

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

Minutes of the meeting of the Parochial Church Council on Tuesday 7 November 2017, commencing at 7.30pm, Jean Price Hall

Present:

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

Item		Action by:
1	Apologies for absence: Michael Mansfield, Gillian Medcalf.	
2	Minutes of the previous meeting: Minutes of the previous meeting held on 20 September 2017 were approved and signed by the Chair.	
3	Actions and Matters Arising from meeting on 20 September 2017 and not included on the Agenda: <u>Noted:</u> There were no matters arising.	
4	Vicar's Report:	
4.1	Concerning the temporary closure of St Luke's Church: The Vicar thanked everyone for their support and patience.	
4.2	St Luke's Patronal Festival, held in St John's Church, had been successful.	
4.3	A prayerful All Soul's Memorial Service had been held.	
4.4	Attendance at the Children's Service had increased by five, with 23 children and 28 adults.	
5	Finance:	
5.1	<u>Received:</u> The Finance Report and Commentary on the Accounts as at 7 November 2017 (Appendix A). <u>Reported:</u> Total income to date was £111,340 and expenditure £93,053. <u>Noted:</u> Income from weddings was £5,000 less than the previous year. To date, five weddings had been booked for 2018.	
5.1.1	<u>Received:</u> Draft Table of Fees for 2018 (Appendix B).	
	<u>Proposed:</u> To increase the wedding fee for a choir to £7 per member.	
	<u>Agreed:</u> The Table of Fees with proposed increases.	
5.1.2	<u>Received:</u> Notes from the meeting of the Building Sub-Committee held on 25 October 2017 (Appendix C).	
	<u>Approved and adopted:</u> The increase of the annual charge to StepStones; the increase in rent for St Luke's Hall flat; the increase in remuneration for cleaning St Luke's Hall; to increase the annual charge for the garage site at the rear of St Luke's Hall; that the charge for rear access via St Luke's Hall	

garden remains unchanged; the proposed increases in rents for buildings hire.
Recommended: To check the wording of the contracts with Adil Vittachi.

J Wright

- 5.2 Received: The Stewardship Report for the second quarter to 24 September 2017 (Appendix D).
Reported: £30,221 had been received of the £36,419 pledged for the year and was on target.
Reported: There had been two new members to the Scheme.

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

- 5.3 Fundraising:
5.3.1 Reported: Marion Berry and Gillian Medcalf had formulated a list of possible events and they would welcome further ideas. They were approaching appropriate members of the parish to form a fundraising committee.

The PCC thanked Marion and Gillian for their work on this project.

6 Services:

- 6.1 Noted: The following Advent and Christmas service arrangements for St John's Church:

10.20am 3/12/17 Teaching Eucharist (followed by Christmas Cracker);
6pm 3/12/17 Advent Lights;
2.30pm 12/12/17 Headstart Nursery Christmas Service;
9.30am 17/12/17 Children's Service;
10.30am 17/12/17 Eucharist;
6pm 17/12/17 Nine Lessons and Carols (extended choir);
20/12/17 St John's School;
10am 25/12/17 Christmas Day Family Eucharist.

Noted: The location of the following services would depend on whether St Luke's would be available:

7.30pm 19/12/17 Mothers' Union Service;
10.30am 24/12/17 Eucharist;
24/12/17 Christingle;
11pm 24/12/17 Midnight Mass.

7 Buildings:

Received: Notes from the meeting of the Buildings Sub-Committee of 25/10/17 (Appendix C).

- 7.1 Quinquennial Report progress:

Reported: Low level work has been undertaken by parishioners where possible.

7.2 St John's Church:

- 7.2.1 Noted: The bore hole for the lych gate had been completed in October. The Wardens

Wardens would pursue the contractor for the awaited report.

7.2.2 Noted: The steeplejack had inspected the belfry and reported no problems, and had taken the opportunity to inspect the lightning conductor.

7.2.3 Reported: An oak tree overhanging the mobile home park had some decay but the application to Enfield Council for the work to be completed had been delayed due to a possible bat roost. It may be possible to strap and support the tree during the Winter and commence work in the Spring when bat activity declines.

7.3 **St Luke's Church:**

7.3.1 Ceiling:

Received: Quotations and details from the four building firms invited to submit tenders (Appendix D).

Approved: The PCC unanimously voted that Bakers of Danbury be requested to fulfil the work. The Vicar would contact the Archdeacon.

Concerns were raised regarding the Christmas services (including advertising through the Christmas card delivery) and the Winter Night Shelter.

7.4 **Halls:**

7.4.1 St John's:

Noted: No issues to report.

7.4.2 St Luke's:

Noted: Quotations for gutter cleaning would be received shortly.

Noted: Some remedial work concerning the Energy Performance Report had been completed. The hall skylights and the Flat's windows required replacing and estimates required.

I Buswell

Noted: The kitchen required urgent refurbishment and a quotation would be requested from Derek Harris.

I Buswell

7.5 **Health and Safety:**

Reported: Some minor changes had been made to the procedures.

Noted: The procedures required annual review.

M. Berry

7.6 **Risks Review:**

Noted: The Risk Assessment regarding the Night Shelter was in hand, and the standard Assessment forms were up to date. Risk Assessment forms and procedures were required for special events.

M Berry

The PCC thanked the wardens and Marion for their work.

8 **First Communion:**

Received: (Appendix E) A proposal from the Vicar that the parish should start admitting children to Holy Communion ahead of Confirmation.

Approved: With one abstention, it was agreed that the parish admits children to Holy Communion ahead of their Confirmation. The Vicar would report this decision to the Bishop.

Vicar

9 Safeguarding:

9.1 Approved: The Parish Safeguarding Policy Statement (Appendix F), which was signed by the Vicar and will be displayed in the churches and halls.

9.2 Noted: A requirement by the Diocese for the PCC to have safeguarding knowledge which would be available through e-learning. The Vicar would forward details regarding completion in due course.

Vicar
PCC

10 Winter Night Shelter:

Noted: Preparations are on course for the first night of 5 January. Leaflets had been made available concerning volunteering opportunities. There would be a training session for volunteers on 8 December.

The PCC thanked Peter for his work on this project.

11 Parish Calendar:

Noted: The Vicar would organise the Parish Calendar.

Agreed: The following dates:

PCC meetings:	Thursday 7.30pm	1 February	(St Luke's)
(APCM)	Sunday 12 noon	4 March	(St Luke's)
	Thursday 7.30pm	26 April	(Jean Price Hall)
	Tuesday 7.30pm	17 July	(Jean Price Hall)
	Thursday 7.30pm	20 September	(Jean Price Hall)
	Tuesday 7.30pm	6 November	(St Luke's)
AwayMorning:	Saturday 10am	21 April	(Jean Price Hall)

12 Forthcoming Events:

May Fair: Either 12 or 19 May, 11am-3pm.

13 Any other business:

No further business had been received.

14 Dates of next meetings:

7.30pm Thursday 1 February 2018, St Luke's.

Signed:

Date:

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