

THE PARISH OF CENTRAL EXETER

Minutes for the Meeting of the Parochial Church Council 2.30pm on Wednesday 22nd May 2024 in St Petrock's church

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

Apologies: Celia Smith

1. **Welcome & Prayer:** Sheila welcomed everyone and read a prayer for a meeting.
2. **Minutes of meeting on Wednesday 6th March 2024:** A typo was corrected and the minutes signed as an accurate record by Sheila.
3. **Matters Arising/Questions:**
 - 3.1 Architect Jeremy Chadburn has resigned.
 - 3.2 A Pride, Prayer & Peace stall was in place in St Stephen's as an alternative to the Pride service of reflection as previously advertised for Saturday 11th May.
4. **Parish Activities:**
 - 4.1 **Pastoral Care:** unminuted
 - 4.2 **Pattern of services:**

Sunday 30th June: Service at St Martin's led by Peter Beacham with a celebration of his 50th anniversary of ordination as a priest in St Stephen's afterwards. People to bring cash to donate to Churches Conservation Trust.

Action: Keith to say a few words of congratulations in St Stephen's with Claire to buy a card for this occasion.
 - 4.3 **Parish Social and Events:**

July Lunchtime Concerts: All 4 dates have been booked by Jessica. This will be Caroline's final year of helping with the organisation of the lunches. John has been approached to produce posters for this event.

Action: To send Helen a poster to put on Facebook.

Paintings, Poetry & Pottery Exhibition & Sale: Saturday 6th July in St Stephen's from 10am to 4pm (raising funds for ECI)

Action: Mary to contact Express & Echo in June re: exhibition and concerts

Words and Music Concert: Thursday 15th August with Bee, Richard and Helen performing between 1pm-2pm.
 - 4.4 **Book of Memories:** Discussion came from a suggestion at the APCM in April that it would be good to have a record of those parishioners who have died over the years.
 - Action:** Sheila to make a typed list of all those who have died while she has served in the parish
5. **Church Buildings:**

Architect: Keith reported that our architect Jeremy Chadburn resigned in April. Keith, Betsy and Richard met with Michila Wilks as a potential new architect for the parish on 26th April at St Olave's. She suggested solutions for the current guttering issue. If appointed as architect she would agree a fee for her services on a project by project basis and suggest a fixed rate for any QI's required. Keith proposed Michila Wilks as architect with this being seconded by Betsy.

Action: Keith and Betsy as churchwardens to write to Michaela to appoint her as parish architect.

5.1 St Stephen's:

5.1.a QI: Any work needed on either St Stephen's or St Olave's following their QIs will be done with Michaela.

5.1.b EICR update: We have had a quote for £1,148.40 from Home Exeter for the safe use of mobile phones in all the churches. Should a faulty phone be used in the church this could disable the CCTV.

Action: *To follow up with Jim re: sockets*

Action: *To follow up EICR certificates*

5.1.c Storage: Exeter Safe Space have contacted us to resume use of St Stephen's in September for Fresher's week and regularly on Friday/Saturday nights. We have storage available for their use.

Action: *Betsy and Mary to meet with Cllr Laura Wright to discuss resumption*

It has been noted that the key safe for the chair cupboard has been working well with ENC.

5.1.d Display Board:

A decision on what we wish to keep from the project display which can be transferred to the new board needs to be made.

Action: *To set a date and time to look at display*

5.1.e Heritage Cupboards: These are full of mould and should probably be professionally cleaned.

5.1. f Key Holders: Mary is currently compiling a list of key holders for each church.

5.1. g Replacement Projector: Richard reported on his recent meetings with APi and their suggestion that we replace the projector with a smart screen at a cost of approx. £5,500 as the old projector is unlikely to last long if repaired. Though it is a large expense a smart screen will enable other users of the building to project easily and also it has the facility for information to be displayed throughout the day. The parish is fortunate in that there is a small parish trust specifically for St Stephen's which could be used for such an expense. The PCC agreed to suggest this item of expenditure for the annual meeting of the Parish Trusts in June.

Post Meeting Note: *The trustees (namely the incumbent and churchwardens) of the Ernest and Winifred Brook Trust agreed to this proposed expenditure at their meeting on 13th June 2024.*

5.2 St Petrock's:

5.2.a Guttering: The collapsed guttering has been replaced and paid for at a cost of £2,670.

5.2.b Solar Panels/architect: The new architect will be approached to find solutions for the solar panels.

5.3 St Petrock's Pall:

The formal Deed of Gift letter has been written and signed by the rector and churchwardens and the faculty is in process. The DAC wrote the application, Statement of Significance and Need, and confirmation was given with the minute taken from the PCC meeting on Wed 6th March.

5.4 St Pancras'

5.4.a EICR: See 5.1.b

5.4.b Pulpit floor: The pulpit floor has been repaired by Dave and Viv with vinyl added.

Action: *Viv to pass on our thanks to Dave*

5.4. c Roof (moss): Julie and Guildhall builders feel that the roof can be cleaned in the winter. There was some thought that an anti-moss product had been applied some years ago.

