

THE PARISH OF CENTRAL EXETER

Minutes for the ANNUAL MEETING OF PARISHIONERS Minutes for the ANNUAL PAROCHIAL CHURCH MEETING

Held in St Stephen's Church on Sunday 7th April 2024 at 12noon

Minutes of the Annual Meeting of Parishioners:

Chair: Revd Sheila Swarbrick

Sec: Mary Keaney

Attendance: Keith Walton, Sandie Walton, Yuezhao Xie, Doreen Hatt, Jim Pilkington, Sean Swarbrick, Richard Skinner, Betsy Allen, Imogen Walsh, Celia Smith, Jessica Claridge, Jill Grainger, Claire Mayer, Margaret Peirce, Helen Evans & Caroline Cornish

1. **Apologies:** Viv Asher, Bee Harley, Sarah & Don Branton, Beryl Whidden, John & Cath Dobson, Nigel Walsh & Bob Snowden
2. **Minutes of the 2023 meeting:** The minutes of the meeting held on Sunday 16th April 2023 were accepted and signed by Sheila as an accurate record.
3. **Election of Churchwardens for 2024/25:** Keith Walton and Betsy Allen were re-elected as churchwardens for the coming year.

Keith Walton: Proposed by Sandie Walton and Seconded by Jessica Claridge

Betsy Allen: Proposed by Sandie Walton and Seconded by Jessica Claridge
Jessica offered her support to the churchwardens acknowledging the role is huge. Both Richard and Sarah were thanked for the support they currently give to the churchwardens.

Minutes of the Annual Parochial Church Meeting:

1. **Apologies:** Viv Asher, Bee Harley, Sarah & Don Branton, Beryl Whidden, John & Cath Dobson, Nigel Walsh and Bob Snowden
2. **Minutes of the 2023 meeting:** The minutes of the meeting held on Sunday 16th April 2023 were accepted and signed by Sheila as an accurate record.
3. **Annual Report and Financial Statement of the PCC for the year ended 31st December 2023:** The Annual Report & Financial Statement was circulated prior to the meeting. Sheila reported that Exeter Safe Space is currently suspended due to lack of funding although their equipment is still stored in St Stephen's. Evenings have been challenging as the levels of drinking and fights have increased as witnessed by Jim. It was confirmed that we have insurance (Ecclesiastical) to cover all the contents of our buildings and those items stored in a safe.
Sean, treasurer, confirmed the healthy financial position of the parish which is in part due to regular use of our churches by Exeter Safe Space, Exeter Network Church, the Romanian Orthodox Church and the Cathedral. However, this high usage has resulted in higher utility bills. However, in the future this position may change as a couple of our generous donors have recently died. Income is still received via the parish Trusts.

Thanks were given to Sean Swarbrick and Keith Walton for their time and the hard work that goes into compiling the Annual Report and Financial Statement.
The meeting accepted the Annual Report and Financial Statement.

4. **Nomination of an Independent Examiner for 2024:** The meeting re-appointed Simon Gay as Independent Examiner for the year 2024-25 with a gift of £100 to be made in acknowledgement of his work over the past 12 years. This was Proposed by Sean Swarbrick and Seconded by Betsy Allen.
Action: Betsy to buy and deliver a £100 gift card to Simon.
5. **Report on the Fabric and Furnishings of the churches:** This report has been circulated prior to the meeting. Keith reported that the 2023 Quinquennial Reports had been completed for St Stephen's and St Olave's but only by early March 24. Some work on damp at St Olave's needs addressing. The EICRs (Electrical Installation Condition Reports) for all 4 churches have been mostly completed. Thanks to Jim, caretaker, for being on hand to open up and answer any queries from the engineers on their visits to each church to carry out the EICR and remedial works.
However, the parish experienced delays in receiving the completed QI reports from the architect and decided to discuss with him a timetable for things to improve before beginning dismissal proceedings.
Action: Keith and Sheila to speak with the architect and involve the archdeacon in this process.
The removal of the organ from St Mary Arches has yet to happen.
The report was accepted.
6. **Safeguarding Report with Health and Safety Report:** Mary gave a brief report based on the report circulated prior to the meeting. Thanks were extended to Mary and the report accepted.
7. **Greeter's Report:** Mary thanked the team of Greeters for their continued dedication to welcoming our visitors. The report was accepted.
8. **Flower Arranging Report:** The circulated report details the monies spent from parish funds for flowers and cards. Thanks were extended to Claire and the team and the report accepted.
9. **Inner Room Report:** This report was circulated before the meeting. Helen thanked the management team and all those who participate in the wide range of events and activities. The report was accepted.
10. **Report on the proceedings of the Deanery Synod:** Sheila reported that there are now two meetings of the Deanery Synod each year rather than three. A new lay chair and a new secretary volunteered and were appointed in October 23. The 2024 meetings will be in April at St Matts and the October meeting at Exwick church. The report was accepted.

11. **CTaX/CTCE Report:** Sheila reported that new minister for the Mint Methodist church has been appointed and will start in September. It was noted that the United Services are well received but the acronyms used are unhelpful. The meeting accepted the report.
12. **Report from Unlimited Church:** No report was received prior to the APCM. However, if a report is received it will be circulated. Keith gave the meeting an update on progress with appointing an Administrator for Unlimited Church who is also a Building Officer for all churches in the parish including St Mary Arches. This will be a joint appointment with some funds coming from the St Mary Arches Trust. Matt Clayton, incumbent of Unlimited church is on board with this as long as the appointment is sympathetic to the work of Unlimited. Thanks expressed to Keith for his work on this issue.
13. **Election of Representatives for the PCC:** We have one vacancy on the PCC which remains unfilled.
14. **Election of Representatives to the Deanery Synod:** Jessica and Celia have a further 2 years to serve on the Deanery Synod.
15. **Adoption of the Electoral Roll:**
The revised Electoral Roll is 36 for 2024. Two people were added to the Electoral Roll and one person removed. The revised ER was accepted. Mary to send the certificate to the Old Deanery.
16. **Election of sides people:** All sides people were re-elected.
17. **Report of the Rector:** Sheila's report had been previously circulated.
18. **Chair's report:** Sheila presented her first report as chair (attached). In the report she outlined some of her roles as rector of the parish. Sheila also spoke of the vital role the parish trusts play in providing funds for, amongst others, our caretaker, administrator and upkeep of the buildings.
19. **A.O.B:** Sheila thanked everyone for playing their part in the parish. Sandie suggested it would be good to have a Book of Memories to help us remember in our prayers those people from the parish we have loved and lost.
Action: An item re: Book of Memories to be added to new PCC agenda.

Minutes of the PCC meeting following the APCM

Agenda:

20. **Election of the chair for 2024/25:** Sheila was nominated as chair for the year 2024/25.
21. **Confirmation of date of next meeting:** Wednesday 22nd May 2024 at 2.30pm in St Petrock's church.

The meeting closed at 1.15pm