

**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 Michael's Church on **Wednesday 22nd November 2023 7:30pm**.
The meeting opened with prayer.

Present: Alice Francis (AF), Maff Glover (MG), Jonathan Johns (JJ), Robert Mitchell (RM), Maggie Draper (MD), Steph Hills (SH), Glynis Harflett (GH), Paula Lewis (PL), Sarah Black (SB)

	Item	Action by:
	<p>Apologies for absence: Barbara Allin (BA), Dave Allin (DA) Mary Kirkland (MK), Clive Wilson (CW), Hilary Todd (HT), Roger Beer (RB), Sue Wilson (SW), Ash Leighton-Plom (ALP), Charlotte Townsend (CT)</p> <p>In light of vacancy and absence of lay chair, unanimous vote for RM to chair the meeting. The meeting was quorate</p>	
1.	Declarations of interest: SH declared a social connection to Weston Steeplejacks - not financial	
2.	Confidentiality: To agree any items that should not be contained in the public record: none noted.	
3	Minutes of the PCC meeting on September 28 th approved with one abstention (as SB not present at last meeting).	
4	<p>Matters arising from the minutes: RM reported that the chamber organ on loan from Nigel Guthrie, he did not expect to be covered by church insurance. However, the discussion raised the issue to check if the piano on loan to St Davids is appropriately insured</p> <p>Action: RM to check if piano does appear in the insurance appropriately covered. It should also be noted in the fixed asset register. Agreed that St Davids should take full responsibility for the piano that is on long term loan.</p>	RM
5	<p>Wardens Report: items raised on discussion of the warden's report</p> <p>Agreed that RM was authorised by the PCC to be the primary administrator of the Charity Commission Account for the parish.</p> <p>Apparent that we need to have more formalities in place for the next lot of bookings, with agreed contract. GH will send to Standing Committee examples of draft hire contract to inform further plans</p>	

	<p>Ongoing work includes work on 3rd party contracts, which will need to include further discussion about security, stewards and audio equipment to improve the booking experience.</p> <p>Discussion regarding the development of the web site and joining up both churches information</p> <ul style="list-style-type: none"> • Action re website: RM to discuss with CW the next steps. • RM to ask Claire Bryden for a quotation re amalgamating the two sites • Task and Finish group to convene to look at information currently on website and to add/edit appropriately • SB GH and PL volunteered to join a “task and finish group” to do this <p>Student from Exeter College using St Davids Organ for organ practice and University Student also been in touch, there may be potential to add to the organist’s team</p> <p>David Blundell is now licensed to the parish as LLM and the hope is that he can continue to support Thrive</p> <p>Catherine Blundell is ordained and is keen to have a PTO (permission to officiate) and this is in the pipeline. This was warmly welcomed.</p> <p>There was general agreement that it was now time to revert to pre-covid arrangements for serving communion at St David's - i.e. communion served at the rail. It was noted that, in line with CofE covid advice, intincting should be discouraged. It was commented that social distancing should no longer be required when sharing the peace, subject to respecting the wishes of those involved. These were all issues to be reviewed at the Ministers' Meeting on 30th November.</p>	<p>RM</p> <p>Task & finish group to meet as required</p>
<p>6</p>	<p>Safeguarding Training Update</p> <p>Reported that training compliance had improved after reminders being circulated, and MK speaking at church. There are however outstanding training and outstanding DBS. Safeguarding team are aware and are following up.</p> <p>Going forward it was agreed that at election onto the PCC all members of the PCC needed to be aware that timely DBS completion and completion of Safeguarding Training requirements was required by all. If people do not complete this has consequences for all trustees and our insurance.</p>	

	<p>PCC agreed that by June after the APCM elections that PCC members needed to be compliant with the requirements of their training, and if that was not done it would mean disqualification as a PCC member. This will come into effect next April 2024. Suggested that this needed to be added to the nomination form.</p> <p>Action: MD will contact the Safeguarding Team and Georgie to get a list of outstanding training/DBS checks to look at current compliance</p> <p>RM reported that MK is looking for a volunteer to help with the safeguarding lead role, especially the data inputting.</p>	<p>MD - for APCM</p> <p>MD</p>
7	<p>PCC agreed to authorise Hilary Wigmore and Sam Wellbelove to assist with the distribution of Holy Communion to the housebound in accordance with the Administration of Communion Regulations (2015) for a period of 3 years (JJ recused himself from the vote)</p>	
8	<p>Finance Report</p> <p>JJ reported that St Michael's had £15,150 on account with a couple of new regular givers which is very helpful. However, income at St Michael's is likely to be £5000 less in 2023 than in 2022.</p> <p>Brigit Kiyaga, Diocesan Stewardship Adviser spoke at St Ms on 8th October in conjunction with a short letter distributed to members of St Michaels</p> <p>The stewardship resulted in 2 joiners to the Parish Giving Scheme,</p> <p>St Davids - Fever tree concerts at both churches is providing a good income for both.</p> <p>The bank has at last arranged for interest to be paid, and have paid a penalty payment for poor service.</p> <p>Fabric Reports --</p> <p>St Davids -there was a discussion about installation of CCTV cameras. It was felt that movement sensor outside lights might be a priority as well. Agreed to check with DA to see if he would be happy to install.</p> <p>PCC agreed to approve the installation of CCTV with caveat that the need for it be re-assessed if security lighting is installed. Request to consider the same provision for St Michaels - the priority there being the inside of the building.</p> <p>Fabric report for St Michaels was presented at the meeting</p>	<p>DA</p>

After DAC site visit 23/10/23 for advice on Accessibility is outlined in the report from the DAC

Main south door access steps for ambulant users would benefit from

- an identical rail on the right
- the edge of the 4 steps highlighted with the suitable white paint.
- Access to the choir vestry from the chancel is hazardous.2 handrails would be helpful.

Making a wheelchair access at the west end of the church is challenging. The DAC prefers a wheelchair access route via the door in the north/east corner of the church as almost step free.

To reach this door two routes have been identified:

Option 1 From the roadside, following the path through the garden and around the east end of the church. DAC advise the current path would need to be widened.

Option 2 An alternative route using an existing gate into the adjacent lane called Rockside. A ramp would need to be created by dropping the concrete on church land to eliminate the step at the gate.

Low level lighting would be required for both.

PL had received 2 quotes, prior to the DAC site visit, to simplify the garden.to open the garden up for wheelchairs by taking out/pruning bushes and trees and to turf the garden which would also reduce the heavy ongoing maintenance and making it possible to create a remembrance garden.

These quotes didn't include widening the path or ramp.

One quote was £1440 inc. VAT (Hulls Landscapes) the other £1650.00 (Phil Bye) no VAT to be applied.

The second option via Rockside being feasible - perhaps the lowest cost as the path wouldn't need widening.

Options for improved toilet facilities

The current WC can be enlarged for ambulant users - as outlined in the report, but will be inaccessible to wheelchair users, due to the step from nave to narthex.

The architect has suggested considering adapting some internal space for a wheelchair accessible WC, within north transept area of the church close to the suggested new access, thereby reducing the planning and cost.

A Faculty will be required for all of the work and DAC advises that all the work may be submitted under one Faculty even if it is decided later

	<p>not to go ahead with some of the work.</p> <p>The PCC agreed for PL to seek quotes for the mentioned work with options.</p> <p>Annual boiler service and portable appliance testing completed. Annual Organ maintenance was carried out 20th Nov Piano tuning booked 29 th November PL waiting for a date from Western Steeplejacks/Western Lightning for the clearing the gutters, replace the lightning conductor guard and replace slipped/missing tiles.</p> <p>The PCC recorded their thanks to PL for all of the above work.</p>	PL
9	<p>Policies to approve:</p> <p>Alcohol Policy Re-Settlement of Offenders Policy Lone working Policy</p> <p>All policies were agreed by PCC with minor grammar corrections. MD to send word version and PDF version to Georgie to ensure a central record of latest versions are held with date for re-approval noted</p>	MD
10	<p>Parish Vision Day Feedback - feedback shared. It was noted that this was part of a continuing conversation and this should be added to the new leaves article. Thanks expressed to MD for this work. The word cloud was felt to be useful to be used in recruitment to the post.</p>	
11	<p>Report of Miscellaneous Expenditure agreed by Standing Committee:</p> <p>£53.26 for whiteboard for St Michaels £32.99 Posada Nativity Set</p>	
12	No AOB raised	
	Date of next meeting: Thursday 25th January 2024 at St Davids Church 7.30pm	
	The meeting closed with prayer	