5.4.d Outside Noticeboard: The hinge of the door is wonky. People to use laminated notices as a temporary measure while doors are being replaced.

5.5 St Olave's:

5.5.a QI : See 5.1.a

5.5.b EICR: see 5.1.b

5.5.c Guttering/window repair: Keith reported that he had asked A&K Thomas to look at the guttering. A bigger hopper and gutter needs to be fitted and vegetation removed. The quote,

from A&K Thomas, for this work needs to be with the Diocese by Friday 31st May as the funds are available. Both the Bike Shed and the Night Club about the church.

Action: *Betsy to chase the owner of the Night Club that abuts St Olave's via the estate agents handling the sale.*

The new architect, Michila, expressed concern over the arched window which has dropped. She has given Keith the name of a company who could repair the window.

Action: *Keith to contact this company.*

5.5. d Damp in new cupboard:

Action: *To remove contents of cupboard and place in plastic boxes for safe storage.*

5.6 St Mary Arches:

5.6.a Organ: ongoing

5.6.b Building Officer: Matt from Unlimited is advertising via Social Media for the new Building Officer.

Action: *Sheila to contact Matt re: the annual service to be held in St Mary Arches, usually in August.*

- 6. Social Media:** Helen, Keith and Mary reported on their work to revise our booking forms, create a booking policy and a letter for new hirers. These were circulated at the meeting. The letter for new hirers sets out our expectations with the booking form asking hirers to be specific about the nature of their event. Existing hirers will receive a similar letter.

Action: *Helen to thank Dr Anne Richards for her help & support with regard to revising our booking policy.*

Action: *Helen, Keith and Mary to complete the revisions*

Action: *Mary to send the guidance given to us by Anne Richards to Sheila.*

We will review booking charges at our September meeting ready to implement in January 2025.

- 7. Inner Room:** Helen gave a brief report. The recent team meeting agreed a programme of events. Room at the Well has a provisional date for Saturday 10th August at St Olave's. National Poetry Day is on 3rd October and will be marked with a visit from Anthony Wilson who will give a poetry reading and a talk reflecting on a spiritual life and a poetry life.

Helen thanked the Inner Room team of Keith, Sheila, Richard and Sue Knight. They meet again in November. Thanks to Helen were given by Claire for the rich source of creativity she provides.

- 8. Deanery Synod:** Jessica and Sheila attended the meeting held on 30th April at St Matts. It was an informal meeting aimed at the attendees getting to know each other and hearing from parishes and chaplaincies an item of news and an item for prayer. This was very interesting. The next meeting is in October at Exwick.

9. Finance:

9.1 End of April accounts: Sheila reported on the accounts circulated prior to the meeting. She noted that the Churches Conservation Trust will increase their funding for Jim's wages as caretaker next quarter. We have had expenditure on St Petrock's insurance, the two QI reports and the EICR reports and work in each church. Mary reported that the Cathedral will resume use of St Petrock's and St Pancras from the week beginning Monday 10th June. The Annual Meeting for Parish Trusts is in June where those accounts will be discussed.

Action: *Mary to source quotes for reprinting the Prayer Pilgrimage booklet*

10. Safeguarding and Health & Safety:

10.1 Safeguarding Report: Circulated prior to the meeting.

10.2 Review of Social Media Policy: All happy with policy which was circulated prior to meeting. Helen suggested deleting the links at the end of the policy which no longer exist.

10.3 Review of Procedure for responding to Safeguarding allegations: This procedure was circulated prior to the meeting and agreed.

Action: Mary to complete a survey by the Independent Safeguarding Audits of the Church of England Diocese and Cathedrals.

11. CTAX/CTCE: There will be news about the future of St David's church available soon.

12. Correspondence: None

13. A.O.B.

13.1 Opening & closing St Stephen's: Recently, Jim has had a couple of challenging occasions when closing St Stephen's and St Martin's with people under the influence of alcohol so currently the churches are closed at weekends. The hope is that they will be re-opening at weekends between 10am – 2pm from the beginning of June.

13.2 Swift boxes for St Stephen's and St Petrock's: Jessica discussed the possibility of having swift boxes installed by the Devon Swift Project on the outside walls of both churches after hearing about this project when volunteering at the Cathedral.

The meeting agreed the proposal to have swift nest boxes installed inside St Stephen's and St Petrock's towers, behind the louvres but with no access to the tower, by the Devon Swift Project.

Action: Sheila and Jessica to meet a rep for the Devon Swift Project on Saturday 25th May.

13.3 Flower Arrangers: Claire reported that the flower arranging team have recruited a new member after advertising in the outside display cabinet at St Stephen's.

13.4 Helen congratulated Sheila on her 30th anniversary of her ordination to the priesthood.

14. Date and Place of future meetings:

Wednesday 4th September at 2.30pm; Wednesday 4th December at 2.30pm

The meeting closed at 4.40pm with a blessing.