

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

A meeting of the PCC for the parish of St David with St Michael and All Angels Exeter was held at St David's Church on Wednesday 17th May 2017 at 7.30pm.

Present:		
Emma White	Rev Christopher Durrant	Richard Barnes
Sam Wellbelove	Jonathan Johns	Stephanie Aplin
Sue Wilson	Hilary Francis	Elizabeth Hughes
Sue Holden	Dave Allin (chair)	Richard Parker
Bill Pattinson	Keith Postlethwaite	Chris Heaven
Roger Beer	Clive Wilson	Barbara Allin
Helena Walker	Paula Lewis	Lis Heaven
Amy Down	Simon Harrison	Charlotte Townsend
Adrian Hewitt	Lizzy Hewitt	
Christine Smith (observer)		

DRAFT Minutes

The meeting began with prayers		
1.	Apologies for absence Richard Johnson	
2.	Declarations of interest None were recorded	
3.	Minutes of the Meeting on 16th March 2017 Bill Pattinson proposed, and Charlotte Townsend seconded, that the minutes of the PCC meeting on 16 th March, and the minutes of the Section 12 meeting on 29 th March be accepted. This was agreed nem con.	
4.	Matters Arising from the Minutes of the PCC meeting on 16th March There was one matter arising which related to the plans for a Garden of Remembrance at each of our churches. A suitable location had been identified at St David's and the Diocese informed; at St Michael's a garden area to the East of the church had been identified. Chris Heaven will send a photo to Dave Allin	Chris Heaven to send a photo to Dave Allin
5.	Filling of casual vacancies for the PCC following the APCM. Also to note new membership of DCC Helena asked how people were invited to fill these vacancies. Chris explained that the APCM is the place for people to volunteer; afterwards the PCC seeks to fill any remaining vacancies (called casual vacancies at this stage). Dave added that the churchwardens will try in future to ensure that people are encouraged to reflect on whether to offer themselves for election to the PCC some months in advance of the APCM. Keith reported that Richard Johnson (proposed: Nigel Walsh; seconded Alan Baker), Sue Wilson (proposed: Mary Quest; seconded Hilary Todd) and Clive Wilson (proposed: Mary Quest; seconded Hilary Todd) were standing for the three available places to be filled from St David's. There were no further nominations. Richard, Sue and Clive were elected nem con. Keith will circulate the PCC with a full list of members, including those elected to serve on Deanery Synod (see Item 9).	Keith will circulate the PCC with a membership list
6.	Appointment of the secretary Dave reported that Keith Postlethwaite was willing to serve again for 2017. The meeting agreed nem con	See note 1

7.	<p>Appointment of the lay vice chair</p> <p>Dave Allin agreed to serve as lay vice chair for 2017. The meeting agreed nem con</p>	See note 2
8.	<p>Appointment of Electoral Roll Officer</p> <p>Dave reported that Sue Wilson had agreed to serve as electoral roll officer. The meeting agreed nem con. Sue reported that Philippa Keitch had been very helpful at St Michael's but was not able to continue. Sue thanked Lis Heaven for agreeing to take on this role.</p>	See note 3
9.	<p>Filling of casual vacancies for the Deanery Synod after the APCM</p> <p>Keith explained that the parish is entitled to 5 representatives. One of these must come from St Michael's. Richard Barnes and Lizzy Hewitt had been elected to Deanery Synod at the APCM so the required St Michael's place had been filled. There were therefore 3 places to fill from either church. There were four nominations:</p> <p style="padding-left: 40px;">Charlotte Townsend (proposed Keith Postlethwaite; seconded Dave Allin) Nigel Browne (proposed Stephanie Aplin, seconded Graham Keitch) Amy Down (proposed Graham Keitch, seconded Richard Parker) Simon Harrison (proposed Bill Pattinson, seconded Dave Allin)</p> <p>Ballot papers were distributed and members were invited to place a cross against up to three names. Papers were collected and counted by Rev Durrant. Charlotte and Simon were elected; Nigel and Amy received identical numbers of votes. In this situation the Chair has a casting vote. Dave cast this vote for Amy who was duly elected.</p>	
10.	<p>Appointment of St. David's and St Michael's treasurers as co-opted PCC members</p> <p>Dave reported that Paula and Barbara (St Michael's and St David's treasurers respectively) were not elected or ex officio members of the PCC. It had been suggested that they should be members. The meeting agreed unanimously to co-opt Paula and Barbara.</p>	
11.	<p>Appointment of Parish treasurer</p> <p>Dave explained that we do not currently have a parish treasurer and that the role therefore falls to the churchwardens. Jonathan Johns has offered to take this role. The meeting unanimously agreed and co-opted Jonathan to the PCC.</p> <p>We noted a) that using all our opportunities to co-opt to place our treasurers on the PCC was not a good long-term situation and that alternative solutions should be explored; b) that the role of parish treasurer is slightly unusual consisting mainly of coordinating the work of the two church treasurers and pre-paring the annual accounts for our auditor.</p>	See Note 4
12.	<p>Collection of data from PCC members</p> <p>Keith explained that we need to maintain a database of PCC members to enable us to demonstrate that we meet some key aspects of the Church safeguarding policy and of the Charity Commission rules, and to allow us to make our annual return to the Charity Commission which requires us to provide data such as dates of birth, addresses and telephone numbers for each PCC member. He distributed a form which will capture the necessary data and asked members to complete it and post it to him at 12 Highcroft Exeter EX4 4JQ, or to scan it and email it to him at k.c.postlethwaite@exeter.ac.uk. He assured the meeting that data would be stored securely</p>	
13.	<p>Responses to questions raised at the APCM</p> <p>Dave introduced a paper that provided answers to financial questions raised at the APCM. Reporting them to this PCC meeting enables the issues to be addressed much more quickly than would be case had we to wait until the minutes of the APCM were presented to the next APCM.</p>	See Note 5

	<p>Some members clearly still had concerns over the issue of the use of funds from the sale of the property in Wreford's Close. A further issue was that an extraordinary meeting had been requested to discuss this, but instead an additional meeting had been held. Dave explained that the original request had not followed the process required to request an extraordinary meeting. For example the request, which must be made by more than 1/3 of the lay members of the PCC, had been made to the vicar and not to the Archdeacon as required. Dave further explained that this request must come from a group of individual members and not from the PCC as a body. Keith felt that this issue was making it difficult for the PCC to focus on vital aspects of our mission as a parish, and that an extraordinary meeting may indeed be necessary to enable us to move forward. Therefore, even members who fully support the past decisions of the PCC might wish to be included in any group petitioning the Archdeacon. Dave noted that although no one wishes to try to prevent such a request from being made, it is for the Archdeacon to decide whether or not to agree to the request.</p>	
14.	<p>Finance Report from St David's</p> <p>Barbara summarised her written report concluding that, after full payment of the parish share, the church is currently losing some £650 per month. In response, a stewardship campaign has been planned for June, we are attempting to increase income from the use of the building, and we are committed to raising further funds for the remaining parts of the transformation project so that these costs do not need to be met from the normal budget.</p> <p>In answer to a question, Barbara made clear that income identified as soup evening income, is income for the soup kitchen.</p> <p>We noted that there were reserves that could be used to cover the losses (though in some cases this is subject to agreement from the relevant trustees).</p> <p>Jonathan argued that it was important for both churches to raise enough income in the year to meet expenses. It is to this that our energy and time should be directed.</p>	
15.	<p>Finance Report from St Michael's</p> <p>Paula had not been able to prepare a written report as emails about the agenda had been sent to an out-dated address. Keith apologised and updated his records.</p> <p>Paula explained that the situation was reported to a recent DCC meeting. The key points from that report were:</p> <ul style="list-style-type: none"> “Balance on 1st March 4,695.20 Total Paid in 9,859.99 Total Paid out 2,155.81 Balance 31st March 12,399.39 <p>£7880.00 came in which was reclaimed VAT.</p> <p>The choir fund has received £267 – which was the proceeds from the 2015 Meade Summer BBQ that had not been received until now. It was written on the Choir accounts as unpaid, which went unnoticed, I followed it up and it is now banked. Erika has received her stipend.</p> <p>Looking briefly at the situation of the bank account in April. I believe we have received all the money back from the VAT on the Gutter Project.</p> <p>This brings the balance of the account to £25,479.79 which is a little over the amount that John Thurmer gifted to the Church.</p> <p>St M has only been able to pay bills over the last 6 months or</p>	

