

ST PETER'S, TIVERTON

Minutes

of the Parochial Church Council meeting
held via Zoom on Thursday 12 May 2022 at 7.30 pm

Present: Mary Seaton (in the chair), David Catchpole, Gill Heard, Kate Henshall, Jean Jenner, Averil Long, Sally Mundy, Jenny Palmer, David Ricks, Christopher Shields and William Zarrett.

Apologies: Emma Down, Joanna Hall-Tomkin, Nickie Johnson and Richard Stenlake.

The meeting opened with prayer. Mary Seaton welcomed Gill Heard and William Zarrett as newly re-elected churchwardens, to whom she paid tribute for their strong and dedicated leadership over the past year, and she also welcomed NJ (*in absentia*) as a new member of the PCC.

1 Election of officers

The following were elected as officers of the PCC for 2022/23: Mary Seaton as vice-chair, David Catchpole as secretary, Chris Shields as treasurer, and Joanna Hall-Tomkin as safeguarding representative. For details of membership and the officers of the PCC, cf. appendix I.

2 The duties and responsibilities of PCC members as trustees

As required at the first meeting of the PCC year, the responsibilities attaching to membership were reviewed, as follows.

- 2.1 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). St Peter's is fortunate in currently having funds totalling over £1.5m. It is their duty 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 should ask questions if in doubt.

The Parish Giving Scheme was adopted *nem con* by the PCC six years ago. When PCC members join – as the hope is that they will – it is a sign to the congregation at large of a quite essential benefit accruing to St Peter's. For all concerned, the PGS is certainly the easiest, the most efficient and discreet, method of regular church giving. It has proved invaluable during the period of the covid lockdown: those parishes who use it have been protected financially, while others are facing considerable difficulty.

- 2.2 'Fit and Proper Persons': Members of the PCC are required to complete the process of signing the forms of declaration and thus 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'. Every member of the current PCC has signed that form.

- 2.3 A slightly different issue is our requirement to conform to the GDPR rules. In that vein, members usually receive from DC papers which have been sent by him to himself and by 'bcc' to them. DC observed that it would be a help to know whether members of the PCC are in fact content that all should know their email addresses.
- 2.4 It was noted that with the responsibilities of PCC membership in mind, the Diocese has produced an excellent paper on the subject, well worth reading by even the most longstanding and experienced of PCC stalwarts. The link is: <https://exeter.anglican.org/wp-content/uploads/2016/12/A-Guide-for-New-PCC-Members-revised-2017.pdf>

3 Minutes

The minutes of the meeting on 17 March were approved and signed, as were the minutes of the joint-meeting of the PCCs of St Andrew's, St Peter's and St Thomas's on 19 April.

4 Matters arising from the minutes of the meeting on 17 March

Funds for external causes (minute 8.1): The sum of £350 had been raised in St Peter's for the Ukraine appeal.

5 Report on the interregnum

GH reported on recent developments during the period of the vacancy. She thanked her colleagues in the Standing Committee for their collaboration in the care of our community during these months, and also the whole congregation and PCC for what had been a time of collective effort and commitment. She also singled out the excellence of the leadership of visiting clergy, who had nourished St Peter's with their thoughtful sermons and liturgical sensitivity.

The terms of the advertisement, to be posted on the diocesan and Church of England websites [[https://jobs.churchtimes.co.uk/jobs/Priest-in-Charge-\(Team-Rector-Designate\)-in-South-West-jn10172](https://jobs.churchtimes.co.uk/jobs/Priest-in-Charge-(Team-Rector-Designate)-in-South-West-jn10172)] and in the *Church Times* [cf. appendix 2], have been agreed, and it is hoped that this will happen immediately [yes: 14 May]. The vicarage chosen by the Diocese as being very suitable for the new incumbent is the old St George's Rectory: this will be modernised in part by the diocesan building authorities before being occupied. Some of the alterations may take place once the appointment has been made, in order for the new rector (and possibly her/his family) to agree colours, styles, etc.

6 Vestry Meeting and Annual Parochial Church Meeting

The minutes of these meetings, held on 28 April, were received and noted.

7 Safeguarding

JH-T had reported on her helpful meetings about safeguarding with Catherine Makepeace. Her own experience in matters of safeguarding at Taunton School meant that she was already very familiar with the issues and the necessary provision, reinforced now with the briefings provided by the Diocese.

The PCC endorsed the Parish Safeguarding Policy Statement (cf. appendix 3 to these minutes), subject to the change of signatory from the Revd Robert Gordon to Mary Seaton.

8 PCC committees 2022-2023

The proposals from the Standing Committee for membership of committees were endorsed by the PCC, cf. appendix 4.

9 Reordering project report

DR reported on recent developments as the reordering process moves towards completion.

9.1 *The font:* This has now been moved to its revised position, where it looks well, as does the step up to the baptistry.

9.2 *The toilet block and servery:* good progress is being made.

9.3 *The east end:* This too is progressing, and the use of white kerb stone, matching that used in the baptistry, makes for an attractive plan.

9.4 *The Newte Library:* A good deal of work has been involved in the emptying of the library. 90% of the books have already been transferred to the Memorial Chapel, each being cleaned, measured, wrapped in acid free tissue paper and stored in black crates. The measuring of the books allows slip covers to be made for the future storage of the books. A debt of gratitude is owed to ED and her fiancé Simon for much precise and laborious work on this valuable historical resource for St Peter's.

10 Future plans

There was discussion of whether PCC meetings should continue to take place by zoom or alternatively be held in person in the church. Points in favour of zoom were ready accessibility as well as availability for participation by PCC members who happened to be distanced from Tiverton at the time of meetings. Points in favour of personal attendance was the greater ease of face to face communication. It was decided that at least the next meeting, due on 14 July at 7.30 pm, would be by personal attendance. [For the list of future dates of meetings, see PCC 17 March 2022, minute 11: (2022): 12 May, 14 July, 8 September, 10 November. (2023): 19 January, 16 March, 11 May.]

11 Any other business

11.1 *The Queen's jubilee celebrations:* There will be session immediately after the morning service on Sunday 5 June at which we will drink a celebratory toast to HM the Queen.

11.2 *GDPR and communication with the parish administrator.* WZ reported that there are times when Tim Bayton, our parish administrator, needs to contact a member of the

PCC with a question. Normally, he comes to a member of the Standing Committee or the other Committee Chairs but occasionally when he is unable to reach those people, he may need to call another member of the PCC. Members were asked that, if they were willing for Tim to have their phone number, they should please send it to Tim at office@stpeterstiverton.org.uk.

- 11.3 *Pastoral care directory*: This list of those who have given permission for their names to be included, under strict condition of privacy, needs to be updated. It was agreed that this process should be undertaken from scratch and involve use of the welcome sheet, the website and the current list of emails in the parish office, so that as many as possible of those who are willing to have their names included might be contacted for this purpose.
- 11.4 *The alarms in the church building*: The current limited number of key holders needs to be expanded so that any emergency ringing might receive a rapid response, whether by day or by night. Those who are willing to be key holders need to be fully briefed on the disposition of alarms and the way in which a response might be made.
- 11.5 *Electoral roll*: JJ asked, and the PCC readily gave, permission for her to have a copy of the current version of the electoral roll to help her in her work of arranging home communion visits.

There being no further business, the meeting closed at 8.21 pm.

Signed:

Date: