

THE PARISH OF CENTRAL EXETER

**Minutes of the Meeting of the Parochial Church Council  
held via Email and a Zoom meeting at 7pm on Thursday 15th October 2020**

**Present via Zoom:** Keith Walton (chair), Revd Sheila Swarbrick, Jessica Claridge, Helen Evans, Betsy Allen, Richard Skinner, Claire Mayer and Mary Keaney (Sec)

1. The PCC agreed that because of the Coronavirus emergency the meeting would be conducted by means of online correspondence and a Zoom meeting.  
Keith welcomed both Helen and Claire as new members of the PCC.  
**Apologies:** Don Branton, Viv Asher, Celia Smith and Sue Blow
2. **Prayer:** Sheila opened the meeting by reading the following prayer.  
Keep us good Lord  
Under the shadow of your mercy  
In this time of uncertainty and distress.  
Sustain and support the anxious and fearful,  
And lift up all who are brought low;  
That we may rejoice in your comfort  
Knowing that nothing can separate us from your love in Christ Jesus our Lord. Amen
3. **Minutes of the virtual meeting in June/July 2020:**  
The minutes of the virtual meeting held in June/July 2020 were accepted as an accurate record and will be signed when the PCC next meet in person.
4. **Matters Arising/Questions:**  
No matters arising.
5. **Parish Activities:**
  - 5.1 **Pastoral Care:** unminuted
  - 5.2 **Pattern of services and church opening hours:** It has been confirmed that public worship will be permitted and able to continue should Exeter enter Tier 3 of Coronavirus restrictions.  
Currently, there will be a service in each church each week. On the first and third Sundays there will be Holy Communion in St Stephen's at 10.30am; On the second Sunday there will be a BCP Communion in St Pancras at 8am; On the fourth Sunday there will be a service in St Olave's at 9.30am. Fortnightly there will be a lunchtime communion service in St Pancras at noon.  
St Stephen's is open to the public for private prayer on Monday, Wednesday and Fridays from 10am to 1pm courtesy of Jim Pilkington (caretaker). Jim is also opening St Pancras on Monday and Friday afternoons from 2.30pm to 4.30pm.  
It has been decided to keep the prepared service sheets ongoing.  
**Sunday 29<sup>th</sup> November:** a service will be held in St Stephens for the 5<sup>th</sup> Sunday in November and Advent Sunday  
**Sunday 6<sup>th</sup> December:** Service to be held in St Stephen's  
**Sunday 20<sup>th</sup> December:** Service to be held in St Olave's at 9.30am  
**Friday 25<sup>th</sup> December:** Christmas Day service to be held in St Stephen's at 10am  
**Thursday 31<sup>st</sup> December:** Night Vigil – prepared service
  - 5.3 **Other Activities:** St Matthew's church have made a request to hold a Light Hunt on Saturday 31<sup>st</sup> October in the town centre hoping to visit St Stephen's, St Pancras' and St Petrock's. Their aim is to have a group of children visiting our churches and collecting a sweet from each. They have suggested a preliminary walk through and will provide a detailed Risk Assessment. However, concerns were raised about town being very busy with the public/students with Covid-19 and especially in half term.

**Action:** Sheila to contact Jessica Hodges at St Matthew's and gather further details and express the concerns raised.

The Exeter Network Church have requested use of St Stephen's on Saturday 5<sup>th</sup> December and Sunday 6<sup>th</sup> December (11am to 3pm) to hold a 'drop-in' carol and candles event where people are invited in to the church to light a candle and listen to carols being performed. It was agreed that ENC need to think how they are to control numbers coming in and how they will control the behaviour of people who may wish to sing etc before giving permission for a booking to be made. Sunday 6<sup>th</sup> Dec times would have to be from 1pm to 3pm as service being held.

**Action:** Mary to communicate with ENC about their plans.

## 6. Church Buildings:

### 6.1 St Stephen's: ENC user Agreement/update on bookings

The ENC regularly use St Stephen's weekly on Tuesday evenings and fortnightly on Wednesday evenings. Some events have been cancelled due to the soft lockdown of University students. The User Agreement was agreed and will be signed by both parties when we can meet in person.

Other usage includes a regular weekly booking with the Veterans Support Hub on Tuesday mornings and Jim opening the church on Monday, Wednesday & Fridays.

### 6.2 St Petrock's: Day Centre drainage problems, alterations & use of church, AA groups resume

St Petrock's day centre would like to use the church occasionally for meetings. It was agreed that each group needs to clean the church after use in preparation for another group coming in after them especially as the 2 AA groups have recently resumed their regular meetings.

**Action:** Mary to send St Petrock's user information to Sheila to pass onto the Day Centre.

**Action:** Betsy to contact the Wednesday AA group asking them to begin cleaning the church after their meetings.

**Drainage/alterations** There was emergency work over the summer which the Day Centre first paid for and then invoiced the parish. The parish can reclaim the VAT from the government and request payment for the work from the St Petrock's and Heavitree Trust. The Trust paid for the main work in July and Sheila has requested the small additional work for discussion at the Trust meeting on Monday 19 October.

### 6.3 St Pancras: Orthodox church

The Russian Orthodox group would like to use St Pancras on the first and third Sundays in each month from October to December. Sheila showed us a photo from the service the Orthodox held on 4<sup>th</sup> October. It was agreed that this additional use could go ahead.

Jim continues to open St Pancras on Monday and Friday afternoons between 2.30pm to 4.30pm.

### 6.4 St Olave's: Refurbishment progress, Morwena Stephens/banner update

The main refurbishment is complete. Lights have yet to be fitted to highlight the new pictures. Morwena gave a short presentation on the conservation and cleaning work she has done on the banner and we viewed the banner closely on a table in St Stephen's on 30 September.

**Action:** Morwena is concerned about the light level for the banner and that this could affect the framing. She has taken readings and will report to Russ. Sheila is also meeting with Julie Richards to plan the cleaning before the service on Sunday 25<sup>th</sup> October.

## 7. Social Media Update:

Helen regularly updates Facebook using information from the parish website and parishioners. It was agreed that Helen did not need to have a second person checking her draft posts unless she wanted a second opinion. The Social Media Working Group's meetings have been suspended due to Coronavirus.

## 8. Deanery Synod Report: Nothing to report as the next meeting is 22<sup>nd</sup> October when the Archdeacon, Andrew Beane, will be the speaker. Jessica and Sheila will attend the Zoom meeting.

## 9. Finance:

### 9.1 Budget report:

Sean prepared end of September report. There is £3,248 excess expenditure to income. Fundraising and use of the churches are the obvious gaps. The Utilities are high. The most recent tithe donation was £552 with £11.90 from the wall box in St Stephen's. Sheila will claim expenses for £20 on stamps and £110 for the Zoom annual payment. The St Lawrence Trust is to give a donation of £400 toward heating and lighting costs. While St Mary Magdalene contributes £683 toward the upkeep of St Pancras.

### 9.2 Online giving:

This is possible via ParishBuying. Contactless payments not an option for St Stephen's but online giving via the parish website may be an option. Online payments for Inner Room would be useful.

**Action:** Mary to conduct more research in to this.

### 9.3 Fundraising:

Jessica told us of Emma's offer to sell St Stephen's home-made preserves at the Boatyard Café and Bakery on the Quay as a fundraising activity for the parish.

**Action:** Jessica to explore the use of a 'made by date' on any preserves for sale and to ask if this is permitted by H&S guidelines and to talk to Emma about the details.

## 10. Safeguarding and Health & Safety:

### 10.1 Safeguarding Dashboard Action Plan:

The Action Plan was approved.

**Action:** Mary to update the Action Plan and complete the actions necessary including the Review of Church Activities.

### 10.2 St Pancras' Risk Assessment:

The St Pancras Risk assessment was approved. Thanks to Betsy for her hard work in producing the document.

### 10.3 St Stephen's Risk Assessment:

The St Stephen's Risk Assessment was approved. Thanks to Betsy for her hard work in producing the document.

**Action:** Helen and Claire to produce a set of protocols for all Zoom meetings held in the name of the parish eg Sunday meetings; Prayers on Friday; Book Club; Inner Room Poetry and French sessions.

### 10.4 Review of Stay and Play Risk Assessment:

The Stay and Play Risk Assessment was reviewed and approved. Thanks to Betsy for her hard work. Stay and Play sessions have been suspended due to Coronavirus.

**Action:** Mary to amend mis-spelling of Sarah B's name.

### 10.5 Covid -19 Check List for event organisers:

This has been useful when in conversation with user groups of St Petrock's. The check list was approved.

### 10.6 Safeguarding Training:

All new members of the PCC are required to undertake the online module C0 Basic Awareness.

**Action:** Mary to check PCC members who need to update their C0 training. Helen to send her C0 training certificate to Mary. Claire has an in date C1 certificate.

*Post Meeting Update: Most PCC members need to update their C0 training in 2021.*

### 10.7 DBS checks: All new members elected onto the PCC are eligible for a DBS check.

**Action:** Helen to send her current DBS certificate to Mary for her records. Claire to apply for a DBS check.

Thanks to Mary for her work on Safeguarding issues.

