

**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 Michaels Church on **Thursday 6th July 2023 7:30pm**. The meeting opened with prayer.

Present: Nigel Guthrie (NG) (Chair), Hilary Todd (HT) , Roger Beer (RB), Alice Francis (AF), Maff Glover (MG), Jonathan Johns (JJ), Ash Leighton-Plom (ALP), Paula Lewis (PL), Robert Mitchell (RM), Sue Wilson (SW), Maggie Draper (MD) Belinda Speed-Andrews (BS-A), Steph Hills (SH)

	Item	Action by:
1.	Apologies for absence: Sarah Black,(SB), Charlotte Townsend (CT) Barbara Allin (BA), Dave Allin (DA) Laura Casmir (LC), Richard Parker (RP), Mary Kirkland(MK), Clive Wilson(CW), Tasha Goldsworth (TG),Glynis Harflett (GH)	
2.	Declarations of interest: none	
3.	Confidentiality: To agree any items that should not be contained in the public record: none noted.	
4.	Minutes of the PCC meeting on May 11 th approved, with minor amendments	
5.	Matters arising from the minutes: <ul style="list-style-type: none"> • Discussion re car parking to be carry forward to future agenda DA to be asked if he is able to comment as to where any previous discussions have progressed re parking • Agreed that it would be ideal if all reports for PCC could be sent to Secretary one week before the meeting if possible - reports received will be circulated up to 24 hours before the meeting . 	DA
6.	Parish Matters: Parish readers, Bill Pattinson and Ian Cartwright were approved as licensed lay ministers Jenny Baker was approved as chalice administrator Vicar's Report 6 July 2023 Next Tuesday, 11 July, I will be attending the Visitation service at which our new churchwardens Hilary Todd and Robert Mitchell will be admitted to office. On Sunday 16 we will offer public prayers for them and thanks for the service of Glynis as Churchwarden over the past five years.	

	<p>I will be meeting with the Archdeacon of Exeter next Wednesday, 12 July, with our churchwardens to discuss arrangements for the Vacancy. We understand that there will be some ordained assistance during the period, but beyond that I haven't yet been told any details. I will, of course, do my best to hand things over in an orderly state but the lateness of arrangements for the vacancy is not helpful.</p> <p>With the approval of the Standing Committee I have commissioned some repairs on the silver of St David's Church which will be funded by donations in memory of Christine Smith, a much loved server at St David's. The main work is on the Victorian gothic chalice which has sustained significant damage over the years. Neil Bollen has already restored two of the silver patens as part of this work. The chalice will take a little longer and if it isn't completed by the time of my departure I will make sure there is a clear line of communication in place for its return.</p> <p>This is Belinda's last PCC meeting and I would like to propose a vote of thanks to her for her ministry here and for the vision for our parish which she has shared with us. We wish her God speed as she embarks on her new life. <i>Vote of thanks from PCC members took place</i></p> <p>Ash Leighton Plom has now completed the formal training years of his curacy but will continued to be licensed here until the end of next May or until he is appointed elsewhere, so he will be able to contribute significantly to the provision of ministry during the vacancy.</p> <p>Hannah Alderson, who is University Chaplain, has agreed to take some services at St Michael's Church and following a preparation session with me will celebrate on Sunday 16 July. Hannah will also continue to assist occasionally at St David's Church.</p> <p>I would like to thank PCC members who have served during my time as Vicar here for your dedication and generosity in giving your time to this important work. My prayers will continue with you all as you navigate the forthcoming vacancy and I look forward to an opportunity to say goodbye at lunch on Saturday 29 July.</p>	
7.	PCC confirmed appointment to the Standing Committee of PCC secretary (MD) and PCC treasurer (JJ)	
8.	Code of Conduct (circulated with these minutes) Agreed by PCC: MD to remove draft, add date of the PCC and circulate to all PCC members. The code of conduct will be sent out annually for the first meeting after the APCM	MD
9.	Sub Committee Structure RM and HT are collating information and it is a work in progress currently. They will bring to PCC when further advanced	RM/ HT

<p>10.</p>	<p>Standing Items:</p> <p>Finance Report</p> <p>JJ gave a verbal report that currently there is a cash balance of 100k for Sr Davids and work is underway to transfer these funds to a higher interest account. St Michaels balance of 18k and finances are holding up well given recent expenditure. Lettings are going well with the support of the Parish Administrator. Fever events company are planning to deliver candlelit concerts (1-3 evenings) at St Davids which will provide good letting income. Finance committee need to review rates for commercial letting and suggest that on website it should be price on application. This would not change our current provision for local groups etc.</p> <p>Fabric Report</p> <p>St Davids - report presented by NG</p> <p>Acions have comprised</p> <ul style="list-style-type: none"> • the majority of the flat roof work done, await a prolonged rainy period to check results!. • The memorial garden has been used and with regular mowing looks good. • west entrance light replaced by LED bulb • new LED strip light in the vestry, old one failed and tubes no longer available. • Examination of the bottom plate of the meeting room door shows some sinking. We need to rebuild the floor to carry the load • date for QQ inspection set for August 18th. <p>DAC issue - Awaiting feedback after requesting to see the 'evidence' concerning the kitchen construction.</p> <p>Work still to do</p> <p>No action on outstanding items, hopefully autumn will see progress</p> <ul style="list-style-type: none"> - complete carpet tile trim in meeting room - complete repair of parish room door and paint - complete move spare timber to muniments room - archaeological remains to be moved from RAMM to muniments room - Have another go at dimming the lady chapel lights and replacing the spotlights - paint/repaint the step fronts up to the organ and down to the parish room with non slip white paint - finish kitchen trim 	<p>JJ</p>
------------	--	-----------

- Vandals have now broken the first three capstone on the path. It needs replacing and resin bonding in place

Interment of Ashes x3 at St Davids has now taken place, and this area of the churchyard is open to both churches as referred to in Parish notices

Larger key safe has been installed at St Davids and is in use

St Michael's fabric report - Paula Lewis

Paddle staircase

The paddle staircase has been installed giving safe access to the second level of the spire. Initial Quote for £6215.00 has been paid

Luc has done a great job but the installation took him longer than anticipated. In the initial quote, installation was estimated at 3 days. Luc apologies - saying it was an incredible amount of additional labour for himself and his paid helper, it was difficult initially to quantify the amount for time it would take.

He asks for the PCC to consider a further invoice for an extra 3 days labour @£350/day £1050. *Agreed by PCC*

Electrical work

Neil Morris is coming to install the Hacer spotlights in the choir stalls, add an further light on the spiral stairs to the gallery, reposition the gallery spots, replace the porch light. Booked for Monday 17th July, 9am.

Neil re quoted - I have paid £347.23 for the work completed, the second quote for the work on the 17th is £674.66 = £1021.89 The original quote was £838.98, an extra £182.91 plus the cost of the spotlights. The Hacer spots cost £793.20 + 1021.89 = £1815.09

Argos Fire Protection Ltd are completing the annual service on the fire extinguishers Friday 14th July 2.30pm.

Handrail into choir vestry

This is needed for safety as the stairs are very steep. This job has been pending for some time. - I will discuss with the DAC and seek some quotes.

Ouseley Trust scholarship for 1st year 2023-24 (£1200) has been received into St Michaels account.

NG thanked Paula for her hard work over the last few months with several St Michaels projects being completed. Vote of thanks recorded

	<p>Safeguarding Report - Mary Kirkland</p> <p>Thanks to Georgie, our administrator, lots of people have been reminded about training and DBS renewal/registration, and she reports a good uptake from those contacted. We continue to encourage group leaders to raise the importance of Safeguarding and of fulfilling the requests from the Diocese.</p> <p>Currently, we are producing Risk Assessments for church roles. These will provide a good baseline for us to consider what each role involves. We need to review Safeguarding policies annually.</p> <p>Safeguarding Policy approved by PCC for 2023/24 MD to amend date of approval and arrange with administrator for updated policy to go on website</p> <p>Churchwardens Report</p> <p>Verbal report by HT and RM. They are learning a great deal about both churches and have had an orientation briefing to both churches. Thanks to Richard Parker and Paula Lewis and Mary Quest. They are installed as church wardens on 12th July</p> <p>Organ Report</p> <p>A detailed report on the state of the organ has been prepared by David Davies and it is very helpful, giving various options. A summary of the report has been circulated previously. Agreed that competitive quotes will be needed, the input of the DAC will be required and grant applications will be needed to support financing of the work.</p> <p>RM will send the report to Lance and Christopher Foy for comment RM will send report to Nigel Brown for comment</p> <p>Agreed that PCC need to consider recruiting volunteers to support the work of the organ project</p>	<p>MD</p> <p>RM</p>
<p>11.</p>	<p>Update on:</p> <p>Comms Group</p> <p>HT has become a facebook administrator in order to explore the possibility of continuing live streaming services from St Davids. Shaun Smith and Phil Dale have joined the group.</p> <p>Discussion about having a joint website across the parish and consider single calendar for bookings etc.</p>	

	MD will work with HT and Georgie (administrator) to have a central storage point for all policies, and to keep a word copy for editing and updating as well as posting policies on website in pdf format. MD and HT will meet to look at what policies are required. Spreadsheet with revision dates has been started by Georgie	MD/HT
13.	Report of Miscellaneous expenditure : £219.99 on lawnmower £29.99 on Keysafe	
14.	Schedule of proposed dates of Standing Committee and PCC meetings - meeting schedule agreed with some alterations PCC asked to note that GH has submitted the Articles of Enquiry to the Diocese	Note changes
15.	AOB - none (Items to be raised under AOB should be sent to the PCC secretary one week before the PCC meeting with supporting papers if relevant)	
16.	The meeting closed with a vote of thanks from RM and the PCC to Nigel for all his work with us - and best wishes for his retirement The Meeting closed with prayer	
17.	Date of next meeting: Thursday 28 th September at St Davids Church 7.30pm	

Proposed Schedule for Standing Committee and PCC Meetings 2023/24

Meeting	Date	Venue
Standing Committee	Tuesday 12 th September – 10.30am	Zoom or tbc
PCC Meeting	Thursday 28 th September – 7.30pm	St Davids

Standing Committee	Wednesday 8 th November – 10.30am	Zoom or tbc
PCC Meeting	Wednesday 22 nd November 7.30pm	St Michaels
Standing Committee	Wednesday 10 th January - 10.30am	Zoom or tbc
PCC Meeting	Thursday 25 th January 7.30pm	St Davids
Standing Committee	Wednesday 6 th March – 10.30am	Zoom or tbc
PCC Meeting	Thursday 21 st March – 7.30pm	St Michaels
APCM	Thursday 25 th April	Tbc