

THE PARISH OF CENTRAL EXETER

Minutes for the Meeting of the Parochial Church Council 2.30pm on Wednesday 4th March 2026 in St Petrock's church

Present: Revd Sheila Swarbrick (chair), Richard Skinner, Claire Mayer, Viv Asher and Mary Keaney (PCC sec)

Apologies: Celia Smith, Jessica Claridge, Betsy Allen & Keith Walton

1. **Welcome:** Sheila welcomed everyone with a prayer for all those travelling at this time.
2. **Minutes of meeting on Wednesday 3rd December 2025:** The minutes were signed as an accurate record by Sheila.
3. **Matters Arising/Questions:** None
4. **Parish Activities:**
 - 4.1 **Pastoral Care:** Unminuted
 - 4.2 **Pattern of services:** Last Sunday there was a simple lunch which went well.
Sunday 29th March: Palm Sunday service at the Cathedral **9.45am**
Sunday 19th April: APCM after Crossing Place followed by a shared lunch
Sunday 31st May: BCP Communion at St Martin's church
 - 4.3 **Parish Social and Events:**
Thursday 5th March: Treasures Exhibition at the Cathedral
Post Meeting Update: The trip to the Exhibition went well followed by tea and cake in the Chapter House Refectory. 16 people came along.
Thursday 19th: Richard & Dana's Lent Reading at 1pm in St Stephen's
Thursday 9th April: Barbershop Quartet Concert at 1pm in St Stephen's. Fundraising for the parish.
Saturday 9th May: Exeter Pride. Liz Dunbar would like to raise the profile of Exeter Pride and encourage parishioners to join the procession this year. There will be a stall in Northernhay Gardens.
June 2026: Out and About Queer month. Inclusive events to be advertised which could include Seeking Silence?
5. **Safeguarding:**
 - 5.1 **Safeguarding Report:** Circulated prior to the meeting. The AA groups are to be contacted and asked to sign the hirers agreement.
Action: Mary to write a letter to accompany the Hirers Agreement and leave for the 2 groups in the St Petrock's cupboard.
 - 5.2 **Review & Approve procedure for dealing with safeguarding concerns or allegations:** Circulated prior to the meeting. The procedure was approved by the PCC.
Action: Mary to update the Parish Safeguarding Contacts on this document.
 - 5.3 **Review & Approve Lone Working Policy:** Circulated prior to the meeting. The provision of personal alarms was discussed with the conclusion that it is the responsibility of the PCC to provide a personal alarm for each building but for individuals to purchase their own if required. The meeting decided against subscribing to the EBAC scheme (Exeter Businesses Against Crime) The PCC approved the Policy.
Action: To check each building has a working personal alarm
6. **Church Buildings:** Building's Officer report to be circulated post meeting
 - 6.1 **St Stephen's:**
 - 6.1.a **Gutters:** Maintenance has been completed.

6.1.b Argos Fire Protection: The meeting approved their Maintenance Contract to replace Scutum Fire & Security Ltd as they are local and supplied the new fire extinguishers. Argos will complete 2 visits per year.

Action: *Sheila/Mary to inform Bethany of this decision*

6.1.c Delve Electrical:

Post Meeting Update: *Delve to replace the camera and speaker as a result of damage caused during the critical incident in 2025 on Monday 16th March.*

6.1.d HOME Exeter:

Post Meeting Update: *HOME Exeter to conduct a safety check and PAT testing on Thursday 12th March.*

6.1.e Exeter Safe Space: Their remaining kit was removed by the Community Safety Team on Thursday 29th January so cupboards now clear.

6.1.f Window Ledges: Most removed but 2 remain on High Street side of church.

6.1.g Maintenance Work: Further works to repair plaster will be done by Barley Manor once work to St Olave's and St Petrock's has been completed. Work to remove Bow graffiti and main door has been done.

6.2 St Petrock's:

6.2.a Gutters: Barley Manor had found water issues both in an area between the church and The Ivy and along the corridor beside the City Council building. Laura McIvor, from St Petrock's Day Centre, is to have a key for access to the corridor.

Post Meeting Update: *All drainage work completed.*

6.2.b Main door: Graffiti has been removed and the door repainted .

6.2.c Tea Bar Cover: Julie has reported finding drug paraphernalia in the sink so we need to replace the lock as soon as possible.

6.2.d Damp Issues: Not discussed.

6.2.e Solar Panels: Andrew Beane, archdeacon, has encouraged us to look at this again. We need to find the annual cost of the electricity used by the Day Centre which could be approx. £5k.

Action: *To conduct preliminary meetings before applying for a faculty. A meeting is needed before the next PCC in June.*

6.3 St Pancras:

6.3.a Door repairs: Door Doctors carried out the repairs in December 2025.

6.3.b Outside Noticeboard: Bethany has found a supplier for a new noticeboard but DAC have provided the name of a local joiner to contact.

6.4 St Olave's:

6.4.a Works Update: List B has been approved so repair to the vestry window plaster began toward end of February so the service on **Sunday 22nd February** was relocated to St Pancras. Barley Manor are making good progress.

6.4.b Tapestry: Morwenna Stephens, the conservator, has seen the tapestry and thinks the backboard behind it is damp and needs replacing.

Action: *Morwenna to contact the frame maker to discuss replacing the backboard.*

Action: *Barley Manor to inspect roof for causes of damp and suggest solution*

6.4.c Energy Audit: The Diocese no longer fund this. However, the DAC have suggested we look at how the building is used to find the most appropriate solution on how to heat St Olave's. This issue needs addressing as the storage heaters are very old and the church possibly needs rewiring.

6.4.d Romanian Orthodox Use of St Olave's: Sheila to show Fr Radu the space on **Sunday 8th March** and discuss whether they would like to use it on a regular basis.

6.5 St Mary Arches:

6.5.a Quinquennial Inspection: This is due to happen in 2026.

Action: *Sheila to remind Matt Clayton to employ Michila Wilks as architect and instruct a QI.*

Post Meeting Update: *St Petrock's is due a QI in 2027*

6.5.b Use of St Mary Arches: Currently UNLTD use SMA. The archdeacon suggested they move to St Stephen's but before anything can happen the Romanians need to think about using St Olave's and St Stephen's could begin having a service every Sunday as a way to growing the congregation.

7. Finance: (2025 Budget Report for APCM circulated prior to the meeting)

7.1 End of 2025 accounts to approve: Sean is happy with new simplified format suggested by the Independent Examiner. This will be accompanied by the certificate signed by the IE in the Annual Report. The meeting approved the Budget Report.

7.2 APCM prep:

7.2.a Churchwardens: Betsy and Keith will continue as Churchwardens for one more year.

Action: Sheila, Betsy and Keith to write to the archdeacon with a deadline for when Sheila retires and we no longer have churchwardens in post. They will ask how this can be legally managed.

7.2.b Electoral Roll revision: All those on ER have been emailed/sent a letter advising that they can remain on the ER without needing to do anything but to advise Mary if they wish to be added or removed.

7.2.c Reports to APCM: All those writing a report have been informed of the deadline to ensure their report is with Mary in time to be circulated before the APCM on **Sunday 19th April**.

Action: Mary to send number of 2025 PCC meetings and attendance to Keith & Sheila.

Action: Mary to send 2025 bookings information to Keith and Sheila.

7.2.d PCC members: Richard to come off PCC but Viv and Claire to remain. We need 2 more people on the PCC.

7.2.e Deanery Synod Reps: This year we need to appoint 2 DS reps

Action: Sheila to discuss this with Jessica and Celia.

7.3 Parish Giving: A Rocha has been suggested as a charity with information circulated prior to the meeting. The PCC agreed to add this charity to parish giving list.

8. CTAX/CTCE:

8.1 Lent Group: This year this is happening at St James on Tuesday afternoon during Lent

8.2 Agapé Meal: Thursday 2nd April at the Mint Methodist Church at 6pm.

9. CMS Link: Sheila updated the meeting with news that Luke Brennan has withdrawn but hopefully another couple will be going to Tanzania to link with other CMS partners to share their stories. Material will be prepared and circulated with parishes who support CMS.

10. Correspondence: Beth Corbett has asked if TV cameras are permitted in St Stephen's during her Talk about a WW2 soldier in November for Remembrance. Permission was granted.

Action: Mary to email Beth to let her know.

11. A.O.B.

11.1 QR codes for Prayer Pilgrimage: Betsy has approached Phil Bonser, Friendly Computer Man, about adding QR codes to our documents online. She has prepared a list.

Post Meeting Update: Phil to help Betsy add QR codes

11.2 St Olave's Safe Keys: New safe keys are required. The PCC agreed that Sheila could have 2 copies made by Guardian Security.

12. Date and Place of future meetings:

APCM: Sunday 19th April 2026

The meeting closed at 4.20pm with a night prayer blessing from Sheila.

