

THE PARISH OF CENTRAL EXETER

Minutes for the Meeting of the Parochial Church Council 3pm on Wednesday 7th December 2022 in St Petrock's church

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

Apologies: Don Branton, Sue Blow, Helen Evans & Celia Smith

1. **Welcome & Prayer:** All were welcomed and Sheila read from the Advent midday prayer.
2. **Minutes of both meetings on Wednesday 7th September:** The minutes of both meetings were approved and signed as an accurate record by Keith.
3. **Matters Arising:**
 - 3.1 Keith read out the letter he had co-written with Sheila and Betsy as rector and churchwardens and which has been sent to the Archdeacon, Andrew Beane, following the September meeting with him. The letter noted how much the parish buildings are being used by other organisations including ENC, The Veteran's Hub and the Romanian Orthodox Church but also registered the aging population of the congregation which is causing concern. Sheila is to meet with Andrew Beane before Christmas to discuss a number of issues including the above.
4. **Parish Activities:**
 - 4.1 **Pastoral Care:** unminuted
 - 4.2 **Pattern of services:**
 - Sunday 18th December:** Note to be circulated via email asking for people to bring contributions of songs, poems, pictures etc to Crossing Place; Invite to join St David's Carol Service at 7pm
 - Sunday 1st January:** Baptism to be held after service in St Olave's (Christopher and Stephanie Stoke's baby to be baptised)
 - Sunday 15th January:** Use of CTBI material
 - Sunday 22nd January:** Pulpit Exchange with Norman Wallwork to St Olave's while Sheila visits Southernhay URC.
 - Sunday 29th January:** Homelessness service at St Petrock's at 4pm
 - Sunday 5th February:** Katie Gough, prison chaplain, to preach at St Stephen's Holy Communion service
 - Sunday 5th March:** Jenny Nightingale, Exeter School chaplain, to preach at St Stephen's Holy Communion service
 - Chris Bryan to possibly provide a Lent course as last year in March/April 2023
 - Action:** Sheila to suggest a couple of topics for Chris B
 - Sunday 2nd April:** Palm Sunday service in St Pancras with Peter Beacham
 - Sunday 9th April:** Easter Sunday service in St Stephen's
 - Sunday 30th April:** service in St Martin's
 - The monthly lunchtime service will continue in St Pancras'. Seeking Silence continues to take place on the first Wednesday of every month at 5.15pm.
 - 4.3 **Parish Social and Events:**
 - Marking 10 years since reopening of St Stephen's:** The computer to be updated.
 - Soup Lunches & Harvest lunch:** All events went well.
 - St Nicholas' Fair:** This was a very sociable event for the parish and worked well.
 - Heritage Weekend:** Both events, in St Stephen's and St Olave's, in September went very well.

4.4 Updating church leaflets: Sheila has collected the newly printed booklets and delivered to St Olave's.

Action: *Mary to send a copy to Daphne Smith and hand deliver a copy to Michael Hall.*

4.5 Meeting with St David's: A meeting has been arranged for **Thursday 26th January 2023** at Revd Nigel Guthrie's rectory to discuss the future support of both parishes.

4.6 APi (sound system): Richard reported back on the meeting with Steve from APi which was very helpful. It is now clearer how to adjust connections when using the tablet.

Claire has volunteered to use the new system during services when she has completed the training with Richard.

5. Church Buildings:

5.1 St Stephen's:

Water heater: This has been removed by a plumber from Home Exeter Ltd.

Disabled access: This has not been working consistently so needs further investigation. Jim Pilkington is to coordinate this. Also, it appears that the floor boards may be suffering from damp near the disabled access.

Safe Space: Thanks to Betsy and Richard for liaising with InExeter and the Safe Space Project to make storage space available. There have been problems with use of the flower cupboard but this has been rectified. Sheila and Betsy to attend Safe Space later this evening as BBC Spotlight are filming.

5.2 St Petrock's:

Don left a report saying that Andrew Thomas has been asked to look at the leaking roof.

Heating: Post Meeting Update: *Sheila has emailed the AA groups about using the heating effectively.*

Window repair: Received £393 from Insurance although £1000 excess was paid.

Quinquennial Inspection Report: The main issues are that we need to organise a twice yearly inspection of the guttering with a view to it being cleared when necessary; install a telescopic tap in the tea bar and replace the very heavy lid with a smaller lid; ensure electrical testing takes place in the Homelessness Centre next door. The Day Centre also need a fireproof letter box and repair of the main door.

Action: *To send a copy of the QI report to Peter Stephenson, Director of St Petrock's, and to do a joint formal faculty application to address the recommendations raised in Part A and B.*

Wall Memorial: Jessica wondered if the memorial should be cleaned as suggested by John Allen. Keith informed the meeting that no more than a light clean has been recommended by the company who cleaned the memorials when the church was reordered in 2018.

Action: *Keith to write to John Allen about this.*

Post Meeting Update: *Keith sent an email to John Allen thanking him for his concern about the Ivie monument and informing him of the PCC decision to not clean it any further as recommended in the McNeillage report.*

5.3 St Pancras:

Cleaning: Julie Richards and her daughter, Sam, carried out a deep clean of the church in September. This has been appreciated by all users of the church. Julie has been supplied with a new vacuum.

Windows & Drains: Both ongoing issues.

5.4 St Olave's: Julie and Sam have also completed a deep clean of this church.

5.5 St Mary Arches: Revd Matt Clayton has been appointed as the new incumbent of Unlimited Church and will take up his post in January 2023.

Electrical survey: Don reported via notes that our Insurance company has requested an electrical survey. The replacement for Tony Pinniger, who has retired, is Phil Taylor who can undertake the survey in the new year. Don hopes the insurance company accept this arrangement.

However, the electrical survey is the responsibility of Unlimited Church as the church is leased to them.

Action: Mary to contact the UC administrator to inform them that the electrical survey needs to be coordinated by themselves.

6. **Social Media Update:** Helen reported via notes that we marked the passing of HM the late Queen Elizabeth appropriately. Facebook continues to be updated as and when necessary.
7. **Inner Room:** Helen reported via notes that the National Poetry Day event on 6th October in St Stephen's was well attended: many thanks to all who supported it. It also featured on BBC Radio Devon. The third *Room at the Well* workshop, in November in St Olave's, was fully subscribed and another will be offered in 2023 as we still have a list of would-be participants. Thanks to Richard for his support in devising these. There will be an informal bring-a-favourite poem Zoom on Tuesday 27th December at 10.30am. Fortnightly Monday morning writing sessions continue on Zoom. Helen's thanks as always to Sheila, Keith, Richard and to Sue Knight for their guidance and support.
8. **Deanery Synod Report:** Sheila and Jessica reported on the latest DS meeting on 13th October. Revd Carl Robinson from St Boniface and Holy Trinity churches at Whipton, gave a report on his move as a church plant to these parishes and the reordering of St Boniface with a large legacy of £200,000. Currently parishioners are meeting in a local pub. Revd Ed Hodges also gave a report from St Matts. Finally there was the General Synod report.
The next meeting at St Mark's church is on **Thursday 16th March 2023** and will be quiet and reflective with David Runcorn as speaker.

9. Finance:

9.1 End November 2022 account: Sheila noted that under Expenses the Utilities sum is now closer to £9,000 due to the increase in energy prices. Sean S (treasurer) has increased our Direct Debit to cover this. Unlimited Church have paid their share of the annual insurance costs. A cheque from St Mary Arches trust has covered the insurance and vacuum cleaner costs. £816 has been banked as profit from St Nicholas Fair. The St Olave's Flea Market raised £180. So a further £4,000 to be added to coffers therefore the debit is less.

Action: Mary to communicate with InExeter re: raise in suggested donation for weekly use of St Stephen's Safe Space Project.

It was noted that the Church Conservation Trust who contribute to Jim Pilkington's wage as caretaker has not changed their payment since 2014.

Non recurring donations from the wall boxes raised £3,319 including a large donation from an anonymous donor.

9.2 Budget for 2023 & proposal for increase to hourly rate for paid employees:

- Jim: current £341.47 per month would increase to £370.93 per month (8 hours per week)
- Julie: current £215.66 per month would increase to £242.85 per month (22.7 hours per month)
- Mary: current £6,139 pa (depending on hours worked), would increase to £6,888 if number of hours remains the same

It was agreed to raise Jim and Julie's hourly rate to £10.70 with Mary's hourly rate to move to £11.50 with effect from January 2023.

10. Safeguarding and Health & Safety:

10.1 The Safeguarding report was accepted. Jessica and Viv gave some feedback on their Domestic Abuse Awareness training at St Matts undertaken in October.

10.2 Mary reported on an incident which took place on Sunday 4th December. A woman, apparently homeless, came into St Stephen's and was welcomed and given coffee and biscuits. Later in the day CM found the woman exhausted and with nowhere to go for the night. CM found her some food and paid for a night in Backpackers. The Council were due to call the woman back on Monday morning. CM and Mary have written reports on these events and advice taken from DSA.

11. CTAX/CTCE:

CTaX: Sheila reported that the CTaX annual meeting took place on Zoom last week. The United Service is to be held at St Matts on Sunday 22nd January 2023 at 6pm.

CTCE: On 11th December the new Southernhay and Heavitree URC minister Revd Jane Taylor is to be inducted.

Action: Sheila to email Claire Brydon about Compline at St Olave's during Lent as last year.

The annual morning United Service will be held at the Mint either in Pentecost (May) or November with a possible theme of Eco-Church.

Action: Sheila to suggest this theme at the next meeting with PCC agreement.

12. **ECCC:** There are currently 5 active chaplains serving the city centre. The chaplains visit the independent shops and larger stores establishing good relationships with staff and offering prayer. The ECCC service is to take place in St Stephen's on **Thursday 19th January 2023** at 12.30pm with hot drinks from 12noon. Andrew Beane, archdeacon, is to preach.

13. **CMS link:** Sheila is meeting regularly with Liz Dunbar who is studying on the CMS pioneer certificate course and attends Crossing Place at St Stephen's. She is also very involved with Climate Action so could be involved in the November United service. Sheila has invited Ruth Sayers to visit Exeter to talk with Liz about community pioneer work. Sheila asked that we pray for Ruth and the poverty in Devonport.

14. Correspondence:

14.1 A harvest Thank you letter has been received and circulated from Peter Stephenson, Director of St Petrock's Ltd

15. A.O.B.

15.1 **Letter of thanks has been sent to Keith Walton**, correspondent of Hilary Kingford's Trust, from CERN. The CERN trustees are very grateful for this gift as the charity is experiencing increased volume of requests for grants.

15.2 **Safe Space Report:** Betsy to give a fuller report after visiting Safe Space later this evening.

15.3 **Revd Matt Clayton** has been appointed as the new leader of Unlimited Church with his induction taking place on the evening of **Tuesday 5th January 2023**. Previously he was associate vicar at St Matts. Sheila hopes to meet with Matt as soon as possible.

15.4 **Sheila** mentioned a Zoom meeting on **Tuesday 13th December** with her neighbour Katy Lee who has recently visited Palestine with a human rights charity.

15.5 **Mayoral Crown:** Betsy to meet with the assistant curator from RAMM in St Stephen's to show him the crown. This is on **Friday 9th December**.

15.6 **Betsy** to write a card to Jenny Crossland to thank her for the beautiful Christmas Quilt and the Remembrance Quilt – both hung in St Stephen's at appropriate times.

16. Date and Place of future meetings:

Wednesday 8th March 2023; APCM Sunday 16th April 2023

Keith closed the meeting at 4.55pm with the Grace.