## 11. CTAX/CTCE:

A One for Exeter conference was held for church leaders on Thursday 15<sup>th</sup> October with Exeter MP Ben Bradshaw, Tim Rutherford Deputy CEO of Ted Wragg Trust Schools and Aled Griffith from

Nottingham Churches. Ben Bradshaw said that collective worship would continue in Tier 3 and he felt that Exeter jobs would recover well as Covid -19 recedes. Tim Rutherford informed the meeting that some Year groups were in self isolation due to Covid -19 positive tests.

Sheila mentioned that the monthly prayer meetings with local city centre churches are due to restart soon.

Exeter Foodbank is looking to appoint a part-time Advice Worker to provide advice and support to foodbank clients and to assist them with applying for additional help when appropriate.

## **12. ECCC: Changes in city centre chaplaincy**

The lead chaplain Paul Collings is planning a short event in the Mint before Christmas to mark Norman Wallwork's retirement as lead chaplain since the beginning. Sandie Walton and Pamela Howarth have both stopped chaplaincy visiting due to employment. Other chaplains have not resumed for various reasons so that only a few are visiting. Paul is trying to allocate visits to city centre shops according to need, whether regular, seasonal or rarely. It was agreed to suspend the usual annual donation of £150 to the ECCC this year as there are no training expenses to cover. It was agreed that the donation to the Central Exeter Relief in Need Charity in November could be increased to £250 this year to help their work in supporting residents of Exeter who are in need. The annual ECCC Carols event in St Stephen's due to take place on Wednesday 16<sup>th</sup> December will no longer go ahead as planned due to Coronavirus restrictions but a smaller event may happen in the Mint on this date.

The decision for the traditional Cathedral Green Christmas Market will take place by 23rd October.

## **13. CMS link:**

Ruth Sayers is happy to receive a donation for her work in Plymouth. The parish will continue to support the Congo Children's Trust.

## **14. Correspondence:**

The parish received a 'Thank you' letter from St Petrock's Homelessness Centre for the Harvest goods and cheque given in early October. St Petrock's are running monthly appeals. Last month was the September Sleeping Bag Appeal.

## **15. A.O.B.**

### **15.1 Unlimited Church:**

The APCM were impressed with the Annual Report from Unlimited church and would like to express thanks from the parish.

**Action:** Keith to send thanks to Unlimited Church for their Annual Report and best wishes to Liz Grier as she commences her ordination training.

### **15.2 Flower arrangers:**

Some of the regular and longstanding flower arrangers have stepped down after many years of service. It was agreed to recognise this in the Advent service on Sunday 29<sup>th</sup> November.

**Action:** Claire to buy some cards and Sheila to write the message of thanks. Bee to be asked to play some music during the service. The flower arrangers need to be invited to attend.

### **15.3 CERN:**

Sheila reported that CERN (Central Exeter Relief in Need Charity) are looking for a new trustee as Cath Dobson would like to stand down next April after many years of service. The parish need to nominate someone by April 2021. The charity seeks to support Exeter residents who are in urgent need with small grants. This is facilitated through recognised local care agencies on behalf of individuals or families. Viv Asher replaced Joy Watson in 2018. Bob Snowden, as chair, is likely to step down as well. He is nominated by the City Council.

### **15.4 Inner Room:**

This is Helen's project that creates space for people to be creative while being rooted in the Christian faith.

Phase 1 consisted of a larger poetry reading group and 3 smaller writing groups which met monthly and came to an end on 1<sup>st</sup> October with 2 events to celebrate National Poetry day. Phase 2 begins in November. The Saturday Night Reading Room is new and will begin in November and run for 3 months. More information can be found on the parish website. Thanks to Helen for her valuable contribution to the parish during the pandemic.

**15.5 French:**

During the pandemic Claire has been running weekly French groups aimed at GCSE and A level. Thanks to Claire for her valuable contribution to the parish during the pandemic.

**15.6 Book Launch:**

Richard's novel 'Still Crazy' is available online from Hive at £11.99 or £10 from Richard himself. The official book launch has been cancelled due to Covid -19. Keith wished Richard well with this venture.

**16. Date and Place of future meetings:**

Possibly **Wednesday 9<sup>th</sup> December**. Main item will be Budget for 2021  
Next meeting would be March 2021 to approve 2020 accounts. We plan for only 4 meetings per year.

Sheila closed the meeting closed at 8.50pm with a Night Prayer.