

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

Minutes of the meeting of the PCC for the parish of St David with St Michael and All Angels Exeter held on Thursday 1st December 2016 at 7.30pm.

Present:		
Emma White	Sarah Black	Richard Barnes
Sam Wellbelove	Avril Pattinson	Stephanie Aplin
Mary Kirkland	Hilary Francis	Elizabeth Hughes
Sue Holden	Dave Allin	Richard Parker
Bill Pattinson	Keith Postlethwaite	Rev Christopher Durrant
Roger Beer	Rev Tom Honey (Chair)	
Apologies:	Simon Harrison	Charlotte Townsend
Adrian Hewitt	Lizzy Hewitt	Hilary Todd
Chris Heaven		

The meeting began with an opening act of worship.		
		Action
1.	<p>Welcome of new members Rev Honey welcomed Elizabeth Hughes who represents St Michael's. He pointed out that one place remained to be filled for St David's and explained that the process in year is to co-opt a new member and then bring their name to the next APCM for formal election. He was pleased to announce that Sue Holden had agreed to serve. Bill Pattinson proposed that she be co-opted; Roger Beer seconded. The meeting approved unanimously. Sue joined the meeting.</p>	
2.	<p>Apologies for Absence Please see above</p>	
3.	<p>Declarations of interest There were none.</p>	
4.	<p>Draft Minutes of the Meeting on 13th July 2016, and of the Additional Meeting on 31st October 2016</p> <p><u>Meeting held on 13th July</u> No amendments were identified. Dave Allin proposed that the minutes be adopted. This was seconded by Bill Pattinson. All who had been present at the July meeting approved the proposal.</p> <p><u>Additional meeting held on 31st October</u> Richard Barnes (and several others) noted that the month of the meeting was omitted and asked that this be added. Sarah Black asked that the point she made (reported at the top of page 3) should include the point that, were she a trustee, she would not give away half the funds to any one project. There being no other requests for changes, Mary Kirkland proposed that,</p>	Keith to edit the minutes as required by the meeting and circulate to the PCC

	<p>subject to these amendments being made, the minutes be approved. Avril Pattinson seconded the proposal. 14 members voted in favour; none against; 1 member abstained.</p>	
<p>5.</p>	<p>Matters Arising from the Minutes</p> <p><u>Matters arising from the minutes of the Meeting held on 13th July</u> Bill took up the issue of the Magazine, reporting that we have lost our designers (Ashley and Jo) and need to recruit a new designer for the February edition (and thereafter). Ashley is very happy to support the new designer in the hand over period. Bill noted that an advert will appear in the Magazine of December/January.</p> <p>We agreed to put adverts in the weekly news-sheets for both churches and to announce the need in the weekly verbal notices.</p> <p>The PCC asked the secretary to write to Ashley and Jo expressing our thanks and gratitude for tis very special ministry and for their financial support by paying for Parish Pump subscription</p> <p>Bill will discuss this situation with the print team at Exeter College</p> <p>Rev Durrant will seek advice from St James about the scale of the design task. (Our estimate was that it took them 5-10 hours to assemble their magazine for printing. They produce 10 editions a year.)</p> <p>The meeting decided that the PCC should pay the Parish Pump subscription in future.</p> <p><u>Matters arising from the minutes of the Meeting held on 31st Oct.</u> Richard Parker noted that it was not yet possible for St Michael’s to produce a costed list of works.</p> <p>Rev Honey explained that Adrian had resigned as St Michael’s treasurer and as PCC treasurer. He noted that someone had expressed an interest in being St Michael’s treasurer but that we were still to identify a PCC treasurer whose role is mainly to prepare aggregated accounts for the AGM – though much of the work for this is done by the independent examiner of accounts. We noted that, ideally, the PCC treasurer would be someone other than the St David’s and St Michael’s treasurers. Richard Barnes argued that we needed to discuss a job description for our PCC treasurer as our situation doesn’t fit the standard job description.</p> <p>Sarah Black reminded us that the role of PCC treasurer has formal requirements. Dave Allin explained that until an appointment is made these responsibilities rest with the Wardens.</p> <p>The meeting asked the secretary to write to Adrian to express our thanks for his work as treasurer and for bringing the issues debated at the meeting on 31/10 to the attention of the PCC.</p> <p>Dave explained that the priority is to sort out accounts for each church for this year so that the independent examiner can produce the parish accounts in time.</p> <p>Tom noted that Adrian has offered, with great good grace, to support the new volunteer for the St Michael’s role.</p>	<p>Secretary</p> <p>Bill Pattinson</p> <p>Rev Durrant</p> <p>Secretary</p>

	<p>We discussed the need to ensure that mission is high on our agenda in the new year so that we maintain a balance between consideration of buildings and consideration of mission. Richard Barnes felt that was important for us to move on from the divisions which were highlighted by concern over buildings. However, Richard Parker noted that revising buildings can greatly enhance mission. Emma White emphasized that both are important and that balance is essential so that we do not become slaves to concerns about maintenance.</p>	
<p>6.</p>	<p>Finance Reports and overview of accounts as we approach the year end</p> <p>Dave spoke to the written report on <u>St David's finances</u> that was tabled and is attached. A key feature is that, having paid our parish share in full, 'we will be close to breaking even'. However the parish share was increasing next year by roughly 6%. Richard Barnes argued that the extent of this increase is beyond reason. We noted that this should be raised at Synod. Certainly Synod should consider the kinds of services it provides for parishes so that the greatest value is achieved for the payments parishes make. Sarah Black was concerned that our regular giving plus the associated gift aid just matches the parish share so we need a new emphasis on stewardship. Tom explained that we intended to do that in the summer of 2016 when we thought the transformation project would be finished. We certainly need to have a push in the new year.</p> <p>Stephanie Aplin asked that the word 'our' be deleted from the third line of the 'income' section of the St David's Finance report. This was accepted and has been changed in the attached version of the report.</p> <p>No finance report was presented for <u>St Michael's</u>. Richard Barnes reported that all the bills were paid but St Michael's is some £15000 in default of its parish share payment at the moment. He noted that this was usually covered by legacies but, like St David's, St Michael's needs to make a push to raise more income. Rev Durrant will preach about stewardship shortly.</p> <p>Sarah Black felt that we really do need figures from St Michael's to support our discussions. Tom noted that this is usually the case. Although the lack of a report was understandable in the circumstances, we need to return to discussion of St Michael's finances early in the new year.</p> <p>Dave reminded us that the PCC had agreed that we would pay our parish share 3 years ago and that this was particularly important at the moment as, if we are in default, it will take a very long time for a new vicar to be appointed. Richard Parker reiterated that we really do need the figures.</p>	
<p>7.</p>	<p>Fabric Report from St David's</p> <p>Dave provided a detailed written report which is attached. Some key points:</p> <p>The project has been delayed but is now moving forward and the main underpinning is nearing completion. Some external stonework repairs are essential but may now be delayed until the Spring.</p> <p>We cut the roof work from the specification as there are no funds for this. We hope to apply for a roof grant once the main project is complete.</p> <p>John Wakely has completed much of the joinery for the kitchen. Roger</p>	

	<p>Beer has given a lot of support to John and the meeting expressed its thanks to Roger.</p> <p>The heating tender has been delayed by retirement of the quantity surveyor but is now under way.</p> <p>The North side path design has been agreed. It gives proper disabled access, will be properly lit, and drops the path below the DPC to reduce water ingress to the building. The South side path will be improved to reduce water intrusion when funds are available.</p> <p>Rev Durrant asked Dave to remind the builders to provide the necessary plumbing for the font.</p> <p>In relation to general maintenance, Dave reported that work was underway to examine woodworm holes in the bell frame, replace slipped tiles, carry out PAT testing (thanks to Paul Adams for doing this), solve a leak in the gas supply to the wall heaters on the South side and examine a water leak above the vestry. The blocked toilet has been repaired.</p>	
8.	<p>Fabric Report from St Michael's</p> <p>Richard Parker gave a detailed report. Some key points:</p> <p>The rainwater goods project was now almost complete: downpipes had been replaced, serviced and improved. St Michael's survived the recent storm with only very limited water penetration so the project has worked – and ahs come in under budget. We have received the second installment of cash from the funding agency which was satisfied with the reports produced.</p> <p>There was still water getting in near the tower and sacristy. Repair of the tower louvres could be a very cost effective way of dealing with this and making the church watertight.</p> <p>Richard Parker proposed that we support St Michael's in appealing to the grant body to investigate the need for repair to the louvres. Richard Barnes seconded. The meeting approved the proposal unanimously.</p> <p>Richard Barnes reported that a £3k grant had been received from Exeter Historic Buildings Trust. The PCC recorded its thanks to EHBT.</p>	
9.	<p>Safeguarding Report</p> <p>Mary Kirkland provided a written report which is attached</p> <p>The issue of photos was discussed. We noted that there was a sign which stated that photos would be taken and that people could opt out if they wished. Rev Durrant wondered if this was sufficiently visible. Sue Holden suggested we should put a note to this effect on the newsletter/weekly service sheet. Sam Wellbelove suggested we should get routine consent from families that attend junior church. Avril Pattinson suggested that we ask organisers of events to make clear that photos may be taken. Sue Holden said that she was happy to be named on any such information so that people can opt out if they wish.</p> <p>We agreed to copy the notice that is produced for the St David's newsletter/service sheet to Tony Pugh for St Michael's to use</p>	<p>Rev Durrant to put a notice re photos in the weekly service sheet. Mary Kirkland to follow up on other actions</p>

10.	<p>Health and Safety Report</p> <p>Emma White asked about our lone working policy which is particularly relevant to Mary. Emma was assured that Mary has a personal alarm. She did fall on the steps recently and will be reminded to wear the alarm. Dave will check the lighting on the steps. Sarah Black suggested that Mary be asked to ring in when she gets home to reassure us that she is OK. Dave and Tom will follow up</p>	Dave Allin and Rev Honey to follow up on these actions
11.	<p>Insurance matters</p> <ul style="list-style-type: none"> • To consider personal liability insurance for members of the PCC Dave will explore the position and resent information to the next PCC meeting • To consider a response to our insurer's information about the limits of cover for a major loss of St Michael's building Ecclesiastical have written to alert us to the view that our current level of insurance for St Michael's would pay out less than the cost of site clearance in the event of a major failing of the building. Emma also raised the question of the adequacy of our cover of damage done to neighbouring property. We agreed that we have to find the costs for different levels of cover and should ask Adrian Hewitt whether he wishes to do this or to ask the PCC to get someone else to do it. Rev Honey will contact Adrian 	<p>Dave Allin to follow up on personal liability insurance</p> <p>Rev Honey</p>
12.	<p>Schedule of Future Meetings</p> <ul style="list-style-type: none"> • To agree the dates for PCC, DCC and St David's committee meetings for the coming year <p>We agreed to meet: Thursday 12th January at St David's at 7.30 Thursday 16th March at St David's at 7.30 Wednesday 26th April for the APCM at St Michael's at 7.30</p> <ul style="list-style-type: none"> • Meeting with the Archdeacon We noted that Archdeacon Christopher Futcher will meet with members of the PCC, DCC and St David's Committee at St David's Church on Tuesday 20th December 7.30pm. He will outline procedures for the interregnum and for the appointment of a new vicar. We will have an opportunity to discuss any points with the Archdeacon. 	
13.	<p>Further planning for the future</p> <p>After the meeting with the Archdeacon, at the January meeting of the PCC, we need to list the things that need to be done to support the new appointment.</p> <p>We must reconsider our Parish Profile. Keith will circulate copies of the current profile to PCC members. Richard Barnes will send this on to DCC members. Mary Kirkland will send it on to St David's Committee. We noted that the Parish Profile is separate from the Mission action Plan but should reflect that. Rev Durrant reminded the meeting that Resolutions in the current profile do not apply any more. We need to consider how we respond as an overall parish.</p> <p>We considered establishing a working party to draft a new profile. Emma and Bill would be pleased to serve. Others are invited to express an interest should they wish to do so.</p>	<p>Secretary, Richard Barnes and Mary Kirkland to act</p> <p>All PCC members</p>

14.	<p>Any Other Business</p> <p>Keith Postlethwaite described correspondence from the Diocese asking for information about food-related activities. We identified the St David's Soup Kitchen, St Michael's food bank collecting point, Messy Church – which provides food for the children, a monthly home produce stall and involvement in the food surplus rescue scheme.</p>	Secretary will report these to the Diocese
15.	<p>Confidentiality</p> <p>To agree any items (including those from the meetings considered in Item 4) that should not be contained in the public record</p> <p>The meeting did not consider this item, which we will need to return to at our first meeting in the new year.</p>	
	<p>Rev Honey thanked everyone for attending and welcomed Sue as a new PCC member.</p> <p>We expressed our sincere thanks to Tom for his ministry and for chairing the PCC for many years.</p> <p>The meeting closed at 21.34</p>	
	Closing Prayer	

Notes:

I received Simon's apologies before the meeting but did not read them until afterwards. They were therefore not presented to the meeting.