

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 8th NOV 2017 at 7.00pm.

Present:	Dave Allin (Chair)	Keith Postlethwaite
Elizabeth Hughes	Paula Lewis	Sam Wellbelove
Rev Christopher Durrant	George Hexter	Bill Pattinson
Roger Beer	Charlotte Townsend	Stephanie Aplin
Emma White	Richard Barnes	Jonathan Johns
Barbara Allin	Sue Wilson	Clive Wilson
Ann Watts	Helena Walker	Richard Johnson
Richard Parker	Amy Down	Lizzy Hewitt

Approved Minutes

Rev Durrant opened the meeting with a reading and prayers		
1.	Apologies for Absence Sue Holden, Chris Heaven, Simon Harrison, Howard Friend.	
2.	Declarations of interest There were none.	
3.	<p><u>Draft Minutes of the June 2017 meeting</u> Item 7 6th para should read: "In response to questions from Richard (B), Stephanie and Amy, we confirmed that we would appoint a suitable applicant whether that was male or female, and that the position set out clearly in our Parish Profile (see attached) about women celebrating Mass at St Michael's, is supported by the diocese." We agreed that a copy of the Parish Profile should be attached to the June minutes so that there is no ambiguity about our position.</p> <p>Item 8/9a: Jeremy Crawford should read Jeremy Lawford Sue Wilson proposed and Dave Allin seconded that, subject to these changes being made, the minutes should be accepted. The meeting agreed nem con, with one abstention.</p> <p><u>Draft Minutes of the September emergency meeting</u> Item 8 1st para: the final sentence should read "The plate collection for the first six months of 2017 was £1556 compared to a total plate collection of £998 for the first</p>	Amended minutes attached

	<p>six months of 2016.’ Item 8 5th para: “Paul Lewis” should read “Paula Lewis” We agreed that subject to these changes being made, the minutes should be accepted.</p>	
<p>4.</p>	<p>Matters Arising from the Minutes <u>Matters arising from Minutes of the June 2017 meeting</u> Governance – circumstances had overtaken us in relation to the proposed paper on governance so this had not been circulated. We noted that a paper should be circulated before discussion at the next meeting.</p> <p><u>Matters arising from Minutes of the September emergency meeting</u> We noted that some issues (eg related to safeguarding) had been redacted from the minutes. While this was understandable, we were concerned that members of the PCC who had been unable to attend had no information about these elements of the discussion. Dave agreed to take advice from the Diocese about how to handle such issues.</p> <p>Various other matters were discussed which related to the ongoing investigation notified in a previous treasurer’s report. Once it is complete, the report on the investigation will be presented to, and discussed by, the PCC. The discussions in the current meeting are therefore not reported here, but assurances were given that any information provided will be taken into account in the report. The necessity to recreate records and, in some instances to correct the accounts, had led to a delay in presenting the 2016 accounts to the Charity Commission. We were now beyond the normal filing date.</p> <p>One issue under investigation involved payments made to trustees. Richard Barnes said that St Michael’s DCC had approved the expenditure to the trustees. Jonathan said that he had not found any approvals or declarations of interest in the records. If there are approvals recorded in DCC minutes we need to be referred to these minutes. If there is no formal record, we need a retrospective account of that approval and an explanation of why it was not recorded. Jonathan noted that the PCC had allowed the DCC to take de facto powers that were not appropriate. This situation needed to be reviewed.</p>	<p>Wardens: to circulate a draft paper on governance</p> <p>Dave Allin: to contact the Diocese</p> <p>Action needed</p>

