

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

**Minutes of the meeting of the Parochial Church Council on Thursday 2 July 2014,
commencing at 7.30pm, St Luke's Church**

Present:

Fr Edward Dowler (Chair), Paul Bates, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Luke Kirkham, Michael Mansfield, Elaine Plumb, Maureen Shapland, Monica Wood, John Wright, Joan Young.

Item	Action by:
1	Apologies for absence were received from: Tracey Coleman, Sharon Hurst, Gillian Medcalf, Andrew Reid, Rachael Ryan, Roy Tungatt.
2	Minutes of the previous meetings: Minutes of the previous meetings held on 2 March 2014 and 1 May 2014 were approved and signed by the Chair.
3	Actions and Matters Arising from the Minutes not included on the Agenda:
3.1	1/5/14 Item 4.1 Winter Night Shelter: <u>Noted:</u> The organisation of the Night Shelter was ongoing but was dependent on the organiser's fundraising.
3.2	1/5/14 Item 5.2.2 Stewardship Recorder: <u>Noted:</u> The Stewardship Recorder had agreed to provide a written report for each PCC meeting and to attend the first full meeting of the PCC following the AGM.
3.3	1/5/14 Item 7.2.3 St Luke's Church: <u>Noted:</u> The works to the flowerbeds had been completed.
3.4	1/5/14 Item 7.2.5 Noticeboards: <u>Noted:</u> The donation from the Co-Operative Funeral Directors had not yet been received.
3.5	1/5/14 Item 8 Summer Concert: <u>Noted:</u> £1200 had been raised by the Summer Concert.
4	Mission Action Plan and Capital Vision 2020:
4.1	<u>Agreed:</u> To review these at the Away Morning.
5	Safeguarding Policy:
5.1	<u>Considered:</u> The Diocese of London PCC Safeguarding Policy Statement. <u>Noted:</u> The Vicar and Churchwardens signed the PCC Safeguarding Policy Statement (Appendix A) which identified the Church Safeguarding Officer (Dave Ryan) and Children's Champions (Paul Bates, Cheryl Graham). A

copy would be sent to the Diocesan Safeguarding Team.

Secretary

Noted: The PCC is to review the policy annually at the first full PCC meeting following the APCM.

Secretary

6 Finance:

6.1 Finance Report as at 29 June 2014:

Considered: The Treasurer's Income & Expenditure Summary and Commentary (Appendix B).

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

6.2 Stewardship Report as at 22 June 2014:

Received: The Stewardship Recorder's report (Appendix C).

The Council thanked the Stewardship Recorder for her report.

6.3 Common Fund:

Considered: The Treasurer's proposal to increase the Common Fund contribution by £1,500 (3.4%) from £44,500 in 2014 to £46,000 in 2015.

Agreed: To increase the Parish's contribution for 2015 to £46,000.

6.4 Fundraising:

Autumn Fair 6 September 2014

Noted: Anna Dowler, Rachael Ryan and Heather Livermore were members of the Fair Committee and volunteers to help would be welcome.

Noted: Mary Englefield had applied to Barclays Bank for match funding.

7 Services:

7.1 Noted: The monthly joint evening services at the URC had started successfully.

7.2 Noted: The Thursday meditation group was also going well, and had included a visit to the Vita Pax Centre with a talk from Fr Lawrence Freeman.

7.3 Noted: The Confirmation Service would be on 14 September with 4 or 5 adults.

7.4 Noted: The 3rd Sunday in August would be a joint service at St Luke's; the 4th Sunday would be a joint service at St John's.

8 Buildings:

8.1 St John's Church:

8.1.1 Noted: Concerning the outstanding issues from the Quinquennial Report: The painting was ongoing;

The Churchwardens raised concerns about the uneven path by the Memorial Garden. A quotation had been received from David Harris for taking up and relaying the paving.

Agreed: To go ahead with the urgent maintenance of the path.

Wardens

8.1.2 St John's School

Noted: The London Diocese for Schools Building Officer had presented plans to LBE. LBE had responded with a firm 'No' as this would contravene the Conservation Area policy. Contesting this decision was not an option as the finance to build was time limited. LBE were now exploring the proposal to build an upper floor on the School but this would likely to be a third more expensive. A small expansion may be possible but the School was likely to remain a half-form entry.

Noted: The vacancy for a PCC School Governor.

PCC

8.2 **St Luke's Church:**

8.2.1 Winter Night Shelter:

Noted: A firm decision on whether this was going ahead, and the required organisation, was likely to be made in September.

8.2.2 Organ

Noted: The Diocesan Advisory Committee had given approval for the preparation of an application for faculty and a formal petition application was being prepared.

John Wright
Vicar

Noted: The initial cost estimated in December 2013 required updating to take account that the repairs would likely take place later, ie, 2015.

Noted: Handbills were available in the churches and a fundraising 'pipe' was being prepared. Advice from other parishes was being sought with regard to an application to the Heritage Lottery Fund.

The PCC thanked John and Mary for their work on this matter.

8.3 **Halls:**

8.3.1 Jean Price Hall:

Noted: Quotations were awaited for a laminate wood floor.

Agreed: The Buildings Standing Committee to decide which contractor when the quotations had been received.

Buildings SC

8.3.2 St Luke's Hall:

Noted: There had been an increase in bookings including more parties.

The PCC thanked Ian and Maureen for their work.

8.4 **Health and Safety:**

Noted: John Wright had held a meeting with the Safety Consultant with regard to all four buildings. The outcome was generally satisfactory.

Noted: St John's Chancel steps and back door steps needed the edges to be highlighted.

Churchwardens

Agreed: To formalise regular checks at two levels: 1) monthly by the Churchwardens and Hall Managers who would sign a checklist as either

J Wright
Wardens

satisfactory or issues to be addressed; 2) before an event.

9 Forthcoming events:

9.1 Walsingham Pilgrimage: 12 July.

9.2 Parish Garden Party: 3 August.

9.3 Children's Outing: 4 August.

9 Date of next meeting:

7.30pm Thursday 18 September 2014, **Jean Price Hall.**

Signed:

Date:

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