

THE PARISH OF CENTRAL EXETER

Minutes for the Meeting of the Parochial Church Council On Wednesday 8th December at 3pm at St Petrock's church

Present: Revd Sheila Swarbrick, Keith Walton (chair), Claire Mayer, Don Branton, Viv Asher, Sue Blow, Betsy Allen, Richard Skinner, Jessica Claridge, Celia Smith and Mary Keaney (sec)

Apologies: Helen Evans

1. **Prayer:** Keith welcomed everyone and Sheila led us with an Advent prayer.
2. **Minutes of the meeting on Wednesday 29th September 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:** The pattern of services in the new year will be 1 live in-building service per week with parish zoom and service sheets being circulated on 2nd Sundays with Night Prayer sheets being circulated on a monthly basis. From January 2022 the 4th Sunday service in St Olave's will be at 10.30am followed by refreshments. Surplus hymn books from St Stephen's to be shared with St Olave's at some point in 2022.

Sunday 16th January: Sheila to use prayers from the Church of the Middle East.

Sunday 30th January: Homelessness service in St Petrock's at 4pm

Sunday 23rd January: 10.30am service in St Olave's with Chris Bryan to preach. Sheila to preach at The Salvation Army.

Sunday 6th February: Ross Maynard (from South Street Baptist Church) to preach at St Stephen's as part of the Pulpit Exchange programme.

Sunday 6th March: Chris Bryan to take service on first Sunday in Lent at St Stephen's.

Crossing Place: volunteers needed for 20th February and 20th March.

Seeking Silence at St Pancras: The meditation practice will stop for one week after Christmas so 29 Dec.

Sunday 3rd April: APCM after the Communion service and followed by shared lunch.

Sunday 17th April: Easter Sunday so no Crossing Place

United Service: 15 May 2022 with a Christian Aid speaker at Sidwell Street Methodist church.

Action: Sheila to invite Robert Plant, (Fr Porphyrios), of the Community of St Pancras of Rome to preach at St Stephen's.
 - 4.3 **Living in Love and Faith:** Everyone is welcome to complete the questionnaire online even if not done the course.
 - 4.4 **Eco-church – energy consumption:** Our energy consumption is monitored annually. During the Day of Action (6th November) which was in support of COP 26 St Stephen's and St Petrock's were used by groups. Church groups at St Stephen's and Extinction Rebellion outside St Petrock's.

4.5 Parish Social and Events:

Killerton Visit: The visit to NT Killerton is to take place on **Mon 28th March 2022**.

Post Meeting Update: *Helen will take a day off from new job to join the parish group attending Killerton.*

Action: *Mary to email the date to the parish to be put in diaries.*

The meeting discussed whether to change the timing of future PCC meetings to accommodate all members. It was decided to defer this decision to the March meeting when more will be known of Helen's working hours.

John Allan Talk: John has been invited to talk about the history of St Pancras on **Monday 7th February** in St Stephen's at 2.30pm. The parish will be encouraged to ask friends to this event.

Action: *Betsy to let St David's congregation know about this talk.*

Talks in St Olave's:

Action: *Sheila to organise talks about the restored paintings and banner in St Olave's for the new year.*

Marking 10 years since re-opening St Stephen's: Keith reported that the material on the computerised display can be updated for a small cost.

Action: *To compile a list of events worthy of merit which can be added to the display eg. the 6 banners*

4.6 Updating church leaflets: It was acknowledged that the leaflets need updating with current information and possibly a different format. Currently, we have many St Stephen's leaflets but very few St Olave's information sheets.

Action: *Keith to update church leaflets post Christmas.*

Action: *Mary to speak with Helen about ordering more postcards.*

Post Meeting Update: *Helen to communicate with Sheila re: whether to update wording on postcards in the light of the Covid pandemic.*

Action: *Mary to email a pdf of The Crown of Thorns leaflet for St Petrock's church to Sheila, Betsy & Keith for comment.*

5. Church Buildings:

5.1 St Stephen's: CCTV was installed on 11th & 12th November. Keith's bid for £1,447 to the Office of the Crime Commissioner was successful.

Sheila has emailed Tim Bucknell to ask when they will do the other work in the ceiling. Tony Pinniger has replaced the Bow lighting.

5.2 St Petrock's: Mary, on behalf of Julie Richards, reported the finding of regular piles of cigarette butts in the sanctuary.

Action: Keith to check CCTV for evidence

Action: Sheila to contact AA groups

It was noted that the underfloor heating was not working.

St Petrock's Homelessness Centre will be putting a display in the church during January 2022. Peter Stevenson has been appointed as their new Director.

Don reported that Richard Gaydon (builder) has checked the hoppers for leaves which could be causing problems for the downpipe.

Scaffolding to be erected in January 2022 as the City Council does not allow it during November and December for repair of the window.

5.3 St Olave's: The window letting in water has been repaired. Vinyl flooring for the sink area in the vestry is to be laid on Tuesday 4th January 2022. The cost of this will be met from the St Olave's Trust.

Action: Don to let Keith know the cost of the new vinyl.

Action: Crockery for the tea bar to be purchased in January.

6. **Social Media Update:** Facebook is updated regularly by Helen while Mary keeps details of services updated on the website.

7. **Deanery Synod Report:** Jessica, Celia and Sheila attended the last meeting in October in St James'. They reported that a new secretary is required and the Diocesan Adviser talked about Giving and Generosity.

8. **Finance:**

8.1 End of November Account and Charity Giving: Sheila reported that our Income is more positive than estimated due to Covid. Use of Church Property by the ENC and the Romanian Community has brought in more funds than expected. Also, we have had a large refund on our electricity usage which was considerably less last year than estimated – again due to lack of use during Lockdown. The fundraising from St Nicholas' Fair (4th December) was £900+. The PCC wish to extend thanks to all who give regularly and generously.

Please see the following table for a list of charities and the amount they receive each year.

Charitable Giving –2020 & 2021		Amount
Headway Devon	local	140
Exeter Food Bank	local	140
Practical Action	UK/Int	140
Friends of Cathedral (paid by S/O)	mission	75
St Petrock's	local	140
Age UK	local	200
Medecins sans Frontieres	UK/Int	140
Refugee Support Group	local	140
National Churches Trust	UK/Int	50
Church Urban Fund	mission	140
Nightstop	local	140
Congo Childrens Trust	mission	140
CMS	mission	140
Freedom from Torture	UK/Int	140
Central Exeter Relief of Need	local	250
Exeter Community Initiatives	local	220
<i>Exeter City Centre Chaplaincy</i>		<i>150</i>
Embrace the Middle East	mission	140

TOTAL

2475

8.2 Budget for 2022: Estimates for the budget in 2022 are: Income £43,360 with Expenses at £43,130. It was proposed that wages should be increased for Jim (caretaker), Julie (cleaner) and Mary (administrator) from January 2022. The PCC

agreed this proposal. Jim is to receive £9.85 p/h, Julie £9.50 p/h and Mary £10.25 p/h. It has been 2 years since these payments have been increased and now everyone doing paid work for the parish receives at least the new National Living Wage (£9.50).

Action: Keith to speak with Jim and Julie about the increase to their wages.

8.3 Gift Vouchers: It was agreed that Jim and Julie would each receive £25 Sainsbury's vouchers as a Christmas bonus/gift.

Action: Keith to purchase vouchers and deliver to Jim and Julie

Action: Betsy to give a 'Thank you' card to Nikki the new gardener in recognition of her work in St Stephen's garden.

9. **Safeguarding and Health & Safety:** Mary reported on the changes to Safer Recruitment procedures with the new guidance 'Safer Recruitment and People Management' to take effect from Tuesday 4th January 2022. The main change is the requirement that DBS checks must be renewed every 3 years rather than every 5 years.

Sheila is due to complete her Safeguarding Leadership Pathway in January 2022. All PCC members are required to complete the Domestic Abuse Training which is now available online.

Action: Mary to circulate instructions on how to access the Domestic Abuse training in the new year

10. **CTAX/CTCE:** There will be a Pulpit Exchange Programme in January/February 2022 and a United Service in May 2022. Lent groups and the material to be used are under discussion. It also has to be decided whether to have groups in person or on Zoom. It was suggested the parish have an in-house Lent group for 2022. There is to be an Ash Wednesday service in St Stephen's on **Wednesday 2nd March 2022** but no service in St Pancras on this date.

11. **ECCC:** Norman Wallwork has now retired and he along with other retirees including Sandie Walton attended the Dedication service with Farewell Appreciations on Friday 15th October at 5.30pm at the Mint Methodist Church. The ECCC is a much smaller group now.

12. **CMS link:** Ruth Sayers continues her work in Plymouth. We support the Congo Children Trust which built and recently has opened the new primary school in Kimbilio.

13. **Correspondence:**

13.1 The APCM documents for 2022 have recently arrived.

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

14.1 CERN/St Eds trustee resignation and St Petrock's Day Centre trustee

resignation: Viv has stepped down as trustee for both organisations due to her deteriorating eyesight which makes it difficult to carry out the duties required.

The PCC extend their thanks to Viv for her duty over the past 3 years. Sheila gave a little insight into the work of the CERN/St Eds charities – 2 meetings per year with most work taking place via email. Any volunteers to join the charities would be most welcome. Revd Ross Maynard is to be the new St Petrock's trustee and church link. Peter Stevenson has become the new Director of St Petrock's Day Centre and is replacing Mel Stone who died last summer.

14.2 Small Pilgrim Place & Devon Pilgrimage: Betsy has become the rep for Small Pilgrim Places Network replacing Joy Watson. Betsy attended the SPPs AGM via Zoom. A beautiful book has been produced featuring 70 places and we will receive a copy. St Pancras has a place on the Devon Pilgrim website where the core text has been written by Richard with photographs supplied by John Dobson and Helen. <https://www.devonpilgrim.org.uk/a-small-pilgrim-place-st-pancras-exeter/>

14.3 St Stephen's Bow Room: Jessica has noticed that an icon has been left on the altar in the Bow Room possibly by the Romanian Orthodox community.

***Action:** Mary to contact the Fr Julian from the Romanian community if the icon is still in the church after this weekend (12th December) when they will be using the church.*

14.4 Flower Arrangers: Claire reported that there is a new member of the flower arranging team.

15. Date and Place of future meetings:

Wednesday 9th March 2022 at 3pm in St Petrock's

Keith closed the meeting with a prayer at 4.45pm