'Faith of the Church' and will feature 'Thinking about the Historic Creeds and the Bible.'

The following December dates have been booked: Tuesdays 3rd, 10th and 17th.

5.11 Flowers in church

A couple of flower arrangers wish to step down so there is a need to encourage more people to help with the arranging. Claire Mayer currently prepares St Stephen's rota. Beryl W is currently in negotiation with the Topsham Flower Arrangers. The St Olave's weekly rota tends to have designated names down for 2 weeks.

Action: Betsy to regularly update St Olave's rota

6 Church Buildings

6.1 St Stephen's

Betsy and Sheila reported that a weeding party was to be held on Saturday 7th September after Stay and Play.

Action: Mary to contact Lee Solman to give quotes for work

6.2 St Petrock's: Bellringers' Library Agreement and Pall Agreement

The Bellringers' Library agreement has been signed by Leslie Boyce (Guild Librarian) and Revd Sheila Swarbrick (Rector of the Parish of Central Exeter). Leslie is a key holder for access and the library will be open on one Saturday per month – dates to be agreed 3 months in advance with Mary via a booking form. An extra date, Saturday 7th December, has been agreed as it coincides with a special service at the Cathedral.

The Pall Agreement is currently in negotiation with the Cathedral custodians.

6.3 St Pancras: Update on drainage and QI

Russ Palmer (architect) is to contact South West Water for agreement over the ongoing drainage issue. The Quinquennial Inspection conducted in August 2019 at a cost of £571 noted that there was nothing urgent but did flag a couple of minor issues needing some attention including a crack on one wall, window repairs and professional cleaning of the windows. The crack will need advice from a structural engineer. Paul Carpenter has been suggested as a possible Structural Engineer to do this work at £80-85 per hour. Access is another issue so the PCC may consider installing a single door at the entrance in the future.

Action: To appoint a structural engineer

6.4 St Olave's: Update on faculty application

Refurbishment:

Russ Palmer is to submit a faculty application for the planned refurbishment by Friday 6th September 2019. A separate faculty is required for the restoration of the Mary and Child tapestry banner and CCTV costs for the church to be included.

The PCC need to further discuss and agree the siting of the banner before submission of the faculty.

7. Social Media Update

Betsy reported on the progress of the Social Media Working Group which met on Wednesday 28th August. The members of the group include: Helen Evans, Betsy Allen, Keith Walton, Richard Skinner, Viv Asher and Mary Keaney. A Facebook page has been created for the Parish of Central Exeter and is due to go live in the next few days so September's Stay and Play can be advertised. The group have established a working framework which outlines the aims and purposes of using Social Media to support the parish mission. Betsy noted that Helen is leading this initiative beautifully.

The PCC expressed thanks to Helen for all her hard work to date. The next SMWG meeting is on Wednesday 25th September and there is an open invitation to the parish to join us.

8. Deanery Synod

Nothing to report. The next meeting is on Tuesday 22nd October at St James' church. Canon James Mustard from the Cathedral will be talking on psalms.

9. Finance

9.1 Budget to end of August

See Appendix 1: Budget Report

Sheila reported on the budget.

Action: Keith to talk with Jim Pilkington (Caretaker) about his role as cleaner of St Olave and his desire to continue with this role.

Presently, Julie cleans for 2 hours per week at St Stephen's and 2 hours per month at St Petrock's. A cleaner is needed for St Pancras too.

9.2 Looking ahead to preparing the 2020 budget

Expenses - Parish Support for Mission to include costs of postcards/business cards.

10. Safeguarding and Health and Safety

10.1 Safeguarding Training Day

Betsy and Mary have planned 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 circulate the parish with details of the training day via email

Action: Mary to circulate handouts from the training day to those unable to make training day

Action: Mary to begin DBS check for Viv as new PCC member

11. CTAX/CTCE

Interfaith week - 10th to 17th November – churches to be open as usual but we have an Art Exhibition in St Stephen's from Tuesday 12th November to Saturday 16th November.

12. CMS link

Sheila reported that the latest Newsletter talks of 10th birthday celebrations and that work has begun on the school in Kimbilio with fitting of solar panels.

Ian Harvey is to visit St Stephen's on Sunday 3rd November where he will preach and give a presentation after the Soup lunch with any donations going to the Congo Children Trust.

Action: Mary to advertise Ian's visit in October Newsletter

Ruth Sayers, from Devonport, made a social visit to Exeter and attended Bee's Summer Lunchtime Concert on Thursday 15th August. The new vicar arrived in May and life at the church has improved.

13. Correspondence

None.

14. A.O.B.

None

15. Date and Place of next meeting

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

Future meetings: Wednesday 15th January 2020 in St Petrock's; Wednesday 11th March 2020 and the APCM on Sunday 19th April 2020.

Sheila closed the meeting at 8.25pm with a prayer.