	<p>Stephanie asked when DCC was formally constituted. Dave replied that it was formally constituted in 2012, agreed by the Bishop and agreed by the PCC.</p>																	
5.	<p>Confidentiality Nothing in the Minutes of June or September was identified as confidential.</p>																	
6.	<p>The vacancy We were delighted to record formally that Rev Nigel Guthrie had been appointed and that his induction was to take place on 16th Jan 2018.</p>																	
7.	<p>Finance Report from St David's Barbara spoke to the report circulated prior to the meeting. Giving was stable at about £4k per month. We are currently making a loss in this period but this is largely because the cost of the organ repairs had been met from the cash book. If we were to use the organ fund to meet these costs we would be in balance. Clive asked about the numbers involved in regular giving. Barbara said this was approximately 45. There had been no obvious change following the recent campaign.</p>																	
8.	<p>Finance Report from St Michael's</p> <p>1) Paula outlined the current situation:</p> <table style="margin-left: 40px;"> <tr> <td>Balance at 31st Oct</td> <td>£38,513.51</td> </tr> <tr> <td>Receipts in Oct</td> <td>£3,066.71</td> </tr> <tr> <td>Payments in Oct</td> <td>£806.57</td> </tr> </table> <p>January 2017 to end Oct 2017</p> <table style="margin-left: 40px;"> <tr> <td>Total receipts</td> <td>£27,225.55</td> </tr> <tr> <td>Total payments</td> <td>£25,791.65</td> </tr> <tr> <td>Giving</td> <td>£14,501.34</td> </tr> </table> <p>No gift aid has been reclaimed other than that related to the planned giving scheme.</p> <table style="margin-left: 40px;"> <tr> <td>Fundraising to date has achieved</td> <td>£5,225.28</td> </tr> <tr> <td>Interest from investments</td> <td>£3,759.45</td> </tr> </table> <p>Please note the Parish Share has not yet been paid.</p> <p>2) The need for a new gas meter Paula reported that St M needs a new gas meter to upgrade from a U6 to a U16 due to pressure problems. As a temporary solution, currently only 1 boiler is working. St M's has a quote from SMS to:</p>	Balance at 31st Oct	£38,513.51	Receipts in Oct	£3,066.71	Payments in Oct	£806.57	Total receipts	£27,225.55	Total payments	£25,791.65	Giving	£14,501.34	Fundraising to date has achieved	£5,225.28	Interest from investments	£3,759.45	
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<ul style="list-style-type: none"> • remove existing Low Pressure U6 gas meter, • supply and install a new LP U 16 gas meter in a new position. <p>Cost of all excavation and re-instatement is £1335.38 ex VAT and will take 5 days.</p> <p>The remaining work that SMS do not undertake is to:</p> <ul style="list-style-type: none"> • disconnect pipe work from existing meter and purge, • supply and fix new copper pipe from new U 16 meter to the plant room, • connect to existing boiler, • earth the pipe, • provide a certificate. <p>Paula anticipates the cost of this further work to be under £2000 based on a quote already received, and is currently waiting for a re-quote from Mr Guppy to compare with the Sprague and Ouseley quote.</p> <p>We need to upgrade the gas system to comply with a safety notice issued by the supplier. Quotes were in progress and authority was sought to spend up to £1335.38 plus VAT for a new meter and up to £2000 for the remainder of the work. The treasurer stated that as safety was involved, the matter was not discretionary. Richard Parker proposed that this work be done; Amy seconded. The meeting agreed, nem con, with one abstention.</p> <p>With regard to the payment of St Michael’s parish share we noted that until the accounts are complete we do not know the extent of the funds available to pay the parish share. Once this is done, we will pay. We may realize some assets to do this.</p> <p>We noted that we need to have the corrected accounts complete and then to hold a PCC and APCM to approve them formally.</p> <p>We noted that there were issues about the cost of running the St Michael’s heating system. Paula has a document about its effective use. This will be considered.</p>	<p>Paula and Richard P to take this forward</p> <p>Action needed</p> <p>Action needed</p>
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	<p>Stephanie suggested that it would be helpful to cover the thermostat to prevent unwise adjustments being made.</p> <p>St Michael's may be due a refund of some VAT and a refund related to an over-charge. The gas supplier will tell Paula the amounts involved on 17th Nov . This problem became evident during the reconstruction of the accounts.</p>	<p>Paula to inform the PCC of the outcome in the next St M finance report</p>
<p>9.</p>	<p>Fabric Report from St David's</p> <p>Dave Allin spoke to his paper circulated in advance of the meeting. In brief, the building is now secure and the heating is on, though some problems remain with the control of the main heating and under-floor heating systems.</p> <p>Annex 1 of the paper gives details of outstanding issues which are being raised with the contractor. Details of these issues will be needed if we choose not to pay some of the currently retained costs.</p> <p>We discussed the issue of cracking in the asphalt used on parts of the roof. Richard (P) asked if we should use something better and pointed out that asphalt had not been part of the original building plan. Dave replied that we have permission to use the Kemper system which has the advantage that it is applied over the asphalt.</p> <p>Sue Wilson asked about bike racks. Dave assured her that these were included in the budget but we need to negotiate over the process of fitting them. He also noted that there were enough funds in the budget to deal with the external lighting.</p> <p>Helena thought that there was some uncertainty about funds to finish the kitchen and suggested that we ask parishioners to contribute.</p> <p>Roger was concerned about the quality of the grass near the west end of the church. Dave said that discussions over this were already in hand.</p>	
<p>10.</p>	<p>Fabric Report from St Michael's</p> <p>Richard (P) reported that damage from the burglary had</p>	

	<p>been repaired. Stained glass had been repaired and the cupboard mended. The electrical system needs to be checked. A second quote will be obtained.</p> <p>Richard suggested that a list be posted to invite people to pay for small items.</p> <p>We need to get a certificate for the electrical work done on the organ. The original fitter may be too ill to sign this off, but Richard will try again.</p> <p>Mr Trenchard will issue a certificate for his work.</p>	
11.	<p>Safeguarding Report</p> <p>Keith read out Mary Kirkland's report and reminded people of the need to complete C0 training. To date 6 people had reported that they had done so. Some others had related experience from their professional backgrounds but we felt that completion of the Church of England training was necessary to fulfill our church-related responsibilities.</p>	<p>All members of the PCC to complete C0 training and inform the secretary.</p>
12.	<p>Health and Safety Report</p> <p>Both churches need to appoint Health and Safety officers</p>	
13.	<p>Any Other Business</p> <p>Approval of local fees</p> <p>Dave tabled a list of fees charged for events such as weddings at St David's. Jonathan preferred the same fees to be charged at both churches. It was not clear whether heating could be included in these local fees. Stephanie will send Dave costs for the provision of flowers. Amy asked that travelling expenses be included for organists – especially at the moment as St Michael's is having to rely on organists who may have to travel quite large distances. We noted that higher fees were reasonable if the event was to be videoed or otherwise recorded. Rev Durrant said that organists do not charge for paying at school services. He argued that it was reasonable for a charge to be made for funerals as this was the case at the crematorium. The discussion highlighted the fact that St Michael's may not have the necessary performing rights licence. This needs to be addressed urgently as such a licence is required for all performance whether or not it is recorded.</p> <p>The discussion highlighted the resignations of the organist and director of music at St Michael's. Richard P asked</p>	<p>Stephanie to send Dave flower costs</p> <p>Chapel wardens: to arrange a performing rights (CCLA?) licence</p>

<p>where we could discuss these resignations.</p> <p><u>Update to the arrangements for chalice assistants</u> Emma informed us of changes to the organization of chalice assistants which used to be signed off by the bishop but were now the responsibility of the PCC. The list of assistants is: St Michael's – Anthony Pugh, George Hexter, Richard Parker, Christopher Heaven, David Beadle St David's – Margaret Grimsey, Howard Friend, Ian Cartwright, Helen Hopwood, Alistair Macintosh, Shaun Smith, Bill Patinson, Helena Walker, Robert Mitchell, Hilary Elliott, Mollie Curry, Tony Woods, Ann Watts. It was proposed that these continue until 2020. The meeting agreed nem con, with three abstentions.</p> <p><u>Date of next meeting</u> As agreed, the next meeting will be on 4th Jan at St David's</p>	
<p>The meeting closed with a reading and prayer</p>	

NOTES

1) Matters arising from the minutes of the June meeting:

We did not address any follow up to the actions identified in Item 8/9a of the June Minutes or to the agreements about insurance cover. These will need to be addressed (or if already addressed, recorded) at the next meeting.

2) Matters arising from the minutes of the September emergency meeting:

In relation to this item we need to return to the minutes, and review specific actions.