

ST PETER'S, TIVERTON

Parochial Church Council

Minutes of the meeting held at St Peter's Church on Sunday 17th November 2024 at 11:30am

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) and Tom Mitchell (TM)

1 The meeting opened with prayer.

2 Apologies were received from William Zarrett and Susannah Emson

3 Minutes

The minutes of the meeting on 5 September 2024 were approved and signed.

4 Matters arising from the minutes

DR and EC both highlighted that they hadn't been able to make progress on the Chandelier and policy work respectively, due to other commitments.

5 PCC Terms of Reference

EC presented the revised Terms of Reference which were approved and signed. The PCC will review the ToR on a year basis. DR highlighted that members of the PCC can still be co-opted.

6 Safeguarding

JHT reported that safeguarding remains a hot topic within the church and underlined how important it is to follow the guidelines from the diocese. She is chasing one PPC member who still needs to complete domestic violence training but otherwise we are up to date with training. JHT also highlighted that DBS checks need to be renewed every three years.

JHT: asked about how the risk assessment was conducted for the recent visit by Blundell's students EC and MH confirmed this was conducted by Blundells themselves before their visit.

7 Pastoral Care Group

KH reported that sadly some of the people the Pastoral Care Group has been visiting had passed away. She has had no new requests for visits.

CH stated that he had received a request to visit the Larches care home and that he can offer home visits for Holy Communion. He also noted that the Larches would welcome carol singers. NJ said that she would find out if the choir could visit, as well as anyone else from the congregation who might like to join them. She noted that the choir used to carol sing at St Georges too.

Action:

NJ and CH to liaise with the Larches Care Home for carol singing and pastoral care visits respectively.

8 Worship Committee

NJ apologised for no longer being able to chair this group. CH thanked her for leading the committee over the past year and has offered to chair the committee going forward.

EC stated that a request had been made for the prayers on the prayer board to be blessed each month. CH will do this on the first Sunday of the month at the beginning of the service. KH will add a notice to the prayer board informing any users of this process so they can re-add regular prayers if they wish.

A discussion was had about the Gloria and how to help the congregation become more familiar with the tune. Suggestions included handing the music out to the congregation, the choir singing the Gloria for the congregation to hear or teaching it to the congregation by singing a section of line and the congregation repeating it.

Action:

CH to liaise with Graham Wilson about familiarising the congregation with the Gloria.

9 Finance Committee

EC read out an extra report from Helen Wakely and William Zarrett to add to the minutes from the finance meeting.

A request was received from the bellringers to transfer their funds into the St Peter's accounts to avoid additional bank charges from January. The PCC approved this request.

A new accountant, Charles Bond, has been found to replace Apsleys for the independent examination of our accounts. He does this for several other churches. HW will continue to prepare the account so that any adjustments are kept to a minimum. The PCC approved this appointment.

Since the Finance Committee, the PCC has been notified of the Common Fund requirement for 2025. Our 'average' participants over the last three years has been calculated as 78.67 (2022: 90, 2023: 89, 2024: 57). The overall requirement is for £49,402 - £41117 per month. This compares with £54,558 in 2024, £4547 per month.

A discussion was had about the common fund and other ways in which we could raise money as the collections at services do not cover the cost. Suggestions included a notice about how much it costs to run the church on a daily or weekly basis; highlighting the parish giving scheme which gives a steady income; and using campaigns on the new card reader and making this more visible on the website. It was noted that fundraising efforts should be conducted with grace and avoid the impression of simply asking for money. CH noted that there was an uptick in donations following 'Giving Sunday' at the end of September and that many people do want to support the church and that it is important to make it easy for them to do so, especially over the coming months when many people will be coming to church over the Christmas season.

There was further discussion about how the website could be improved and made more inviting. It was suggested that sixth formers from one of the local schools might be able to help but CH said he had already inquired without success. He highlighted that the Diocese had web designers but that this was not cheap.

DR and MH presented details of a new intruder alarm system for the church. The new system will cover the whole of the church. The installation will be £1130. An annual maintenance charge of £845 per year includes 24/7 monitoring, two services per year and

a trigger to the police. The system also includes a personal sensor alarm or panic button which can be used when lone working. The new system will reduce insurance costs by £226.27 per year. The PCC approved the purchase and installation of the new system.

