

ST PETER'S, TIVERTON

Parochial Church Council

Minutes of the meeting held in church on Thursday 8 September 2022 at 7.30 pm

Present: Mary Seaton (in the chair), David Catchpole, Emma Cobbledick, Joanna Hall-Tomkin, Gill Heard, Kate Henshall, Jean Jenner, Nickie Johnson, Averil Long, Sally Mundy, David Ricks, Christopher Shields and William Zarrett.

Apologies: John Brewster, Jenny Palmer and Richard Stenlake

The meeting opened with a minute's silence in honour of and respect for HM the Queen on the day of her death. The meeting continued with a prayer.

1 Minutes

The minutes of the meeting on 14 July 2022 were approved and signed.

2 Matters arising from the minutes

2.1 *Director of music* (minute 6.1): It was decided that since there was every likelihood that a new priest in charge would be appointed around the end of the year, and since the relationship between incumbent and director of music is so sensitive and important, the process of looking for a new director would be placed on hold until after the new incumbent had arrived.

2.2 *Use of reordered church by external bodies* (minute 6.2): Work is in progress on setting up the procedures relating to two different sorts of events: (i) home produced events arranged by St Peter's people for St Peter's people, in which the Events Planning Group will NOT participate, and (ii) events arranged for outside organisations. The two were not the same, and it was agreed that detailed briefings for the latter type of events needed to be ready and provided in advance for all concerned.

3 Safeguarding

JH-T raised two issues:

(i) the expectation that all PCC members should have DBS checks, a precautionary process matter that was not compulsory but which was nevertheless advisable. It was agreed that this was an important safeguard, and JH-T agreed to supply details and alert those PCC members who still needed to undergo such checks.

(ii) two areas of the church, namely the south-west corner and the vestry needed to be open to view rather than places where people, including vulnerable adults, might be out of sight and therefore possibly at risk. The present situation was unsatisfactory, and it was agreed that, for instance, the vestry door should not remain closed. WZ added that it might be advisable to install a spare CCTV camera in the vestry.

4 The interregnum

WZ and GH reported on recent developments in the interregnum. In response to the second advertisement of the post of priest in charge there had been seven applicants, three of which (two men, one woman) appeared promising and would be taken forward to the interview stage. All three had indicated their likely availability at the end of the year.

A detailed plan had been devised for the 'orientation day' before the interview day. This would involve a significant number of members of St Peter's, especially PCC members and those responsible for leading worship. The help that would be needed in making the three applicants welcome, and showing them the proposed new vicarage, was vital, and offers of help were much appreciated.

It was stressed that casual conversation should not cover ground that would be of concern in interviews but should rather be neutral in tone and informative for the applicants concerning the nature of life and work at Peter's. 'Let them talk to you' was a sound principle!

It was noted that all plans might need to be put 'on hold' in view of events planned for the days of mourning following the death of the Queen. [The decision to delay has been taken subsequently in consultation with Bishop Jackie and Archdeacon Andrew.]

5 Worship

GH presented the minutes of the Worship Committee meeting on 22 August.

There were two adjustments to the minutes: (i) The period of mourning for the Queen would necessitate a further postponement of the Mayor's Sunday and Parade. (ii) It was noted that the development of a new design for the mezzanine flooring was not in fact a reaction to structural problems but rather to a sense that a simpler and cheaper plan would bring intrinsic advantage.

With these two amendments the PCC endorsed the minutes of the Worship Committee meeting.

6 Finance

CS introduced the minutes of the Finance Committee meeting on 24 August.

The financial position on 31 August was that income stood at £39,907 (budget £37,427) while the figures for expenditure were £54,214 (budget: £61,775), combining to produce a deficit of £12,307 (budget: £24,348). For details, cf. appendix to these minutes.

The PCC endorsed the minutes of the Finance Committee meeting.

7 Fabric

DR gave a report on recent developments vis-à-vis the fabric of the church.

- 7.1 *Miscellaneous maintenance:* The work of the Tuesday group has, in addition to attending to various minor repairs, tended to concentrate on getting the church back to normal after the reordering upheaval and trying to get it back to a reasonable level of cleanliness. Outside help with high level cleaning may in fact be necessary when all the work is complete. The Memorial Chapel remains a place of storage and will continue to be so until the new library mezzanine and ground level meeting room is finished.
- 7.2 *The notice board:* The large timber notice board by the north gate, near the Castle, fell from its uprights in windy weather and sustained some damage a few months ago. It has now been repaired and refurbished and will be remounted soon, this time using bolts instead of the previously rather inadequate screws. It is made of solid oak and hopefully will provide many more years of life.
- 7.3 *Chairs and cushions:* The chairs have now been delivered. The 81 remaining pews are being measured in order that a quote can be obtained for new cushions. In the first place we are asking the *Church Cushion Company* for a price for every pew but broken down into four areas to allow us to go ahead with what we can afford. We are researching alternative suppliers.

8 Reordering

DR reported on the present state of the reordering project. Progress had in fact been rather slow. The reasons, he suspected, were multiple and unavoidable. There are no time penalty clauses in the contract, and the contractor may well have other jobs that do have such. However, the expectation is that the works, apart from the library, will be substantially complete by the end of September. As for the library, the revised proposals are being priced by Crowstep prior to our applying for DAC approval for the new mezzanine level.

- 8.1 *Servery and toilets:* Progress in both these areas has been at a slow but steady pace. The amount of work outstanding is actually quite small but now relies on getting the right specialist subcontractors to attend on site in the correct sequence. The toilets are plastered with the floor screeded and the floor finish almost complete. They are ready for the installation of sanitary ware and the completion of mechanical and electrical works. This leaves only partitions, doors, joinery and decoration.
- 8.2 *Porch:* The refurbished porch is presently in church, together with its extension panels. The contractor has to adapt the stone flooring to allow repositioned floor springs to be accommodated. The new doors are also on site. Once in its final location it will have glass in the upper panels, with solid below. The doors will be fully glazed. The whole will be refinished in dark oak to match the existing retained church joinery, with new brass ironmongery. The glazing undoubtedly makes the old porch feel much wider and will present a much more welcoming feeling upon entry to the church.

9 Charity Commission: the Charities Act 2022

A briefing from the Charity Commission to the St Peter's trustees, i.e. to all PCC members, had been received on 9 August and sent to all members on 11 August. This covered essential information designed to ensure effective management.

10 The National Burial Ground Survey

This was announced by the Church of England in September 2021 and aims to survey and map all churchyards in England and to provide a free digital online map to all parishes through the Church Heritage Record. PCC agreement is a necessary condition of participation in the survey, and this was indeed agreed.

11 Any other business

Warm appreciation was expressed to Jean Jenner for her gift of new flags in memory of her late husband Tony, and to Mark Drysdale for his very prompt and well-informed management of the flag in the light of the death of HM The Queen and the accession to the throne of King Charles III.

There being no further business, the meeting closed at 8.15 pm.

Signed:

Date:

Dates of future meetings: 10 November, 19 January, 16 March, 11 May.