

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

Minutes of the meeting of the Parochial Church Council on Thursday 30 April 2015, commencing at 7.30pm, Jean Price Hall

Present:

Fr Edward Dowler (Chair), Paul Bates, Marion Berry (Stewardship Recorder), Rosemary Dixon (Secretary), Mary Englefield, Anna Erikson, Cheryl Graham, Luke Kirkham, Peter Livermore, Michael Mansfield, Elaine Plumb, Monica Wood, John Wright, Joan Young.

Item		Action by:
1	<p>Apologies for absence were received from: Ian Buswell, Gillian Medcalf, Andrew Reid, Maureen Shapland, Roy Tungatt.</p> <p>The Vicar welcomed new members to the PCC and summarised the Council's purpose.</p>	
2	<p>Minutes of the previous meetings: Minutes of the previous meetings held on 20 January 2015 and 15 March 2015 were approved and signed by the Chair.</p>	Secretary R Tungatt
3	<p>Actions and Matters Arising from the Minutes of 20 January 2015 not included on the Agenda:</p>	
3.1	<p>Item 3.2 Buildings (St Luke's Church): <u>Agreed:</u> Lighting – to be carried forward to a future meeting.</p>	Fr Edward Secretary
3.2	<p>Item 4 Mission Action Plan: <u>Noted:</u> The MAP had been added to the Parish website.</p>	
3.3	<p>Item 5.5 Fund Raising – Winter Night Shelter: <u>Noted:</u> A fan heater had been installed in the vestry toilet.</p>	
4	<p>Mission Action Plan:</p>	
4.1	<p><u>Noted:</u> The MAP of January 2015 (Appendix A) was distributed and would be reviewed at the Autumn away-morning.</p>	
4.2	<p><u>Agreed in principal:</u> That the Winter Night Shelter would go ahead again next year, and, dependant on the Organisers, would run for either 6 or 12 weeks. £750 would need to be raised if 6 weeks, and £1,500 if 12 weeks. A report would be presented to the next PCC.</p>	P Livermore J Wright Secretary
5	<p>Finance:</p>	
5.1	<p>Finance Report as at 22 April 2015: <u>Received:</u> The financial summary and commentary on the accounts (Appendix B).</p>	

The PCC thanked the Treasurer for his work and the report.

5.2 **Stewardship:**

Received: The Annual Summary Report and notes of Quarter Four to 31 March 2015 (Appendix C) from the Stewardship Recorder.

Noted: There had been an increase in pledges for 2015/16 plus a new pledgee, giving a projected increase of £2,000. There were now 63 people in the Scheme and a further 6 people who gave regularly.

The PCC thanked the Stewardship Recorder for her report.

5.3 **Common Fund:**

Received: A spreadsheet from the Treasurer showing the parish history of payments (Appendix D).

Noted: The Parish donation was currently £46,000, ie, 93% of the Parish Ministry Cost of £49,500. There was now sufficient money in the General Fund for the donation to be raised over the next two years, by approximately 7%, to meet the target PMC.

Agreed: To consider this at the next meeting when the figures for 2016 would be known. Treasurer Secretary

5.4 **Fundraising:**

Noted: The Parish Fair to be held on 16 May 2015.

5.5 **Contribution to St. John's School:**

Noted: Uniquely to the Enfield Deanery, all parishes contribute to church schools. The school buildings belong to the church and the financial contribution goes towards building insurance. The Archdeacon has declared that the scheme is to close.

Noted: In 2014 the parish contributed £1,686 and in the previous three years paid £1,388.

Proposed: To continue making a similar payment directly to St John's School.

Agreed: To support the School in this way, to ascertain the shared amount the school received and to discuss at the next meeting. Treasurer Secretary

5.6 **Review of St. Luke's Church insurance:**

Received: A report of the Ecclesiastical Insurance Consultant & Surveyors visit of 10 February 2015 to undertake a periodic review (Appendix E).

Agreed the recommended actions with regard to: Valuation; Premium; Terrorism Cover; Consequential Loss, Indemnity Limit.

Appointed: Anna Erikson was appointed Health & Safety Officer reporting to the PCC.

Agreed: To set up an Asbestos File with the Survey of October 2003, to which activities not inspected at that time would be added and any appropriate risk management plan developed; to obtain a quote re annual gutter clearance; Wardens

to record additional information in the existing inventory of assets, together with photographs of architectural features.

