

## THE PARISH OF CENTRAL EXETER

### Minutes for the Meeting of the Parochial Church Council On Wednesday 29<sup>th</sup> September at 4pm at St Petrock's church

**Present:** Revd Sheila Swarbrick, Keith Walton (chair), Helen Evans, Claire Mayer, Viv Asher, Sue Blow and Mary Keaney (sec)

**Apologies:** Don Branton, Celia Smith, Jessica Claridge, Betsy Allen, Richard Skinner

1. **Prayer:** Keith welcomed everyone and Sheila led us in prayer
2. **Minutes of the meeting on Wednesday 16<sup>th</sup> June 2021:** The minutes were approved and signed by Keith as an accurate record.
3. **Matters Arising:** None

#### 4. Parish Activities:

**4.1 Pastoral Care:** Unminuted

**4.2 Pattern of services & church opening hours:** All 4 churches are being opened daily between 10am and 4pm although St Olave's is currently closed temporarily due to water damage.

The pattern of services is currently 1 live in-building service per week with parish zoom and service sheets being circulated on 2<sup>nd</sup> and 4<sup>th</sup> Sundays with Night Prayer sheets being circulated on a monthly basis.

**Sunday 3<sup>rd</sup> October:** Ruth Sayers to preach at harvest service (no refreshments).

**Sunday 31<sup>st</sup> October:** Sheila is away for the 5<sup>th</sup> Sunday. Mark Bate to preach and take the 9.30am service at St Olave's.

**Sunday 5<sup>th</sup> December:** David Gunn-Johnson, retired Archdeacon of Barnstaple, to preach

**Soup Lunches:** Possibly to be held on **Sunday 7<sup>th</sup> November** and **Sunday 5<sup>th</sup> December**

**Action:** Betsy to email parish to get an idea of numbers likely to attend Soup Lunches

**Sunday 26<sup>th</sup> December:**

**Action:** Sheila to contact Martin Olsson re: booking of St Stephen's on Sunday 26<sup>th</sup> December by the Romanian Orthodox Community.

**Meditation in St Pancras':** Dawn Williams is to lead weekly meditation sessions in St Pancras on Wednesdays from 13<sup>th</sup> October between 5.15pm and 6pm. She will have a key.

**Action:** Sheila to put up posters for this.

**Postcards & Books:** Viv to begin distributing the postcards again across the churches. Sheila to put out books to sell for a donation in St Stephen's.

**4.3 Reviewing the Vision Statement in the Action Plan:** Betsy, Sheila, Keith and John Dobson have contributed to the updated version of the Vision Statement. The PCC approved the new Vision Statement.

*Action: Sheila to send MK a poster version to which a background needs to be added and for printing.*

**4.4 Living in Love and Faith:** Sheila reported that a group met weekly for 5 weeks in July. The expectation is that everyone will respond to the survey by April 2022. Individuals are able to access this course online.

**4.5 Eco-church – energy consumption:** Some churches in Exeter have achieved Silver or Bronze levels. Sheila spoke with a rep from Tritility today (29<sup>th</sup> Sept) a company who will investigate a possible rebate due to the parish from a climate change levy we shouldn't be paying. Discussion took place around whether to give this company permission to find other energy suppliers for the parish buildings. It was decided to consult contacts at the Old Deanery about Tritility. Also, we need to establish whether we are on a contract with Ecotricity. As the energy market is volatile it was thought we should wait before making decisions.

*Action: Sheila to follow up.*

**4.6 Parish Social:** Helen expressed reservations about the proposed visit to Ham Wall to see the starling murmurations in November. These included not knowing whether visitors are welcome (awaiting response from Ham Wall), practical considerations such as travel, transport and walking in the darkness. Helen did suggest an alternative outing such as a trip to Killerton House with a possible talk from one of their guides.

*Action: Helen to report back from Ham Wall re: visitors and on the possibility of a trip to Killerton in the Spring 2022.*

**4.7 Security:** See 5.1

**4.8 Soup Lunches:** See 4.2

## **5. Church Buildings:**

**5.1 St Stephen's: Installation of CCTV –** Keith reported that as a result of the general public mis-using the church the decision has been taken to get a quote for the installation of CCTV. A quote of £1446.50 plus VAT has been received. This will cover the 4 cameras covering 98% of the church including the entrance door, balcony area, flower prep and chair stores and general view towards the sanctuary. The recorder will be housed in the cupboard under the stairs in the servery. The records on the CCTV will be wiped every 30 days and a similar system is effective in St Petrock's. Keith has put in a bid to the Office of the Crime Commissioner to see if we can get a grant from this department. Alternatively, the Ernest Brook Trust may be a source of funds. Installation of CCTV will give a feeling of security.

*Post Meeting Update: The application for £1,447 for the CCTV in St Stephen's has been approved. Keith and Sheila to sign the Grant Agreement and instruct the contractor to begin the work.*

Jim organised the fitting of a new Push to Exit button on the electric door at the foot of the ramp at a cost of £685.20 earlier in the month.

**5.2 St Petrock's:** Don has approached the Ecclesiastical Claims team with regards to the damaged stained glass window that they have given approval for repairs. Quotes for the work: Andrew Johnson (stained glass expert) - £750.00 plus VAT;

Apex Scaffolding £1,310.00 plus VAT. Even with an insurance claim the parish will need to pay the excess of between £500-£1,000. Don also notes that the roof is leaking over the Homelessness Centre but only with very heavy rain. He has contacted Richard Gaydon (builder) who will check that all the gutters are clear.

**Post meeting Update:** Don reports that £1,472.00 has been paid to the St Petrock's account by the Insurance Company towards the window repair.

Viv reported that the St Petrock's Centre is to set up a pop up Hub and Charity shop in Paris Street. They are currently advertising for a new Director.

**5.3 St Pancras':** It has been noted that the walls are very crumbly with the need to Hoover more frequently. The windows need to be professionally cleaned.

**5.4 St Olave's:** Sheila reported that last night she had a phone call from Jim about water pouring in through the windows in the vestry. Jim had done a good temporary repair job. Some hymn books and service books have been affected by damp. Sheila has emailed Russ Palmer (architect) and Tim Bucknall about this issue. They think a drone is needed to see exactly what the problem is on the roof. St Olave's is closed while investigations take place. Crockery is needed in the tea bar, however, the refurbishment is complete. All the lights will be changed to LED at a cost of £2,000. The new LED lights for the restored pictures look good.

## 6. Social Media Update:

**6.1. Social Media Policy:** Helen noted that she doesn't always keep a record of all attendees of her Inner Room Zoom meetings but the PCC agreed that this is not an issue as we do not have children attending any of these sessions. The PCC approved the Social Media Policy and the Guidance on Safeguarding whilst video conferencing.

**Action:** Helen to send MK appropriate wording for the policy when mentioning the type of parish/diocesan activities which are posted on Facebook

7. **Deanery Synod Report:** No report as there hasn't been a meeting since our last PCC. Jessica and Celia are eligible to vote for members of the General Synod but they are both away. The next meeting will be live in October at St James'.

8. **Finance:** There are QR code posters in all churches for people to make donations online.

**Action:** Helen to create artwork and to print and laminate.

Sheila reported that the July concerts made £712 profit with £450 going to the artists. Sheila has made £83 profit on sale of her mother's stamps. The West Gallery Quire who sang in 3 of the churches on 18<sup>th</sup> September made a donation of £108.40. Sheila has also banked a funeral fee cheque after conducting a service for a neighbour. It was noted that £19,300 has been spent on St Olave's in the year 2020/21.

**Action:** Don to give an update on VAT reclaim in 2020 and 2021 at the next meeting. Sheila to claim £148 for the annual Zoom bill. Helen has claimed £280 for a course

under 'Parish Support for Mission'. Insurance premiums will be paid this autumn. Christmas Fair to be a fundraiser on Saturday 4<sup>th</sup> December.

**9. Safeguarding and Health & Safety:**

**9.1 Review the procedure for safeguarding allegations:** The PCC reviewed and approved the Procedure for Safeguarding Allegations.

**9.2** Sheila and Mary gave the PCC assurances that they are aware of the requirement to manage and monitor known offenders in consultation with the Diocesan Safeguarding Adviser. Sheila mentioned an historical case in the parish which was managed by the DSA.

***Action:** MK to update the Dashboard Action Plan with both of the above items.*

Mary also noted that face to face Safeguarding training would be planned as soon as the Diocese let us know that it is permitted and possible.

**10. CTAX/CTCE:** CTAX has a Zoom meeting on 29<sup>th</sup> September with the One for Exeter Andy Mulcock as speaker. Their Mailing list is compiled by Ash Leighton Plom, curate at St David's church.

Within CTCE Major Robert Elliott is the new officer at the Salvation Army. Revd Ross Maynard has become the lead minister at South Street Baptist church and announced that their Dove Café was to resume shortly on Tuesdays. Simon Taylor now works 3 days a week at the university but continues with the Sunday morning congregation at South St. There will be a Pulpit Exchange in January 2022 but there will not be a United service this Autumn. Southernhay URC are wondering about their future with the death of their minister, Amanda Harper, last year.

**11. ECCC:** The Dedication service with Farewell Appreciations will take place on Friday 15<sup>th</sup> October at 5.30pm at the Mint Methodist Church. Norman Wallwork will be preaching. The Archdeacon, Andrew Beane, will be in attendance in the congregation.

**12. CMS link:** Ruth Sayers is preaching at the Harvest service in St Petrock's on Sunday 3<sup>rd</sup> October.

**13. Correspondence:** None

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

**14.1 Fairtrade Place of Worship Award:** The parish is already registered and need to recommit by 5<sup>th</sup> July 2023 to maintain our Fairtrade status.

**14.2 Use of church buildings:** Mary reported that we have had a request for a 5 day art exhibition in St Stephen's in 2022. As we now have a number of regular weekly bookings taking place we are unable to offer extended bookings for such events.

***Action:** Mary to communicate with artist re: request and explain that we are unable to offer our space for a 5 day exhibition.*

Sheila mentioned that a bereaved Fathers Group may begin using St Petrock's church but this is yet to be confirmed.

**14.3 Retirement of Greeters:** Mary reported that 4 Greeters have recently retired.

It was decided to mark this with the purchase of cards to give to Bob Snowden, Doreen Hatt, John and Cath Dobson at a Sunday service with thanks from the PCC for their long service. Currently we have 4 Greeters but new recruits would be very welcome. Viv volunteered to come along to our next meeting in the new Year.

**14.4 Inner Room:** Helen spoke of the parish launch of 'The Watchful Heart' anthology of poems on Thursday 7<sup>th</sup> October which can be in person. 30 people so far have signed up to attend although we have capacity for 60. Helen also mentioned that Inner Room would begin again in January 2022.

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

Wednesday 8<sup>th</sup> December at 4pm in St Petrock's

Keith closed the meeting with a final prayer at 5.55pm