

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

Minutes for the PCC meeting for the parish of St David with St Michael and All Angels Exeter HELD BY ZOOM on **Thursday 21 January 2021 at 7:30pm**. The meeting opened with prayer. Those present: Nigel Guthrie (chair), Helena Walker (minutes), Jonathan Johns, Barbara Allin, Dave Allin, Clive Wilson, Sue Wilson, Sarah Black, Richard Johnson, Richard Barnes, Richard Parker, Stephanie Aplin, Howard Friend, Charlotte Townsend, Ash Leighton Plom, Belinda Speed-Andrews, Glynis Harflett, Paula Lewis, Adrian Butland (guest)

**Agenda**

1.	Apologies for absence: Emma White	
2.	Declarations of interest: none	
3.	Minutes of the PCC meeting on Thursday 24 September 2020: accepted as a true record.	
4.	Matters arising from the minutes: 5. Received a £375 government grant (via St Petrock's) for Tuesday homeless suppers. 7. GH has informed diocese that we will not be sending statistics until things get back to normal (post pandemic). 8. DA has sent a letter to enquire about a refund on the boiler. Thrive (Sunday afternoon church) has about 15 motivated attendees by ZOOM. They all wish to continue. Format (on-line/in church) may vary in future.	
5.	Confidentiality: To agree any items that should not be contained in the public record - none declared.	
6.	Correspondence received: none received.	
7.	Update of parish matters: <ul style="list-style-type: none"> <li>• Tuesday suppers will continue until the end of March and thereafter will be dependent on local authority provision for homeless people during the pandemic.</li> <li>• Communal worship is suspended following a PCC decision on 12 January. This is confirmed by the bishop to last until 28 February, but we can ask for an extension, or to lift the suspension earlier. On-line worship and daily prayer continues via Facebook and YouTube. The churches are open for private prayer, St Michael's 11-12 Sunday, St David's 10:30-11:30 Thursday and 9:30-10:30 Sunday. There was discussion around the very isolated people with no internet access etc. We make some provision with printed matter and the pastoral team make phone-calls to all who want them, but NG and HF will explore how we might put these people in touch with each other for further social contact. St Michael's might consider a pastoral team Whatsapp group, on the model of that of St David's, to coordinate pastoral support.</li> <li>• Willmott Dixon, the building contractor working on Exeter College are contracting to use the St David's parish room for the construction workers' breaks. They will pay £5000 from 23 January until end March, and will refurbish the parish room kitchen. This helps with their</li> </ul>	Nigel Guthrie

	community benefit and with our mission.	
8.	<p>Treasurer's report to include update on insurances and parish share, also donations in memory of Pam Stephens: see report attached. It was agreed to pay the parish share for the FYE 31 December 2020 at 80% for both churches to reflect reduced income (negotiated with the diocese) and to pay from St David's additional £5000 (see report for detail). Thanks are recorded to Jonathan Johns, Barbara Allin and Paula Lewis for their work on our accounts.</p> <p>Both churches are now insured with Trinitas and Aviva with savings of £1600pa. Some compliance changes are necessary and ongoing.</p> <p>Donations in memory of Pam Stephens £111.60 will be put to general funds. NG will write to thank Pam's relatives.</p>	Jonathan Johns
9.	Trustee Declaration: all of these are now received. NG thanked the PCC members for their cooperation with this.	Nigel Guthrie
10.	Duplicate item (8 above)	
11.	<p>Fabric reports:</p> <ul style="list-style-type: none"> <li>• St David's - see attached (circulated). Where the boiler leaked and caused water damage to the control panel which was inappropriately sited we will be seeking a refund from the installer. There is also one insurance-related item - hot work when undertaken on the building by contractors. An Aviva document (attached and circulated) sets out good practice. The PCC voted and agreed to accept this code of practice to be imposed on all future building contractors.</li> <li>• St Michael's - see attached (circulated). The boiler failure is due to a failed PCB board. This can be replaced for £260 + VAT and is on order - expenditure agreed. Boiler room insulation quote is £600 materials + 3 x days of labour. There were questions around the need for three quotes for all work. The meeting considered it good practice to obtain three quotes for all work undertaken on both buildings but this is not always practical eg because those who tender repeatedly and do not get the contract will not tender in future. On this occasion the single quote from Sprague and Ouseley is agreed, but Mr Guppy (a regular contractor for work on the building) will be asked to quote too. There is no further advancement in respect of the disabled access - the architect has set out options but little detail. This will be pursued by PL. The Smartwater registration is cancelled and needs to be reregistered + license at £120 or switched to Selecta DNA £140 + VAT for lifetime cover. All agreed to move to Selecta DNA. St David's will follow St Michael's when their existing contract expires.</li> </ul>	<p>Dave Allin</p> <p>Stephanie Aplin/Richard Parker</p>
12.	<p>Standing Committee update 31 January 2021: Action points were taken away in respect of -</p> <ul style="list-style-type: none"> <li>✓ Cloud-based document storage HW - in PCC discussion it was agreed that we need a clear protocol for dealing with documents. CW, NG, HW and Deborah Leighton Plom will look at this.</li> </ul>	Nigel Guthrie

	<ul style="list-style-type: none"> <li>✓ Wi-fi in St David's NG</li> <li>✓ St Michael's steeple ladder and louvre work (a faculty will be needed) SA - Western Steeplejacks will be asked by SA to quote.</li> <li>✓ Water ingress through the tower at St David's (Dave Allin is given authority to deal with this) NG - water ingress is due to failure of rock asphalt and pointing, also a design-fault in the configuration of the flat roof. Access is an issue.</li> <li>✓ Nesting boxes NG</li> <li>✓ Completing Health and Safety policies GH</li> </ul> <p>The following expenditure was authorised by the Standing Committee confirmed by the PCC:</p> <ul style="list-style-type: none"> <li>• Immediate expenditure to £500 for the ladder and louvre work at St Michael's</li> <li>• 2 x £25 for readers to attend the Readers' Conference remotely</li> <li>• £240 to Reuters for unauthorised use of a copyrighted image</li> </ul>	
13.	<p>Regular items:</p> <ul style="list-style-type: none"> <li>• Safeguarding - there is a meeting planned for next week.</li> <li>• Health and safety - there is a need for someone from St Michael's to undertake this role. The H&amp;S policy and risk assessments for St David's are complete. Parking under the trees at St David's was discussed but there was no resolution. We have no control over the churchyard (it is with Exeter City Council) and paths and the council look after the trees. Aviva include parking because it is on our risk assessment; people do park but they are not encouraged to. We will need a risk assessment for St Michael's. SA and NG will look at this.</li> <li>• Green Team - report attached.</li> <li>• Comms Group (to include expenditure on hardware for St David's) - report attached. There was approval in principle for ALP to apply for a grant to furnish hardware for communications.</li> </ul>	<p>Nigel Guthrie Church wardens</p> <p>Sue Wilson Ash Leighton Plom/Nigel Guthrie</p>
14.	<p>Any Other Business:</p> <p>Items to be raised under AOB should be given to the Chair 48 hours before the meeting, with supporting papers if relevant</p>	

The meeting closed with prayer at 9:30pm

Date of next meeting: 17 March 2021 7:30pm venue tba