

ST PETER'S, TIVERTON

Minutes

of the Parochial Church Council meeting
held via Zoom on Thursday 11 November 2021 at 7.30 pm

Present: Mary Seaton (in the chair), David Catchpole, Emma Down, Gill Heard, Kate Henshall, Deborah Lal, Averil Long, Catherine Makepeace, Sally Mundy, David Ricks, Christopher Shields, Richard Stenlake, Vicki Stuckey and William Zarrett.

Apologies: Joanna Hall-Tomkin, Jean Jenner and Jennifer Palmer

The meeting opened with prayer.

1 Minutes

The minutes of the meeting on 9 September 2021 were approved and signed.

2 Matters arising from the minutes

Cross-Atlantic rowing project in aid of CHAT (minute 9.2): MS reported that the project is going ahead, and that the two other charities that will benefit support young people who are leaving foster care and also a hospital in Uganda.

3 Safeguarding

CM reported that the Diocese had sent out additional guidelines concerning safeguarding procedures, which had in fact already been put into practice here at St Peter's. It had also been indicated that from now on DBS checks would need to be carried out every three years rather than every five as hitherto.

4 The interregnum

GH and WZ reported on recent developments.

4.1 *Archdeacon's vision meeting:* This would take place on Monday 29 November at 7.30 in the Beale Centre at Blundell's, which had kindly been made available without charge.

4.2 *Questionnaire:* Members of the three churches had been issued with the questionnaire, the returns of which would be reviewed and collated in each of the three benefices. In our case the reviewing group consists of WZ, KH and CM, and the outcome would inform the vision meeting.

4.3 *New covid arrangements:* Since social distancing has not always proved possible, and since as a result the celebrant's distribution of wafers in Holy Communion services was tending to be hindered by lack of space, it had been decided with the support of

the Health and Safety Officer to change the mode of distribution. The priest would stand at the chancel step, and those taking communion would come forward and then return to their seats by way of either the north or the south aisle.

- 4.4 *Thanks:* Members of the PCC voiced their continuing gratitude to GH and WZ for all their hard work in keeping St Peter's going smoothly and contentedly during the interregnum.

5 Worship

GH presented the minutes of the Worship Committee meeting on 25 October, drawing attention to the following matters.

- 5.1 *Decoration of St Peter's for the Harvest Festival:* The flower arrangers, under the leadership of MS, had produced beautiful displays, which had attracted appreciative comment from Bishop Jackie and from many others. GH undertook to pass on our thanks to them for their very skilful work.
- 5.2 *8.00 am service of Holy Communion:* This had taken place on the first Sunday of November, had been greatly appreciated by those who attended, and would be regularly provided on the first Sunday of the month from now on.
- 5.3 *Review of services:* The service of Holy Communion with baptism had been conducted with great skill and personal warmth by the Revd Tim Hunt, the Chaplain of Blundell's. It was hoped that he would come again. The Remembrance Day service on 14 November would be conducted by the Revd Jane Wilson.

Unfortunately, it would not be possible this year to hold the service of nine lessons and carols and the Christingle service, but the midnight service on Christmas Eve would take place and be led by the Revd David Hamer.

- 5.4 *Christmas Fair:* SM and MS reported that the preparation of Christmas cakes and puddings and much else was well in hand.

The PCC endorsed the minutes of the Worship Committee meeting.

6 Finance

WZ presented the minutes of the Finance Committee meeting on 28 October, and CS reported on the current financial situation.

It was pointed out that a clear distinction needed to be drawn between operating financial activity, i.e. normal income and expenditure, over against expenditure on reordering, which is funded primarily from investments resulting from the sale of Church House. Substantial fabric maintenance expenditure would be coming through shortly, including work on the heating system.

- 6.1 *Review:* The financial outcome to the end of October 2021 is as follows: *Income:* £4,936 (budget was £4,845). *Expenditure:* £6,085 (budget was £7,780). This means that overall we are £1,815 better off against budget for October 2021. And for the year to date

we are £17,133 ahead of budget, that is to say a loss of £12,436 against the budgeted figure of £29,569.

- 6.2 *Common Fund contribution:* The Diocese has calculated our contribution on the basis of an unchanged figure of 89 participants. The new total figure for 2022 is set at £48,423, i.e. a monthly payment of £4,035, reduced slightly from £4,043.

The PCC endorsed the minutes of the Finance Committee meeting.

7 Fabric

DR reported on the current situation in respect of the fabric, as follows.

- 7.1 *New Controls for the Heating System:* The work has been completed by our contractor MBH.

The system was demonstrated to us on 3 November and everything functioned correctly. The new controls allow the supply air temperature to vary with the temperature in church, rather like a domestic system, so the consumption of gas can be regulated downwards as the building warms up. The previous control system was either full on or all off.

Some commissioning may be required to adjust the supply air temperature as we get used to the system, and we also may need to adjust the vanes on the supply louvre above the vestry screen to get a better distribution of heat within the church.

There is one small extra cost not allowed for. The cable from the heating chamber to the control panel ran through the old blower room which is now demolished. The control panel has been relocated to the men's vestry and the cable rerouted through the tower. This is a shorter route and allows the old cable to be reused.

