

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

## Minutes of the meeting of the Parochial Church Council on Tuesday 1 February 2018, commencing at 7.30pm, St Luke's Church

### Present:

Rev. Peter Godden (Chair), Marion Berry, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Gillian Medcalf, Maureen Shapland, John Wright.

Item		Action by:
1	<b>Apologies for absence:</b> Paul Bates, Ian Buswell, Elaine Plumb, Andrew Reid, Roy Tungatt, Monica Wood, Joan Young.	
2	<b>Minutes of the previous meeting:</b> Minutes of the previous meeting held on 7 November 2017 were approved and signed by the Chair.	
3	<b>Actions and Matters Arising and not included on the Agenda:</b> <u>Noted:</u> There were no matters arising.	
4	<b>Vicar's Report:</b> 4.1 Roy Tungatt presented a tremendous sermon on 19 November. 4.2 The Guided Eucharist on Advent Sunday was enjoyed and valued. 4.3 Thank you to Roy for launching the new website. 4.4 St Luke's Church reopened in time for the Christmas services. Our thanks to the carpenters, Rob and Owen of Bakers of Danbury. The Architect was pleased with the result. Especial thanks to John Wright and Marion Berry for their liaison with Bakers. 4.5 The Christingle service was attended by 425; 129 attended Midnight Mass and 78 on Christmas Day. 4.6 The Christmas Card was well received. 4.7 There have now been 3 Children's Services. The January service was attended by 31 adults and 24 children.	
5	<b>Finance:</b> 5.1 <b><u>Review of Finances 2017:</u></b> <u>Received:</u> The Finance Report and Commentary on the Accounts for the year ended 31 December 2017 (Appendix A). <u>Reported:</u> For the first time in six years, the parish achieved a deficit in general operating income and expenditure: £18K compared to a surplus of £15K in 2016, due to major repairs to St Luke's church. The General Fund increased from £41K to £51K. In addition, an increase of 13% was spent on maintaining the churches and providing a Christian ministry for the parish. <u>Reported:</u> The total income was £135,538 and expenditure £145,418. <u>Noted:</u> The Accounts had been forwarded to the Independent Examiner for	

signature.

Accepted: The PCC accepted the financial position. The Financial Review was signed by the Vicar and a lay member of the PCC (Marion Berry).

5.2 **Finance Updates:**

5.2.1 Received: Operating Budget for 2018 (Appendix B).

Noted: Normal expenditure would result in a surplus of £8K.

5.2.2 Received: The Buildings Standing Committee Minutes of 17 January 2018 (Appendix C).

Noted: The proposal that the parish submit a combined application to the Diocese for a grant totalling £16,500 and loan totalling £16,500 for emergency ceiling work in St Luke's Church and the Lych Gate project at St John's Church due to health and safety issues.

J Wright

Approved: The PCC approved the joint application.

Noted: The Diocese decision meeting would be held on 1 March 2018.

5.3 **Stewardship Report:**

Received: The Stewardship Report for Quarter Four to 31 December 2017.

Noted: Contributions and collections were 1.5% higher in 2017 than in the previous year, with a total of over £31K. The Autumn renewal campaign, including an inspiring sermon, had been successful in recruiting new members and increased pledges from some existing members.

Noted: Pledges and claimable tax for 2018 would be £41K.

The PCC thanked John Wright and Marion Berry for their work as Treasurer and Stewardship Recorder, and the congregation in general for their generosity.

5.4 **Fundraising:**

Received: A draft proposal concerning fundraising (Appendix E) from Marion Berry and Gillian Medcalf.

M Berry  
G Medcalf

Noted: That in addition to those listed (Joan Young, Mary Englefield, Valerie Budd, John Wright), Elaine Plumb had also been asked to assist or advise. A full meeting would be held in the near future.

Noted: The proposed list of events was positive, although it was considered that in the light of further unexpected expenditure being required, the suggested purposes for the fundraising events would need reconsideration.

Proposed: To add musical events and include St Luke's ceiling as a purpose.

Noted: The Lych Gate appeal had received £1,500 from the Enfield Society.

The PCC thanked Gill and Marion for their encouraging work regarding fundraising.

6 **Annual Parochial Church Meeting:**

6.1 Received and Approved: The Churchwarden's reports on the fittings and

- fixtures of the churches.
- 6.2 Received and Approved: The Annual Parish Report.
- 7 Services:**
- 7.1 Proposed: To purchase professionally printed Liturgy Order of Service sheets for each of the Church seasons with different coloured covers relevant to the season. Vicar  
J Wright
- Agreed: To initially purchase one season and receive feedback.
- 7.2 Noted: The service times of 8am, 9.30am (Children’s Service) and 10.30am on the third Sunday of the month had worked well’
- Agreed: To continue with these times.
- 7.3 Reported: There would be an Easter Vigil service on Holy Saturday in this parish.
- 7.4 Proposed and Agreed: To maintain the current U-shaped layout in St Luke’s church. It works well for the Clay Hill Singers and the Night Shelter.
- 7.5 Proposed and Agreed: To move the pews one column eastwards to provide a more welcoming space at the west end with sofas and coffee table in one side bay and the Children’s Corner, noticeboard, foodbank collection and book sale on the other side. Vicar  
Wardens
- 7.6 Noted: A couple of people had expressed interest in organising Sunday Schools but as yet no-one had volunteered and the positions needed to be publicised.
- 8 Buildings:**
- 8.1 St John’s Church:**
- 8.1.1 Noted: The Ecologist had provided a report concerning bats in the oak tree overhanging the mobile home park and this had been forwarded to Enfield Council with a request that a decision be reached urgently due to the safety hazard. Wardens
- 8.1.2 Reported: The door between the choir and kitchen/vestry area required safety glass to be fitted. This could cost about £3,000 but less glass could be used. Wardens
- 8.1.3 Reported: The Bore Hole Survey Report had been received and the Structural Engineer had been requested to provide technical specifications and calculations for design by a contractor. The Architect had confirmed that the same contractor need not do both the foundations and rebuild, although it may be better. Fullers, who dismantled the lych gate and Bakers would be invited to submit tenders. Wardens
- 8.2 St Luke’s Church:**
- 8.2.1 Reported: All “immediate” actions in the Quinquennial Report had been completed and work was proceeding on the “18 month deadline” actions, however urgent guttering and roof repairs, not included in the Report, were necessary. Estimates had been received from Bakers and Fullers for the Quinquennial work which did not include the roof work. Wardens

- 8.3 **Halls:**  
St John's:  
Reported: There were issues with damp which Paul Wallace and David Young were addressing.
- 8.4 See Confidential Annexe:
- 8.5 **Health and Safety and Risks Review:**  
Noted: A review of the policy was due in June 2018.  
Reported: Fire safety checks had been carried out and the reports were awaited.  
Reported: Fire Drills for both churches were being drafted. The floor plans marking Fire Exits were being updated. M Berry  
Reported: Electric safety checks had been completed and remedial work arranged.  
Noted: Risk Assessment and Fire Evacuation Drills for Christingle had been carried out.

The PCC thanked Marion for her diligence as Health and Safety Officer and for managing the Christingle Service safety.

- 9 **Data Protection:**  
Noted: New laws would come into force on 25 May 2018 affecting members of the PCC. Compliance training would be held at the Vicarage on 17 February. The following information was required: PCC
- A list of persons holding personal data of living people;
  - A description of what information is held;
  - Whether it is in electronic or paper form;
  - What steps are taken to protect the information;
  - Reasons for holding the information;
  - Where the information is from;
  - Who is the information disclosed to.
- Noted: On-line training was required, costing £150 +VAT per 20 people. PCC  
Noted: A Data Audit Questionnaire (Appendix F) needed to be completed and returned to John Wright. PCC

- 10 **Deanery Synod volunteers:**  
Noted: Two further volunteers were sought to attend Deanery Synod meetings along with Mary Englefield. PCC

- 11 **Winter Night Shelter:**  
9.1 Reported: The Shelter had been delayed by one week as there were no guests but all was going well.  
Noted: New bedding, projector screen (also for Parish use), and the hot water boiler had been purchased. Copious food donations were being received from

local businesses.

The PCC thanked Peter Livermore and John Rattigan for their work on this project.

**12 Charity Support:**

Noted: .A children’s hospice run by Noah’s Ark had opened in Barnet, requiring funds for buildings.

Vicar  
Joan

Agreed: To send the proceeds from two soup lunches.

**13 New homes at Chase Farm:**

Noted: The new homes would start to be occupied from April 2018, including a school.

Vicar

Agreed: To provide Welcome Cards with general information and request the Estate Agents distribute them.

**14 Forthcoming Events:**

May Fair: 19 May, 11am-3pm.

**15 Any other business:**

**15.1 PCC photographs**

18 March, 10am onwards, taken by a professional photographer for the website, etc.

PCC

**15.2 Received: An application for interment in the grounds of St John’s Church.**

Agreed: To carry this item forward.

Secretary

**14 Dates of next meetings:**

- **APCM** followed by brief PCC meeting to appoint officers and any other urgent business:  
12 noon, Sunday 4 March, St Luke’s Church
- **AwayDay:**  
10am Saturday 21 April, Jean Price Hall
- **PCC:**  
7.30pm, Thursday 26 April, Jean Price Hall

Signed:

Date:

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