

ST PETER'S, TIVERTON

Minutes

of the Parochial Church Council meeting
held at St Peter's Church on Thursday 11 May 2023 at 7.30 pm

Present: Gill Heard (in the chair), the Revd Christian Hill, John Brewster, Joanna Hall-Tomkin, Kate Henshall, Averil Long, Tom Mitchell, Sally Mundy, David Ricks, Christopher Shields, Heather Vincent and William Zarrett.

Apologies: David Catchpole, Emma Cobbledick and Nickie Johnson.

The meeting opened with prayer, including remembrance of Rod Hilton who had sadly passed away.

Gill Heard welcomed the new Priest in Charge, the Revd Christian Hill, and also JB, TM and HV as new members of the PCC. Gill Heard and William Zarrett were also welcomed as newly re-elected churchwardens.

1 Election of officers

The following were elected as officers of the PCC for 2023/24: Gill Heard as vice-chair, David Catchpole as secretary, Chris Shields as treasurer, and Joanna Hall-Tomkin as safeguarding officer. (For details of membership cf. appendix I to these minutes.)

2 Finance

2.1 *Review:* CS reported that the church is fully solvent, having funds currently totalling over £1m with investments being well looked after by the CCLA. A budget has been set for a deficit of £39k. It is expected that the deficit will be close to this figure this year, since there are a number of fabric projects to be carried out.

The church is now being used, as planned post-reordering, for some concerts which have already raised £2k this year.

2.2 *Remuneration of organists:* WZ proposed that Graham Willson and other organ volunteers be paid £25 for playing the organ on Sundays. Simon Trott would donate his to the Bell fund. Visiting organists are usually paid £60-£70.

2.3 *Choral scholars:* WZ said that the church needs to ask the Amory Fund for the support of choral scholars to be topped up.

3 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.

3.1 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). As noted

above, St Peter's is fortunate in currently having funds totalling over £1 m. It is the duty of trustees 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.

- 3.2 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 had 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. A list, to be kept on file, was circulated for signing.
- 3.3 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>

4 Minutes

The minutes of the meeting of the PCC on 16 March were approved and signed.

5 Matters arising from the minutes

- 5.1 *The defibrillator* (minute 2.3): This has been installed on the wall near the door to the toilets with a black first aid kit above it for use with the defibrillator.
- 5.2 *Card reader* (minute 3.3): The church now has a card reader, but it needs to be fixed and plugged in once the electrical supply is in place.

6 Vestry meeting and APCM minutes

The draft minutes of the Vestry Meeting and the APCM held on 23 April 2023 were received and noted.

7 Safeguarding

JH-T was thanked for her good statement about safeguarding at the APCM. The dashboard will soon send automatic reminders for training and DBS checks. JH-T has completed the training she needs for her role as document checker. HV agreed to help her with some of the safeguarding tasks.

The PCC endorsed the Parish Safeguarding Policy Statement (cf. appendix 2), with the addition of GH as signatory.

8 PCC committees 2023-2024

The proposals from the Standing Committee for membership of committees were endorsed by the PCC, (cf. appendix 3), with the additions of Mark Heritage as risk assessor and monitor of fire regulations to the Fabric Committee/Tuesday DIY group, [and of JH-T as consultant to all committees in her role as safeguarding officer]. GH reported that the pastoral care group has been handicapped by recent covid restrictions and is in any case awaiting new guidance from CH.

The PCC wished to thank our neighbour Frank Thomas for his help in the Tuesday morning DIY group, and also his wife for making Welsh cakes.

9 Reordering project

DR reported on recent developments, as follows.

- 9.1 *Completion of works and correction of defects:* A very small amount of work has been undertaken towards completion. The most significant item has been the installation of a new, wider lead flashing to the toilet block roof parapet, and this seems to have corrected the water ingress problem.
- 9.2 *The children's area:* We understand that this work is now going to be undertaken by Crowstep in house as their appointed sub-contractor has failed, repeatedly, to honour its commitment. Timing for the work has yet to be agreed.
- 9.3 *The Meeting Room and Library:* We believe that Crowstep will not be in a position to proceed with this phase of the work, now or in the future.

Since our grant funding for the library has time limits, new contract documents have been prepared and sent to four new contractors who have expressed interest in tendering for the work. They are all known to our architect and on their approved list. We should receive tenders back by the end of the month.

We are still waiting for the Chancellor of the Diocese to issue his formal faculty approval for the revised meeting room and library (10 weeks so far). It took thirteen weeks and a call to the Bishop's Assistant before we received approval for the main works, and this was critical.

10 Fabric

DR reported as follows:

- 10.1 *Fire Precautions:* A fire awareness training session was held on 21 April and attended by about 12 church members. A faculty application is under preparation for the fire protection measures required by the Fire Officer at the base of the tower. Approval will be covered by an Archdeacon's Certificate.

We now have to hold a church evacuation practice, with a full congregation present, therefore at a main morning service. Details are still to be decided. For interest, the bell ringers held an escape practice from the ringing chamber, in the dark, down the spiral stair and through the west door. They achieved evacuation in under two and a half minutes.

- 10.2 *Bird screens to the bell chamber opening:* This work, by *Moorish Engineering and Rapid Scaffolding*, has now been instructed. It is programmed to be undertaken between 19

and 28 June, so the bells will not be rung on Sunday 25 June and possibly the following Sunday dependant on getting the scaffolding removed in time. This work does not require a faculty.

- 10.3 *Paper towel holders*: New paper towel holders have been installed in the toilets. They no longer shred the towels and leave bits of towel all over the floor.

11 Transfer of records to Devon Heritage Centre

The PCC agreed to send the records listed by EC to the Devon Heritage Centre.

12 Vacancies in essential roles in the life of St Peter's

- 12.1 *Treasurer*: As a back-up, and to assist the treasurer, WZ suggested the enlisting of a junior book-keeper at Apsleys for £30 per hour. The accounts would then be in the correct format for the year-end review, which might bring about an off-setting reduction in the annual review charge (currently ca. £1.2k). WZ suggested that we could try it for a year, this option will be explored further.

- 12.2 *Parish Giving Recorder*: Helen Wakely would like to retire as parish giving recorder. The role needs someone with integrity and humility. It was agreed that the post would be advertised at a church service.

GH thanked WZ for his work on these matters.

13 Any other business

- 13.1 *Archdeacon's Articles of Enquiry*: WZ explained that the document covering the Archdeacon's Articles of Enquiry needs to be completed by the end of June. Topics covered include safeguarding, net zero Church of England footprint tool/award, joint councils and governance, mission community health check, survey of toilets/kitchen, and any other business about which to consult the Archdeacon.

- 13.2 *Patronal Festival Service on 25 June 2023*: Bishop Robert is due to take this service.

- 13.3 *Church groups*: JH-T asked whether there could be e.g. a book club, Celtic Christianity group, etc. CH explained that he hoped to introduce small fellowship groups.

- 13.4 *Welcoming presents*: CH thanked St Peter's, St Thomas' and St Andrew's for the flowers and Reapers gift vouchers which he and his wife had received on arrival.

- 13.5 *Dates of future meetings*: The following were agreed:

2023:	13 July	7 September	9 November
2024:	18 January	14 March	9 May

APCM 2024: Sunday 21 April after the 10.15 service, with bring and share lunch

There being no further business, the meeting closed at 9.15 pm.

Signed:

Date: