

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

## Minutes of the meeting of the Parochial Church Council on Wednesday 20 September 2017, commencing at 7.30pm, Jean Price Hall

### Present:

Rev. Peter Godden (Chair), Marion Berry, Ian Buswell, Rosemary Dixon, Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Gillian Medcalf, Elaine Plumb, Maureen Shapland, Monica Wood, Joan Young.

Item		Action by:
1	<p><b>Apologies for absence:</b> Paul Bates, Andrew Reid, Roy Tungatt, John Wright.</p>	
2	<p><b>Minutes of the previous meeting:</b> Minutes of the previous meeting held on 4 July 2017 were approved and signed by the Chair.</p>	
3	<p><b>Actions and Matters Arising from meeting on 4 July 2017 and not included on the Agenda:</b></p>	
3.1	<p><b>Item 6 Parish Visitation:</b></p>	
3.1.1	<p><u>Noted:</u> The Report from the Archdeacon's Visitation on 31<sup>st</sup> July is attached (Appendix A). The Vicar would contact people as appropriate to implement the actions.</p>	Vicar
3.2	<p><b>Item 7.1.3 St John's Organ cleaning:</b></p>	
3.2.1	<p><u>Noted:</u> The organ cleaning had been completed.</p>	
4	<p><b>St Luke's Church ceiling:</b></p>	
4.1	<p>The Vicar thanked everyone for their support and patience at this time. <u>Noted:</u> An emergency faculty was being sought prior to the Architect proceeding and quotations sought from builders. The Architect had stated that the work would not be complicated and should not take long to complete. It was therefore expected that there would be no need to reconsider the December services due to be held in St Luke's. A later decision would be made regarding Remembrance Sunday. <u>Considered:</u> The Architect had offered to be in full control of the works at £90 per hour or to be available for inspection visits only. It was suggested that if the builder found the work to be more complex than expected, the Architect would be available anyway and would be ensuring that the work was completed satisfactorily. <u>Agreed:</u> To require inspection visits only and to request that the builders photograph the work in progress.</p>	Buildings Group
4.2	<p><u>Noted:</u> A safe access to the Café was required. Morning and Evening Prayer were being held in the Café. <u>Agreed:</u> Any solution, such as a covered way, should be approved by the</p>	Wardens

Architect, Archdeacon or Buildings Team.

- 4.3 Noted: There were funds available for the renovations. The insurance policy needed to be checked as, eg, faulty design may not be covered.  
Agreed: To seek advice from the Diocese on the method of payment.

Vicar  
Treasurer

## **5 Finance:**

- 5.1 Received: The Finance Report and Commentary on the Accounts as at 31 August 2017 (Appendix B).  
Reported: Total income to date was £93,344 and expenditure £73,371.
- 5.2 Received: The Stewardship Report for the second quarter to 26 June 2017 (Appendix C).  
Reported: £28,227 had been received of the £36,611 pledged for the year and was on target.
- 5.2.1 Noted: The Stewardship Review was due to take place in November.  
Proposed: Apt sermons, and announcements on the Notice sheet concerning the availability of Stewardship forms.

Stewardship  
Recorder

The PCC thanked John Wright and Marion Berry for their work as Treasurer and Stewardship Recorder.

## 5.3 Fundraising:

- 5.3.1 St John's Lych gate:  
Received: A report from the Churchwardens on the progress (Appendix D). In addition it was reported that a grant application was being prepared for the All Churches Trust.

The PCC thanked the Wardens, Stewardship Recorder and Treasurer for their work on this project.

- 5.3.2 General fundraising:  
Proposed: That a Committee is formed, mainly from persons outside the PCC.  
Agreed: Gill Medcalf would initiate plans to form a Committee.

G Medcalf

## **6 Services:**

- 6.1 Reported: A steady number of people had attended during the summer. The first Children's Service had been held with 46 people attending including 20 children.
- 6.2 Noted: The Harvest Festival service would be held at St John's.  
Proposed: A Bring and Share lunch following the service.