Actions:

HW to incorporate the bellringers payments and receipts into the accounts running them through a 'restricted fund' specifically for bellringing transactions.

HW to notify Apsleys and Charles Bond of the change in independent examination of St Peter's accounts.

ALL: consider possible help with website expertise and give any contact to CH to follow up.

DR and MH to liaise with ADT to install intruder alarm.

10 Fabric

DR reported the following:

The Christmas tree will arrive on Friday 29th November.

The electrician, Ian Yeo, will be returning on Monday to fix some defects before he can issue a certificate for our insurers.

The water leak still remains an issue and DR needs to chase the contractor to visit.

The Quinquennial report is nearly complete, but the architect still needs to complete the roof assessment which the weather has so far prevented. DR hope this will be complete in the near future.

The timescales for Crowstep to fix defects, including the kitchen lights, are unknown. CH suggested we buy pug in strip lights as a temporary measure.

Actions:

DR to chase the contractor to look at the water leak and Crowstep to fix defects.

11 Health and Safety Awareness and Fire Evacuation Workshop

MH will be running a health and safety and fire evacuation workshop on Friday 29th November 10:00-12 noon. This is open to anyone in the congregation, but especially aimed at those with roles in the church such as sides people and DIY group. MH will get the Administrator to email notice to people and put up posters in church to advertise the workshop.

JHT thanked MH for the work he does in promoting health and safety within the church.

12 Social and Fundraising Group

EC reported that we have had a number of events over the last couple months but that audience numbers have been lower than usual. She is going to try to advertise more on social media to reach a wider audience. EC highlighted that a couple groups had remarked on how expensive it was to hire the church, especially those who did not charge much for events or who only wanted to hire the church for a few hours. EC and the Social and Fundraising Group will bring some proposals on pricing to the next PCC.

JHT proposed offering bacon rolls to the congregation before the service one Sunday per month, especially as there is now a growing group who gather at the back of church before the service. It was suggested the first Sunday would be good as those attending the 8am service might stay, but it was highlighted that this needed volunteers to support the preparation of the bacon rolls.

SM reported that she still needed people to help with the coffee rota, especially for December. She also highlighted that the craft group had new members from outside the church, and what a difference it has made to those new to the town as a source of friendship.

Actions:

EC and Social and Fundraising group to prepare church hire pricing proposal.

ALL: let JHT know if you can help with serving bacon rolls on the first Sunday of the month.

13 Next PCC meetings

The next PCC meeting will be on Sunday 19th January in church following the Sunday morning service. DR will see if the space within the Sacristy will accommodate the PCC to avoid noise after the service and to be a warmer environment.

14 AOB

Churchyard maintenance: JHT reported that spraying is happening to keep weeds down. She has noted the wall in the back corner of the churchyard is crumbling and DR stated this would be addressed in the quinquennial inspection. It was agreed the church was more inviting if the churchyard was maintained well. KH reported that she was preparing a churchyard trail for advent.

Heating the church: KH wondered if there was a more efficient way we could use the heating rather than switching it on and off as and when needed, or if there were other forms of heating we could use for various areas. DR reported the next servicing was on 3 December but was unsure how much the contractor would be able to advise on programming. It was thought that Bill and Derek know how to programme the system.

Electoral roll: KH highlighted that next year the electoral roll needs a complete revision and suggested that the forms were handed out with service books at the appropriate times. EC offered to liaise with Sarah Ware about when to advertise and give out the forms.

Use of church parking space: KH wanted to make people aware it is being used at the following times:

- Monday: morning by Administrator and afternoon by Cleaner
- Wednesday: morning by Administrator
- Thursday: afternoon by craft group

It was also highlighted that people such as the flower arrangers and cleaner can bring cars along the church path and up to the main entrance.

Services: CH was frustrated to not be able to take the Civic Service or to explain some of the requests and reasons for some of the service elements. He thanked everyone who had helped out over the past six weeks while he had been away.

There being no further business, the meeting closed at 1pm with the Grace.

Date of next meeting: Sunday 19th January 2025, after the morning service, in St Peter's Church.

Signed:

Date: