

THE PARISH OF CENTRAL EXETER

**Minutes for the Meeting of the Parochial Church Council
On Wednesday 25th May 2022 at 3pm in St Petrock's church**

Present: Revd Sheila Swarbrick, Keith Walton (chair), Viv Asher, Claire Mayer, Richard Skinner, Betsy Allen, Celia Smith & Mary Keaney (sec)

Apologies: Helen Evans, Jess Claridge, Don Branton and Sue Blow

1. **Prayer:** Keith welcomed everyone to the meeting and Sheila read an Ascension Day prayer.
2. **Minutes of the meeting on Wednesday 9th March:** The minutes were approved and signed by Keith as an accurate record.
3. **Minutes of the Extra-Ordinary meeting held via email between 19th and 26th March 2022:** The minutes were approved and signed by Keith as an accurate record.
4. **Matters Arising/Questions:**
 - 4.1 It was decided to purchase a prayer board from Rymans for £13 for use in St Pancras' church. Pens and a printed label to be supplied.
 - 4.2 The kitchen has been installed in St Mary Arches. Keith sent a letter to Revd Helen Sherlock with the PCC response to the removal of the organ. A new minister is to be appointed shortly.
5. **Parish Activities:**
 - 5.1 **Pastoral Care:** Unminuted.
 - 5.2 **Pattern of services:**

Sunday 29th May: 5th Sunday BCP Communion service in St Martins

Sunday 31st July: 5th Sunday Holy Communion at St Mary Arches

Thy Kingdom Come: 26th May to 5th June Sheila to send a Zoom link to parish with details on how to join in during 1st and 2nd June.
 - 5.3 **Parish Social and Events:**

Jubilee display: will be left in St Stephen's for the Jubilee weekend – 2nd to 5th June. Parishioners needed to help talk with general public.

Killerton: The trip to Killerton gardens went well. Thanks to all involved in the planning and organising.

CATS: A great evening at the Northcott theatre.

Wed 8th June talk by A McIntosh: Sheila to prep St Stephen's with help from Betsy and Richard. Hot drinks with biscuits to be available.

July concerts: Light lunches to be provided this year. John Dobson to print flyers. Viv volunteered to put flyers in all our churches and in the local Sainsburys.

ECI Cream Tea at 3pm: This event follows the Lunchtime concert.

Fore St Flea Markets: Sustainable Flea – Sunday 11th September; Festive Flea – Sunday 20th November;

Talks in St Olave's: Inner Room 'Woman at the well' workshops with Helen Evans on Saturday 23rd July & Saturday 3rd September. This is followed by a Parish Poetry Reading Room event on Thursday 6th October.

Heritage weekend: Thursday 8th September - Keith to give an illustrated talk in St Stephen's at 2pm on Church Life in Medieval Exeter: Saxon to Reformation. **Saturday 10th September** there will be an open day in St Olave's including talks on the 2 restored paintings and Mothers' Union banner, a possible lunchtime organ concert and an afternoon talk by Keith entitled 'St Olave – Viking Warlord and Exeter Saint'.

Marking 10 years since reopening of St Stephen's: to be discussed at next meeting

St Nicholas' Fair: Date confirmed as **Saturday 3rd December 2022**

5.4 Updating church leaflets:

Action: Keith to update the St Olave's leaflet with additions on the restored paintings and banner. This may need a different format to accommodate the additional information. The St Pancras' leaflet will be considered after the St Olave's leaflet.

5.5 **Trusts:** remuneration - see 9.2

6. Church Buildings:

6.1 **St Stephen's: ceiling** The ceiling repairs (north aisle) are complete. Don is currently trying to contact Richard Gaydon (builder) about the leak in St Stephen's Bow.

6.2 **St Petrock's: heating; window repair;** The stained glass repair is complete but the cost was twice as much as the original quote from expert Andrew Johnson as the damage was more extensive than first thought.

Action: Sheila to check figures and Insurance quote.

6.3 **St Pancras:** Nothing outstanding

6.4 **St Olave's: accessibility issue raised at APCM; vestments & altar frontals;** It is not possible to change the step into St Olave's and the PCC are aware that St Petrock's is also inaccessible. Helen has advertised the parish vestments and altar frontals on Facebook.

Action: Mary to research other ways to sell vestments/frontals

6.5 **St Mary Arches:** The kitchen has been installed.

6.6 **Appointment of new architect:** The new architect appointed is Jeremy Chadburn from Chadburn Conservation Architect and has been noted by this meeting. Sheila, Keith and Betsy met with Jeremy to walk through the parish churches on Wednesday 18th May.

Action: Keith to send the most recent Quinquennial Inspection reports to Jeremy. Keith also to send Terms and Conditions to Jeremy.

7. **Social Media Update:** The parish website and Facebook are regularly updated. Helen has advertised the parish vestments and frontals on FB.

Action: Mary to add links to Russian Orthodox website and upload latest Newsletter.

8. **Deanery Synod Report:** Jessica sent a report from meeting held on Thursday 12th May. The meeting focused on 'Mission' and how parishes are tackling this. Discussion centred on this after David Nixon and others gave their definitions of Mission. Jessica and Celia felt the meeting was thought – provoking but needed more time devoted to it. Mission is something the parish and individuals need to consider. Both open and empty churches and display boards send messages.

9. Finance:

9.1 **End April 2022 account:** Thanks to Sean Swarbrick for his work on the parish accounts.

9.2 **Trust Remuneration:** At the annual meeting of the Parish Trusts before the PCC various payments were agreed of which some will be seen in the parish accounts eg. the APi upgrade of the AV system, the organ maintenance costs at St Olave, the new display screens for St Stephen's and St Pancras' and St Stephen's ceiling repairs. In addition Chris Bryan (services and talks) and Dawn Williams (Seeking Silence) will receive an honorarium for their ministry in the parish

10. Safeguarding and Health & Safety:

10.1 **H&S** The fire extinguishers in St Petrock's, St Pancras', St Olave's and St Stephen's have been serviced.

10.2 **Safeguarding Training update:** Most church officers have now received training on Basic Awareness and Foundation Pathways via online courses or the face to face training given at St Mark's church on Wednesday 18th May. Domestic abuse Pathway workshops will be available in the Autumn.

10.3 **Action Plan:** During a **Clergy vacancy** we discussed the need to save (and print) all emails/documents for 70 years on any Safeguarding Concern. These documents will need to be kept locked in St Olave's safe or a bank vault and handed to the new incumbent.

Church activities: The list of church activities on the dashboard is nil. On the list of non-church activities we need to add The Veteran's Support Hub and the AA support groups all of whom meet on a regular basis. The Action Plan was accepted.

Action: Mary to update the Action Plan on the Parish Dashboard

Action: Review the number of church activities in 12 months time especially pastoral visiting

11. CTAX/CTCE: United Service for Christian Aid week; Lent groups; Agape Meal; Sheila reported that the United service was enjoyable and interesting. The Agape Meal went well as did the Lent group led by Chris Byran in St Petrock's. Other Lent groups happened in different parishes.

12. ECCC: Sheila reported that this is a small group led by Paul Collings who is the lead chaplain. Sheila will be meeting Paul and the trustees. Prayer around the Cross has been disturbed by noise from new outlets in the Guildhall Shopping Centre.

13. CMS link: Ruth Sayer's latest Newsletter has been circulated to the parish. Sheila hopes to meet up with Ruth at the next clergy conference in late June.

14. Correspondence:

14.1 Email of thanks to Jeff Parfitt at Carter Lauren construction for removing plant debris in rainwater hopper above Bow at St Stephen's

14.2 Devon Historic Churches Day: **Saturday 10th September 2022**

14.3 Evening and Nighttime Economy Solutions email from InExeter: Sheila replied saying that a face to face meeting would be more appropriate for our parishioners over 60.

14.4 Sheila has received an email from Bishop Nick's (Plymouth) PA asking for any farewell messages from the parish on his retirement in August 2022. People can send messages via Sheila.

15. A.O.B.

14.1 CERN: Appointment of new trustee Thanks were given to Viv Asher for her service as a trustee of CERN. Bee Harley has expressed an interest in becoming a trustee and will be welcomed in October at the next trustee meeting.

16. Date and Place of future meetings:

Wednesday 27th July at 3pm in St Petrock's with Andrew Beane (Archdeacon) – this will be a l agenda item meeting with an open invite to the whole parish.

Action: Keith to draft a letter to be sent to the parish after the Jubilee weekend and to copy Andrew Beane in with this.

Wednesday 7th September at 3pm in St Petrock's; Wednesday 7th December at 3pm in St Petrock's; Wednesday 8th March 2023; APCM Sunday 16th April 2023