- 6.3 Agreed: St Luke's Patronal Festival to be postponed to combine with the building's reopening.  
Agreed: To hold a Morning Eucharist on St Luke's Day (Wednesday 18 October) in the Refectory, ie, St George's Chapel, before the Café opened, and an Evening Service at St John's with a possible guest speaker. Vicar
- 6.4 Agreed: To celebrate All Souls Day at St John's in the evening of Sunday 29 October. The Vicar would send invitations. Vicar
- 6.5 Proposed: As it was not known whether St Luke's would be open, to hold two services at St John's to accommodate the size of the congregation: 9am and 10.30am (mainly for Scouts and Families). Vicar
- 6.6 Proposed: The Vicar to consider the following Christmas Services:  
 Advent – Sunday 3 December, evening, St John's;  
 Christingle – Sunday 24 December, 10.30am St Luke's;  
 Midnight Mass – Sunday 24 December, 11pm St Luke's;  
 Christmas Day – Monday 25 December, am St John's. Vicar
- 7 Buildings:**
- 7.1 **Quinquennial Report progress:**  
St Luke's:  
Reported: Some of the high priority work had been completed, with the rest due to be completed in September. A quotation for the low priority work would be received in September.  
Agreed: To do the high level work, including the gutters, whilst the cherry picker is on site for the ceiling repairs. Wardens  
St John's:  
Reported: Only the low priority stonework to be completed. Wardens
- 7.2 St John's:
- 7.2.1 Reported: Two estimates had been received concerning the lych gate bore hole investigations: GEA £6136.60; Southern Testing £8123.40.  
Agreed: To engage GEA. Wardens
- 7.2.2 Reported: The oak tree overhanging the Mobile Home Park required lopping. Enfield Council had objected to the Tree Surgeon's recommendation of a major lop and proposed a lesser lop. It was also suspected that the tree may be protected as it may host a bat roost and hornet nest. A Council survey would cost £499. The wardens were awaiting a response from the Herts and Middlesex Wildlife Trust.  
Agreed: To enquire whether the Tree Surgeon could carry out the survey. Wardens
- 7.3 St Luke's:
- 7.3.1 Reported: The disabled toilet floor had been restored and mouse repellent installed.

- 7.4 **Halls:**
- 7.4.1 **St John's:**  
Reported: A leakage from the hall toilets had been repaired. Replacement flooring was required.  
 The PCC thanked Dave Young for his work regarding the replacement flooring.
- 7.4.2 **St Luke's:**  
Noted: The refurbishment was in hand. A quotation of £1900 to resurface the floor had been received. The hall could be used when sanded but not during the 3 days required for varnishing.
- 7.5 **Health and Safety:**  
Noted: The Vicar would remind the Archdeacon who had requested to see the cavity. Vicar
- 7.6 **Risks Review:**  
Noted: The Vicar had perused the Diocese website concerning buildings hire and would produce detailed instructions for the parish. The Wardens and Parish Administrator would audit the hall users, and the Stewardship Recorder and Treasurer were creating a template for users. Vicar  
 Wardens  
 M Englefield  
 M Berry  
 J Wright
- 8 Winter Night Shelter:**
- Proposed: To run the Shelter in St Luke's Church for a fourth year. P Livermore
- Agreed: To host the Shelter this winter from Friday nights to Saturday mornings. Vicar
- Noted: The charity All People All Places was meeting shortly to agree dates, and it was likely to be for 11 weeks from the first week in January to Palm Sunday.
- Noted: The project may be eligible for a grant from Old Enfield Charitable Trust which it was proposed could be used to renew bedding, buy a large film projector screen and a collapsible wheelchair.
- Agreed: The Vicar would forward the Diocese Risk Assessment details to Peter Livermore to enable him to prepare a Risk Assessment for this use of the building.
- Noted: A "wanted" list for donations would be published in due course.
- 9 Mission Action Plan and Capital Vision:**
- Noted: The Visitation Report recommended a new MAP which would be inclusive of the entire congregation.
- Agreed: To consider this at an Away Day.
- 10 Forthcoming Events:**
- 10.1 Quiz Night: 21 October 2017, St Luke's Hall.

- Noted: A bar licence had been applied for. Participants would provide their own snacks. The Vicar will provide the quiz and be quizmaster. Vicar
- 10.2 Christmas Cracker: 3 December 2017, St Luke’s Church following morning service. J Young
- 10.3 Barn Dance – 5 May 2018:  
Noted: Anne Dunne would organise a Barn Dance in aid of the lych gate fund. Gill Medcalf and Marion Berry would organise a buffet meal. G Medcalf  
M Berry
- 11 Any other business:**  
No further business had been received.
- 12 Dates of next meetings:**  
7.30pm Tuesday 7 November 2017, Venue to be advised.

Signed:

Date:

.....