

# PARISH OF ST. JOHN AND ST. LUKE, CLAY HILL

**Minutes of the meeting of the Parochial Church Council on Thursday 1 May 2014,  
commencing at 7.30pm, Jean Price Hall**

**Present:**

Fr Edward Dowler (Chair), Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Sharon Hurst, Michael Mansfield, Gillian Medcalf, Elaine Plumb, Rachael Ryan, Roy Tungatt, Monica Wood, John Wright, Joan Young.

Item		Action by:
1	<b>Apologies</b> for absence were received from: Paul Bates, Tracey Coleman, Luke Kirkham, Andrew Reid, Maureen Shapland.	
2	<b>Minutes of the previous meeting</b> Minutes of the previous meeting held on 21 January 2014 were approved and signed by the Chair.	
3	<b>Actions and Matters Arising from the Minutes not included on the Agenda:</b>	
3.1	<b>16/11/13 Item 4 Capital Vision 2020 and Parish Mission Action Plan</b> <u>Noted:</u> The systemization of assistance provided to vulnerable parishioners is underway.	S Hurst
3.2	<b>16/11/13 Item 5 Safeguarding in the Diocese of London:</b> <u>Noted:</u> Contact details of relevant people and the diocese’s policy statement were distributed for display in halls and both churches.	Wardens
3.3	<b>21/1/14 Item 5.4 Fundraising:</b> <u>Noted:</u> A letter from Fr Edward and Stewardship Renewal Forms had been sent to all church members and prospective members during Lent.	
3.4	<b>21/1/14 Item 7 Buildings:</b> <u>Noted:</u> Re-roofing of St John’s Vestry had been completed.	
4	<b>Mission Action Plan and Capital Vision 2020:</b>	
4.1	<b><u>Winter Night Shelter</u></b> <u>Considered:</u> The parish’s participation in the scheme organised by “All People, All Places” agency. <u>Noted:</u> The scheme would be running from December to February with seven churches in Enfield hosting one night per week for thirteen weeks. There would be a one week break following Christmas when CRISIS would open shelters. A maximum of 12 people would be referred by the Agency. Volunteers would be required for three shifts: Dinner (6 people + cook); Overnight (4 people); Breakfast and clearing. Peter Livermore had expressed an interest in co-ordinating the project. Bedding would be provided. <u>Considered:</u> The parish’s involvement in the scheme, which could be Friday	

nights, in St Luke's Church. The parish could commit to one year at a time. A shower would need to be installed, probably in the toilet at the west end of the church, and a grant may be available from the Cinnamon Trust. Bedding would need to be cleaned, possibly by the Lancaster Road Launderette at the parish's expense. Other expenditure would include heating and lighting.

Fr Edward

Approved: To go ahead in participating in the provision of the Winter Night Shelter, one night per week at St Luke's Church, subject to there being appropriate insurance cover.

Fr Edward  
J Wright

#### 4.2 **PCC Minutes and Parish Annual Report on the parish website**

Considered: Publishing the Minutes on the parish website.

Noted: Minutes may need to be in two parts, ie a confidential section not to be published.

Agreed: To publish the Approved Minutes of the PCC on the website.

Secretary  
R Tungatt

### 5 **Finance:**

#### 5.1 **Finance Report for the year to date:**

Considered: The Treasurer's Income & Expenditure Summary Commentary and Summary of Accounts as at 27 April 2014 (Appendix A).

The Council thanked the Treasurer for his report and his clear and helpful commentary.

#### 5.2 **Stewardship Report:**

##### 5.2.1 Received: The Stewardship report from the Treasurer.

Noted: The Treasurer reported 7 new members, an actual increase of £3,500, and over £28,000 pledged. The Scheme now had 62 members. The tax claim would include £800 Gift Aid Small Donation Scheme (cash collections up to a £20 note). It was proposed that tax would be claimed from the "bucket" donations at fetes, etc.

##### 5.2.2 Approved: The appointment of Marion Berry as Stewardship Recorder.

Agreed: To request the Stewardship Recorder to provide a written report for each PCC meeting, and to be invited to attend the first full meeting of the PCC following the AGM.

J Wright

Agreed: The official address of the Parish for HMRC records be changed from the Treasurer's address to 92 Browning Road, Enfield, Middlesex, EN2 0HG.

J Wright

Agreed: The recommendation from the Auditor to purchase a lap-top with accountancy software (circa £350-400).

J Wright

#### 5.3 **Common Fund:**

Noted: The Common Fund increase from £43,500 in 2013 to £44,500 in 2014.

Noted: The Parish Administrator, Treasurer, Stewardship Recorder, Monica Wood and Joan Young intended to attend the Deanery Meeting of 7 May to hear a briefing from the Diocese to help parishes when they come to decide on their Common Fund payment for 2015.

5.4 **Fundraising:**

Noted: Mary Englefield had volunteered to be the Charity Commission Website Administrator.

John Wright and Mary Englefield were thanked for their work.

6 **Services:**

Noted: Thursday evening 6pm meditation at St Luke's church.

Noted: Regarding the Sunday evening prayer and discussion group: Margaret McLachlan was incapacitated and the minister for the United Reform Church and Christchurch had left. During the vacancy, Fr Edward would preach at the URC once per month, and on those occasions the Sunday evening prayer/discussion group would be held at the URC.

Noted: To consider the provisions for age 10+ children at a future meeting.

Secretary

7 **Buildings:**

7.1 **St John's Church:**

7.1.1 Noted: Outstanding issues from the Quinquennial Report needed to be addressed and quotations received before the January Report was due to be submitted.

Noted: A £2,400 deficit in the Roof Fund. A grant application had been forwarded to the Baron's Trust.

Wardens  
Fr Edward  
Treasurer

7.1.2 St John's School

Noted: Planning permission had yet to be decided. The School Governors' had agreed the proposal which would develop the School to a one form entry, and work was continuing on drawing up plans. It was possible that close residents may object to the proposal for expansion.

7.2 **St Luke's Church:**

7.2.1 Organ

Noted: The proposal to the Diocesan Advisory Committee had been accepted apart from the plan for a detached console. A revised proposal had been submitted and the DAC Notification of Advice received enabling the parish to petition for a faculty.

Approved: The PCC approved the proposal, with one member voting against, to apply for the faculty for renovation of the St Luke's organ without the detached console.

Noted: £2,600 had been received towards the project with a further £4,300 pledged. The target was £58,000.

Agreed: To prepare a detailed project proposal with supplementary educational processes for submission to the Heritage Lottery Fund for grant assistance.

Fr Edward  
J Wright

Fr Edward  
J Wright

7.2.2 Tea Room

Noted: This was progressing well: The Manager is very good; the opening times are more reliable; it was making a small profit; it provided an additional

reason for people to come into the church.

Noted: Ian Buswell and Fr Edward would be meeting the Manager to consider renewal of the licence at the end of the calendar year.

7.2.3 Works to lawn

Noted: Quotations of £340-£380 had been received for grassing the flowerbeds. It may be possible to reduce the cost.

Approved: The acceptance of the works up to the original quoted cost.

I Buswell

7.2.4 Porch

Noted: The homeless man who had spent the winter in the porch had left after both his dogs died. Without the dogs, the Council's housing options would be open to him.

7.2.5 Noticeboards

Noted: The Co-Operative Funeral Directors had made a donation for a project.

Agreed: To use the donation for a standing noticeboard at the side door of St Luke's church and to renew the porch noticeboards at St John's church.

Wardens  
Treasurer

7.3 **Halls:**

Noted: There had been a small increase in regular bookings at St Luke's hall; The Jean Price Hall was often booked for birthday parties and the church for music group concerts.

The PCC thanked Ian and Joan for their work.

7.4 **Health and Safety:**

Noted: A meeting would be held in mid-May regarding fire risk assessment.

8 **Forthcoming events:**

Summer Concert, St John's church: 26 June

Noted: Martin and Clare Stogden would arrange the music and musicians, and a working group was required to organise the event, which may include a BBQ or buffet supper to increase ticket prices. Profits would go to the General Fund but be specially designated to pay off the remainder of the bill for the roof.

J Young

9 **Date of next meeting:**

7.30pm Tuesday 1 July 2014, St Luke's Church.

All members of the PCC were invited by the Vicar to the vicarage for supper following the meeting.

Signed:

Date:

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