	<p>more because of the John Thurmer bequest. Without that generous gift the balance of the account would be £479.79, and would not have been sufficient to keep paying our bills.</p> <p>It is unlikely that St Michael's will raise enough additional funding in the immediate future to cover the running costs. Therefore the DCC agreed we would seek formal approval to wind up the Dinham Road Garage and Haldon Road Trusts to cover Church Running costs.</p> <p>A decision was taken at a previous DCC meeting that the John Thurmer bequest would be used to redecorate the Church. That would need to be put on hold indefinitely and change that decision. We need to use the John Thurmer bequest to pay our Parish Share and running costs to be able to continue.</p> <p>So the enquiries to wind up the Trust from the sale of the Garage in Dinham Road and 21 Haldon Road:</p> <p>We can wind up trust for garage in Dinham Road fairly easily as it is a smaller amount: £3,066.26</p> <p>Enquiries are on going with the Solicitor at the Diocesan offices to find out whether Haldon Road is a permanent endowment or not. The answer will be a few more weeks.</p> <p>If we wind up both Trusts we will realise £15,721.41 (based on statement 31/12/15); if we realise only the Dinham Road Garage the amount would be £3066.26"</p> <p>After discussion it was noted: that the trust bonds were low returning; that Paula will explain the details of the trusts to Jonathan. Paula confirmed her statement in the report that St Michael's was unlikely to cover the deficit in the immediate future by additional fundraising. Paula Lewis then proposed, and Adrian Hewitt seconded the motion that "immediate action be taken to wind up the lower value trust and that discussion will continue on whether to action the closure of the larger trust."</p> <p>The meeting agreed this motion nem com.</p>	<p>Paula to coordinate the next steps as noted here</p>
16.	<p>Transformation and Fabric Report from St David's Dave introduced his detailed written report, which was accepted by the meeting.</p>	
17.	<p>Fabric Report from St Michael's Richard Parker gave a verbal report to the meeting. Smart meters had revealed that the halogen bulbs used at St Michael's cost 4p/hr to run. They need to be replaced with LED lighting. Dave confirmed that the payback period for this change is likely to be short. The meeting agreed that this be investigated. Richard confirmed that smart paint had been applied to the rainwater goods. After seeking permission to raise a question, Christine Smith asked about the plans to redecorate St Michael's. We noted that there were no funds to do this at present but Richard suggested that, following very successful trial cleaning of a small area of the chancel, individuals might be invited to contribute to the cleaning of small areas so that people have ownership of the cleaning task. The meeting welcomed this suggestion. Richard noted that £600 was needed to complete the organ project with the lowest octave of the contra-trombone stop.</p>	<p>Richard Parker to continue investigation of LED lighting and the possibility of individuals paying for the cleaning of small areas of the chancel.</p>

18.	<p>St. David's community big bash</p> <p>Sue explained that this will be a St David's area event combining activities at the Community Centre, St David's School, St Michael's church and St David's church.</p> <p>Both churches are involved in publicising the event: all publicity such as posters will have links to activities in all four locations. Both churches will be open and it is hoped that people will circulate around the different venues. St David's activities will include talks, refreshments, prayer time, Bible Group time, information about the Soup Kitchen and organ tours; St Michael's will include information about the peregrines and a book sale. There will be a 'Big Service' at 5.00pm. The two choirs will join together. Nigel Walsh will liaise with Erika Borley. Erika has already established that there will be a viable group of choristers from St Michael's. The original plan to include children from St David's School in the choral activities will not now happen.</p>	
19.	<p>The vacancy</p> <p>We have 5 applications. Shortlisting will be on Wednesday 24th May with interviews on 7th June. On 6th June, shortlisted candidates will be shown around the parish. This is our opportunity to 'sell' the parish to them, rather than to interview them. Emma and Stephanie will not be involved on 6th.</p> <p>Shortlisting will be based on the quality of the applications. There will be discussion with the Archdeacon about the number to be shortlisted</p>	
20.	<p>Safeguarding Report</p> <p>Including updated requirements from the diocese for training and formal confirmation that the PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016</p> <p>The data collection form (see Item 12 above) enables the PCC to monitor progress on these requirements and requires PCC members to confirm that they are not disqualified from serving either under the Charity Commission rules or under the terms of Section 5 of the Safeguarding and Clergy Discipline Measure 2016. We noted that the PCC has complied with the duty under Section 5 and formally confirmed that the PCC had adopted the Diocese safeguarding policy.</p>	
21.	<p>Parish Administration</p> <p>Rev Durrant introduced the discussion paper which he had drafted. He noted that it is expected that we will have an administrator; that we can scope the role – the discussion paper is comprehensive and we can tailor it to our needs; an administrator will free up the clergy to focus on their pastoral role. Coordination provided by an administrator will enable parishioners to offer skills when they can and to withdraw when they need to. We cannot make this a paid role at the moment, but should aim to do this.</p> <p>Stephanie asked if the diocese has anyone who can 'fly in' to a wide range of churches to provide guidance. Rev Durrant has already explored this. There will be a local hub to which people can be sent to learn new roles.</p> <p>We considered where an administrator might be based. This could possibly be the vestry, choir vestry or meeting room at St David's; there is nowhere secure at St Michael's. We used to use the vicarage, but this would no longer be acceptable. We agreed that we do want to move forward on this issue.</p> <p>Adrian felt that we should wait for the new incumbent.</p> <p>Rev Durrant argued that the administrator was a parish role and not just a PA to the vicar. He felt we should continue to develop the role description, but then wait for the incumbent before taking further steps. Barbara suggested that the role could develop from the 'use of talents' idea in the stewardship initiative.</p>	See Note 6

	<p>Richard Barnes reminded the meeting that St Michael's has internet access that would be useful for an administrator. He felt that it could be difficult if, across the diocese, some administrators were paid but others were not. Perhaps the clergy should take this issue to Deanery Synod. Jonathan felt that the discussion paper was a good start. We should formalise it as if it were a paid post, but not make it paid. It is not unreasonable to advertise it as a full time voluntary post.</p> <p>Simon thought it was very positive that it gets agreed that we are working on this now, before the interview for the new incumbent. He felt it was important to produce a role description and not a job description, as the latter cannot be unpaid.</p> <p>Adrian cautioned that employing someone is a big step for the PCC. Stephanie asked if we might have an administration team rather than one person. The Churchwardens will take this forward.</p>	
22.	<p>Lone worker policy</p> <p>Dave Asked if we were comfortable taking this policy forward for both churches. The concept was welcomed by the meeting. Stephanie offered to edit the prose and Helena said that she did this work professionally and is happy to help. We agreed to check the text with those who work alone in our churches. Simon added this was indeed very welcome as many curates feel unsupported when working alone in church.</p>	See Note 7
23.	<p>Health and Safety Report</p> <p>We noted that Adrian was no longer the Health and Safety representative. St Michael's DCC and St David's committee will both consider the issue.</p> <p>There has been one fall but no injuries at St David's. There has been an issue at St Michael's involving ambulance attendance.</p>	St David's Committee St Michael's DCC
24.	<p>Setting the dates of meetings for 2017/18</p> <p>We agreed to rotate the days on which meeting would be held. We considered whether to return to the idea of holding Eucharist before the PCC meetings. Rev Durrant explained that tis had been dropped as low attendance meant that several people began the PCC meeting without any moment of prayer. We agreed to return to this issue and also agreed that we should meet at 7.00 either for a service or for the start of the meeting.</p> <p>We agreed that Keith would set a date for the next meeting and that the Chapel Wardens and Church Wardens would agree dates for the rest of the year in early November, January and March</p>	Keith; Church and Chapel Wardens
25.	<p>Any Other Business</p> <p>Amy informed the meeting that, after a meeting with the headteacher at St David's School, she had taken the role of Foundation Governor. The meeting thanked her for taking on this responsibility.</p> <p>Keith reported correspondence</p> <ul style="list-style-type: none"> i) from RNIB offering audio support for people to access church documents and it was noted that Ivybridge RNIB was very helpful in this respect; ii) from +Robert inviting the parish to provide at least two PCC members to 'Encouraging Generosity' on Sat 17th June at St Andrew's Cullompton. Adrian strongly recommended this event. Several people expressed interest. Any wishing to attend were asked to let the Church Wardens/Chapel Wardens know. <p>Richard reminded the meeting that the next Deanery Synod was on 6th June at St Mark's Pinhoe Road.</p> <p>The internment of Canon Thurmer's ashes will take place at St Mary's Steps at 12 noon on 1st June. The first Canon Thurmer memorial lecture will be given by Bruce Coleman at St Michael's on 1st June at 7.45. The</p>	All interested in the "Encouraging Generosity" meeting

	subject will be the Oxford Movement.	
26.	Confidentiality No confidential items were identified.	
The meeting closed with prayer at 9.12		

Notes:

- 1 – Keith Postlethwaite has agreed to continue
- 2 – David Allin has agreed to continue
- 3 – Sue Wilson has agreed to continue
- 4 - Jonathan Johns has agreed to take on the role
- 5 – A paper will be circulated before the meeting
- 6 – A paper for opinion of the PCC and discussion of next steps
- 7 – A background paper on the issues around this matter and a draft paper for PCC opinion. If we support the approach it will be discussed with all affected and returned to the PCC with comments at the next meeting for decision.
- 8 - For guidance, the dates for 2016/17 were:

PCC

Wednesday 13th July 2016,
Wednesday 9th November 2016
Wednesday 11th January 2017
Wednesday 15th March 2017

APCM

Wednesday 26th April 2017

We should take care to avoid choir practice, soup evening, bell ringing practice, and lecture dates if possible.