

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

Minutes of the meeting of the Parochial Church Council on Thursday 17 September 2015, commencing at 7.30pm, Jean Price Hall

Present:

Fr Edward Dowler (Chair), Paul Bates, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Elaine Plumb, Maureen Shapland.

Item		Action by:
1	Apologies for absence were received from: Anna Erikson, Luke Kirkham, Gillian Medcalf, Andrew Reid, Roy Tungatt, Monica Wood, John Wright, Joan Young.	
2	Minutes of the previous meetings: Minutes of the previous meeting held on 1 July 2015 were approved and signed by the Chair. <u>Agreed:</u> Minutes pending approval by the next PCC would be made available on the website following scrutiny by the Chair.	Secretary R Tungatt
3	Actions and Matters Arising from the Minutes not included on the Agenda:	
3.1	Item 5.5 20 April 2015 Contribution to St John's School: <u>Noted:</u> £1,200 had been paid to the School.	
3.2	Item 5.3 Common Fund: <u>Noted:</u> The Diocese has been notified on 5 July of the offer to pay a contribution of £49,000 in 2016.	
3.3	Item 7.22 See Confidential Annexe.	
3.4	Item 8.1 Safeguarding Policy Statement: <u>Noted:</u> The Statement had been submitted to the Diocese.	
4	Mission Action Plan and Capital Vision 2020:	
4.1	<u>Agreed:</u> This item to be carried forward to the Away Morning in November.	
5	Winter Night Shelter:	
5.1	<u>Proposed:</u> To run the Winter Night Shelter for 14 weeks at St Luke's Church on Friday nights from 4 December 2015 to 11 March 2016, except Christmas Day when other facilities would be available.	
	<u>Agreed:</u> The above proposal.	
	<u>Noted:</u> Peter Livermore is contacting all previous volunteers regarding their willingness to help this year, whether they know others who would volunteer, and inviting them to a meeting on 20 November, 7.30pm St Luke's Church to discuss lessons learnt and plans for the future. The Scout Group would be informed of the opportunity to be involved.	P Livermore P Bates
	<u>Agreed:</u> To add further information to the website.	R Tungatt
	<u>Noted:</u> Approximately £2,000 was needed to cover heating and laundry. The	

Mothers' Union would provide toiletries. The main appeal would be for handwarmers and men's and women's clothing. Food was not required through donations.

Agreed: An information leaflet would be prepared, and donation details added to the Parish Newsheet.

Noted: The washing facilities required improvement.

E Dowler
P Livermore
I Buswell
P Livermore

The PCC thanked Peter for his work on this project.

6 Finance:

6.1 Finance Report as at 1 September 2015:

Received: The financial summary and commentary on the accounts (Appendix A).

The PCC thanked John for his work as Treasurer.

6.2 Stewardship:

Received: The Stewardship Notes for Quarter Two to 30 August 2015 (Appendix B).

The PCC thanked Marion for her work as Stewardship Recorder.

7 Services:

7.1 Noted:

4 October - Harvest Festival, St Luke's Church.

6 October - Welcome Service for new Bishop of Edmonton, Revd Rob Wickham, at St Paul's Cathedral.

18 October – St Luke's Patronal Festival including Confirmation and re-dedication of the organ by the Bishop of London, followed by lunch.

4 November - All Souls.

8 November - Service of Remembrance.

8 Buildings:

8.1 St John's Church and Hall:

8.1.1 Induction Loop:

Noted: This was a legal requirement.

Received: An estimate to supply and install the loop: £1120 (no VAT required).

Agreed: To accept the quote and proceed with the installation.

8.1.2 Oak tree overhanging mobile home site:

Noted: A mobile home resident had complained regarding the nuisance caused by an overhanging branch of an oak tree growing in the church's grounds.

Noted: The churchwardens were investigating the branch removal with the Council.

Agreed: If permission was granted for the removal, the resident would be required to pay the costs.

J Young
M Shapland

- 8.2 **St Luke's Church:**
- 8.2.1 Quinquennial Report:
Agreed: To discuss this and the Report for St John's at the next Buildings meeting. Fr Edward
- 8.2.2 Window guards:
Noted: The insurance policy requires all stained glass windows to be protected by grills. The lack of guards was identified in the Quinquennial Report as an item requiring Immediate Action. 6 window guards were required: two on the south side of the refectory and four on the north side of the Lady Chapel.
Noted: Chair's Action was taken to approve the commissioning of new grills by Fabco Ltd on 2 August 2015, for a total price of £1875 + VAT. The VAT (£375) will be reclaimed under the Listed Places of Worship Scheme. I Buswell
E Plumb
J Wright
- 8.2.3 Asbestos removal:
Noted: The asbestos in the organ blower housing had been removed on 29 July by ARG Ltd for £582 + VAT. The housing has been vacuumed to ensure that no asbestos dust remains. ARG confirmed there was no further asbestos in accessible areas of the church.
- 8.2.4 Lighting:
Noted: The overhead strip lights in the refectory and choir vestry had been replaced by small LED flood lights, installed by ACR Ltd for £1350 from St Luke's Improvement Fund. A further £200 was spent replacing faulty bulbs in the Lady Chapel, by the organ, and on the pillars overlooking the nave altar.
- 8.2.5 Certificate of Practical Completion of Works Authorised by Faculty No. 2550: St Luke the Evangelist, Clay Hill Organ Refurbishment:
Noted: The certificate had been signed by the Churchwardens and a copy sent to the office of the Archdeacon of Hampstead as required. The Faculty together with a copy of the Certificate was stored in the safe.
- 8.3 **Halls:**
- 8.3.1 StepStones Rent:
Noted: Gilmartin Ley undertook a re-evaluation on 10 July of the larger areas now used by StepStones. The rent as at 10 July 2015 was valued at £16,800 (including building insurance and water rates) plus cost of electricity and gas from meters, approximately £2,600 pa. The Nursery currently pays £16,000 pa.
Noted: A small outside area was currently inaccessible but could be used for a shed. An estimate of £1,800 been received for a new door and window to provide access from the corridor. I Buswell
J Wright
Agreed: To proceed with the door and window.
- 8.3.2 Four Hills Music:
Noted: A proposal by Claire Stogden to rent a small area of the hall as an office and music store. I Buswell
J Wright
Agreed: To rent the area to Four Hills Music.
- 8.3.3 Brownies:

Noted: The pack had closed and were being encouraged to remove their equipment, which will provide further storage space.

8.4 Health and Safety

8.4.1 Received: The draft Health and Safety Policy, prepared by John Wright on a format issued by the parish insurers (Appendix C).

Noted: Creating and compiling a Policy was one of the Ecclesiastical's requirements for the parish.

Agreed: To adopt the Health and Safety Policy, 24 August 2015.

Noted: There are areas to discuss prior to implementation.

8.4.2 Noted: Precision had undertaken a Health & Safety inspection. Some actions recommended in their report had been implemented and others were in-hand. The PCC thanked John Wright for his work on the Policy.

Fr Edward
A Erikson
J Wright
Wardens

9 St Luke's Organ Project:

9.1 Noted: Duplex Pipe Organ and Blower Company Ltd had undertaken the servicing and inspection of the blower on 9 July. Report attached (Appendix D).

Proposed: To purchase a refurbished blower, to go inside the church. The brick housing of the old blower could be used for storage of the petrol mower. A new blower would cost £8,280 + VAT, a reconditioned blower £7120 + VAT. The VAT could be reclaimed.

Noted: There would be approximately £2,000 surplus from the Organ Renovation Fund. The remaining £5,000 would come from St Luke's Church & Hall Fund which currently contains around £65,000, and/or from further donations.

Agreed: To purchase a reconditioned blower.

J Wright

9.2 Received: Organ Project Progress Report as at 30 August 2015. (Attached, Appendix E).

10 Forthcoming Events:

2 October: 12.30pm Organ Recital by Roger Carter, St Luke's Church.

22 October: 8pm Concert by London People's Orchestra, St Luke's Church.

6 November: 12.30pm Organ Recital by Robert Evans, St Luke's Church.

Noted: Fliers for these concerts were in both churches.

17 October: Bingo evening.

6 December: Christmas Cracker fair.

10 Dates of next meetings:

PCC Away Morning: 10am – 1pm Saturday 21 November, Jean Price Hall.

Signed:

Date:

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