

ST PETER'S, TIVERTON

Parochial Church Council

Minutes of the meeting held on Thursday 2 May 2019 at 7 pm in the Tiverton Hotel

Present: Mary Seaton (in the chair), David Catchpole, Helen Fensome, Kate Henshall, Rod Hilton, Jean Jenner, Averil Long, Catherine Makepeace, Jennifer Palmer, David Pope, David Ricks, David Ricks, Richard Stenlake, Roy Webber, Keith White and William Zarrett.

Apologies: The Revd Robert Gordon, Christopher Burford, Gill Heard, Deborah Lal, and Vicki Stuckey.

The meeting opened with prayer.

1 Welcome, membership and co-options

On behalf of the PCC, MS welcomed GH and WZ as newly elected churchwardens, and KH, DL and VS (the last two *in absentia*) as newly elected members.

It was agreed that CM and DR should be co-opted to membership for the year 2019/20, with DP being 'in attendance' as and when need arose.

2 Officers of the PCC

It was agreed that the following should serve during the coming year: MS as vice-chair, DC as secretary, DP as treasurer, and CM as electoral roll officer.

3 Committees of the PCC

The PCC agreed the proposals of the Standing Committee for membership of committees for the coming year (cf. appendix 1 of these minutes).

4 Responsibilities of trustees

4.1 DP explained that at this first meeting of the new PCC year it was necessary to explain the responsibilities attaching to membership.

Under the Charities Act (1993) all PCC members are trustees responsible for all the PCC's financial activity (though without individual liability for any monies). Since St Peters is fortunate in currently having assets totalling over £1.3m, these responsibilities cannot be taken lightly.

It is the duty of PCC members to monitor all income, including giving, donations, legacies, wedding and funeral fees, magazine adverts and sales, fundraising and any other activities; likewise, with expenditure, notably the Common Fund, insurance, utilities, maintenance, staff salaries, fees and expenses. Most of this work is carried out by the treasury team (sidespersons, cashiers and counters, fundraisers, treasurer) and overseen by the Finance Committee. This Committee reports regularly to the PCC. Trustees should be satisfied that adequate safeguards against fraud or error are in place, and ask questions if in doubt.

The Parish Giving Scheme was adopted *nem con* by the PCC three years ago and all members at that time agreed to join, and did so. It is hoped that new members will follow suit as an example to the congregation at large. For all concerned, the PGS is certainly the easiest, most efficient and discreet method of regular church giving.

- 4.2 'Fit and Proper Persons': Members of the PCC began the process of responding to the requirement to comply with the 2010 legislation that requires churches (and other charities) that reclaim Gift Aid to be able to demonstrate that they and any church staff and volunteers who manage church funds are 'fit and proper persons'. The remaining forms would be signed at the next PCC meeting.

5 Minutes

The minutes of the meeting on 14 March 2019 were approved and signed.

6 Matters arising from the minutes

Peache Trustees (minute 2.3): DC, in consultation with RG, had written to Canon Patrick Whitworth, the chair of the Peache Trustees, on 23 March to report the PCC's unease concerning the merger with the Church Pastoral-Aid Trust, but no acknowledgement had been forthcoming. The PCC asked that the matter be followed up by email, since it was felt to be important that our concerns should be duly recognized and recorded.

7 Vestry Meeting and Annual Parochial Church Meeting

The PCC took note of the draft minutes of the two meetings held on 11 April 2019. Discussion centred on the post-refreshments part of the evening, and the report by the Revd Steph Jeffs of her work in the Exe Valley Mission Community. This had made a great impression on those present. Especially bearing in mind that she had in a real sense been 'sent' from St Peter's (after serving her title here) to the Exe Valley; that there was reportedly a very warm attitude towards St Peter's in those churches, a feeling that was strongly reciprocated among us; and that we're keenly aware of the very particular challenges faced by dispersed churches in small rural communities, the PCC agreed that it wanted in every way possible to strengthen the bonds of support and mutual encouragement that exist between us and those Christian communities. Thus, we would like prayer support for Steph and the Exe Valley churches to be included regularly in the intercessions in our worship; an exchange of magazines to become a regular practice among us; awareness of events in all these contexts to be promoted; and encouraging and supportive alertness to Steph's needs and opportunities in ministry to be part of our 'parochial mind set'.

8 Safeguarding

CM reported on the collaborative work that she and RG had been undertaking in this area of concern, and highlighted recent features of the implementation of safeguarding policy in the parish. A considerable number of members of St Peter's have responsibilities in the area of safeguarding children and vulnerable adults, and therefore needed to undertake the courses laid down by the Diocese. She had a precise record of who had done what in this area.

A matter of concern was that some members were unconvinced of the need for this training, and in some cases also felt a degree of unease about online training. In a situation where such courses are not optional, the inescapable fact is that failure to undertake the required training would prevent continuing to act in the relevant role.

She confirmed that she and RG would confer carefully if any situation arose which gave cause for concern.

The Parish Safeguarding Policy Statement, which had on an earlier occasion been endorsed by the PCC, was confirmed once again (cf. appendix 2 to these minutes).

10 Fabric

DR introduced the minutes of the Fabric Committee meeting of 16 April.

In addition to the usual notes on projects completed or ongoing, attention was drawn to (i) the work on the vestry window which was slightly delayed but likely to be undertaken in the near future; and

(ii) the new churchyard main notice board which was agreed to be urgently needed and for which approval would be necessary.

The PCC endorsed the minutes of the Fabric Committee meeting.

11 Project management

DR introduced the minutes of the meeting of the Project Management Group on 29 March.

- 11.1 A sketch drawing (cf. appendix 3 to these minutes) was distributed showing the architect's proposals for the refurbishment of the Library. In future it will function as a multi-use space, being used for choir robing, a parish office and a small meeting room.

The drawing shows a suspended ceiling installed at window sill level, below the top of the existing screen (shown in red on the drawing). It will give an internal ceiling height of 2.4m (= 8' 0") and provide thermal insulation. The ceiling has been designed to take no support from the organ screen wall, which will remain removable for organ maintenance. Additional insulation will be provided to give the room a good working environment. A ceiling light is shown, opening for cleaning. This will give natural light to the space and ventilation when necessary. Continuous full height cupboards along the west wall will give ample storage for choir robes and church/office records.

- 11.2 A PMG project review meeting with the architect is to be arranged for the end of May, in accordance with the requirements of the Project Programme. At this meeting the architect will present his completed design for the whole reordering works, seeking comments and approval prior to commencement of the production information stage of the project.

- 11.3 A start on site in early 2020 is still in prospect, providing no new issues arise with the DAC.

- 11.4 The architect had provided photographs of some of their previous projects to help the PMG decide on preferences for colours and finishes at their last meeting. The example liked unanimously by the group was that of St Mary the Virgin, Westonzoyland, near Bridgwater. While St Mary's is different from St Peter's in many ways, features of the reordering at the back of the church give interesting clues to what we hope to achieve.

- 11.5 Planning approval from MDDC for the toilet block is imminent, and is only being held up by administrative delays.

The PCC endorsed the minutes of the PMG meeting.

12 Electoral roll

CM reported, and the PCC accepted, applications from the following, raising the total of members of the roll to 121 (down from 151 at this time last year):

Mrs Edna Browning, Miss Emma Down, Mrs Joanna Hall-Tomkin, Mr Jeremy Knott, Mr Michael John Lane, Miss Alicia Mary Parr, Mr Francis Perris, Mrs Pamela Pillinger, Mrs Sarah Ware and Mr Brian Webster.

13 Any other business

- 13.1 The PCC responded to a request from WZ who was compiling a list of joys and concerns as requested by the Archdeacon's articles of enquiry.

- 13.2 RW outlined the details of a planned *Concert for a Summer Afternoon*, to be held in St Peter's on 9 June in aid of the Devon Air Ambulance. Booking, at a very low price of £5 (to be supplemented, it was hoped, by donations by those who enjoyed the concert). A wine and soft drinks bar would be run by St Peter's. It was agreed that the Exe Valley Mission Community should be informed of this plan.

There being no further business, the meeting closed at 8.02 pm.

Signed:

Date: