Minutes of the Meeting of the Parochial Church Council

Monday 7th October 2019 at 7.30 pm

In the chair: Rachel Martindill

**Present**: Caroline Adams (CA), Anita Atherton (AA), Tim Bayton (TB), Susan Coombs (SC), Mark Davie (MD),Anne Killingback (AK), Stuart Macwilliam (SM), Rachel Martindill (RM), Jill Mather (JM), Charlotte Payne (CP), Mike Payne (MGP), Marilyn Pegg (MP), Fr Martin Poolton (Fr M), Joan Ridgway (JR) Nigel Ridgway (NR), Cherie Snell (CS), Fr Steve Turner (Fr S), Jim Weeks (JW), Nigel Williams (NW).

1. Fr M opened the meeting with prayer at 7.35 pm.
2. **Apologies** were received from: Fr Henry Pryse (Fr H), Pat Read (PR).
3. **Election of Representative to the Deanery Synod**

RM welcomed JR who had been elected as Deanery Synod representative on the resignation of Lesley Noakes. (Proposed TB and seconded Susie Penberthy).

1. **Correspondence**

None in addition to the list previously circulated.

For information:

1. JM, Fr S and JR will be attending the conference run by LYCIG – Leading Your Church into Growth – from 09.10.19 – 11.10.19.
2. NR will be going to the CCLA Investment Seminar on 04.12.19.
3. **Approval of the Minutes of the Last PCC Meeting (22nd July 2019) and Receipt of the Notes from the Standing Committee Meeting (9th September 2019)**

The minutes were approved as a correct record. (Proposed SM, seconded MD).

1. **Matters Arising**

**From the PCC Minutes**

1. Minute 2: CP has bought Traidcraft coffee to replace the Fairtrade mark coffee. It will be trialled on Sunday mornings.
2. 5i We have been advised that the revised date for the delivery of the oil-filled candles is 20.10.19. TB asked how the replacement of the broken bowl would be funded; RM said that funds raised at Ladies’ Breakfast should cover any shortfall.

**From the Standing Committee notes**

1. TB reported that he had asked the organists to comment on the quality of the new keyboard on loan in the hall. Although it is not a long-term replacement for a piano, it was felt that it might be useful in the meantime. TB would like to move the electric piano from the church and replace it with a baby grand piano in church which would be useful for concerts. MD mentioned that a baby grand would be very sensitive to changes in atmosphere and would need regular tuning. It was thought not to be an option at the moment, especially as Fr H was not at the meeting to approve the purchase.
2. Friday 08.05.20 has been booked for the Exeter Choral Society concert.
3. NR reported that there had been no response on the questions we submitted to Eutopia Homes.
4. **Rector’s Report**

The PCC received with thanks the report previously circulated by Fr H (see file).

1. Correction: Ladies’ Breakfast is on 2nd November (not 9th).
2. **Approval of Eucharistic ministers**

This PCC, meeting on 07.10.19, resolved that Caroline Adams, Dave Boyns, Pat Cockman, Liz Holland, Kevin Miners, Layton Morris, Carole Parsons, Gary Patch, Sue Pinn, Marilyn Pegg, Joan Ridgway, Jan Roach, Louise Spencer, Ann Walsh, Judith Wedgwood, Nigel Williams, commended by Fr Henry Pryse, should be authorised to assist with the distribution of the Holy Communion within Public Worship in accordance with the Administration of Communion Regulations 2015 for a period of 3 years.

This PCC, meeting on 07.10.19, also requests that Caroline Adams, Dave Boyns, Pat Cockman, Liz Holland, Kevin Miners, Layton Morris, Carole Parsons, Gary Patch, Sue Pinn, Marilyn Pegg, Joan Ridgway, Jan Roach, Louise Spencer, Ann Walsh, Judith Wedgwood, Nigel Williams, commended by Fr Henry Pryse, should be authorised to assist with the distribution of the Holy Communion to the housebound in accordance with the Administration of Communion Regulations 2015 for a period of 3 years.

**The PCC approved both (Proposed TB, seconded NR).**

**Action: Fr H**

1. **Curate’s Report**

The PCC received with thanks the report previously circulated by Fr S (see file).

1. Fr S thanked everyone at St James’ for welcoming them all as a family.
2. In reporting such a long list of activities he had undertaken, he thanked Fr H, as his training incumbent, for offering him such a wide experience in such a short time. Fr M added that he was looking forward to Fr S’s Pet Service!
3. **Treasurer’s report**

The PCC received with thanks the report and statements previously circulated by RM (see file).

1. RM reported that, although the August collections were down a little, the hall hire was up from the previous year.
2. TB asked for an update on progress in creating parity in the payment of hall fees across all hirers. NR said that the process had been started.
3. Year to date: collections and stewardship need to be monitored as there is a slight downward trend. In general, NR reported that standing orders amounted to 65% of giving, against 35% received in cash. August, however, saw lower cash collections.
4. The Finance Team circulated a list of items needed in the near future. They asked the PCC to approve an appeal to raise funds. It was agreed that the church office computer should be the priority, then the rug, trolley, laptop, new portable projection screen. It was also felt that some of the items might be appealed for in the Bulletin.

**It was agreed that the appeal be launched with immediate effect. (Action: RM).**

1. **Churchwardens’ report**

The PCC received with thanks the report previously circulated by NR and NW (see file).

1. Alarming the church: NR said that there are PIR sensors at the back door, in the vestry and above the font. NR said that the font sensor needs to have a wider range; he is looking into this.
2. Compassion sculpture: NR has written to the sculptor to ask if she is still happy for it to remain at St James’. MP felt it was an asset to our church; NR reminded the PCC that there are several hundred notelets with a photograph of the sculpture on the front cover. Some concern was raised, though, about the safety issues at eye level.
3. Hall piano: it was agreed that it would be disposed of. **Action: NR**.
4. Exmouth Junction Site: Eutopia Homes are currently applying for outline planning permission which means that all the questions we would wish to ask are “reserved matters” to be dealt with when full planning permission is granted. The plan will probably go to the Planning Committee on 28.10.19. As a brown field site, it is likely to get outline permission but it could be much later before full planning permission is granted.
5. **Committee Reports**

**Safeguarding**

The PCC received with thanks the report previously circulated by CA, the Safeguarding Officer (see file).

1. **Delegation of responsibility to report Safeguarding Serious Incidents**

CA presented the document, “Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission”, to the PCC. (See Appendix 1)

1. She explained the background and the reasons for delegating responsibility on diocesan advice. The PCC discussed the proposals, including the issue of a disclosure to a member of the congregation.
2. It was felt that a safeguarding incident form to be generally available was not a useful idea because of security concerns and that the policy directs people to seek out CA or a member of the clergy. It was agreed, though, that a form might be given to the office administrator and the clergy to record concerns which would be stored in a secure place.

**The PCC agreed nem con to delegate responsibility as set out in the document (Proposed CA, seconded NW).**

1. CA reported that she now has copies of all hall hirers of children’s and vulnerable adults’ groups’ safeguarding policies.

**Health and Safety**

The PCC received with thanks the report previously circulated by CA (see file).

1. Two new fire blankets have been installed – one in the choir vestry and one in the robing area behind the altar.
2. A chain has been added to secure the flower stands to stop them from falling across the emergency exit.
3. Fire exits have now been pointed out to children and to the wider congregation.

**Fabric and Hall Committee**

The PCC received with thanks the report previously circulated by NR (see file).

1. Item 3: NR circulated the long-term plan for trees and shrubs drawn up by Barry Holland and Barry Wedlake (see file). They have suggested (see paragraph 2) a memory garden at the back of the hall.
2. The PCC agreed that NR and Barry would speak to Sue Lane about the type and position of the tree in memory of Mic.

**Social Justice Group**

1. On 17.11.19 there will be a Fairtrade stall when Katie Drew will speak about the Melanesian Mission.
2. **Any other business** (notified to JM 48 hours in advance)
3. A letter had been received from Pat Read and Cherie Snell requesting further discussion of catering for Messy Church (see file).

