

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

Minutes of the Meeting of the Parochial Church Council for the parish of St David with St Michael and All Angels Exeter held in St Michael's Church on 4<sup>th</sup> May 2016

<b>Attendance:</b>	Sue Holden	Roger Beer
	Lizzy Hewitt	Sam Wellbelove
	Avril Pattinson	Mary Kirkland
	Bill Pattinson	Hilary Todd
	Sarah Black	Fr Christopher Durrant
	David Allin	Rev Canon Tom Honey (Chair)
	Richard Barnes	Richard Parker
	Keith Postlethwaite	Adrian Hewitt

Prayers		Action
1.	<i>Welcome of new members</i> The vicar welcomed Sam Wellbelove as a new member of the PCC. He also welcomed Sue Holden who, as the person responsible for our use of social media, was attending for item 13	
2.	<i>Apologies for Absence</i> Emma White, Charlotte Townsend, Simon Harrison, Stephanie Aplin, Chris Heaven, Hilary Francis	
3.	<i>Declarations of interest</i> There were none	
4.	<i>Appointment of PCC Secretary</i> The vicar thanked Mary Kirkland for her past work as PCC secretary and for continuing as secretary to the St David's Committee and as Safeguarding Officer. He proposed Keith Postlethwaite as PCC secretary. This was seconded by Hilary Todd. The meeting approved the appointment.	
5.	<i>Appointment of PCC Treasurer</i> Sarah Black proposed Adrian Hewitt as PCC treasurer. This was seconded by Mary Kirkland. The meeting approved the appointment.	
6.	<i>Appointment of Vice Chair</i> The vicar proposed Dave Allin as vice chair of the PCC. This was seconded by Bill Pattinson. The meeting approved the appointment.	
7.	<i>Minutes of the Meeting on 8th March 2016</i> Dave Allin proposed that the minutes be accepted as an accurate record of the meeting. This was seconded by Sarah Black. The meeting approved the minutes.	Minutes attached

8.	<p><i>Matters Arising from the Minutes</i></p> <p>The issue of arrangements for parish administration arose from the minutes. It was agreed that this be held over until the next PCC meeting.</p>	
9.	<p><i>Finance Report from St David's</i></p> <p>The report from St David's treasurer (Barbara Allin) had previously been circulated by email. Dave Allin spoke to the paper at the meeting. The meeting noted that the flow of grant monies and of payments to builders etc related to the Transformation Project, were resulting in unusual monthly balances on the account. It is Barbara's view that, setting such cash flows to one side, the routine monthly income, together with substantial, but unpredictable, additional income from weddings, funerals, lettings etc, will match routine monthly expenditure in 2016. Careful control of any additional costs on the Transformation project will be important. It would be more comfortable if routine giving could be increased. The meeting judged that a campaign to increase such giving would be best timed to coincide with more definite progress on the Transformation Project.</p>	Report attached
10.	<p><i>Finance Report from St Michael's</i></p> <p>The St Michael's treasurer (Adrian Hewitt) reported that there was a balance of £10583 on the St Michael's current account. A £6000 contribution to the common share is due and some use of reserves is likely during the year. It was proposed by Dave Allin (seconded by Richard Parker) that decision on the administration of St Michael's reserves should be delegated to St Michael's DCC. The meeting agreed this proposal.</p> <p>There is a balance of £32730 on the St Michael's project account. Item 12 refers.</p> <p>As PCC treasurer Adrian informed the meeting that the sale of Wreford's Close was progressing and should be finalized in the near future.</p>	
11.	<p><i>Fabric Report from St David's</i></p> <p>The St David's fabric report had previously been circulated by email. Dave Allin spoke to the paper at the meeting, highlighting some key points. The Transformation Project is currently a month behind largely because of the unexpectedly bad state of the west end arches. The problem has been solved by steel bracing which is surprisingly unobtrusive. It needs to remain in place for some years while the building settles on to its new underpinning. It might then be possible to remove it – which is the DAC preferred option. A meeting with the contractors is imminent at which DA will press them on how they intend to catch up time.</p>	Report attached

12.	<p><i>Fabric Report from St Michael's</i></p> <p>Richard Parker explained that there was little to report as the repairs to the gutters, rainwater goods and part of the roof were scheduled to start on 1st August, after the peregrine falcon chicks had fledged. Negotiations with a neighbour continue over arrangements for access and the placement of scaffolding. The architects have agreed to attend and minute this meeting but would charge £450 for doing so. After a lengthy and careful discussion of the current position and of the potential implications for future work on the building, the meeting agreed that it was wise to proceed on this basis because of the usefulness of “independent” minutes. However, Richard would make clear to the architects that the church required advance notification of any similar additional costs as cost control of the project was essential.</p> <p>Richard Barnes explained that the previous HLF project is now officially completed and the final 10% installment of the grant had been received. A photograph album has been produced to document the project.</p>	
13.	<p><i>The future of New Leaves</i></p> <p>Tom led the meeting in discussing the future of the parish magazine and added comments from Emma White that she had sent in writing since she was unable to attend the meeting. Key points that were raised were:</p> <ul style="list-style-type: none"> <li>• the importance of integrating the parish magazine, website and social media presence. Consideration should be given to how the nature of these media should shape the content carried by each. While there could be useful overlap, there could also be distinctive features that match the different characteristics of the different readerships</li> <li>• where content is presented in more than one of these media a common text would ensure that factual information is consistent across our different forms of communication</li> <li>• the value of surveying the congregation to explore current use, possible audiences, and ideas for kinds of content that might be carried in the future</li> <li>• the need to decide on the physical form of the magazine. Colour would have visible impact, would make it more realistic to include photographs, and might appeal to more advertisers – but would increase costs if we needed to move away from use of the print room facilities at Exeter College. Perhaps a solution would be a predominantly black and white magazine with a ‘wrapper’ of colour pages either just</li> </ul>	Action: Tom Honey

	<p>inside the cover or in the centre.</p> <ul style="list-style-type: none"> <li>• The magazine could be made available in the churches as now, but also in public places and could be offered on a “50p recommended donation” basis</li> <li>• The magazine provides a monthly summary of our activity which is useful but could also include more locally focused articles, articles giving a church view on significant issues of the day, information about the diocese, more provocative personal views – perhaps in the form of a ‘soapbox column’. Perhaps it would be important to provide a balance of views on controversial issues.</li> <li>• We might seek copy from bodies like the YMCA and the prison, and from individuals about their own church lives. We might invite a “tweet of the month”.</li> <li>• We should have a regular schedule of submission dates so that individuals who are moved to write something can see when the next submission date is.</li> </ul> <p>We felt that a next step was the establishment of an editorial board which should begin by formulating policy on the magazine taking account of the above discussion and any other key points (eg from scrutiny of other magazines). We thought that, when making decisions about the inclusion or not of articles submitted for publication, the Editorial Board should refer any really difficult cases to the vicar who would have the final veto.</p> <p>Tom will begin discussions about establishing an editorial board</p>	
14.	<p><i>Safeguarding Report</i></p> <p>Mary Kirkland noted that the process for applying for DBS checks is lengthy, but is ongoing. Related papers are stored securely. She has met with some the congregation at St Michael’s to introduce herself. She is preparing papers to explain the safeguarding issues involved in helping at the soup evening, at toddlers group, and at Junior Church.</p>	Report attached
15.	<p><i>Health and Safety Report</i></p> <p>Adrian is completing the required forms for St Michael’s. Progress is being made on the issue of exit lighting signs. Some people have concerns about the safety of the rood, and it was agreed that a firm decision be taken soon about the actions (if any) that are needed.</p> <p>Richard Barnes suggested that we produce a checklist to guide those who may be responsible for opening up the church – especially for occasional lettings. This would cover issues such as which doors should be opened to provide</p>	

	sufficient exits. Dave Allin agreed that similar issues applied at St David's.	
16.	<p><i>Schedule of Future Meetings</i></p> <p>The following dates for meetings for the coming year were agreed</p> <p style="padding-left: 40px;">PCC</p> <p style="padding-left: 80px;">Wednesday 13<sup>th</sup> July 2016, Wednesday 9<sup>th</sup> November 2016 Wednesday 11<sup>th</sup> January 2017 Wednesday 15<sup>th</sup> March 2017</p> <p style="padding-left: 40px;">APCM</p> <p style="padding-left: 80px;">Wednesday 26<sup>th</sup> April 2017</p>	
17.	<p><i>Any Other Business</i></p> <p>After seeking the views of the choir at St Michael's, Tom Honey proposed that Erika Borley (currently Director of Music on a temporary basis) should be appointed as St Michael's official Director of Music. This was seconded by Lizzy Hewitt and agreed by the meeting.</p>	
18.	<p><i>Confidentiality</i></p> <p>No items were identified as confidential</p>	
Closing Prayer		

Keith Postlethwaite 16<sup>th</sup> May 2016  
PCC secretary