

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

Minutes of the PCC meeting for the parish of St David with St Michael and All Angels Exeter held at St David's Church on **Thursday 11 May 2023 7:30pm**. The meeting opened with prayer.

Present: Nigel Guthrie (NG) (Chair), Hilary Todd (HT) (minutes), Barbara Allin (BA), Dave Allin (DA), Roger Beer (RB), Laura Casimir (LC), Alice Francis (AF), Maff Glover (MG), Glynis Harflett (GH), Jonathan Johns (JJ), Mary Kirkland (MK), Ash Leighton-Plom (ALP), Paula Lewis (PL), Robert Mitchell (RM), Richard Parker (RP), Clive Wilson (CW), Sue Wilson (SW).

	Item	Action by:
1.	Apologies for absence: Sarah Black, Maggie Draper (MD), Steph Hills, Belinda Speed-Andrews (BS-A), Charlotte Townsend (CT)	
2.	Declarations of interest: none	
3.	Confidentiality: To agree any items that should not be contained in the public record: none noted.	
4.	<p>1. Election of a lay chair: DA was proposed by NG, seconded by JJ.</p> <p>2. Election of a PCC secretary: MD was proposed by AF, seconded by ALP. Noted that MD wants to spread the role to involve Georgie Morton (GM) and that Helena Walker was also willing to assist. Thanks to HT for taking the minutes of this meeting.</p> <p>Both duly elected by the meeting.</p> <p>3. Co-option of PCC treasurer: JJ was proposed by DA, seconded by MK.</p> <p>4. Further co-options: Tasha Goldsworth (TG) was proposed by GH, seconded by SW.</p> <p>Both co-options were duly approved by the meeting.</p> <p>5. To confirm treasurers for both churches: PL for St Michael's and BA for St David's expressed themselves willing to continue. Proposed by RM, seconded by GH and approved by the meeting.</p> <p>6. To confirm deputy wardens: from St Michael's, LC, PL and RP, and from St David's, AF and Paula Morrish (PM) were proposed by JJ, seconded by DA and approved by the meeting. Noted that PM wished to be on the team but not the PCC.</p> <p>RM confirmed that the positions were not constitutional as such but that the PCC needed to show support for them. The idea of a team was a work in progress. The intention was to meet as a whole team informally and work out how tasks could be shared out. It will be a case of learning and talking as the work develops.</p>	RM/HT to take forward with the deputy wardens
5.	Minutes of the PCC meeting on 01 March 2023: Approved.	
6.	Matters arising from the minutes: None.	

7.	<p>Standing committee: to elect one lay member from each church:</p> <p>NG confirmed that the Standing Committee comprised the Incumbent, Church Wardens, Treasurer, Secretary, plus one lay member from each church. PL was nominated for St Michael's and DA for St David's both by GH, seconded by RB and duly elected by the meeting.</p>	
8.	<p>St David's organ expenditure: report circulated by email: RM spoke to the report previously circulated and requested approval of the expenditure of £350 for the production of a formal report needed to ensure money was wisely spent and also needed for applying for grants. In answer to RP's question, he confirmed that the DAC expert, Nigel Browne, had looked at the organ, reported to the DAC and given approval for something to be done. Asked by DA whether the name on the report would matter, he agreed that David Davies was not as well-known as the National Organ Adviser, Paul Hale, but was in good standing and that should be sufficient.</p> <p>It was agreed that the organ needed to be in good state not just for services but for use by other groups who use the church as well.</p> <p>Expenditure of £350 from the Organ Fund for the production of the report was approved.</p> <p>Noted that fund-raising would be needed. As a start, NG was putting on a concert on 10 June. Agreed that ALP would look at how to advertise on Exeter's 'What's on'.</p>	<p>RM to progress</p> <p>ALP to enquire</p>
9.	<p>Treasurer's report: JJ reminded the meeting that the budget did include fund-raising targets expected from social events and requested everyone to buy draw tickets. He and Sam would be away some Sundays in advance of the fete so GH agreed to hold tickets then.</p> <p>Noted that Lloyds is taking a long time to set up savings accounts.</p> <p>Agreed that six hard copies of the Accounts and Activities reports (which had been circulated by email) would be made available for those who had requested them. The copies made available in the two churches appeared to have walked.</p> <p>Payments from NHS were now coming in more promptly. GM and PL were thanked for their work on this.</p>	GH
10.	Trustee declaration forms: all except two had been received.	MD to progress with RP/TG.
11.	<p>Update of parish matters:</p> <p>1. NG read his report as follows: "I would like to welcome our newly elected churchwardens Hilary Todd and Robert Mitchell. We have agreed that we will attend the Archdeacon's Visitation for their formal admission to office on Tuesday 11th July. We will offer prayers for them on Sunday 16th July as</p>	

	<p>well as thanking Glynis for her service as Churchwarden for the past five years.</p> <p>Belinda Speed-Andrews has announced that she will be leaving the parish on 24th September to move back to Malaysia. I would like to record our thanks for her ministry here and to wish her every blessing as she prepares for this move. There will, of course, be an opportunity to say farewell to Belinda in due course.</p> <p>Howard Friend finished his formal ministry with us as a Lay Minister with Permission to Officiate at the end of April 2023 and I would like to record our thanks for his ministry with us.</p> <p>Bill Pattinson has let us know that he would like to finish in his role editing New Leaves and, with Avril, organising the rotas for Bible Readers and Prayer Leaders at St David’s Church. I would like to record our thanks to Bill, and to Avril for their service in those roles.</p> <p>I am delighted to report that Mary Quest has been made a Companion of Saint Boniface by the Bishop of Exeter for her long and dedicated service to the church and community at St David’s. I would like to record our sincere congratulations to Mary on receiving this honour. Mary will be presented with her medal by Bishop Robert at a service in Exeter Cathedral on Saturday 24 June at 5pm and the Bishop warmly invites us to attend.</p> <p>Bishop Robert has announced his retirement which will be at the end of September. There will be a farewell service for him, probably on 17 September which will almost certainly be open to the public but ticketed.”</p> <p>It was agreed that a card and presentation would be organised for the end of September for both Bill and Avril, and BS-A.</p> <p>2. NG proposed a Draft Code of Conduct for meetings based, with permission, on one from Ely Diocese. It was agreed that any comments would be forwarded to the PCC Secretary (CW to contact MD to arrange how to contact her and then advise the PCC so this could happen). The Standing Committee would produce a final draft to go to the PCC for adoption.</p>	<p>RM/HT to arrange</p> <p>CW/MD/Standing Cttee</p>
<p>12.</p>	<p>Appointment of sides-people: GH advised that at St David’s they were:</p> <p>1st Sunday- Paula Morrish and Deana Cushing 2nd- Mary Kirkland and Chris Gill 3rd- Glynis and Susan Veitch 4th- Sue and Clive 5th- Di Jacob plus vacancy</p> <p>Reserve- Cathy Knowles with Philip Walker willing to help in an emergency.</p>	

	<p>Their role was acknowledged, also that it has been expanded in order to assist the Church Wardens on Sundays.</p> <p>At St Michael's, noted that PL was the only sides-person and it was agreed more volunteers were needed.</p>	
<p>13.</p>	<p>Regular items: Fabric:</p> <ol style="list-style-type: none"> 1. DA spoke to his report, previously circulated. The roofers hoped to start work next week in view of the better weather forecast. A run of about three days is needed for cleaning, then fabric and glue to be put down. <p>The bulb in the Lady Chapel had been replaced.</p> <p>The Archdeacon had been speaking with the Registrar about how best to handle the issue of the Transformation faculty which has returned to the agenda. He will update further at the next PCC.</p> <p>NG advised that the Memorial Garden, agreed for the interment of ashes some years ago, had been created as three requests had been received. No hedge or plants round it were permitted, but it was agreed the front needed to be marked in some way to prevent it being used as a parking space or turning circle. Ashes may be buried there if there is a connection to the parish. There will be a book in the vestry with details of the person and date of burial. It would generate a small income for the PCC.</p> <p>The area would need to be mown regularly and the cost of a lightweight electric lawn mower was agreed. DA to arrange purchase. Old petrol mowers would be disposed of.</p> <p>NG advised that he hoped the Restorative Justice team would be returning shortly to help out in the churchyard.</p> <p>The issue of parking was discussed as none was in place agreed even for the dropping off of disabled people. The Council was concerned about damage to tree roots although there was no TPO in place. The new Church Wardens to raise the matter again.</p> <p>PL read her report for St Michael's:</p> <p>The North Transept window repairs have been completed to great satisfaction. The scaffolding will be going on 15 May.</p>	<p>DA</p> <p>DA</p> <p>RM/HT</p> <p>PL</p>

	<p>The paddle stair has been fabricated and costs for installing it are awaited. PL will advise when received.</p> <p>The electrical work/lighting on the spiral stairs, in the gallery, choir stalls boiler room steps and porch entrance had proved a protracted process to meet DAC requirements at affordable cost. Further costs were expected but less than the £4,000 quote previously considered and approved. If more, PL will refer to the PCC.</p> <p>PCC approval of an additional £790 for porch lights was requested and agreed.</p> <p>PL thanked DA for his help and advice in the matter. Particular thanks to PL were recorded for all her work on the project and for co-ordinating everything.</p> <p>RP had noticed tiles had been blown off and Western Steeplejacks or Western Lightning would be requested to replace them.</p> <p>The lapel mikes, cost previously approved, had arrived.</p> <p>JJ reminded the PCC that the Standing Committee had a £500 per item spending limit, to be subsequently endorsed at the following PCC. If the item was over £500, PCC approval would be requested by email. Anyone not responding within 24hrs would be assumed to have approved the item.</p> <p>2. Safeguarding: MK's report was received. NG advised that the group (MK, GM, PM and CT) was happy to continue without NG when he retires and asked the PCC to support GM in particular in her work on DBS checks/safeguarding training.</p> <p>The issue of safeguarding was discussed in relation to members of the choir, the band, servers and anyone who might be clearly identified in recordings which may be shared on Facebook and Youtube. It was agreed that the policy and opt-out forms, which were on the website [https://stdavidschurhexeter.org.uk/about-us/policies/], should be more widely publicised. NG and HT were tasked with speaking with those in charge of the groups concerned with a view to developing a common policy across the parish with regard to permissions required.</p> <p>The PCC was reminded that GM has a risk assessment proforma for anyone who needed to complete one.</p> <p>The PCC was asked to consider the wider question of whether live-streaming would or should continue of the 9.30 at St David's and Vespers at St Michael's in view of NG's forthcoming retirement. Views should be addressed to NG.</p>	<p>PL</p> <p>PCC members</p> <p>NG/HT</p> <p>PCC members</p> <p>PCC members</p> <p>GH</p>
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	<p>Policies: GH would ask GM for a list of the parish's policies and their review dates. It was agreed it would be sensible to spread reviews over more than one PCC.</p> <p>3. Health & Safety: GH reported no current issues.</p> <p>4. Communications: a proposal received from GH, seconded by SW: "to ensure all visitors to our websites understand that we are a truly inclusive parish that both churches' websites be updated to include a rainbow symbol on their home pages" was discussed. It was agreed that copyright needed to be checked, also that the symbol was not allied to a particular group or cause. The matter was left with ALP and GM to take forward.</p>	ALP/GM
14.	Any Other Business: None.	
15.	Date of next meeting: Thursday 6 July 2023, 7.30 pm at St Michael's	

The meeting ended at 8.50 pm with the Grace.

Amendment to the minutes - complete report appended to the minutes as agreed at PCC meeting

PCC Meeting 11th May 2023

St Michael's Fabric report - Paula Lewis

North Transept window repair

Heritage glass (Bob Tucker) put the 4 restored leaded window panels back in place, Andrew French mortar repaired some stonework around the windows.

Bob worked efficiently, as did Andy on the stonework and the restored windows look excellent. Span scaffolders are taking the scaffolding down on Monday 15th May.

Paddle stair for the Tower

Castleton Joinery (Luc) have fabricated the paddle staircase and the next stage is to hoist it into the tower through the hatch.

Luc has given Steve Adams (Western lightning) and Adrian (Western steeplejacks) the measurements and weight of the parts of the stair to work out how to do this safely.

I was in touch with Steve yesterday and am waiting for him to get back to me re how and a date.

Electrical work - new lighting on the spiral stairs, in the gallery, the choir stalls, boiler room steps and porch entrance.

It has been a long process to try to complete this work. The DAC didn't approve of the light fittings or cable chosen by the electrician, so the work, which had started, had to stop, as List B approval was given with certain specifications.

The light fittings the DAC recommended (Illuma Gridspot and Hacel Azuma)were expensive and of a very high spec. Searching for the least expensive to meet the DAC requirements wasn't easy.

After a conversation yesterday with Dave Farnham (DAC lighting advisor)

- Hacel Manta power spot is an acceptable option for the choir stalls.
- Light for the porch - DAC recommend a matt grey, glass fronted "Coughtrie" bulkhead light rather than silver/polycarbonate fitting Neil Morris quoted for.
- Agreed the electrician may use FP200 as per original quote instead of FP200 gold the DAC were suggesting.

The lights that were installed before work stopped need some adjustment.

- 2 bulkhead lights were fitted on the spiral stairs. Another light is needed at the top of the stairs because the sensor on the light, currently nearest the top of the stairs doesn't switch the light on soon enough to start coming down the stairs safely. The simplest way to rectify this is to add another light at the very top - an inexpensive polycarbonate bulkhead.
- 2 spotlights were fitted in the gallery need to be re positioned as they don't provide enough light to read music by.

Neil Morris quote (£838.98) will now be more, the porch light was not included in his quote, plus extra expenditure to adjust the lights and for the Hacer manta power spot, but I hope it will be less than the over quote of £4000 from the other electrician the PCC considered. If more, I will refer to the PCC.

Thank you Dave for assisting me.

Roof

Richard has noticed tiles have blown off the roof in 2 places.

Western steeplejacks or Western Lightning services will be required to repair.

Extra note

Standing committee approved expenditure of £130 for 2 replacement lapel microphones.