

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

Minutes of the meeting of the Parochial Church Council on Tuesday 17 July 2018,
commencing at 7.30pm, Jean Price Hall

Present:

Rev. Peter Godden (Chair), Paul Bates, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Peter Livermore, Gillian Medcalf, Elaine Plumb, Roy Tungatt, John Wright.

Item		Action by:
1	Apologies for absence: Marion Berry, Cheryl Graham, Michael Mansfield, Andrew Reid, Monica Wood, Joan Young.	
2	Minutes of the previous meeting: Minutes of the previous meeting held on 26 April 2018 were approved and signed by the Chair.	
3	Actions and Matters Arising and not included on the Agenda: There were no Actions and Matters Arising.	
4	Vicar's Report:	
4.1	66 people attended the Pentecost Children and All Ages service. Attendance had risen steadily to Christmas, declined a little to March and was currently slightly fluctuating. 29 had attended this month. The publicity at the School had affected the numbers positively.	
4.2	The festivities for St John's Day and the Flower Festival were successful. The Mayor of Enfield was impressed by the parish community activities, especially the Winter Night Shelter and the community singing, which she will visit. Many people attended the morning service and choral evensong. The Vicar thanked John Wright and the choir, and Marion Berry and the hard workers of the Flower Festival which raised £2,208.	
4.3	The Vicar had been away for a week and then participated in an ecclesiastical conference, which provided encouragement and inspiring teaching on St. John's gospel.	
4.4	Kevin Young's sudden death had shocked everyone. The Vicar had spoken to Joan and Dave every day and was heartened by their incredible faith. We would pray for them and his sister Amanda.	
5	Finance:	
5.1	<u>Finance Report:</u> <u>Received:</u> The Finance Report and Commentary on the Accounts as at 10 July 2018 (Appendix A) from the Treasurer. <u>Reported:</u> The total income was £98,191 and expenditure £57,832, resulting in a surplus of £40,359. It was intended to repay the Diocesan loans for the Lych gate and ceiling repairs as soon as possible and to close these Funds by	

the end of August.

Noted: Three gas heaters had been installed in St John's Church in February 2010. Two had recently required immediate replacement, and it was therefore assumed the third would also be condemned in the near future.

5.2 **Appointment of Independent Examiner:**

Reported: Roger Seaton FCA had agreed to be the Parish Independent Examiner of the Accounts. He already does this for a number of other parishes and will not charge a fee. He will meet the Vicar and Treasurer later in the year.

Approved: The PCC approved the appointment of Roger Seaton as Independent Examiner. A letter of engagement will follow.

5.3 **Common Fund Offer:**

Received: The Diocese of London's Common Fund 2019 booklet (Appendix B).

Noted: The overall increase in Parish Standard Costs from 2018 to 2019 would be 2.7% (£80,600 to £82,800).

Proposed: To keep to the planned objective of an increase of 2.3% as the Parish has had two major projects recently (Lych gate and ceiling).

Agreed: The PCC agreed the increase of 2.3%.

5.4 **St John's Lych Gate Fund:**

Received: A report of the Lych Gate Fund (Appendix C).

Noted: Receipts and fundraising totalled £31,330. Payments to date totalled £13,596 with a further estimated cost of £27,584 for remaining work.

Confirmed donations, Gift Aid and grants would provide £24,484, leaving a shortfall of £3,100.

5.5 **St Luke's Church Ceiling Repair Fund:**

Received: A report of the Ceiling Repair Fund (Appendix D).

Noted: Receipts and fundraising totalled £19,336. Payments to date totalled £20,429. Confirmed future receipts would provide £816, leaving a shortfall of £818.

5.6 **Stewardship Report:**

Received: The Stewardship Summary as at Quarter Two (1 January to 30 June 2018) (Appendix E) from the Stewardship Recorder.

Reported: The annual total pledged with tax claimed was £41,188. The total collected to date was £24,243 and was on track. There was an estimated loss of £947 to date compared to 2018.

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

5.7 **Fundraising Report:**

Received: Fundraising summary (Appendix F) from the Fundraising Committee.

Noted: Seven events had taken place, raising a total of £5,753. Eight further events were planned.

Suggested: The Fundraising Committee had not met formally and the onus of organising events fell mainly to Marion and Gill. It was suggested that the remit be widened to be a Fundraising & Social Committee, involving more parishioners and the wider community.

Vicar
M Berry
G Medcalf

Recommended: That the events be put into the Parish calendar from the beginning of the year; for the School to be informed in advance for inclusion in their weekly newsletters; for the local Residents Associations to be informed at the beginning of the year for inclusion in their newsletters and web pages; and for coloured publicity posters to be emailed to Roy Tungatt for the Parish website.

The PCC thanked Marion Berry, Gill Medcalf and the Fundraising Team for their hard work and the success of the projects.

6 Services:

6.1 Noted: From September the All Age Service will be further developed and be even more engaging for children, who will also have the opportunity to join the Servers' Team and be formally inducted as Servers.

Noted: Subject to confirmation by the Bishop's office, a Confirmation Service will be held on the 8th or 13th November.

Vicar

6.2 Reported: Lay Readers were at the end of their current term of licensing. Due to a number of commitments, including School Governorship and Website Manager, Roy Tungatt has decided not to apply for re-licensing although he will continue as an unlicensed Reader and may be licensed again in the future. Andrew Reid wished to continue as licensed Lay Reader.

Approved: The PCC approved the re-licensing of Andrew Reid as Lay Reader.

A Reid
Vicar

The PCC thanked Roy and Andrew for their commitment and support as Lay Readers.

7 Buildings:

7.1 **St John's Church:**

7.1.1 Reported: An application was being submitted to Enfield Council for tree maintenance, excluding the protected (bat roost) oak tree. The ecologist and arboriculturalist had agreed to await the outcome of the bat survey before undertaking work on the oak. The bat surveyor was due to make a second survey this month.

Wardens

Reported and Approved: The Standing Committee of 16 May had approved the full bat survey by Aven Ecology, costing £1,200. The Standing

Committee of 6 June had approved the lopping work to be undertaken by G&R Trees (Appendix G).

7.1.2 **Reported:** The architect would follow up with the builders regarding work details for the lych gate. If a response was not received by the end of this week, the Vicar would intervene, as the Parish requires the work to be completed by Remembrance Sunday. Vicar
Wardens

7.1.3 **Reported and Approved:** The Standing Committee of 6 June had approved the replacement of the condemned gas heaters by Vulcana Gas Appliances Ltd, at a cost of £2,688 (Appendix G). Wardens

7.2 **St Luke's Church:**

7.2.1 **Reported:** The work highlighted by the Quinquennial Report was ongoing. All urgent categories of work had been completed. Wardens

7.3 **St John's Hall:**

7.3.1 **Noted:** The Wardens had nothing to report.

7.4 **St Luke's Hall:**

Reported: All items listed on the Safety and Architect's Reports together with the further recommendations made by the Diocese had been completed. The work on the kitchen was almost complete.

Noted: The Bishop's Buildings Advisor and the Surveyor were coming next week to consider issues raised by the tenants of the flat.

Vicar

The PCC thanked the Wardens and Treasurer for their work on these matters.

7.5 **Health and Safety:**

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

Noted: A Risks Review is undertaken for each event held in the parish buildings and grounds.

Noted: The first Fire Evacuation Drill, on 6 May in St Luke's Church, was successfully completed. A drill at St John's will take place in the Autumn.

M Berry
Vicar

The PCC thanked Marion Berry for her preparation and action.

7.6 **Internments in Church grounds:**

Considered: The parameters for ashes to be interred in church grounds.

Recommended: Due to the finite space, a strong definable connection to the parish was required.

Proposed: The link must be quantifiable, eg, through the Stewardship Scheme or Electoral Roll for a minimum of two years. One member of a married couple or close family member (ie, parent/child) must have this link.

Agreed: The Vicar to draft a policy for approval.

Vicar

8 Data Protection:

8.1 Received: Report from the Acting Data Protection Compliance Officer (Appendix I).

8.2 Noted: A Data Protection Compliance Officer was needed to ensure the policy is implemented.

The PCC thanked John Wright for his work in the absence of a volunteer to be Data Protection Compliance Officer.

9 Safeguarding:

9.1 Approved: The appointments of Cheryl Graham as the Parish Safeguarding Officer and Heather Livermore as DBS Checker.

9.2 Noted: Paul Bates is continuing as Children's Champion for both churches.

9.3 Approved: The re-adoption of the Safeguarding Statement (Appendix J). This will be displayed in all buildings and considered again at the July 2019 PCC meeting. Vicar
M Englefield
Secretary

10 Policy on the Appointment of Ex-Offenders:

10.1 Considered: The Parish's adaptation of the Diocese's Policy on the Appointment of Ex-Offenders.

Approved and Adopted: The Policy on the Appointment of Ex-Offenders (Appendix K).

10.2 Noted: The Parish now had a number of Policies.

Agreed: To compile a table of policies, with the date when each was approved and when a review is required. Also to keep a physical copy of the signed original in the parish office. M Englefield
Vicar

11 AwayDay:

Noted: The AwayDay would be held on Saturday 1 September in the Jean Price Hall, 10.30am – 3.30pm. PCC

12 Forthcoming Events and Fundraising:

See point 5.7.

13 Any other business:

13.1 School Governor:

Noted: Roy Tungatt's period of office as School Governor would conclude in September.

Approved: Roy Tungatt's further 3 year appointment as the PCC's representative as St John's School Governor. Vicar
R Tungatt

13.2 **Application to hire the Jean Price Hall:**

Reported: An application had been received to hire the Jean Price Hall for Rahanni spiritual and spiritual healing activities.

Considered: The hall was used for Christian prayer. Christian teaching is that Christ is the Healer and Rahanni appears to undermine this faith, and that this may cause confusion.

Agreed: It would be inappropriate to hire the hall for this use. The Vicar Vicar would respond to the application explaining our view.

12 Dates of next meetings:

- **AwayDay:** 10.30am – 3.30pm, Saturday 1 September, Jean Price Hall
- **PCC:** 7.30pm, Thursday 20 September, Jean Price Hall
- **PCC:** 7.30pm, Tuesday 6 November, St Luke’s Church

Signed:

Date:

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