

ST PETER'S, TIVERTON

Parochial Church Council

Minutes of the meeting held at St Peter's Church
on Thursday 5 September 2024 at 7.30 pm

Present: The Revd Christian Hill (CH), in the chair; John Brewster (JB), David Catchpole (DC), Emma Cobbledick (EC), Joanna Hall-Tomkin (JH-T), Kate Henshall (KH), Mark Heritage (MH), Sally Mundy (SM), David Ricks (DR), Susannah Emson (SE) and Tom Mitchell (TM)

In attendance: Helen Wakely (HW)

- 1 The meeting opened with prayer.
- 2 Apologies were received from Nickie Johnson and William Zarrett.

3 Minutes

The minutes of the meeting on 11 July 2024 were approved and signed.

4 Matters arising from the minutes

Hired Cleaner (minute 4, item 2):

Sheena Vowles will start regularly cleaning the church on Monday 9th September and will clean each Monday afternoon for 3 hours. EC has prepared an agreement of services and completed an induction with her.

SM noted how good the church looked following cleaning the previous week.

Additionally, there was discussion about a deep or high level clean which would likely be very costly. It was suggested this could be done after decorating took place and that the chandelier could be cleaned.

Actions: DR to get a quote for cleaning the Chandelier.

Kitchen cupboard lock (minute 11):

DR noted that there is now a lock on the kitchen cupboard to keep sharps knives locked away.

Administrator role (minute 16, item 2):

There is a potential candidate for the administrator role to take over from Tim Bayton at the end of September. The candidate met with CH, DR, and Tim Bayton earlier this week. The candidate has previous experience as administrator in an Oxfordshire benefice for six parishes. Reference will be requested and if satisfactory Tim can start the handover.

If appointed, it is hoped the candidate will work in the church office for two mornings (five hours per morning on Wednesday and Thursday). This schedule could be more flexible. The role will include usual administrative duties including sorting paperwork, rotas, website management, occasional offices. There is a possibility for the candidate to develop synergies with St. Andres and St. Thomas too if time allows.

It is hoped that a steward might be available on the same day and time so the church could be opened. A discussion followed around lone working in the church, including the potential for a panic alarm. It was agreed to ask William Zarrett and Gill Heard what previous arrangements had been in place.

It was highlighted that the office had originally been planned as a meeting room. Previous minutes. It was also noted that the sacristy could be used by small groups too, depending

on size and needs. CH noted that the administrator might like to declutter some of this space which would make it more flexible.

Stewarding (minute 15):

KH has offered to take over the stewarding rota from Gill Heard, to open the church over the winter months. The craft group is now meeting on Thursday afternoons until mid-October to keep church open when the Castle is open. It was suggested that stewarding could be extended into the winter months.

5 PCC Terms of Reference

EC presented the revised Terms of Reference. DC noted that the Terms of Office needed to be updated to reflect the need for members to retire for 1 year after serving two terms, before being eligible for re-election.

EC had not had time to prepare a Privacy Policy but would do this for the next meeting.

EC had not received any responses to her request of those holding church keys. PCC members with keys raised their hands at the meeting and EC will add them to the list of keyholders.

Actions:

EC to update Terms of Reference.

EC to prepare privacy policy.

EC to reach out to other groups to find out who needs adding to keyholder list. MH to give EC list of bellringers with keys.

6 Safeguarding

JHT reported that the safeguarding sessions she ran in August went very well and were well attended. There are 68 people who need to complete some form of safeguarding training across the church. Group leaders have been a great help in chasing people to complete training and JHT is chasing the few who still need to complete training.

JHT plans to rerun the training, probably consisting of two sessions a year: one for the basic course and one for the foundation course.

KH suggested those who have done the training could give a short talk on safeguarding in church one Sunday to promote the training to others and to help make others feel comfortable in completing training.

7 Pastoral Care Group

KH reported that visits are underway with those who have requested them. Quite a few people have been away over the summer so the group will meet again in the autumn. No new requests for visits have come through recently.

8 Finance Committee

HW reported there has been more donations on the card reader and DR noted more cash as well, which has coincided with the church being open over the summer. CH agreed to mention ways of donating at start of weddings and funerals, if appropriate.

HW announced that the church has received a legacy from the Seaton estate. It will be kept in a separate designated fund. All voted in favour for it to be put, in part, towards the

cost of the library. It was also agreed to purchase plaques to be displayed in the library in memory of Mary Seaton and David Gibling, who both contributed to the upkeep of the library.

CH informed the meeting that he had investigated our gas and electric tariff and negotiated new rate from our providers. We are still being charged for the meter in the Greenway chapel, despite requests for its removal. The biggest fuel cost is gas which could potentially be reduced through submitting meter readings.

Actions:

HW to chase up the removal of the meter in the Greenway Chapel.

A volunteer to take meter readings on a regular basis.

9 Fabric

Card reader: this will cost £395 to purchase. All voted in favour of this purchase. There is currently a shortage in supply of readers so it is hoped the current reader, which is on loan through Philip Whitlock, can be kept until the purchased one arrives.

Water leak: the location of the water leak at the west end of the church is unknown. D A Noble are investigating and hope to be able to locate it. The leak is not insubstantial and is costing money, but as yet there is no evidence of damage.

Memorial Chapel: the chapel is in use again although some more cleaning is needed. The wardrobe and chest of drawers which are still housed in the chapel need a new home. Thanks was expressed to Sally Mundy, Neville Mundy, Mark Heritage, David Ricks and Joann Hall-Tomkin for all their help in clearing the chapel, cleaning and making tip runs. SM noted the large boards listing benefactors which had been moved from the Memorial Chapel to the Greenway Chapel and asked for members to consider where they should be placed within the church so they could be highlighted to the congregation.

Alarm system: annual maintenance has taken place and the alarm is still in working order. However, if it breaks spare parts are unlikely to be found and the system will have to be replaced. CH reported a number of thefts from local churches and asked if there anything which we could do improve security.

Actions:

MH: Review if any improvements can be made to security.

DR/WZ: Investigate who is called when the alarm goes off and what the process is for someone to respond.

10 Library report

EC reported that the books had all been moved from the Memorial Chapel to the new Mezzanine floor. The last few books are being placed on the shelves this week. There were a few signs of mould but nothing which couldn't be dealt with in house. EC is selling the boxes which were used to house the books while in storage.

Victoria Stevens, our conservator, has agreed to prepare the book shoes, beginning in the late autumn. She will likely visit the collection again at this time.

A reopening event for the library is planned on 29th September, 3-5pm. This will involve a display of volumes, the option to visit the mezzanine floor, music from the West Gallery Quire and refreshments. Prior to the event the bellringers will ring a special

performance of 1260 changes starting at 2pm. This coincides with the Tiverton Book Festival and follows on from the Castle opening and EAT festival in the market.

EC is still exploring options for loaning the collection and is still preparing governance documentation.

11 Social and Fundraising Group

EC/KH/JH-T reported on the newly established social and fundraising group. The group met in August to review booked events. A leaflet has been produced of upcoming events and an email sent to the mailing list. Notices are also regularly being given at the beginning of church services.

EC is managing the next musical event which is a concert by Devon Baroque orchestra, with the help of WZ, Gill Heard and Ian Johnson.

JH-T and KH have also organised and advertised the harvest supper which is on Saturday 5th October at 6pm in Church. It is being catered by Country Bumpkins. Tickets are on sale for £15.

SM raised the need for a Christmas Fayre. It was suggested this should be a different time to the lights switch on in the town as most people did not venture up as far as the church.

Actions:

SM and Social & Fundraising Group to agree a date for the Christmas Fayre and co-ordinate.

12 Next PCC meetings

A discussion was had about the location of the next PCC meeting. It was felt that if possible, the meeting should be held in church.

The next PCC meetings will be on Sunday 17th November and 12th January (tbc), in church following the Sunday morning service.

13 AOB

Volunteering opportunities/roles to be filled in the absence of churchwardens:

EC has prepared a list of roles which need filling. They are not all strictly churchwardens' roles but are jobs which Bill and Gill had been covering. A number of people have come forward and EC will prepare a list to display in church for others to sign up.

Communion at the high altar:

JHT asked if communion could be received at the high altar for special services. DC noted that a nave altar was supposed to be purchased as part of the reordering. Concerns were raised around the steps leading up to the high altar. CH will explore how this could be arranged, possibly with giving communion to those who felt they could not do the steps in their pews.

Coffee rota:

SM needs volunteers to help serve coffee after the church service on Sunday mornings. SM will contact volunteers who have come forward, If you can help please speak to SM or EC.

Weeds on church path:

Instructions are now available for weed killing, but JHT asked if this could be undertaken by the gardener. HW to give JHT details to contact the gardener. It was also noted that a yew tree needs trimming and that there was a small gardening budget for items such as wildflower seeds. Receipts for reimbursement should be sent to WZ and HW. It was agreed CH would write a letter of thanks to Frank for all his help with the DIY group and in keeping the churchyard tidy. CH also expressed thanks to JHT and Neville Mundy for cleaning the main roof gutters.

Fire extinguishers:

SM noted these need cleaning and that sidespeople should know where the extinguishers are. MH highlighted the fire procedure in the office which sidespersons can read.

There being no further business, the meeting closed at 9pm with the Grace.

Date of next meeting: Sunday 17 November, after the morning service, in St Peter's Church.

Signed:

Date: