

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

**CONFIRMED** minutes of the first PCC meeting for the new PCC of the parish of St David with St Michael and All Angels Exeter held at St David's Church on **14 June 2018, 7:30pm**

The meeting began with prayers led by The Revd Nigel Guthrie (NG)

Others present: Barbara Allin, St D's treasurer (BA), Richard Barnes (RB), Jonathan Johns, parish treasurer (JJ) The Revd Christopher Durrant (CD), Amy Down (AD), Howard Friend (HF), Elizabeth Hughes (EH), Richard Johnson (RJ), Paula Lewis, St M's treasurer (PL), Oliver Nicholson (ON), Richard Parker (RP), Bill Pattinson (BP), Helena Walker (HW), Sam Wellbelove (SW), Emma White (EW)

<b>Minutes</b>	
1.	Apologies for absence: Stephanie Aplin, Roger Beer, Sarah Black, Glynis Harflett, Charlotte Townsend, Ann Watts, Sue Wilson, Clive Wilson
2.	Declarations of interest: None declared
3.	Minutes of the Meeting on 22nd March 2018 (Parts I and II): Both parts were approved.
4.	Matters Arising from the Minutes: Music at St M's: There was discussion around agreeing a budget for music at St M's. An initial suggestion was that St M's might have a budget for music of £2000 (St D's spends approx £800). At present there is a voluntary director of music Neil Page and a paid organist Nigel Browne. JJ made the point that we cannot agree to spend money on music where there is no money to spend. PL said that giving will need to be greatly increased to cover increased expenditure. It was agreed that we need a simple job spec and to agree a budget. NG suggested this needs to be discussed with the standing committee. This was not countered, and so will be discussed by the standing committee on 3 July 2018.
5.	Confidentiality: To agree any items that should not be contained in the public record None noted
6.	Appointment of the secretary: Helena Walker was proposed by EW and seconded by JJ. She was duly elected.
7.	Appointment of the lay vice chair: Richard Johnson was proposed by AD, seconded by ON and duly elected.
8.	Appointment of Electoral Roll Officer: Sue Wilson was proposed (in her absence) by BA and seconded by BP; she was duly elected. A deputy, Paula Lewis, was proposed by RP and seconded by ON. She was duly elected.

9.	<p>Appointment of St David's and St Michael's treasurers as co-opted PCC members: Barbara Allin and Paula Lewis were proposed by AD seconded by EW; both were duly elected.</p>	
10.	<p>Appointment of Deputy Wardens for St David's Church: Non-official roles, not PCC members. We have two proposals (for standing-in on Sundays): Alan Baker and Paul Adams. These were proposed by EW and seconded by JJ. They were duly appointed for one year.</p>	
11.	<p>Collection of data from PCC members: (Form attached) It was agreed that we will collect signed paper copies or emailed, scanned copies of signed forms. These are to be submitted to the PCC by the end of August or it was agreed that eligibility to serve on the PCC will lapse. In addition to this, there are members of the PCC who have yet to confirm completion of the Safeguarding on-line training. It was agreed that this training is to be completed by the end of August too, eligibility to serve on the PCC similarly falling away at this time for those who fail to complete it.</p>	
12.	<p>Correspondence received To note receipt of correspondence from the diocese about Rural Mission Sunday 15 July; GDPR resources and training courses; Parish Participant data; There is a need to agree participant figures for both churches. JJ has been in negotiation with the diocese about the share and how much should be paid by each church. JJ set out the methodology and the adjustments to be made which have been agreed by the diocese. Briefly, this to record the numbers of people in each church at the main service each Sunday, taking forward the figure for the highest week of attendance in each month. At the end of the twelve month period, the lowest figure of the twelve highest weekly attendance figures will be that reported as the participant figure for each church. The clergy is included in the participant figure. The methodology reduces the parish share to be paid by St M's, and almost certainly that of St D's. It was reported that historically the St M's share has been demonstrably overstated. The methodology was robustly challenged, discussed and then agreed.</p>	
13.	<p>Responses to questions raised at the APCM: None discussed</p>	
14.	<p>Parish treasurer's report, including discussion of the Accounts for 2016 and 2017: We have recovered another £800 from British Gas (they had been overcharging VAT). Accounts - draft accounts have questions raised to the examiner which have not yet been answered. There are still unexplained anomalies which need to be revisited and possibly revised. Because of the difficulties we have had in finalising the accounts this year we will need to consider the appointment of a new examiner for next year.</p>	

	JJ considers that we need to look to increasing our reserves to around £100k per church (at present both churches are effectively just breaking even). Increasing giving and further fund-raising activities need to be considered.	
15.	<p>Finance Report from St David's:  BA gave a report - income approx £6k a month.  Income Jan-May 2018: £55000 (included in which is planned giving £21000, Gift-Aid £3700, Trading £1600, Soup evening £1685)  Regular giving is approx £4800pm and Gift-Aid £1200  Expenditure Jan-May 2018: £37000 (included in which is Parish Share £25200, Utilities £3500, Insurance £1800)  NG reported that St D's committee is planning a stewardship lunch to enhance giving.</p>	Barbara Allin
16.	<p>Finance Report from St Michael's  PL gave a report - PL will email a copy to HW ***</p>	Paula Lewis
17.	<p>Fabric Report from St David's:  DA's report is attached.  There are proposals therein for expenditure relating to microphones, lighting and additional 4 LED bulbs for downlighters. CD suggested that, as a fund-raiser, people from St D's might be invited to sponsor the purchase of a bulb. It was agreed to underwrite all expenditure subject to the fundraising. Both the fundraising and the expenditure were agreed.</p>	Dave Allin (DA)
18.	<p>Fabric Report from St Michael's:  RP reported that the Quinquennial inspection has taken place. There are missing slates and ingress of water. A quote has been sought and agreed with Western Steeplejacks. An electrical inspection will take place next week. The notice board has been repaired. The pulpit is now wired-in with lighting. Also a double power-socket has been installed. The louvres need some remedial work. RP reported enthusiasm to an idea to install a peal of bells in St M's as a training tower. This is very much in the early stages.</p>	Richard Parker
19.	<p>Safeguarding Report:  MK sent a report saying that there is nothing to report. We need to carry on doing the Safeguarding training and completing the necessary DBS checks.  MK could do with some admin help and NG has an idea about who he might approach to help with this. A small team to help this would be a real benefit to the parish.</p>	Mary Kirkland (MK)
20.	<p>Health and Safety Report  None presented. We are still looking for a volunteer. First Aid - HF has suggested that we need to have a review of first aid. EW said that some have agreed to be become first aiders and she will pursue this. First aid boxes will need to be revised at both churches. There is an incident book at each church. EW reported that Alan Baker is researching the availability of first aid courses. AD and RP will support this at St M's.</p>	
21.	Setting the dates of PPC and APCM meetings for 2018/19:	

	<p>These were agreed to be:  Wednesday 5 September 2018  Thursday 8 November 2018  Wednesday 16 January 2019  Thursday 14 March 2019  APCM Thursday 11 April 2019</p>	
22.	<p>Any Other Business  Items to be raised under AOB are to be given to the Chair 48 hours before the meeting, with supporting papers if necessary</p> <ol style="list-style-type: none"> <li>1. Charlotte Townsend, a current member of the St D congregation, was a reader in Southwark and chaplain at Kings College London. She is applying to be a licensed reader in the parish. Can we support this? Proposed by BA and seconded by HF. Agreed by all.</li> <li>2. AD has resigned from Deanery Synod and so can no longer serve on the PCC so she stands down. NG thanked her for her contribution. She was encouraged by others to continue to contribute. The standing committee can look at this, and maybe the intermediate APCM.</li> <li>3. NG was asked who the members of the standing committee are and he said that these were the incumbent, the church-wardens, the chapel-wardens, the parish treasurer and the PCC secretary.</li> </ol>	
The meeting closed with prayer		