

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

Minutes of the meeting of the Parochial Church Council on Thursday 29 November 2018, commencing at 7.30pm, St Luke's Church

Present:

Rev. Peter Godden (Chair), Paul Bates, Marion Berry, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Michael Mansfield, Gillian Medcalf, Elaine Plumb, Monica Wood, John Wright, Joan Young.

Item		Action by:
1	Apologies for absence: Peter Livermore, Andrew Reid, Roy Tungatt.	
2	Minutes of the previous meeting: Minutes of the previous meeting held on 20 September 2018 were approved and signed by the Chair.	
3	Actions and Matters Arising and not included on the Agenda: <u>11.1 Christians Against Poverty:</u> <u>Noted:</u> An offer of £100 had been made to CAP.	
4	Vicar's Report: 4.1 The Harvest Festival Service had been well attended, with good fellowship at the Bring & Share buffet. 4.2 St Luke's Patronal Festival was also well attended together with an Evensong service in the Chancel. 4.3 All Soul's was also held in the Chancel. 4.4 Over 240 people had attended the Remembrance Service in the morning at St Luke's, but only 13 at Evensong at St John's. 4.5 Thank you to all involved in organising and running the events, particularly Marion and Gill and the churchwardens. 4.6 The Quiz had raised over £1300 and there were a great many non-church people attending both this and the "Two's Company" concert. 4.7 The Advent Service booklets had arrived but unfortunately the pages were in the wrong order. The printing company had assured that they would be re-delivered by Saturday in readiness for the first service on Sunday.	
5	Finance: 5.1 <u>Finance Report:</u> <u>Received:</u> The Finance Report and Commentary on the Accounts as at 22 November 2018 (Appendix A) from the Treasurer. <u>Reported:</u> The total income was £148,185 and expenditure £88,914, resulting in a surplus of £59,272. <u>Noted:</u> Further expenditures will include St John's Lych Gate, repairs as per the Quinquennial surveys, St Luke's roof repairs to church and hall, St Luke's	

flat improvements.

Noted: Small changes had been made to how the accounts were presented to ensure full alignment with the Receipts and Payments format.

5.2 **Charges and Fees 2019:**

Received: Proposed Table of Fees for 2019 from the Treasurer (Appendix B).

Agreed: The Table of Fees 2019.

5.3 **Rents and Rates for buildings lettings 2019:**

Received: Table of Rents and Rates 2016 to 2018 with the proposed rates for 2019 from the Treasurer (Appendix C).

Considered: The cost of hiring the churches was significantly less than that of similarly sized churches.

Proposed: To increase the hire of St Luke's Church from £25 per hour to £50 per hour, and St John's Church from £20 per hour to £35 per hour, with a separate charge for heating when used.

Agreed: The Table of Fees 2019 with the increase to £50 per hour for St Luke's Church, £35 per hour for St John's Church and a separate charge for heating.

Treasurer

5.4 **Current Bank Account:**

Reported: The current bank, Barclays, had advised that as the annual debit turnover of the current account exceeds the £100k eligibility threshold for their Community Account tariff, they would be migrating the account on 15 January 2019 to one that incurs charges. They would give a discount of 20% against charges, however they estimate that the cost to the parish will be approximately £58 per month / £700 per annum. Other banking organisations offer charity accounts with higher limits.

Received: A table from the Treasurer (Appendix D) comparing three possible banks operating suitable current accounts: Santander, Metro Bank and CAF Bank.

Agreed: The new account must meet standards of ethics and integrity in its use of money.

Considered: Whether Signatories would be able to get to a branch easily and confidently when transporting large amounts of money.

Agreed: The PCC agreed unanimously with one abstention that a Community Current Account should be opened with Metro Bank.

Agreed: The Signatories would be Dr John Wright (Treasurer), Mrs Mary Englefield (Parish Administrator), Mr Ian Buswell (Churchwarden) and Rev'd Peter Godden.

Agreed: All payments must be signed by any two of the four Signatories.

See Supplementary Minutes signed on 2 December 2018.

Reported: None of the banks could transfer Standing Orders from payees to a new account. Every Stewardship Scheme member who gives by Standing Order will need to submit a new Standing Order form to their own bank and to cancel existing arrangements. The upcoming Stewardship Review would

Treasurer

Stewardship-Recorder

request contributors to do this. The transfer may take several months and the old account will operate alongside the new account until all Standing Orders have been transferred.

5.5 **Stewardship Report:**

Received: The Stewardship Summary as at Quarter Four (1 January to 31 October 2018) (Appendix E) from the Stewardship Recorder.

Reported: The annual total pledged with tax claimed was £41,244. The total collected to date was on track at £34,035. There was an estimated loss due to ill health and other changes of £1,387 to date.

Reported: The Stewardship Renewal was being prepared for the New Year to Lent.

Treasurer
Stewardship-
Recorder
Vicar

5.6 **Fundraising Report on monies raised:**

Noted: The Vicar was preparing a Social and Fundraising Committee list of members which would convene in the New Year.

Reported: 14 events had been held so far in 2018, raising £9,540. Two further events were planned (Appendix F).

Vicar
M Berry
G Medcalf

The PCC thanked John Wright and Marion Berry for their work as Treasurer and Stewardship Recorder, and Gill Medcalf and Marion for their Fundraising organisation, and all who had contributed time and effort to the fundraising events.

6 **Services:**

6.1 Noted: The following services were planned:

2 December, St John's: 6pm Advent Lights

16 December, St John's: 6pm Carol Service

24 December, St Luke's: 4pm Christingle

24 December, St Luke's: 11pm Midnight Mass

25 December, St John's: 10am Christmas Day Celebration

Noted: The Parish Christmas postcards with details of services followed the Church of England's design and matched advertising. 5,000 had been printed for distribution to all households in the parish by 15 December. Details had also been circulated in the Crews Hill Residents' Association Christmas newsletter.

6.2 **Permission to Distribute Holy Communion:**

Noted: The Bishop's Office requires a list of who the PCC/incumbent would like to have A Permission to Distribute Holy Communion (Chalice Assistants/Eucharist Ministers). The Office will then produce certificates covering the next three years. It has stated that all need to be DBS checked as they go to people's homes.

Noted: Those currently licenced were Paul Bates, Ian Buswell, Michael Mansfield, Elaine Plumb, Andrew Reid, Maureen Shapland, Roy Tungatt,

Monica Wood, John Wright, Joan Young.

Agreed: The PCC unanimously agreed the above list of Chalice Assistants/Eucharist Ministers for the next three years.

Vicar
M Englefield

Noted: The majority of those who distribute Holy Communion in church do not visit people in their homes in that capacity. Only the Vicar, Michael Mansfield and Andrew Reid visited people's homes.

Proposed: The Vicar would contact the Bishop's Office to confirm whether all on the list were required to be DBS checked.

Vicar

7 Buildings:

7.1 St John's Church:

7.1.1 Received: Minutes of the Buildings Sub-Committee of 10 October (Appendix G) which agreed works to be carried out on the tree.

Noted: This work had been carried out.

7.1.2 Noted: The precise design of the Lych gate had now been received and agreed by the Diocese technical experts.

Noted: The Head of Diocese Registry had written on 23 November stating that fresh public notices needed to be displayed for 28 days concerning the reconstruction, followed by completion of the certificate and return to the Diocese for forwarding to the Chancellor for permission.

Noted: As a result of going out to tender for the rebuild, quotations had been received from Fullers (over £40,000), Artemis (over £40,000) and Bakers of Danbury (£30,000). These were much higher than their original estimates. The Architect states that this is due to the current uncertainty in the building trade, and the processes of making the foundations more durable, with drainage, and secure. He states that local builders with evidence of appropriate knowledge of working with old timber can now be asked to submit a quotation.

Agreed: Local builders be sourced and asked to submit tenders, and Bakers be asked whether there are any savings to be made using different methodology.

Secretary

Noted: The Architect's additional work would probably cost a further £10,000.

Noted: A further loan from the Diocese was possible, and part of a legacy may be used, which would leave an estimated shortfall of £3,000.

Agreed: To investigate match-funding from Santander.

M Berry

The PCC thanked Joan Young and John Wright for their hard work on this issue.

7.2 St Luke's Church:

7.2.1 Received: Minutes of the Buildings Sub-Committee of 21 November (Appendix H) concerning the Quinquennial Report July 2015.

Noted: A drone had been arranged to survey the inside and outside of the church to establish the scale of repairs needed.

Wardens

Agreed: To investigate grants for this work.

7.3 **St John's Hall:**

7.3.1 Noted: The gutters needed clearing and a roof tile replacing.

7.4 **St Luke's Hall:**

7.4.1 Reported: Most of the remedial work had been completed. Some issues were outstanding concerning fire equipment which would be carried out in the near future.

7.5 **Health & Safety and Risks Assessment:**

Received: The Health & Safety including Risks Review Report from the Health & Safety Officer (Appendix I).

Reported: The Evacuation Drill in St John's Church would be held on 9 December. M Berry
Vicar

Noted: A further fire extinguisher had been installed in St Luke's Church and a Fire Warden's Guide had been prepared.

Noted: Plans had been made to complete the remedial work on St Luke's Hall Flat and to assist the tenants with health and safety issues. M Berry

Agreed: To set up a working party to deep clean the hall following the renovations. M Berry

Agreed: To purchase fire retardant curtains for St Luke's Church doors, with possible additional funding from the Winter Night Shelter. M Berry
P Livermore

The PCC thanked Marion Berry for her work as Health & Safety Officer.

8 Dates for PCC 2019 and APCM:

8.1 Agreed: The PCC agreed the following dates:

- The APCM would be held on Sunday 24 March.

The PCC meetings would be at 7.30pm on Thursdays as follows:

- 21 February (St Luke's Church)
- 16 May (Jean Price Hall)
- 11 July (Jena Price Hall)
- 19 September (St Luke's Church)
- 14 November (St Luke's Church)

There would also be an Autumn AwayDay, date to be confirmed later in the year.

9 Winter Night Shelter:

9.1 Received: A report from Peter Livermore.

Noted: A new leaflet had been produced (Appendix J) requesting volunteers and donations, to be distributed on Sundays from this week. There would also be an item on the Newssheet for the next few weeks, and the information on the website had been updated. Emails have been sent to all who had previously volunteered.

Noted: There would be a training session for volunteers at St Luke's Church

at 7.30pm on Friday 7 December.

Noted: The Scout Group had volunteered to help again this year.

The PCC recorded their thanks to Peter Livermore for his work on this project.

10 Forthcoming Events and Fundraising:

10.1 Noted: The Christmas Cracker would be held on 2 December after the service with raffles, refreshments, cakes, and games. Roger Elkin's Aberrog train set would be on display.

The Vicar thanked Elaine, Ian, Joan, Gill and Marion for all their work in co-ordinating different aspects of the event.

11 Any other business:

11.1 Received: A letter from Anne Reynard on behalf of the executors of the estate of the late Roger Elkin (Appendix K) confirming the donation of Aberrog station train layout to the Parish for use at Parish events. The layout was currently stored at 22 Hillside Crescent.

11.2 Reported: John Wright, Interim Choir Master and Organist since 2011, would be stepping down from that position.

Noted: Two organists would play at St John's when they were available, and John would play at St Luke's when available. At all other times, the SoundBox would be used. The PCC was asked to be vigilant in seeking a new pianist/organist.

The Vicar, on behalf of the PCC and Parish, gave enormous thanks to John for his fantastic playing.

12 Dates of next meetings:

PCC: On Thursdays at 7.30pm:

- 21 February (St Luke's Church)
- 16 May (Jean Price Hall)
- 11 July (Jena Price Hall)
- 19 September (St Luke's Church)
- 14 November (St Luke's Church)

APCM: Sunday 12 noon, 24 March (St Luke's Church).

There would also be an Autumn AwayDay.

Signed:

Date:

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