During discussion, CS suggested several areas of the hall where a freezer might be placed to store items for Messy Church. She said that extra space was always needed to be able to cater for extra unexpected numbers. RM said that there are always two drawers available in the current freezer. JW said that he thought the cooks at Messy Church do a fantastic job and he didn’t want to make the job more difficult, but he felt strongly that there should not be a freezer in the body of the hall. CA said it would be impossible to know if it had ever been turned off inadvertently if it was in a public area. TB repeated his offer to store the food in his freezer and TB and RM offered to help with the ferrying. NW agreed there is sometimes a problem with the freezer in the kitchen as sometimes food disappears. He asked about the plans for the area where chairs are currently stacked. The freezer could be considered in an extended cupboard at that point.

1. It was agreed that the Hall Committee will consider a freezer in the design of a larger cupboard once the chairs have been moved.
2. It was reiterated that in the meantime TB’s freezer will be used and all Messy Church helpers will help with the carrying.
3. **Date of next meeting:** Monday 25th November at 7.30 pm in the committee room.
4. **Closing prayer** at 9.20 pm.

Jill Mather

Secretary to the PCC

07.10.19

Appendix 1

**PCC of St James’ Church Exeter (Charity Commission number** 1128877**)**

**Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission**

**Date: 7th October 2019**

1. **Background**
   1. The members of the St James’ Church Exeter PCC, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
   2. The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents. The PCC Guidance (<https://www.parishresources.org.uk/pccs/trusteeship/serious-incident-reporting/>) separates Serious Incidents into two types:

* safeguarding Serious Incidents and
* all other Serious Incidents.

As Safeguarding Serious Incidents are reported in a different way from other Serious Incidents there are separate delegations for reporting Safeguarding and non-Safeguarding Serious Incidents. (See sections 2 and 3.)

* 1. If a safeguarding incident occurs within St James’ Church Exeter, the Diocesan Safeguarding Advisor (DSA) must be informed, usually by the Parish Safeguarding Representative or lead member of Clergy (or, where there is no nominated Safeguarding Representative, the person with responsibility for safeguarding in the PCC). The response to the incident will be in accordance with the relevant House of Bishops’ Safeguarding Policy and Guidance.
  2. Where a non-safeguarding incident is identified, the Churchwarden/s or Treasurer should be informed immediately[[1]](#footnote-1). Churchwarden/s or Treasurer is responsible for taking such immediate steps or actions as may be required to secure and protect the St James’ Church Exeter PCC’s property, assets and reputation, in accordance with any internal policies or procedures.
  3. Below are two example template resolutions for the PCC of St James’ Church Exeter to complete and adopt.
     1. Section 2 is a resolution to delegate responsibility for reporting Serious Safeguarding Incidents to the Charity Commission and the National Safeguarding Team.
     2. Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

1. **DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the House of Bishops Guidance**
   1. *Following the revelation of a [potentially] serious safeguarding incident, whether raised and reported from within the PCC or brought to our attention, the PCC will:*

* Identify a member of the PCC, preferably the Safeguarding Representative or Churchwarden or Incumbent/Clergy. This member will be known as the PCC Representative (PCCR). They will liaise with the DSA and report back to the PCC on the management and reporting of the safeguarding [Serious] Incident by the DSA and the Diocesan Secretary (DS), including:
  + if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the PCC;
  + whether the incident will be individually reported or included in the next bulk report (sent by the Diocese);
  + approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
  + providing the St James’s Church Exeter PCC with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary on behalf of the St James’ Church Exeter PCC.

2.3 *The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:*

* The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
* The DSA is responsible for reporting back to the PCC Representative (PCCR) on whether the incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCR with an explanation of this decision, so they can report back to the PCC for agreement.
* The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the PCCR for approval by the PCC.
* The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the St James’ Church Exeter PCC.
* The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCR.

1. **DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance**
   1. In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to Churchwarden/s or Treasurer.
   2. Churchwarden/s or Treasurer is responsible for deciding whether, in accordance with the PCC Guidance (https://www.parishresources.org.uk/pccs/trusteeship/serious-incident-reporting/), the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Standing Committee and recorded in writing by Churchwarden/s or Treasurer.
   3. Churchwarden/s or Treasurer is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Standing Committee for approval.
   4. Churchwarden/s or Treasurer is responsible for providing the St James’ Church Exeter with a copy of any Serious Incident report submitted to the Charity Commission.

1. Space for the inclusion of two roles has been included, so that if one of them is implicated in the alleged Serious Incident, the person holding the alternative role in clause 3.2 should be informed instead. [↑](#footnote-ref-1)