- 7.2 *Repointing works:* We have requested a quotation for repointing works to the east face of the south aisle, from *Crowstep*, our reordering contractor, who are skilled at this work. We have applied for an Archdeacon's Certificate for permission to do this work.

- 7.3 *Floodlighting:* A floodlight has been installed above the west door, with PIR control, to illuminate the area where the young people congregate. A camera will be installed to record activity and provide the police with firm visual evidence.

Additional floodlights are planned, to be mounted at roof level to illuminate the north-west and south-west corners of the churchyard. These will be controlled on the same timed circuit as the present floodlight on the south wall.

- 7.4 *Pew cushions:* A sample pack of pew cushion types and fabrics has just been received from *The Church Cushion Company*. We will report our findings and thoughts at the next meeting, hopefully with an understanding of what we may be able to achieve with the funds we have set aside for this project, raised by and in memory of Roy Webber.

8 Reordering

DR reported as follows on recent development as reordering work has gathered pace.

- 8.1 Finding an acceptable structural solution for the new floor slab over the high brick vaults in the children's area has been difficult. The agreed solution, using steel beams and precast concrete planks means that there will have to be some small steps in the slab. Careful planning has allowed these steps to be hidden under fixed furniture along the south wall, and the children's area floor will be level with the rest of the west end.

Procurement of materials has become a national problem for the construction industry and our rather special requirements will mean a three- to four-week additional delay in this area.

The structural solution to the flooring in the area of the new baptistry is still under consideration, being equally problematic.

The contractor has, however, received deliveries of the stone for the flooring of the west end, and this work should commence next week. To be able to see some finished work will be encouraging after the problems experienced in the ground.

The random human remains found and recorded by the archaeologist will be deposited within the accessible vault and a short blessing given. The archaeologist will also leave us with a small but interesting collection of finds which we may feel like putting on permanent display, possibly in the new library.

The delay experienced with these works means that phase two of the project, the east end, will not commence until after Christmas. This may be a blessing as it will allow our Christmas services to be held with the church in its present configuration.

- 8.2 *External works:* The piling and preparation for the toilet block slab is now complete and this will be poured very soon. The completion of the slab will allow work on the masonry superstructure to commence as the necessary materials for this are already on site. The casting of the slab will also allow protection to be erected outside the old kitchen door and a start made on the widening of the archway through the west wall.
- 8.3 *The relocation of the Newte Library:* The necessary specialist 'Condition Assessment and Preservation Audits' have been instructed, and the study covering the paintings has been completed today. The study on the books will be undertaken next week.

Our proposal to create a mezzanine level for the library, over the meeting room, was sent by the architect to the DAC for informal advice, and a very supportive reply has been received from John Scott. The proposal will now be presented to the next DAC meeting and hopefully it will receive consent as an amendment to our present application without the need for a new faculty.

- 8.4 *Selection of the new chairs:* The PMG visited the architects' office on 7 October and tested their library of church seating.

Unanimous agreement was reached by the group, and samples of the selected chair are available for inspection and trial by the PCC. They are located behind the main altar in church. There are four chairs, all in an oak finish. Two are the same with

wooden frames and two samples have metal frames. They are all manufactured by Trinity Church Furniture. The PMG suggests that the timber framed chairs, named 'Theo' are chosen for St Peter's. They are purpose-designed for churches, well made and comfortable. Their appearance, with the wooden frame, seems appropriate, and their weight is considerably less than the metal framed chairs. They will stack to thirty high.

The PMG has taken the advice of the Diocese, the DAC, the Council for the Care of Churches and our Architect, and has selected a chair with a wooden seat and back without upholstery. The DAC has to approve our selection of chair.

They will be stacked at the back of church and used when additional seating capacity is required. For most of the time the west end will be left clear except for some tables and chairs for coffee after Sunday services. The pews will be used for regular Sunday worship, hopefully being made more comfortable with new pew cushions.

- 8.5 *Financial matters:* We touched on project costs with the architect after a site meeting on 10 November. In very general terms we have had to make changes, primarily to the floor slabs which have incurred substantial additional costs. We have, however, been able to make savings. The biggest are in refurbishing the existing porch and omitting an expensive pumped drainage system to the toilets.

The architect reports that, at the moment, the extras and savings are roughly in balance. This leaves the contract contingency substantially untouched and hopefully sufficient to cover any extras for the floor slab in the baptistry area and any additional work under the east end pews.

The financial situation should become clearer and more secure once all the work in the ground is complete. We will continue to keep track of the costs with the architect on a regular basis.

- 8.6 The PCC expressed its thanks to everyone whose work had contributed to the progress so far, both on the fabric in general and reordering issues in particular. David Ricks, William Zarrett, Emma Down, Derek Long and Neville Mundy had all been making available their skills and expertise, for which a debt of heartfelt gratitude is owed.

9 Deanery Synod

MS presented the report of the meeting of the Deanery Synod on 30 September.

10 Any other business

CM reported that Sally Taverner had joined the electoral roll.

There being no further business, the meeting ended at 8.22 pm.

Signed:

Date: