Minutes of a Meeting of the Parochial Church Council

Monday 10th May 2021 at 19.30 by Zoom

In the Chair: Joan Ridgway

Secretary: Jill Mather

Present: Caroline Adams (CA), Anita Atherton (AA), Susan Coombs (SC), Mark Davie (MD), Rachel Martindill (RM), Jill Mather (JM), Charlotte Payne (CP), Mike Payne (MGP), Marilyn Pegg (MP), Fr Henry Pryse (Fr H), Joan Ridgway (JR) Nigel Ridgway (NR), Louise Spencer (LS), Fr Steve Turner (Fr S), Jim Weeks (JW), Nigel Williams (NW)

Observing: Liz Grier

1. **Apologies**

Tim Bayton (TB), Pat Read (PR), Fr Martin Poolton (Fr M), and, arriving 30 minutes late, Stuart Macwilliam (SM).

1. **Welcome**
2. JR welcomed the new PCC, particularly Louise Spencer, joining as a new member this year, and Mark Davie, returning after some months. She asked Fr H to open the meeting with prayer. He reminded us that it was Christian Aid Week with its focus on the climate emergency around the world, praying a Rogation Day blessing on the harvest of the land and the sea.
3. Fr H welcomed Liz Grier, joining us as an ordinand on placement from Trinity College, Bristol from 06.06.21 to 04.07.21 and introduced her to the PCC. Liz talked of her involvement with Unlimited church and said that she was looking forward enormously to joining a different church community and being able to exchange ideas.
4. **Co-options to the PCC and approval of members to attend Standing Committee**
5. Caroline Adams, Nigel Ridgway and Jill Mather were co-opted. (Proposed RM, seconded AM, agreed nem. con.)
6. The PCC approved Fr Steve (Assistant Curate), Joan Ridgway (Reader in Training), Mark Davie (Reader), Nigel Ridgway (Treasurer), Caroline Adams (Safeguarding and Health and Safety officer), Jim Weeks (technical expert), Jill Mather (Minutes secretary) to attend Standing Committee with Fr H (Rector), Andrew Mimmack and Rachel Martindill (wardens elect). (Proposed MGP, seconded MP, agreed by a majority)
7. RM recommended postponing the approval of assistant wardens and sidespersons until the July meeting, as several of the team are not attending services in church during the pandemic. It was agreed that the current temporary arrangement of using monitors at the services should be continued to give time to see who wishes to serve this year.
8. **Responsibilities of the PCC**

 The PCC was reminded by AM of the legal responsibilities of PCC members:

1. promoting the mission of the church with effective team working and support for the clergy.
2. As the legal property holding body (i.e. as trustees of the church’s property) members are required to act collectively to make the best use of its resources.
3. It should act flexibly, accountability and with integrity.
4. A PCC, as a steward of the mission and resources of the church and members, should keep themselves informed of the PCC’s activities and finances.
5. The PCC members are insured for collective responsibility and the PCC is a registered charity. (See Parochial Church Council Powers1956)

Stuart Macwilliam joined the meeting at 19.45.

1. **Correspondence**

The PCC received the list of correspondence from 22.02.21 – 10.05.21 circulated before the meeting. (See file)

1. **Approval of minutes** of the last meeting (22.02.2) and acceptance of the notes from the Standing Committee

The minutes were approved as a correct record with the correction of:

4 v “Fr H added that Churches Together in Central Exeter was now offering a similar service” to “Fr H remarked that his own experience of ecumenical work in central Exeter was with a different organisation, Churches Together in Central Exeter.”

and the addition in

8iii “CA drew attention to the amber flags in the Dashboard, assuring the PCC they were in hand” or on hold until the activities resumed, as their format might be different."

 (Proposed JW, seconded CA, approved nem con)

1. **Matters arising** not dealt with elsewhere in the meeting
2. Minute 4v: PCC representation on Christians Together Across Exeter (CTAX)

Action: as NR had already taken this matter to Sheila Swarbrick (who chaired CTAX in the past) the PCC agreed to consider the matter when she has replied.

JR reminded the PCC that TB had been appointed by the PCC to serve on the executive committee of Christians Together Across Exeter (CTAX) but had raised concerns about its management and organisation. He resigned subsequently from the committee due to pressure of work.

The PCC reiterated its commitment to working ecumenically with Christians in Exeter (for example with ‘One for Exeter’, a sub-group of CTAX) but did not appoint another representative to the executive committee of CTAX.

1. Minute 7iii: The PCC agreed to continue to support USPG, Mother’s Union, Tearfund, Hospiscare, ICE, St Peter’s Malawi Education Trust, the latter dependent upon receipt of their annual accounts.

Financial and operating information having been received from the treasurer of the trust, NR reported that St Peter’s Malawi Education Trust meets the criteria for our charitable giving.

1. Minute 12: approval of dates of PCC meetings 2021 – 2022

TB asked if dates had been agreed for PCC meetings after the APCM. RM replied that they could not be set until the APCM had been held after which the churchwardens and the Rector would bring dates to be approved by the new PCC.

TB had emailed to ask if a day other than Monday might be considered for PCC meetings. JW asked if there was any reason for Mondays having been chosen and RM replied that the PCC had met on Mondays for many years with a regular booking in committee room. JR asked if anyone would like to suggest another day, but as several members had commitments on other days, and an alternative suggestion not forthcoming, the proposed dates were agreed. (Proposed RM, seconded AA, approved nem con).

1. **Rector’s Report**

The PCC received with thanks the report previously submitted by Fr H. (See file)

In addition,

1. Fr H thanked the children’s leaders for the Zooms over Lent and Easter.
2. He mentioned he was about to embark on ordinand assessor training
3. He hoped there could be refreshments and fellowship after the 10.00 Eucharist on St James’ Day (25.07.21)
4. **Assistant Curate’s Report**

The PCC received with thanks the report previously submitted by Fr S. (See file)

In addition,

1. Fr S added a personal note of thanks to Fr H and the community at St James’ for their support as he completed his second-year training portfolio.

Liz Grier left the meeting at 20.05.

1. **Treasurer’s report**

The PCC received with thanks the report previously submitted by NR. (See file)

NR was pleased to report that the finances were in good shape with the hall in full use.

1. **Churchwardens’ report**, including GDPR

The PCC received with thanks the report previously submitted by NR, the outgoing churchwarden. (See file)

1. In addition, AM reminded the PCC that it is required by law to hold data responsibly. An audit was undertaken and a GDPR policy statement and data privacy notice was agreed by the PCC three years ago. There have been no complaints and the policy is displayed on the church website.
2. **Safeguarding** – with the annual revision of the policy, including new social media policy and risk assessment.

The PCC received with thanks the report previously submitted by CA. (See file)

1. CA apologised for the fact that she had not had time to reduce/slim down the policy, but said she intends to work on it before May 2022.
2. One addition, though, is the Social Media Policy, covering the whole range of church involvement with social media rather than just where it impacts young people as already laid out in the main policy.
3. CA thanked TB for proof-reading the policy.
4. NR asked what Sane Line was. CA replied that it is a mental health organization and assured the PCC that she had checked all the links to organisations mentioned in the policy.
5. The PCC approved the annual revision of the Safeguarding Policy and the social media policy. (Proposed NR, seconded CP, approved nem con)
6. **Committee Reports**, including and Health and Safety Report and risk assessments, Fabric Report and Communications Group.

The PCC received with thanks the reports previously submitted by CA and NR. (See file)

Health and Safety Report

1. The Standing Committee recommends that those who are in frequent contact with others in the community should take lateral flow tests; the clergy team and the choir were mentioned in particular.

Fabric report

1. NR reported that he had received the Quinquennial Inspection report and invited PCC members to contact him if they wished to join him and the church wardens when they meet Mark Ledyard, the surveyor, to discuss the findings.
2. MGP has offered to install at cost an air source heat pump in the Committee Room. The PCC were very happy to accept his offer.

Communications Group

1. In a verbal report AM thanked SC for collating the Contact magazines for the delivery teams.
2. **Report from Deanery Synod** (MGP & JR)
3. In a verbal report, JR reported that there had been one meeting in which the synod reflected on the effect of the pandemic and lockdown and collated its thoughts going forward.
4. JR has been elected as the lay member of the Deanery Synod Standing Committee.
5. **Becoming an Eco Church:** a proposal from MGP
6. MGP asked to convene a small group of people to take the Eco Church project forward to achieve a Bronze Award and then to explore further ways that St James’ could address issues raised by the climate emergency.
7. NR recommended encouraging wider participation than just the PCC members, by advertising the initiative in the bulletin. JR, CA and JM also hoped the young people at St James’ would want to be involved and NR reported that the Cubs had asked to build a bug hotel near the compost heap. PR had asked that 2020 might be commemorated by planting a small tree or shrub in the church garden.
8. The PCC approved the MGP’s proposal (proposed SM, seconded LS, approved nem con).
9. CP will advertise the initiative in the bulletin.
10. **Any other business** (to be notified to Jill Mather 48 hours in advance)
11. PR had asked by email if it were still necessary to keep the doors open and if the heating system could be used again. CA explained that the system at St James’ recirculates air without bringing fresh air in. C of E guidance insists this system may not be used. General guidance is still to have windows open when people gather inside. CA appreciated that for some people it was very cold and recommended that they sit nearer the front of the church away from the open door. NR said that we have a duty of care to the congregation, many of whom are vulnerable.
12. Thy Kingdom Come: in the Exeter diocese, James Grier, the Mission Enabler, is leading a 24/7 prayer initiative between Ascension and Pentecost with a Zoom room set aside for the entire time. NR and JR have booked an hour at noon on Monday (17.05.21) and would welcome people joining them. Booking is through the diocesan website.
13. **Date of next meeting**: 19.07.21 at 19.30.
14. It was agreed that the July meeting would be by Zoom.
15. The return to the Committee Room will be discussed at the next PCC meeting.
16. Fr H closed the meeting with the “**Zoom Grace**” at 20.53.

Jill Mather

PCC Secretary