

# THE PARISH OF CENTRAL EXETER

## Minutes of the Meeting of the Parochial Church Council on Wednesday 15<sup>th</sup> January 2020, St Petrock's Church

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

### **Welcome and Prayer:**

Sheila opened the meeting with a prayer remembering Averil Swanton and the Franciscans.

### **2 Apologies:** Jessica Claridge

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

The minutes of the last meeting held on Wednesday 6<sup>th</sup> November 2019 were amended, approved and signed by Keith as an accurate record.

### **4. Matters Arising**

5.1 Bee's Christmas concert raised £340 for the St Petrock's Day Centre.

5.1 St Olave's patronal service to move to a Sunday in August 2020

11 Ash Wednesday (Imposition of the Ashes) service in Cathedral is at 5.30pm

### **5. Parish Activities**

#### **5.1 Services**

Averil Swanton's (14<sup>th</sup> May 1940 – 17<sup>th</sup> December 2019) memorial service, which was held on **Monday 6<sup>th</sup> January**, raised £374 for Oxfam. Keith has compiled a few words to be included here expressing the high regard in which Averil was held.

*'Averil had been a member of this parish for well over forty years, so there are very few who remember a time before her. For us she has been a fixed star with a clear sense of purpose and direction. This was determined through her faith in the God of love, and coupled with her own ability to lead and manage in difficult situations. Such qualities enabled her to play a key role in shaping this parish, as a PCC member and for many years its chair, through leading Meeting Point services and playing an active role within the international Franciscan community. She worked hard to enable lay people to be as influential as clergy and created an ethos which still undergirds the way we work.'*

**Sunday 26<sup>th</sup> January:** Homelessness Service at 4pm in St Petrock's. The Salvation Army will be leading this service.

**Tuesday 28<sup>th</sup> January:** Tony Raven to cover for Rosemary Enever at St Pancras

**Sunday 2<sup>nd</sup> February:** Revd Alison Whiting to preach with the Soup Lunch to follow.

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

**Easter Sunday 12<sup>th</sup> April:** Christopher Bryan to preach.

#### **5.2 Pastoral Care**

Unminuted.

#### **5.3 Parish Social**

A new date, Thursday 5<sup>th</sup> March, has been set for the visit to the Cathedral Library to see the St Petrock's Pall and other parish treasures.

**Action: Betsy to liaise with the Librarian and Jessica Claridge.**

The PCC gave consent for Jessica to continue to pursue the finalising of the agreement between the Cathedral Library and the Parish as to the custodians of the Pall.

**Action: Betsy to ask Jessica to continue with this process.**

#### **5.4 Proposals for pattern of PCC meetings**

Following attendance at a Churchwarden course at the Old Deanery Betsy suggested that PCC meetings could be held quarterly rather than the 6 times per year as is current practice. It was suggested the meetings could be report led which may lead to less discussion but the PCC felt that a balance needs to be reached where discussion is valued and encouraged against slightly shorter and fewer meetings. It was decided that the PCC would, following the APCM in April, trial meetings in June, September, December and March 2021. The planning meetings would continue to be set between the PCC meetings.

#### **5.5 Parish Statistics for Mission Report (attached)**

Keith talked the meeting through the parish statistics and added that 5 parishioners had communion at home on Easter Sunday. The small numbers attending St Olave's twice monthly were noted with a suggestion that the services at St Pancras and St Olave's could be combined.

The PCC accepted the Statistics for Mission.

**Action: Keith to send the Statistics to the Diocese Office.**

#### **5.6 Lay Ministry: Update**

Helen Evans has notified the parish of her need to temporarily step down from her lay ministry commitments due to family needs.

#### **5.7 Chalice Assistants for St Olave's**

*This PCC, meeting on Wednesday 15<sup>th</sup> January, resolved that Michael Hall and Julie Richards 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**

#### **5.8 Free CPR and Defibrillator Training**

Stuart Brown, from Action for Life, has not returned emails sent with after the PCC agreed to this initiative in November 2019. The PCC agreed that no more action was required.

#### **5.9 Thinking towards the future of the parish**

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

Sheila talked of the proposed Climate Relief Workshops to be held by Adrian Harris in St Petrock's on Wednesday evenings. As yet this is to be confirmed by Adrian.

Ross Maynard (South Street Baptist Church Community minister) has dismantled the prayer stations in St Petrock's as he will be installing another in a different location.

Ross Maynard and Steve Jones have approached Sheila to discuss alternative worship on a fortnightly basis in St Petrock's. Sheila has a meeting with Ross and Steve on Thursday 16<sup>th</sup> January to discuss this idea further. The PCC expressed their wish to support both initiatives and suggested asking for donations toward the running costs for the first 6 months of use.

**Action: Sheila to purchase keys for both groups if they go ahead.**

Sheila will be talking with the new archdeacon, Andrew Beane, on Thursday 27<sup>th</sup> February about her personal development and how this links with the future of the parish. Currently the archdeacon is asking why the city centre parishes receive so little funding from the Diocese/Church of England. The PCC agreed that the parish needs to discuss what they would like the future to look like bearing in mind the 2 different strands of use including: congregation attendance at services and the public involvement in the church through events/activities. It was also acknowledged that the maintenance of the churches involves a huge amount of effort and time.

## **6 Church Buildings**

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

Mary reported that Jo McGauley (Garden Design and Maintenance) has agreed to do some regular work on the garden between April and September at £50 per month.

**Action: Mary to inform Jo of the PCC's instruction and elicit date of first visit so Betsy can meet her to discuss details of work.**

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

Sheila reported that the electricity bill from March 19 to January 20 averaged at about £33 per month.

### **6.3 St Pancras:**

Don had no further information on the drainage issue but that both Keith and Don are due to meet with Russ Palmer, architect, in the near future. A new prayer board will be fixed to the wall for prayer requests. Different coloured cards are to be used for each month.

The PCC agreed for Betsy to order a new noticeboard.

**Action: Betsy to order a new noticeboard and to send invoice to Keith as payment from the Trust.**

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

The faculty application for the planned refurbishment is progressing and public notices have been served. Russ Palmer, Don and Keith will be meeting with the chosen building company in February for a pre-contract meeting.

### **6.5 St Mary Arches: Relocation of Home Guard Flag to Cathedral**

Sheila reported that Revd James Grier suggested that the Home Guard flag could be loaned to Exeter Cathedral for the VE Day Celebrations being held in the city centre on Friday 8<sup>th</sup> May. The PCC gave their approval for this.

**Action: Sheila to write to the Dean suggesting the Cathedral have the flag for 8 May services.**

## **7. Social Media Update:**

The PCC reflected on the initiatives begun under Helen Evan's guidance and leadership. A Facebook page has been set up which is kept up to date most frequently by Helen. This page highlights Stay and Play and other parish activities as well as linking with other city centre organisations. A Social Media Working Group was established and met in August 2019 and drew up a Social Media Framework. Helen has created some real-world products including a logo for the parish, a postcard publicising the parish churches to visitors and locals alike and a Greeters card for event organisers. Thank you to Viv for keeping the churches and the Tourist Information Centre updated with postcards.

In the future the SMWG will claim our TripAdvisor entries so we can update them with photographs and relevant text. Another project is to update the 'A Church Near You' website with photographs and text.

## **8. Deanery Synod**

The next meeting is on Wednesday 5<sup>th</sup> February where Ed Moffat, the Assistant Diocesan Secretary, will be addressing the issue of the new housing in and around Exeter.

Keith and Betsy will be attending the ONE for Exeter - Building Together meeting on Thursday 23<sup>rd</sup> January. This meeting is hosted by CTaX and will be considering Exeter's future.

Joy 2020 (Bishops Mission) is taking place in the Exeter Archdeaconry from Friday 20<sup>th</sup> to Sunday 22<sup>nd</sup> March and will cover many diverse activities such as the Night Café in St Mary Arches and a visit to Pinhoe Sainsburys.

## **9. Finance**

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

The December budget figures will go into the Annual Report 2020. The garden maintenance costs of £50 per month from April to September will go into 'Church Upkeep' while flower costs, agreed at £25 a month (£300 a year) will be recorded under 'Up keep of services' with Claire Mayer to send receipts to

Sean Swarbrick, treasurer. 3 more flower arrangers have been recruited. Also, the estimated expenses for 2019 was £52K but the actual figure was £49K. 12 charities receive donations of £140, Age UK £200, Friends Exeter Cathedral £75, CERN & ECCC £150 and ECI £220 to make total of Parish Giving of £2,475 with the Diocesan share at £10,811. These amendments are on the attached budget.

Betsy suggested the parish may be able to Gift Aid money donated via the wall boxes.

**Action: Keith to investigate the possibility of Gift Aiding money from wall boxes.**

The PCC accepted the budget report.

## **9.2 Parish Giving and 2020 budget (attached)**

The PCC gave approval for Keith to circulate the 'Parish Giving' letter to the parish with one amendment.

**Action: Keith to send (via email/post) members of the parish a letter suggesting an increase in individual parish giving in line with inflation.**

£90 has been raised by the parish for meal vouchers to be given to the Big Issue sellers.

*Post Meeting Update: More money was given on Sunday 18 January total £154*

**Action: Viv and Jill to circulate vouchers to Big Issue sellers in Exeter.**

The PCC thanked Viv and Jill for organising this initiative.

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

### **10.1 Parish Safeguarding Dashboard**

Mary reported that the Diocese are currently trialling an online tool for parishes to manage their safeguarding administration. The parish will be invited to sign up in Spring 2020.

### **10.2 Past Case Review 2**

Unminuted.

### **10.3 Updated Confidential Declaration form and GDPR**

Mary informed the PCC that the Confidential Declaration form which is completed as part of the DBS check process has been updated with our GDPR details in line with the Diocese guidelines.

### **10.4 Bellringers CO Training**

The PCC need to ascertain whether the bellringers only ring at St Petrock's or at other locations and if they have completed CO module.

**Action: Mary to contact Steph Brown (Tower Captain) and give the information on the CO training required for bellringers and details of how to complete the module online. Advice from the DSA may be sought.**

### **10.5 C2 Training**

Churchwardens, Betsy and Keith, are to complete C2 training on Tuesday 17<sup>th</sup> March at the Old Deanery. Mary will also be attending the C2 training as a refresher course.

## **11. CTAX/CTCE**

Lent Groups using the York Course material on Prayer will be circulated soon. St David's are to join city centre churches in providing sessions so that there are 6 groups all together.

Compline will be held during Lent in St Martin's church on 5 Monday evenings.

On Good Friday at 8pm in St Olave's there will be a sung Stabat Mater with meditations on some of the Stations of the Cross.

Lawrence Freeman will be talking on 'Prayer in a secular age' at St James' church on Thursday 12<sup>th</sup> March at 7pm. His talk will include an introduction to and time for meditation.

***Post Meeting Update: The Agape Meal on Maundy Thursday (9<sup>th</sup> April) will take place at the Palace Gate Centre at 6pm.***

## **12. CMS link**

Ian Harvey sent a Christmas card and letter which are both to be found in St Stephen's. There is an advert to recruit a mission partner to work in Kimbilio.

## **13. Correspondence**

Thank you letters for the parish charity donations. Sheila reported that the monthly gathering for 'Prayer for Christians in the Middle East' has come to an end.

Viv reported on the work of the St Petrock's Day Centre. The Centre experienced a difficult December due to the availability of cheap alcohol and 'spice' and the effects on rough sleepers. A lot of violence was seen and a lot of CPR and first aid was required by their staff. The Centre felt under siege as 11 clients were hospitalised and 2 people died.

On a positive note the Centre received huge amounts of Christmas donations and they are now looking for extra storage space.

The PCC thanked Viv for her report.

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

The Big Green event is happening on Saturday 22<sup>nd</sup> February at the Cathedral from 10am to 4pm with the Bishop of Salisbury as keynote speaker.

On Thursday 23<sup>rd</sup> April Alastair McIntosh will be giving a talk in St Stephen's.

*Post Meeting Update: This has been postponed to later in the year.*

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

Wednesday 11<sup>th</sup> March 2020 in St Petrock's with the APCM on Sunday 19<sup>th</sup> April 2020.

Sheila closed the meeting at 9.15pm with the Grace.