

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

Minutes of the meeting of the Parochial Church Council on Wednesday 27 July 2016, commencing at 6.30pm, St Luke's Church

Present:

Fr Edward Dowler (Chair), Paul Bates, Marion Berry, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Anna Erikson, Cheryl Graham, Peter Livermore, Michael Mansfield, Gillian Medcalf, Elaine Plumb, Andrew Reid, Maureen Shapland, Roy Tungatt, Monica Wood, John Wright, Joan Young.

Item		Action by:
1	Apologies for absence: There were no absences.	
2	Minutes of the previous meeting: Minutes of the previous meeting held on 28 April 2016 were approved and signed by the Chair.	
3	Actions and Matters Arising not included on the Agenda:	
3.1	Item 7 Buildings: <u>Noted:</u> Daniel Benson had been appointed as Inspecting Architect, commencing November 2016 when he will visit the parish. He is available prior to his appointment to provide informal advice.	
3.2	Item 7.4 Health and Safety: <u>Noted:</u> Replacement heaters and heat exchangers had been installed in both churches. <u>Noted:</u> The Parish had joined the Diocesan gutter clearance scheme. <u>Noted:</u> Gutter cleaning had taken place at both churches and halls. As expected, there were no issues with St John's buildings, however the reports for St Luke's Church and Hall (Appendix A) indicated a large number of defects with regard to downpipes, roof covering, flashing, gutters, drains and high level masonry.	
3.3	Item 8 Safeguarding: <u>Received:</u> The updated policy statement (Appendix B). <u>Adopted:</u> The revised Safeguarding Policy Statement. <u>Agreed:</u> To re-appoint David Ryan as Safeguarding Officer, Paul Bates and Cheryl Graham as Children's Champions. <u>Noted:</u> The policy statements would be displayed in the churches and halls.	
3.4	Item 11 Forthcoming Events: <u>Noted:</u> The Parish trip would be to St Paul's Cathedral in early August.	
3.5	Item 12 Any Other Business: <u>Noted:</u> The parish's records in the London Metropolitan Archive would be	

available in about 12 months at Ancestry.com. LMA will provide records if required before that time.

4 Mission Action Plan and Capital Vision 2020:

4.1 Compassion sponsored Children:

Noted: Compassion UK had discharged sponsorship for one of the two children. The Parish continued to sponsor one child at a current cost of £25 per month.

Noted: To sponsor a child through Bridge of Hope costs £12.50 per month.

Agreed: To continue to sponsor one child through Compassion UK and transfer the remaining £25 per month to Bridge of Hope.

M Wood
J Young

4.2 House Groups:

Received: A report from Peter Livermore concerning the progress of the House Group which started in May (Appendix C).

The PCC thanked Peter Livermore for his work in this area.

4.3 Winter Night Shelter:

Received: A report from Peter Livermore concerning the Winter Night Shelter (Appendix C).

Noted: All People All Places had suggested two session dates for 2016/17 and have asked Enfield churches whether they have a preference: Either 7 December 2016 – 14 March 2017, or 4 January 2017 – 4 April 2017. No response is necessary at this point. APAP prefer the second option.

Noted: The 2015/16 session had finished before the weather had improved. The PCC's preference would be for the 4 January 2017 start with later finish.

Agreed: To keep the Night Shelter on Fridays, which was particularly suitable for the Scout Group's involvement.

Suggested: To use the surplus money to replace the inflatable beds with easier to construct, more comfortable options.

The PCC thanked Peter Livermore for his work in this area.

4.4 Vacancy arrangements:

Noted:

31 July: Farewell Sunday, followed by the Vicar's annual holiday (2 weeks).

21 August: Combined service at St John's.

26 August: 2 weddings.

Visiting priests would cover forthcoming services, and Fr David Nash had agreed to preside at two Sunday Services per month.

The Parish Administrator was arranging a schedule.

The PCC would be chaired by Joan Young who had been appointed Vice-Chair at the Annual meeting.

Relevant parish documents had been forwarded to the Wardens.

M Englefield

4.5 **New incumbent arrangements:**

Noted: The Bishop had invited the Churchwardens to a meeting on 29 September 2016. All clergy posts would be advertised and therefore, if there were acceptable candidates, there would be a timescale for an appointment. Easter may be the earliest an incumbent would be able to start.

Noted: The interregnum starts from 18 September 2016.

5 Finance:

5.1 **Finance Report as at 25 July 2016:**

Received: The financial summary and commentary on the accounts (Appendix D) from the Treasurer.

5.1.1 Reported:

- a. There was an operating surplus of just under £17,000 to date, which was comparable to the position at July 2016.
- b. The general fund contains £44,000.
- c. The main non-routine items of expenditure were i) the resolution of issues with the electrics in all buildings, identified during the 5-yearly circuit-testing in April. This also included installation of a 10mm cable to allow a shower to be installed in the Disabled Toilet; ii) replacement of the stolen loop amplifier and voice recorder in St Luke's church.
- d. St Luke's organ fund had closed after the deficit of £2,750 had been cleared with a transfer from St Luke's renovation fund.

Noted: Although a surplus builds during the first 10 months of the year, around £10,000 must be paid for insurances in November.

Noted: A Sequestration account will be set up at the start of the interregnum, into which Diocese fees received for occasional services will be added, and expenses paid out to visiting clergy and the maintenance of the vacant vicarage. Any deficit at the end of the interregnum will be paid to the parish by the Diocese.

The PCC thanked John Wright for his work as Treasurer.

5.2 **Stewardship Report:**

Received: The Stewardship Report from the Stewardship Recorder (Appendix E).

Noted: The Scheme had recently lost a larger number of members than normal, and a successful renewal campaign in the Autumn was required, including approaching potential new members.

Agreed: The new Stewardship Form would include information about bequests.

The PCC thanked Marion Berry for her work as Stewardship Recorder.

5.3 **Common Fund:**

Noted: Following agreement at the PCC meeting on 28 April 2016, the

Treasurer would increase the contribution for 2017 from £49,000 to £52,000. J Wright

5.4 Revised Table of Fees:

Received: The revised Table of Fees from the Treasurer.

Noted: A rider had been included concerning Register Searches, ie, that a fee would only be charged for searches of records not at the London Metropolitan Archives.

Adopted: The revised Table of Fees.

5.5 Bequest:

Noted: A legacy of approximately £25,000 is expected to be received from the estate of the late Elsie Haslett to spend on a particular item or project.

Proposed: As Elsie had been a choir member and played the piano, to replace the St Luke's grand piano. In addition, to purchase a portable piano for St John's church.

Noted: This would increase the attractiveness of St Luke's church as a venue.

Agreed: Following specialist advice, to buy an easily moveable grand piano for St Luke's church, and interested parties to bring proposals to the next PCC for consideration. This may include pre-owned instruments.

Agreed: It was not necessary for St John's church to have an additional piano.

Agreed: Any remaining funds to contribute to the Organ Scholarship.

J Wright
PCC

5.6 Fundraising:

Noted the following events were proposed:

Quiz evening, September - date to be arranged;

Bingo at St Luke's Hall, October/November.

A Reid
A Reid

6 Services:

6.1 See 4.4 Vacancy Arrangements.

7 Buildings:

7.1 2015 Quinquennial Report progress:

Noted: The 18 months for action concerning the Lych gate will expire in December 2016.

Agreed: To further consider this item at the next PCC meeting following action taken re 7.2, 7.3.

Wardens

7.2 St John's church:

Reported:

a) The exterior re-pointing had been completed, and the interior was in hand.

b) The stonemason was required for the stonework.

c) The Lych gate required underpinning. A structural engineer had been contacted to inspect and provide an estimate of cost.

Agreed: To ascertain whether the Lych gate was a listed building and whether a faculty was required.

Agreed: To receive advice from other structural engineers with regard to the

Wardens

- extent of the underpinning required. Wardens
- 7.3 St Luke's church:**
- Noted: A building firm was required to provide quotations for issues in both churches. Wardens
- Noted: Two trees had died and required removal. The lime trees had been pollarded. Other trees required pruning. I Buswell
- 7.3.1 St Luke's Refectory:**
- Noted: The refurbishment works had been completed.
- Agreed: The cost of £7740 to be financed from the St Luke's renovation fund. Vicar
- Noted: PAT testing on all portables and Insurance was required.
- Reported: The previous licensee owed c£600 in rent paid by outside groups for the use of the Vestry.
- Reported: The new licensee was Susan Dallaglio who intends to open the café from the beginning of the school year on 1 September.
- Noted: The Vestry rent was normally £10 per hour. The licensee had requested it be lowered to £5 or £6 per hour to enable more groups to be able to afford its use.
- Agreed: St Luke's Churchwardens and the Treasurer to discuss this further and reach an agreement. Wardens
Treasurer
- 7.4 Halls:**
- Noted: The bookings were reasonable, with an increase in regular bookings.
- St Luke's Hall:**
- Noted: The gutters required clearing, and the kitchen requires some minor renovations.
- Noted: The hall was not a listed building and did not require special consideration with regard to repairs.
- Agreed: To request the Refectory's carpenter to carry out the work. I Buswell
- Agreed: To receive advice from the Architect with regard to the windows.
- 7.5 Health and Safety:**
- Noted: A new Health and Safety Officer was required. J Wright
- Noted: Following the tragedy in Rouen, the Archdeacon advises that parishioners should be alert but not alarmed. The Home Office may offer advice and may provide funding for security measures, including CCTV installation. Further advice could be obtained from the General Commander (Police).
- 8 Safeguarding:**
See Matters Arising.
- 9 12th Enfield Scout Group flags:**
Received: A quotation of £944.25 and examples of the proposed group flags.

Noted: Errors in the example flags. They should show “St John & St Luke”.
Agreed: The parish would pay the cost of the three flags.

Vicar
Vicar

10 Forthcoming events:

See 5.6 Fundraising.

11 Any other business:

No other business had been notified.

12 Dates of next meetings:

- PCC: 7.30pm Thursday 15 September, Jean Price Hall
- Away Morning: 10am – 1pm Saturday 19 November, Jean Price Hall

Signed:

Date:

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