

**PARISH OF ST. JOHN AND ST. LUKE, CLAY HILL**  
**Minutes of the meeting of the Parochial Church Council on Tuesday 4 July 2017,**  
**commencing at 7.30pm, Jean Price Hall**

**Present:**

Rev. Peter Godden (Chair), Paul Bates, Marion Berry (Secretary for meeting), Ian Buswell, Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Elaine Plumb, Andrew Reid, Maureen Shapland, Roy Tungatt, Monica Wood, John Wright, Joan Young.

Item	Action y:
<b>Specially noted</b>	The Institution and Induction of Fr. Peter Godden on 26 <sup>th</sup> June to the Parish of Clay Hill by the Bishop of Edmonton, the Rt. Rev. Rob Wickham and the Archdeacon of Hampstead.
1	<b>Apologies</b> for absence were received from: Rosemary Dixon, Gillian Medcalf.
2	<b>Minutes of the previous meeting</b> The Minutes of the previous meeting held on 27 April 2017 approved and signed by the Chair.
3	<b>Actions and other Matters Arising not covered by Agenda items:</b> No matters arising.
4	<b>Finance:</b>
4.1	<u>Received:</u> The Commentary on the accounts for the period to date. (Appendix A) <u>Reported:</u> Expenditure included Licence fees, Flags for 12 <sup>th</sup> Enfield Scouts and costs for Quinquennial repairs. Sequestration account: a claim has been submitted to the Diocese for £638
4.2	<u>Received:</u> The Stewardship Report for the 6 months to date. (Appendix B) <u>Reported:</u> Small loss of £195 due to delinquent pledges, standing orders shown as accrued income due to the time scale.
4.3	<u>Received,</u> Common Fund contribution for 2018. We are required to inform the Diocese of the Parish's offer for 2018 by the end of July.  <u>Proposed RT, seconded IB - Carried</u> To increase our contribution to the Common Fund in 2018 by 2.3% to £53,200 to match the Diocese budget for average Clergy Stipendiary and Housing costs.  <u>Noted:</u> The PCC thanked John Wright and Marion Berry for their work as Treasurer and Stewardship Recorder.
5	<b>Services:</b> <u>Reported:</u> Easter services had been well attended. St. John's Patronal, approximately 47 attended which was disappointing. Attendance at the children's services had been satisfactory but numbers had dropped, possibly linked to staff changes in the school. <u>Noted:</u> Both churches will revert to regular normal Eucharist services during July and August. All agreed St. John's congregation would be delighted as some concerns have been raised that the children's service had reduced the number of regular Sunday Eucharist services at St. John's to only two per

month. JW suggested, whilst maintaining regular serves at both churches perhaps the children's service could alternate between them.

Noted. The first week-end in August PG will be absent.

Noted. PG will review the services at both churches.

PG thanked all involved, and especially Fr. David Nash for their support during the interregnum which lasted almost a year.

6 **Parish Visitation:** Monday 31<sup>st</sup> July 2017.

Noted PG will be absent and the Archdeacon will chair.

6.1 Noted JW asked were there any visitation questions left to prepare?  
Reported some final Quinquennial work and updates for St. Luke's

IB

6.2 **Visitation Questionnaire requirements:**

Noted all papers need to be completed, prepared and set out at least one week before 31<sup>st</sup> July.

A reminder will be sent out.

St. John's plate will be brought to St. Luke's the last Sunday in July for inspection

JW

AR

7 **Buildings:**

7.1 St. John's Church.

7.1.1 Lych gate

Received a works progress update. Planning permission, the Council had provided conflicting information and clarification was to be provided. We had confirmed the Lych gate would be re-erected on a 'like for like' basis. The matter is being chased.

MS

Reported the woodworm found in the Lych gate base has been confirmed dead by pest control.

Noted Fund raising, a financial advisor indicated the possibility of a 'loan' (interest free to be clarified) from the Diocese, we could apply for a 50% grant/loan. JW suggested that if we assume total estimated costs of £40k and the parish raises £20k, then the balance could be met by applying for a grant of £10k plus and loan of £10k. The repayments of the loan would commence one year after its receipt and be repaid in 25 monthly instalments of £400 to December 2020. If insufficient funds were raised initially work could be carried out in stages, the bore holes and foundations likely to be the most expensive. Although there is still a reasonable amount in reserves. The tiles were almost all safely removed, being cleaned and stored; spares from the find in the grounds, this could reduce the final costs by £3K.

Discussed whether the cost to re-erect the Lych gate for heritage or sentiment versus the money being spent on e.g. youth work.

Reported Much fund-raising work had already been done including press releases. Donations received to MW's appeal. Two funding applications have also been sent and at least two others being prepared.

IB suggested, if all went well the Lych gate could be re-dedicated in 2018.

MB suggested, this could also acknowledge 100<sup>th</sup> anniversary of the 1914/18 war.

PG noted it was not time constrained. Unfortunate it's expensive, but thrilled we were doing something.

- 7.1.2 Pest management.  
Reported Tarquin Wiggins tunes the organ 6-monthly. Pest controllers stated ant activity in the organ loft had been going on for some time causing dust. Although it has been treated repeatedly, managed and monitored, spraying may be needed.
- 7.1.3 Organ cleaning  
Reported Organ works are filthy, possibly due to building works; estimated cleaning and reinstatement costs £3k taking two weeks ideally in August.  
Proposed AR, seconded EP - Carried  
 PG asked would there be a measurable difference, JW responded musically wouldn't notice the difference – always kept tuned – but would provide easier maintenance JY
- AOB.1 A photocopier for St. John's was proposed to be supplied by the same firm that maintains the copier in St. Luke's church. A second-hand machine could be provided FOC for £10 per month service charge, on contract – to be confirmed. Includes toner. Company wants to be pro-active, and possibly replace St. Luke's – which provides 30,000 copies pa.  
 Need full contract details. JW
- Proposed AR, seconded EP – Carried If contract favourable.
- 7.2 St. Luke's church  
 7.2.1 Cavity As previously reported, discuss possible actions: no expert's advice received. There had been no evidence when the pipe trench was dug for new gas heating in 2011.  
Noted. AR could possibly provide a 'borescope' for simpler exploration.  
Noted Diocese surveyor to advise. PG
- Halls  
 7.3 Reported St. Luke's hall, the long-standing water pressure was resolved.  
Noted. PG suggested converting the church during polling days to a coffee shop.
- 7.4 Health and safety  
Reported The H&S policy is under review for any updates needed.  
 The Archdeacon's need for a risk management statement, which is being developed and monthly checks already done. Other 'event risks' especially one-off events and those done by hire firms, need copy, after school children's supervision. To safeguard our 'Mission' we could also provide a good guide and demonstrate 'good written practice'.  
Proposed RT, seconded JY – Carried  
 To review and adopt our risk management statement.  
 Clarification will be sort from the archdeacon
- 8 **Forthcoming Events:**  
Discussed:  
 Possible Quiz night on a Saturday night in October. PG as Harvest Festival first Sunday in October, would need to be weekend of 14/21/28<sup>th</sup> TBA, possibly in the church. JW  
 Vicarage garden party?? Previously 1<sup>st</sup> Sunday in August. PG

'Murder in the Cathedral, Saturday Sept 16<sup>th</sup> at 6pm, flyers will be provided with fund raising for parish funds.

Barn Dance, possibly in spring 2018 with funds for the Lych gate

JW suggested a social programme for the coming year and checks to ensure no clashes with other events in the area.

AR suggested a 'whist drive'

PG suggested an 'events committee' but who? JY & EP would appreciate help.

9 **AOB**

9.1.2 RT. Regarding the possible use of social media; it may be a good idea to post something on various Enfield related groups on Facebook regarding Lych gate appeal/fund raising.

However, presently it would need to be done by an individual in the parish who has a Facebook account. Alternatively, to set up a 'Parish Facebook account' and use as a way of fundraising through posts on the page and shares with various Enfield groups.

However, this needs careful thought to ensure it has the right security and moderated so nothing can be posted unless we are happy with the content; and a moderator. PG requested information

9.2

As noted in the minutes of 24<sup>th</sup> November 2016: 8.3.2 Garden – This was to advise PG and for consideration later. A proposed 'Parish Plot' ~ flower garden and allotment in St. Luke's grounds ~ the south facing area. This would be managed by adults, but involve all ages; support to be sought from Forty Hall, Capel Manor; have also been provided a contact name for the Wyevale garden centre at Crews Hill.

9.3

**H&S St. Luke's Disabled toilet floor**

At Friday morning singing a lady had formally notified EP the floor was wet and she slipped off the raised part. Thankfully she said she didn't hurt herself, but EP said we were hoping to get a repair soon.

It is anticipated formal repair work can commence after Friday morning singing breaks for summer. Until then there has been a 'temporary repair' and a notice warning of an 'uneven floor' placed on the door.

9.4

**H&S St. Luke's Cafe**

Susie at the Cafe has asked if she could have a couple of 'mouse traps'; she has concerns as mothers often put their babies and toddlers on the floor.

To be provided, but also the possibility of an electronic deterrent to be investigated.

IB / MB

10.

**Proposed dates of future PCC meetings:**

Noted: All dates approved by PG

**Monday 31 July 5.30pm onwards**

**St Luke's Church**

**5.30pm (Vicar)**

**6.30pm (Churchwardens)**

**7.30pm (PCC)**

**8.30pm (other members of the leadership team)**

**9.00pm (Vicar)**

Thursday 14 September 2017  
Tuesday 7 November 2017

7.30pm  
7.30pm

Jean Price Hall  
St Luke's Church

Signed:

Date:

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