

**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 Davids Church on **Thursday 28th September 2023 7:30pm**. The meeting opened with prayer.

Present: Hilary Todd (HT) , Roger Beer (RB), Alice Francis (AF), Maff Glover (MG), Jonathan Johns (JJ), Ash Leighton-Plom (ALP), Robert Mitchell (RM), Sue Wilson (SW), Maggie Draper (MD)), Steph Hills (SH),Richard Parker(RP), Glynis Harfleet (GH), Charlotte Townsend, Laura Casmir. Guest: David Blundell

	Item	Action by:
1.	Apologies for absence: Sarah Black,(SB), Barbara Allin (BA), Dave Allin (DA) Mary Kirkland(MK), Clive Wilson(CW), Tasha Goldsworth (TG), Paula Lewis (PL). In light of vacancy and absence of lay chair, unanimous vote for RM to chair the meeting	
2.	Declarations of interest: none	
3.	Confidentiality: To agree any items that should not be contained in the public record: none noted.	
6	ITEM 6 taken early : David Blundell was introduces to the meeting by ALP, and DB spoke about his previous experience of reader ministry and his involvement with Thrive. DB left the meeting. The transfer of his licence to this parish was agreed unaminously.	
3	Minutes of the PCC meeting on 6 th July 2023 approved.	
4.	Matters arising from the minutes: <ul style="list-style-type: none"> • DA feedback by email to the meeting that the issue about car parking has been long standing and previously discussions have taken place with the council. Discussion for the need for disability access , and suggestions were made about contacting our local councillors, discussions with Exeter College and YMCA about confirming any possibility of parking arrangements. RP suggested getting further advice from Diocesan officers. Agreed that wardens would initially be in discussion with YMCA and Exeter College to consider possibilities re parking 	HT
5	Wardens Report : RM and HT presented their Wardens report which had had been previously circulated to the group, and is attached to these minutes . Discussion re Vision Day, and discussion about parking (see above)	Wardens report attached

	Ongoing work includes work on 3 rd party contracts, which will need to include further discussion about security, stewards and audio equipment to improve the booking experience.	
7	Vacancy process and Parish profile timetable shared with PCC. Vision Day followed by further opportunities to feedback for those not able to be present. Draft of parish profile will come to PCC for review and approval by end of Jan 2024 - hope is to recruit in the spring of 2024	
8	Vision Day - MD gave an outline of the event and it will be one strand of information to feed into profile. MD has agreed to type up the data collected and to write a piece for parish newsletter and magazine	MD
9	<p>CT talked the PCC through the safeguarding action plan</p> <p>The Diocese of Exeter has subscribed to the <u>Parish Safeguarding Dashboards</u> to make it easier for parishes to manage their safeguarding requirements. The Safeguarding Dashboard is an online platform, free for parishes to use and has been designed with easy navigation on any computer, mobile phone or tablet.</p> <p>Each parish dashboard usually has one ‘owner’, in our case, Georgie Morton who can update and amend it, and ‘viewers’ who are able to see its progress (safeguarding team members). The dashboard overview page allows the owner and viewers to see the current status of parish compliance with safeguarding at a glance.</p> <p>The safeguarding action plan circulated to PCC members was generated from the Dashboard after the most recent meeting of the Safe Guarding team on 13 September. Church and non-church activities are highlighted for this PCC’s attention. It was noted that the St David’s band/orchestra, St David’s pastoral visitors, and Wednesday walks should be listed under church activities. It was also noted that there are two Devon Recovery groups that meet at St Michael’s. These need separate entries.</p> <p>Georgie asks that PCC members need to update their training - domestic abuse module in particular.</p> <p>Role descriptions - generic RD’s for each parish are now on Diocese of Exeter Safeguarding page. Specific RDs for this parish are in the parish office.</p> <p>Risk assessments are being completed by team leaders and submitted to parish administrator.</p> <p>SG team to meet in November before the next PCC meeting.</p>	RM/ HT

	<p>The meeting was asked to receive and approve the report and action plan. This was agreed unanimously with thanks to the Safeguarding Team.</p> <p>CT will ask Georgie Morton about generating a report about compliance with safeguarding training by PCC members, and in particular the additional module on domestic abuse. Request to be reminded about log in and details so that outstanding training can be completed.</p>	<p>All to check training and complete</p>
<p>10</p>	<p>Sub -Committee Structure - Progress report</p> <p>RM reported that this is still a “work in progress” and the wardens will report back in due course .</p>	<p>Wardens</p>

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11	<p>Organ Project Update</p> <p>First visit by Lance and Fry who are aware of DD report, and feel that some temporary work will alleviate some of the initial problems and agree to pause the bigger steps until fund-raising and match funding events</p>	
12	<p>Standing Items</p> <p>Finance Report - St Michaels and St Davids</p>	

	<p>JJ presented his report and discussion re proposals. The first proposal was to ask the PCC to authorise the standing committee to realise 10k of valpy French monies to replenish working capital: but only if the balance falls below £10k of working capital. This is because it takes time to access this money should it be required, and the hope is that this authorisation may not be required but needs to be in place . Proposal was agreed and SC would report to PCC at following meeting regarding position.</p> <p>Discussion regarding PCC authorising PCC for up to 1k for any expenditure that is to consider technical advice in connection with improving the letting potential at St Michaels. Any advice would then need to be discussed by the PCC. Proposal agreed.</p> <p>Discussion about the need to a stewardship campaign to raise general donations, as well as a repairs and renewables fund. It was agreed that this should be tackled in the New Year, and should be accomplished in a vacancy. ALP has invited Diocesan stewarding adviser to speak at St Michaels in 2 weeks time and at St Davids on 28th January. It was agreed that it would be ideal to have literature / forms etc available to follow up, although short notice.</p> <p>In light of higher costs of repairs etc, it was proposed that the SC be authorised to spend up to £1000 (up from 500) and then account for this expenditure at PCC. This would reduce the need for circulation to PCC for authorisation. Proposal agreed and limit of authorisation for SC is now £1,000</p> <p>Request for funding up £597 + VAT for lightening conductor - approved (and a living example as to how new provision would work in practice)</p> <p>Actions:</p> <ul style="list-style-type: none"> • JJ to ask Geoff to send a donation review letter to everyone who currently donates via standing order • ALP to invited diocesan adviser to 10 minute slot at the beginning of a PCC • PL and JJ to liaise regarding literature for stewardship at St Michaels • Agreed that main drive for Stewardship campaign should be in Jan 2024 	
12	Fabric reports from St Davids and St Michaels noted. No questions	

	<p>JJ reported that there are tenders out for gardening work at St Michaels,- and he and PL are continuing to liaise regarding this. It may be that this also improves disabled access at St Michael's.</p> <p>Thanks expressed to DA, PL , RB , PL , RP for their ongoing work in both churches</p> <p>Discussion about the fact that we are relying on good will, and this work needs to be shared by more than a very few, or consideration of paid help with some work</p>	
13	<p>Update on reviewing policies</p> <p>MD feedback that up to date Safeguarding Policies are now on both church websites. Work is underway on Health and Safety and Fire and ongoing risk assessments, with MD and HT trying to find the latest version of these documents. Plan is to bring to the next PCC meeting : lone working policy and recruitment of ex-offenders policy , which both need only minor updates. Further policies include hot works and working at height which will come to the next meeting. Risk assessments need to be updated or completed by team leaders</p>	MD
14	<p>Report of miscellaneous expenditure agreed by Standing Committee</p> <p>£25.00 for stand for fire extinguisher</p>	
15	<p>AOB : ALP raised the issue of waiving the marriage fees for young couple who attend Thrive in their particular circumstances . Agreed unanimously as our gift to them from the Parish</p>	
5.	<p>Date of next meeting: Wednesday 22nd November 7.30pmat St Michaels</p>	