Noted: The company that provided the stained glass window protection for St John's Church would be approached for advice and quotation for the Lady Chapel and refectory windows. J Young
J Wright

Agreed: John Wright would prepare a report concerning the windows for the next PCC meeting. J Wright

Agreed: To report the PCC's decisions to the EIO Surveyor. J Wright

6 Services:

6.1 Noted: St John's Patronal Festival Service would be on Sunday 21 June with a parish lunch. The Reverend Lucy Gardener had accepted the invitation to preach.

A Summer Concert would be held on Saturday 20 June.

6.2 Noted: St Luke's Patronal Festival would be on Sunday 18 October. The Bishop of London had accepted an invitation to preach and to re-dedicate the organ.

6.3 Noted: Congregations had been numerically good for the Holy Week services.

7 Buildings:

7.1 St John's Church and Hall:

7.1.1 Reported: Due to cracks appearing in the recently tiled front porch floor, the structural engineer advised the removal of the yew tree from the front of the church as a sensible precaution. The Conservation Area requires permission from the Borough Council.

Noted: There were 2 other yew trees in the grounds, and the centre of this tree had died.

Noted: The cost of removal would be £240 + VAT.

Agreed: Subject to the Borough Council's approval, that the tree is removed.

7.1.2 Noted: A storage shed was required, particularly for spare chairs and tables, which currently need transporting each time from St Luke's hall. This would be sited alongside the existing garage.

Noted: An 8 foot x 10 foot zinc shed of similar design to the garage would cost £486 including delivery. The wardens had requested a quote for a concrete base.

Agreed: To delegate the decision to the Buildings Standing Committee subject to its total cost being a maximum of £1000.

7.2 St Luke's Church:*

7.2.1 Organ Project

Received: The Organ Project Progress Report as at 30 April 2015 (Appendix F) from John Wright.

Noted: The Project was on target for completion by the end of May.
The PCC thanked John Wright and Mary Englefield for their work on this project.

7.3 St Luke's Hall:*

7.3.1 Proposed: That Stepstones Nursery be allowed to use the side store room for a sleep area.

Noted: The PCC would be responsible for ensuring the structure was sound and watertight. The Nursery would be responsible for internal renovations including insulation and lighting changes.

Approved: The change of use of this space.

I Buswell

7.4 Health and Safety:

Noted: There had been a non-trivial accident at the ceilidh .

8 Safeguarding Report:

8.1 Received: The Safeguarding Report (Appendix G) from the Safeguarding Officer, David Ryan.

Noted: The Parish was required to submit a safeguarding audit to the Diocese. The PCC thanked David for his work and report.

Wardens

8.2 Reviewed: The PCC Safeguarding Policy Statement (Appendix H).

Approved: The Safeguarding Policy Statement.

Agreed: The Statement would be laminated and displayed in the churches and halls, replacing the Statement of 2014, and would be reviewed annually.

Wardens

9 Nomination of School Governor for St John's School:

Noted: Following the reconstitution of state schools, the PCC nominates two foundation governors for a four year term. Roy Tungatt is already one School Governor.

Proposed: That Anne Osborne becomes School Governor.

Agreed: The PCC agreed the nomination of Anne Osborne as School Governor.

10 Sponsorship of 12th Enfield Scout Group:

Noted: The Parish had sponsored the 6th Enfield group which had recently merged with the 13th Enfield, forming the new 29th Enfield group which met at Our Lady of St George.

Noted: The 12th Enfield Group met primarily at Stratton Avenue but wished to use St Luke's Hall for one evening per week, probably Fridays.

Agreed: There were many benefits to the parish being associated with a youth group, and that the Group use the hall free of charge. The PCC gave authority to the Vicar to sign a five year agreement with the executive committee of the Group. This signed agreement would be added to the Minutes.

Fr Edward

11 Forthcoming Events:

15 May: Visit from the representative of the London Metropolitan Archives.
16 May: Parish Fair, St Luke's Church.
6 June: Parish outing to Norwich.
11 and 18 June: Wine, Cheese and Organ Evenings, St Luke's Church.
Noted: Stewards and refreshments were required for this event.

12 Dates of next meetings:

PCC: 7.30pm Wednesday 1 July, St Luke's Church, followed by PCC Supper.
PCC: 7.30pm Thursday 17 September, Jean Price Hall.
PCC Away Morning: 10am – 1pm Saturday 21 November, Jean Price Hall.

Signed:

Date:

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