

THE PARISH OF CENTRAL EXETER

Minutes for the Meeting of the Parochial Church Council 2.30pm on Wednesday 4th September 2024 in St Petrock's church

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

Apologies: Jessica Claridge & Helen Evans

1. **Welcome & Prayer:** Sheila welcomed everyone with a prayer and remembering Caroline Cornish and her family ahead of the memorial service on Friday 6th September.
2. **Minutes of meeting on Wednesday 22nd May 2024:** A note was added to Item 7 re: Sue Knight stepping down from the Inner Room team for personal reasons. The minutes were then signed and dated as an accurate record by Sheila.
3. **Matters Arising/Questions:** None
4. **Parish Activities:**
 - 4.1 **Pastoral Care:** unminuted
 - 4.2 **Pattern of services:**
 - Sunday 15th September:** Keith to coordinate Crossing Place
 - Sunday 29th September:** Harvest service at St Petrock's at 10.30am followed by a shared lunch in St Stephen's.
 - Saturday 2nd November:** Bishop Mike's installation at Cathedral. Clergy to use St Stephen's from 12noon.
 - Sunday 17th November:** Sheila to coordinate Crossing Place
 - Sunday 24th November:** The United Service to take place at South Street Baptist Church (10.30am for refreshments and service at 11am)
 - Sunday 1st December:** Revd Chris Bryan to preach at the Advent Sunday service
 - Sunday 22nd December:** Holy Communion at St Olave's at 10.30am
 - Sunday 25th December:** Christmas Day Holy Communion at **10am** in St Stephen's
 - Sunday 29th December:** No service agreed by meeting. Parishioners to be encouraged to attend services at other churches on this date.
 - Sunday 5th January 2025:** Revd David Gunn-Johnson to preach at Epiphany service
 - 4.3 **Parish Social and Events:**
 - Harvest Shared Lunch and Fairtrade Stall:** Sunday 29th September in St Stephen's.
 - Decades Party:** Sunday 20th October. This will be an extended coffee time after Crossing Place with a celebration cake made by Sheila, nibbles and fizz.
 - Action:** Mary to send an email with 'Save the Date' to the parish about this special party to celebrate lots of big birthdays
 - Flea Market and St Olave's stall:** Sunday 17th November
 - Soup Lunch:** Advent Sunday (1st December) with 2 more planned for February and March 2025
 - St Nicholas' Fair:** Saturday 7th December
 - 4.4 **Book of Memories:** Sheila has completed a typed list of all funerals since 2011.
5. **Church Buildings:**

5.1 St Stephen's:

5.1.a QI: To be followed up at a later date as non-urgent

5.1.b Gutters: This will be done once the firm to clean the gutters annually has been instructed

5.1.c EICR update: All completed EICR certificates issued for all 4 churches.

5.1.d Smoke Detector update: We are waiting for a visit from Scutum West to check for compliance

Action: Mary to chase Scutum West

5.1.e Exeter Safe Space & Storage: Exeter Safe Space to resume use of St Stephen's for selected dates in the Autumn. They will have use of the gallery cupboard. A User Agreement is being compiled between us and Safe Space to partly ensure the church is left as found. Safe Space will be encouraged to make links with St Stephen's House to use their toilet facilities.

Action: Sheila to empty gallery cupboard

5.1.f Display Board: To be updated when time allows.

5.1.g Heritage Cupboards: Currently empty

5.1.h Key Holders: Mary has completed a list of key holders for each church.

Action: Redundant keys to be taken to the recycling centre

5.1.i Replacement Projector: Our application to replace the projector with a smart screen was rejected by the DAC. API have, therefore, been approached to supply and fit a new projector which will provide better projection during daylight hours. This will cost in the region of £6,000. The fitting will take place on **Tuesday 10th September** with Richard opening St Stephen's for API and Keith joining them. The cost of replacing the projector will be met by the Ernest and Winifred Brook Trust as agreed in their meeting on 13th June 2024.

Action: Keith to speak with API about organising some training on how to use the new projector

5.1.j Purchase of new tables: The current tables are very heavy and awkward to set up.

Action: Betsy to research selling tables on GumTree and/or equivalent sites and the cost of replacing them with GoPak tables which are lighter.

5.2 St Petrock's:

5.2.a Guttering: Ongoing

5.2.b Solar Panels: Our new architect, Michila Wilks, has set out her fees for each project to be undertaken for the parish which have been approved. She is organising a meeting between us and the DAC (Louise Brown) to move forward on the solar panels project.

5.2.c Bodily Fluids Policy: After an incident whereby Jim had to clean up vomit from the floor of St Petrock's Betsy sourced a number of Spill Kits for St Stephen's which are to be kept in the Flower Cupboard for easy access.

Action: Mary to inform Jim and Julie of the Spill Kits location in flower cupboard.

5.3 St Petrock's Pall:

The parish have first refusal of the Pall should the Cathedral no longer wish to be custodians, although a codicil will need to be added to the Deed of Gift to this effect.

5.4 St Pancras':

5.4.a EICR: See 5.1.c

5.4.b Roof (moss): This is to be cleared in January 2025.

5.4.c Quinquennial Inspection: The date of the QI is to be decided as soon as possible.

5.5 St Olave's:

5.5.a QI : See 5.1.a

5.5.b EICR: see 5.1.c

5.5.c Guttering/window repair: Keith reported that Michila is currently looking at finding a conservation builder. The DAC have informed us that the replacement guttering should be semi-circular and cast iron. New soffit and fascia boards will be needed.

Michila is also getting a quote from a company to render the west wall and to look at the internal window. There could be other causes apart from damp which is making the window drop.

5.5.d Damp in new cupboard/vestry floor: Until the guttering is replaced the other issues cannot be resolved. The roof of the fire exit shelter needs to be removed as causing significant problems.

Action: Mary to chase the estate agents, Sprosen, for the name of the Nightclub owner so we can move forward with repairs.

Action: Claire to make enquiries at the Land Registry re: name of Nightclub owner.

5.6 St Mary Arches:

5.6.a Organ: ongoing

5.6.b Building Officer: Matt from Unlimited is continuing to advertise for the new Building Officer via CTaX and other routes.

5.6.c Keys: Sheila to give SMA keys to Matt.

6. **Social Media:** Helen reported prior to the meeting via email to Mary that the parish Facebook page continues to promote parish events and organisations we support, as and when appropriate.

7. **Inner Room:** Helen sent a report to Mary via email. In June, several of our poets enjoyed a successful evening reading at a St Nicholas Priory fundraiser. In August six people came to *Room at the Well* in St Olave's. Plans for National Poetry day on October 3rd are well advanced with enough people to make it viable booking on the morning workshop and/or to read their work at lunchtime. At 2.30pm Helen will launch her latest pamphlet to fill a gap in proceedings before Anthony Wilson, slightly later than first planned, reads at 3.30pm. Volunteers to help with setting up, refreshments, etc at lunchtime and in the afternoon would be gratefully welcomed – please email Helen if you can help! The *Room2Write* group continues fortnightly on Zoom, with thanks to Peter Hart for organising, and will meet in person to share their poems in September and, in December, socially. The next management meeting is due this autumn.

8. **Deanery Synod:** The next meeting will be held on 16th October at Exwick where 3 curates will be welcomed.

St David's churchwardens are being supported by Mike Clark during their interregnum. He is the interim minister for 2 days per week with some Sundays. The parish profile is being rewritten as they prepare to re-advertise for a new rector. Mount Dinham are now separate from St David's. It has been noted that St David's have a small chalice inscribed with St Pancras.

Action: Sheila to ask Jessica to check through the archives for any background on when the chalice came into St David's possession.

9. Finance:

9.1 **End of August accounts:** Sheila reported on the accounts circulated prior to the meeting.

Income: The loss of some parishioners has affected the Tax Efficiency planned giving so we may not reach £11,000 by end of year. It is thought the parish will receive bequests from Caroline Cornish and Sue Blow's wills. We continue to receive regular donations from Anon. Fundraising in the form of St Nicholas' Fair and the Flea market with St Olave's stall will help to meet the target for year end. The Use of PCC Property should meet its target, too. The Churches Conservation Trust have agreed to raise the amount they contribute to Jim's wage but nothing has been forthcoming as yet. Sheila continues to communicate with CCT. **Expenses:** Faculty fees have been paid to the Diocese. Currently, our expenses are greater than our income by approx. £3,000.

10. Safeguarding and Health & Safety:

10.1 **Safeguarding Report:** Circulated prior to the meeting.

10.2 **The Church of England Policy Statement 'Promoting a Safer Church':** This policy was circulated prior to meeting.

10.3 **Churchwardens and their safeguarding roles:** The churchwardens, Betsy and Keith, have been made aware of their safeguarding roles which is done annually.

10.4 **Review of Secure Storage of safeguarding records during a clergy vacancy:** This was reviewed and agreed to keep passwords in locked box.

10.5 **Action Plan:** This was approved.

***Action:** Betsy and Mary to agree a date/time to look at safeguarding documents/procedures in case of emergency and need to access the PC.*

11. **CTAX/CTCE:** The service to welcome Revd Dr Simon Leigh to the Mint Methodist church and as superintendent with his wife Revd Debbie Leigh to Sidwell St, St Thomas & Tedburn St Mary churches went well.

The South Street Baptist Church have 2 events upcoming. The first is 'A Night of Magic' presented by SSBC and Christian Magicians on 21st September at 7.30pm at South Street Baptist Church. The second is 'Exploring Gender with Prof Adrian Thatcher' on 12th October at South Street Baptist Church.

12. **Correspondence:** None

13. **A.O.B.**

13.1 Review of booking charges for St Stephen's: It was agreed to raise the suggested donations for use of St Stephen's by 10% in the new year. **Action** Mary to revise the charges and contact the regular users when booking from January.

13.2 Use of St Stephen's on second Sunday of the month by the Devon Deaf Church: It was agreed that the Devon Deaf Church could use St Stephen's on a regular basis from January 2025 for a small contribution. They will need use of the servery and projector. **Action** Sheila to contact Deaf church and arrange for a preliminary visit, probably on Sunday 6 October after the morning service.

13.3 Swift boxes for St Stephen's and St Petrock's: The swift boxes have been made by Jerry from the Devon Swift Project. Jessica will supervise Jerry unloading the boxes into St Stephen's and St Petrock's to install them on suitable dates in September.

13.4 Piano wheels: The piano in St Stephen's is difficult to move.

Action: Mary to ask Paul Clarke, piano tuner, for his opinion about the wheels.

14. **Date and Place of future meetings:**

Wednesday 4th December at 2.30pm

The meeting closed at 4.35pm with the Grace.