

PCC Meeting 2nd December 2015

Apologies:- Chris Heaven
Sarah Black
Bill Pattinson

Attendance:- Emma White George Hexter
Dave Allin Avril Pattinson
Stephanie Aplin Richard Barnes
Lizzy Hewitt Adrian Hewitt
Richard Parker
Mary Kirkland Tom Honey

Minutes of the meeting of 9th September 2015

Proposed by Dave Allin
Seconded by Emma White
Tom Honey signed the minutes.

Matters Arising

Health and Safety - There is a sample policy produced by Ecclesiastical Insurance, which our churches have adopted.

Formal checking and recording of activities such as checking fire extinguishers is required for accountability purposes.

Named people are needed soon because of the building works.

The evacuation drill needs to be practised.

The completed form F10 (Notification from the Health and Safety Executive) needs to be on the notice board.

We need to fill in a name at the next St. David's meeting.

We need to appoint a Health and Safety Officer. - delegation is needed to e.g. check the lights and arrange an annual check on appliances.

Risk Management

This is in hand -Dave Allin will report on this next time.

Safeguarding - a report was given by Mary Kirkland. Photos and contact details need to be on both boards at St. David's and St. Michael's.

A hard copy of the Safeguarding Policy needs to be available on the boards and website.

Finances - St. Michaels

See Report

A bequest of £25,000 is expected. The DCC will agree how best to use it.

Adrian reported that the government is allowing Gift Aid return on small gifts to the value of £20.00, backdated to 2013.

It also came to light that if we officially employ someone we are liable to arrange a pension for them.

It was agreed that the information for the APCM on April 20th. needs to be available early next year.

The APCM is due to be hosted at St. David's. Tom has confirmed that the work at St. David's church will not prevent the APCM being held there.

Tom expressed thanks to Adrian for his work and information shared.

St. David's - See separate report.

A gift of £25,000 has been received, to be used for maintenance only. It is believed that the church will be sustained in the future with lettings.

Fabric Report

St. Michael's - Water comes into the Lady Chapel and choir vestry when it rains.

Faculties have been granted for the notice board and roof repair.

Work cannot begin until the peregrine falcon chicks have fledged, which will set a start date in early August.

The scaffolding will need to go into the next door garden. **Tom will approach the owners for consent.**

The drain survey has been completed. Repairs are needed urgently.

There is hope of a grant from Exeter Historic Buildings Trust. The Free Masons will be approached too.

Richard Barnes will write to the Trust.

An application will be made to Viridor.

St. David's -

Gates are being galvanised and painted. They should be in place by the end of 2015.

The roof flood light has been repaired.

Only 2 bulbs are left for the nave lights.

An area of tiling in the nave by the North transept heaved 4". The tiles have successfully been matched.

Transformation Project

The faculty has been granted with no significant proviso. £297,000 grant has been agreed.

There is a Bridging Loan of £150,000 from the diocese which will be used only if required. This does not accrue interest if repaid within 6 months.

Wrefords Close is to be sold.

There will probably be a £2-3,000 grant from All Churches Trust, the charitable arm of Ecclesiastical Insurance.

We are hopeful for a large amount from National Churches Trust.

Keith is trying other sources for further grants.

See report.

Formal resolutions are needed from the PCC - see report.

Proposed - Mary Kirkland

Seconded - Keith Postlethwaite.

Agreement - unanimous.

The contract for work needs to be signed. Emma White will review it.

There was an extended discussion about the proportionate distribution of the funds from the sale of Wrefords Close. The PCC agreed that any funds over £200,000 would be discussed.

Adrian Hewitt proposed that the surplus over the estimated sale price of £220,000 should go to St. Michael's.

Seconded - Richard Parker

Agreement - unanimous.

Thanks were expressed to Adrian for the proposal.

Thanks were extended to Dave for the huge amount of work already done and in the future for both churches.

Deanery Synod Report - Chris Heaven

See Report

It was felt that our reps should be encouraged to attend the next meeting.

Administration

Tom is finding the demands of ever increasing administration very difficult.

A parish of this size should be provided with 20 hours of admin support per week.

He proposed appointing a voluntary or paid assistant.

Lizzy Hewitt volunteered to do some of the work.

It was agreed that a role description needs to be written and the proper appointment procedure followed. Office space may be made in the vestry.

It was pointed out that various aspects of administration at St. Michael's has been delegated. There is a need for office space to be available and wireless internet.

Adrian Hewitt proposed a formal recognition of Father David's contribution.

There will be a Service for Epiphany on 6th January 2016 which will include a thank you to Father David on his retirement.

This was seconded by Richard Parker.

Agreement was unanimous.

A collection by Adrian will be made for Father David.

Letter of Approval for Ordination

The PCC was asked to support the application by Catherine Matlock for ordination.

Tom Honey endorsed Catherine's application.

Tom proposed signing of the proposal.

Seconded by Richard Parker

Approval unanimous.

Date of the next meeting :- Tuesday, March 8th 2016

Approval of accounts.

APCM - Wednesday, 20th April 2016 at St. David's