

## Parochial Church Council for the Parish of St David with St Michael and All Angels Exeter

**CONFIRMED** minutes of the meeting of the PCC for the parish of St David with St Michael and All Angels Exeter held at St David's Church on Thursday 22nd March 2018 at 7.00pm

The meeting began with Prayers.

<b>Present:</b>	Helena Walker	Jonathan Johns
Emma White	Preb. Nigel Guthrie (chair)	Richard Barnes
Sam Wellbelove	Roger Beer	Stephanie Aplin
Sue Wilson	Amy Down	Elizabeth Hughes
George Hexter	Dave Allin	Richard Parker
Bill Pattinson	Keith Postlethwaite	Charlotte Townsend
Richard Johnson	Paula Lewis	Barbara Allin

1.	<p><b>Apologies for Absence</b>            Rev. Christopher Durrant; Howard Friend; Ann Watts; Clive Wilson; Simon Harrison; Roger Beer.            Richard Parker offered apologies for needing to leave the meeting early.</p>	
2.	<p><b>Declarations of interest</b>            None were declared</p>	
3.	<p><b>Minutes of the Meeting on 25th Jan 2018</b>            Bill Pattinson noted that he had given apologies for that meeting and asked that this be recorded in the minutes; we noted that Paula Lewis was wrongly named as Paul in the Actions for Item 16.            Lizzy Hewitt proposed that, subject to these corrections being made, the minutes be accepted. Dave Allin seconded the proposal. The meeting agreed, nem con.</p>	
4.	<p><b>Confidentiality</b>            No such items were identified</p>	
5.	<p><b>Matters Arising from the Minutes</b>            Sue Wilson asked if there had been a reply from the diocese to her enquiry about redaction of minutes. Dave Allin said there had been a reply but it did not fully address the issue. He is following this up. Rev. Guthrie suggested that it might help to adopt a Part II structure. The committee could agree that an item be taken as a Part II item; it would then be minuted separately and those separate minutes would not be submitted as part of the public record. Bill Pattinson proposed that confidential matters be taken as Part II; that these would not be part of the public record; that they would be circulated to PCC members, and would remain confidential. Stephanie Aplin seconded this proposal which was agreed nem com.</p>	

6.	<p><b>Correspondence</b></p> <p>The meeting agreed that no action was needed in response to the message from Rev Barry Dugmore, Diocesan Mission Enabler.</p>	
7.	<p><b>Charity Commission investigation</b></p> <p>This was identified as a Part II item and is minuted separately. At the end of this item, Richard Parker left the meeting.</p>	
8.	<p><b>Status of APCM preparations</b></p> <p><u>Progress with the Activities report</u></p> <p>Keith Postlethwaite thanked PCC colleagues (and others) for their contributions to the report. Richard Barnes had raised issues by email about page 3 that had been addressed. Two expected items had not yet been received: a Christian Aid Report, and a report on the St Michael's lectures. The meeting agreed to delete the Christian Aid heading. Lizzy Hewitt agreed to draft a brief report on the lectures should David Beadle be unable to write the main report this year. Sam Wellbelove explained that the Toddlers Group will close after April as there is now no real demand. We agreed that the item should remain in the report as this referred to activity in 2017. Sue Wilson agreed to write a section about the Lunch Club. (However, after the meeting, it became clear that earlier-than-expected printing deadlines meant that this could not be included).</p> <p><u>2016 accounts for resubmission</u></p> <p>The examiner is revising some wording on these accounts following comments from Richard Barnes. New accounting standards mean that the necessary structure will be hard for us to use to inform our own discussions. We will create income and expenditure sheets for each church to help resolve this. Any conflict between the income and expenditure sheets and the formal accounts can be discussed.</p> <p><u>2017 accounts</u></p> <p>These will be finalised at the same time as the 2016 accounts so that we can address any problems with the 2016 accounts that are revealed by the 2017 accounts.</p> <p>We will need an immediate PCC meeting to approve the accounts. This will initially be done by email. Members can indicate their agreement by return email. Should any issues be identified that require discussion a meeting will be held. We agreed a provisional date of 5<sup>th</sup> April for that meeting.</p> <p><u>How do we report to the APCM about the Charity Commission report?</u></p> <p>We agreed to take this item under the finance report item. We will inform the APCM that some issues concerning related party payments and theft had come to light, that we had reported this to the Charity Commission as we are required to do, and are awaiting their guidance.</p> <p>We cannot avoid telling people about the commission-based contracts with Utility Warehouse.</p> <p>We noted that LH needs to destroy electronic copies of the Electoral Roll but noted that we currently have no evidence that she had used</p>	<p>Treasurer to circulate 2016 and 2017 accounts by email asap</p>

	<p>the Roll information to contact people about Utility Warehouse. If LH does not confirm that she has destroyed her copies of the Roll and that she has not used it to contact people about Utility Warehouse, we will need to write to people whose names are on the Roll. Sue Wilson asked who would do this. Emma White said that she would arrange for any necessary letters to be circulated (but may have to claim back postage costs).</p> <p>Jonathan Johns explained that, to date, LH has ignored requests related to her use/disposal of Electoral Roll copy(ies). Lizzy Hewitt said that she had been asked to ask LH about this. She was encouraged to do this. Dave Allin and Jonathan Johns would produce a letter including statements that LH will need to sign to confirm that she had taken the necessary actions.</p> <p>Amy Down asked if the previous Electoral Roll helper at St Michael's still had copies of the Roll. If so, she would also need to destroy them.</p>	
9.	<p><b>The future of St Michael's DCC</b></p> <p>Rev Guthrie introduce this item by saying that the DCC constitution is silent about the responsibilities that the DCC was designed to take on. Amy Down asked what the St David's Committee does. Emma White explained that it was routine business and housekeeping. Amy felt that St Michael's should be parallel. Richard Barnes argued that the lack of clarity outlined above is what has led to the current mess. The DCC should be like the St David's committee. Lizzy Hewitt said that it would be good to revert to a simple structure (and noted that she doesn't particularly want to continue as secretary). Dave Allin explained that the constitution had come from TH in an attempt to make St Michael's more autonomous but the structure had fallen between two stools. Stephanie Aplin said that St Michael's people were told that it was what the diocese wanted. Dave Allin was not against reversion to a simple model but noted that we would lose one Synod representative. Rev Guthrie summed up that the spirit of the meeting seemed to be to revert to a St Michael's Committee structure. The meeting agreed. Rev Guthrie said that he would look into how to dissolve the DCC and revert to a St Michael's Committee that was parallel to the St David's Committee.</p> <p>Barbara Allin asked if the committees should have a constitution. Helena Walker wondered if this was necessary. Emma White thought that simple terms of reference might be suitable and that these should include a statement about committee responsibilities. Jonathan Johns reminded us that members of these committees would not have formal status as trustees but the diocese expects that they behave as if they were trustees.</p>	<p>Rev Guthrie to find out how to dissolve the DCC and revert to a St Michael's committee</p>

10.	<p><b>Alcohol at St Michael's</b></p> <p>Rev Guthrie was not against occasional serving of alcohol but noted that there is no licence and currently alcohol is served in a public place each week. If an accident were to happen we would be in a difficult position. In addition there is a safeguarding issue: in every group there are people who have issues with alcohol. Current practice puts them in a difficult position. Perhaps (once it is re-constituted) St Michael's Committee could develop a view. Perhaps feasts and birthdays would be OK (if people donate the drinks that would be served). He reiterated that he was concerned about habitual use.</p> <p>Stephanie Aplin noted that the periods of Advent and Lent were 'dry'.</p> <p>Paula Lewis would be happy not to have alcohol served because of the problems. Amy Down felt this might reduce the congregation as it may be seen as an imposition.</p> <p>Jonathan Johns pointed out that as alcohol is provided habitually and donations are taken, a licence is needed.</p> <p>Rev Guthrie said that doing it only on special occasions would get round this problem. However, he did want to find a consensus view about this.</p> <p>Amy thought that removing alcohol from church would do little to help those who are challenged by it, though Rev Guthrie noted that even if we cannot guarantee to do good, we should not do harm.</p> <p>Stephanie said that people do enjoy the conviviality and that Richard Parker did offer to be 'bar man'.</p> <p>Jonathan reminded the meeting that even without donations to the cost, a licence is needed. We also need a licensee who has formal responsibilities and the building becomes licenced premises. Dave Allin explained the range of licences available. Elizabeth Hughes asked if a licence could be avoided if an event is ticketed and the cost of the alcohol is included in the ticket price. Rev Guthrie replied that this is not the case: a licence is still needed. Stephanie noted that plans to serve alcohol would need to be included on the event booking form.</p> <p>Lizzy Hewitt said the fact that the vicar is uncomfortable is significant. He could simply stop the serving of alcohol. Rev Guthrie would rather find a compromise as no measure will be effective unless people agree to it. It would be good to take this issue to the St Michael's committee which could produce a proposal to bring to the PCC.</p> <p>Elizabeth Hughes asked why, if St Michael's committee had proposed something, the PCC should have the power to override that.</p> <p>Rev Guthrie and Jonathan Johns replied that it is the PCC that has the legal responsibility. Jonathan added that we cannot store alcohol in church and that this had already been resolved by the PCC.</p>	

<p>11.</p>	<p><b>Music at St Michael's</b></p> <p>The PCC recorded its sincere thanks to Amy Down who had acted as voluntary choir director since November 2017. Stephanie Aplin said that the music had gone from strength to strength in that period. We thanked Richard Barnes for producing the music lists until June.</p> <p>Rev Guthrie has spoken to Nigel Browne and Neil Page and consulted the Standing Committee. We cannot make a permanent appointment because the finances are not strong enough and we currently have no job description and have not advertised the post. However, we can offer a temporary post to Nigel Browne from May to August 2018 at "£1750 with 6 Sundays off", pro rata. Nigel is prepared to help with the choir, but not take on the whole job. Neil will join the discussions on how to take things forward, recognising that we have a limited budget. Jonathan Johns said that we need to increase the church's income to allow us to add the financial liability of an on-going appointment to our costs.</p> <p>The meeting approved the process outlined above.</p> <p>Richard Barnes raised an issue that was identified as a Part II item.</p>	
<p>12.</p>	<p><b>Electoral roll revision.</b></p> <p>The annual revisions were under way and will finish on 28<sup>th</sup> March. Sue Wilson then has to display the nominal roll before the APCM. The adjustments for St David's had been made but there was, as yet, no response from St Michael's.</p> <p>Dave Allin noted that the mismatch between participation numbers and the electoral roll at St Michael's was overly large so we do need to make sure that the roll is an accurate reflection of the situation.</p> <p>Amy Down checked the roll during the meeting and advised Sue.</p>	
<p>13.</p>	<p><b>Finance Report from St David's</b></p> <p>There was no report for St David's as the 2016/17 report was just completed.</p>	
<p>14.</p>	<p><b>Finance Report from St Michael's</b></p> <p>Paula Lewis reported as follows:</p> <p>The £4012 (mentioned at previous meetings) that was in credit in British Gas account since end of 2014 when St Michaels changed to Utility Warehouse, has been returned. The money was credited to St Michaels account 15<sup>th</sup> Feb.</p> <p>St Michaels is now up to date with gift aid reclaims, 5 months of 2015, all 2016, and 2017 has been received.</p> <p>From now on gift aid will be reclaimed monthly - January has been received from HMRC and February 2018 has been submitted.</p> <p>LPOW VAT grant for all small receipts through 2017 including retention of gutter project has been submitted amounting to £1009,</p>	<p>Paula Lewis</p>

	<p>not yet received.</p> <p>Total Gas and Power Parish buying Scheme – There have been some issues with the account. I was unable to submit readings online so resorted to telephone – but there is a small window in which to submit – so the bills were estimations. I also noticed 20% VAT had been applied to the gas and also although I had filled all forms correctly for DD this did not happen nor did I receive the bills. All corrected now.</p> <p>St Michaels has now contributed in full to The Common Fund 2016 - £14,963 (the shortfall) was paid on 31st January.</p> <p>The cash balance to day is £25,966 Most creditors have been paid apart from the common fund 2017 and the first 3 months of 2018.</p> <p>Take the balance 25,966 – 21,920 (2017 common fund) = 4046 then deduct 5480 ( 3 months of 2018 Common Fund ) = the deficit is 1434.</p> <p>I suggest we pay £10,000 of 2017 common fund which would leave £15966 in the account to cover bills.</p> <p>Jonathan proposed that a payment of £10000 be made. Paula seconded this. The meeting agreed nem con.</p> <p>Paula continued: I had anticipated winding up Haldon Rd and Dinham Road garage sooner than this but it will now be necessary to start that process as it may take a few weeks. This does need to happen now as St Michaels may not use this Trust money to pay the Common Fund but can be used for running costs. This has already been ratified by the PCC.</p> <p>The meeting thanked Paula for her work and report.</p>	
15.	<p><b>Parish Treasurer’s Report</b></p> <p>There is nothing to report that has not been discussed in previous items.</p>	
16.	<p><b>Fabric Report from St David's</b></p> <p>Dave Allin reported that a defects meeting had been held with the builders that morning. We are currently holding 5% retention and will not pay all of it because of the costs of delays etc. Dave will report back once the details are clear.</p> <p>The Faculty for the transformation included provision of a gate at the North Porch. The rough sleeping problem there has got worse of late. The total cost is £3,800 and we have a grant from a local councillor of £1,500 towards this amount. The remainder will be funded from a designated donation of £25,000 towards the fabric given two years ago.</p> <p>Dave Allin proposed that we go ahead with a porch gate on that basis. Rev Guthrie seconded. The meeting agreed, nem con.</p>	

17.	<b>Fabric Report from St Michael's</b> The Quinquennial inspection is coming up in May. Quotations for electrical works have been obtained but we have not yet agreed how to proceed. Dave Allin noted that we will need a Faculty to replace the light bulbs. Rev Guthrie reminded the meeting that if essential electrical works need to be authorized this can be done by the Standing Committee and then reported to the PCC.	
18.	<b>Safeguarding Report</b> Mary Kirkland's report (copied here for information) had been circulated by email. <p style="padding-left: 40px;">"There have been no particular issues reported to me, so that part of the post is quiet at present. DBS checks and training is ongoing. We are required now to have references and original documents of identification when a new person joins the leaders of any church group."</p> Keith Postlethwaite reported that 75% of PCC members had now completed C0 training (or, where appropriate, the more detailed training required for their role).	
19.	<b>Health and Safety Report</b> There was no Health and Safety Report	
20.	<b>Any Other Business</b> <u>Articles of enquiry</u> Dave Allin reported that some comments on the draft had been received: Howard Friend was a reader before moving to St David's so should not be on the list; Helen Drever has been ordained; Tess Lowe is still in training. On the matter of communion before confirmation, Bill Pattinson noted that the response implied a difference between the two churches. The PCC agreed this response. On the matter of joys and sorrows, Amy Down said that the interregnum was a sorrow.	
The meeting closed in prayer		