

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

**Minutes of the meeting of the Parochial Church Council on Thursday 16 May 2019,
commencing at 7.30pm, Jean Price Hall**

Present:

Paul Bates (Vice-Chair), Marion Berry, Valerie Budd, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Peter Livermore, Gillian Medcalf, Andrew Reid, Roy Tungatt, Monica Wood, John Wright, Joan Young.

Item		Action by:
1	Apologies for absence: Rev'd Peter Godden, Cheryl Graham, Michael Mansfield, Elaine Plumb.	
2	Minutes of the previous meeting: Minutes of the previous meetings held on 21 February and 30 April 2019 were approved and signed by the Chair.	
3	Actions and Matters Arising and not included on the Agenda: There were no matters arising which were not included on the Agenda.	
4	Vicar's Report:	
4.1	<u>Reported:</u> No report was available due to the Vicar being on compassionate leave.	
5	Finance:	
5.1	<u>Finance Report:</u>	
5.1.1	<u>Received:</u> The Finance Report and Commentary on the Accounts as at 6 May 2019 (Appendix A) from the Treasurer. <u>Reported:</u> The total income for the year to date was £41,227 and expenditure £35,304, resulting in a surplus of £5,923. <u>Reported:</u> In the next 4 months, the reserves would be reduced by £51,900 due to payments for St John's Lych Gate, St Luke's Hall flat fire doors and the repayment of the Diocese loan for the Lych Gate.	
5.1.2	<u>Reported:</u> The Winter Night Shelter account had been completed.	
5.1.3	<u>Reported:</u> The account with Compassion had now been closed and the funding to Bridge of Hope doubled.	
5.2	<u>Stewardship Report:</u>	
	<u>Received:</u> The Stewardship Report 1 January to 31 March 2019 (Appendix B) from the Stewardship Recorder. <u>Reported:</u> The Stewardship contributions were on track in comparison to the previous year.	

5.3 **Charity Commission:**

5.3.1 Noted: Charities are required to submit an annual return within 10 months of the end of their financial year, ie, by the end of October 2019.

Considered: Whether the Risk Management Policy and Procedures (Appendix C) adequately address the risks to the parish arising from its activities and/or where it operates.

Approved: The PCC as trustees of the charity approved the Risk Management Policy and Procedures document as adequately addressing the risks of the parish arising from its activities and/or where it operates.

5.3.2 Noted: Risk assessments are carried out for functions and the Wardens consider a monthly checklist. However, these do not include such risks to, eg, finance or reputation.

Proposed: The Risk Management Officer (Andrew Reid) produces a Risk Register, coded for how likely they are to happen, for the next meeting to consider and the PCC would brainstorm any further risks that can be identified.

A Reid
PCC

5.4 **Common Fund for 2020:**

Noted: The PCC is required to inform the Diocese of the parish offer for the Common Fund in 2020 by 31 July 2019.

Noted: In June 2015 the PCC agreed that it should aim to pay a contribution that at least equalled the Ministry costs of our incumbent, and this had been achieved in 2017, 2018 and is likely to be achieved in 2019. In 2020 the Diocese expects this cost to rise from £54,400 to £55,700.

Noted: The Parish's good financial record may have been taken into account by the Diocese when offering grants and loans for St Luke's Ceiling and St John's Lych Gate funds.

Noted: Without rentals from St Luke's Hall and flat, a considerable proportion of the parish income will not be available.

Proposed: That we offer £54,400 again, and decide next year whether to increase, retain or decrease the level.

Agreed: The PCC agreed to offer the same amount for 2020, ie £54,400.

Treasurer

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

6 **Services:**

Reported: Fr Peter would carry out his ministry at all planned services and will also visit St John's School. He will advise the Parish Administrator (Mary Englefield) if he would be unable to officiate at any planned service and she would arrange for an alternative minister to attend.

7 **Buildings:**

7.1 **St John's Church:**

7.1.1 Reported: Work on reinstating the Lych Gate was going ahead and likely to take about 12 weeks.

7.2 **St Luke's Church:**

7.2.1 Noted: There were no issues to report.

7.3 **St John's Hall:**

7.3.1 Noted: There were no issues to report.

7.4 **St Luke's Hall:**

7.4.1 See Confidential Annexe.

7.5 **Health & Safety and Risks Assessment:**

7.5.1 Noted: There were no issues to report.

The PCC thanked the Wardens, Health and Safety Officer and Treasurer for their work on these matters.

8 Safeguarding:

8.1 Noted: There were no issues to report.

8.2 Received: A document from the Diocese concerning changes to reporting serious incidents (Appendix D).

Noted: Safeguarding serious incidents should be reported to the Diocesan General Secretary who will report them to the Charity Commission. All safeguarding incidents should be reported to the Parish Safeguarding Officer (Cheryl Graham) and all non-safeguarding serious issues should be reported to the Health and Safety Officer (Andrew Reid).

9 Forthcoming events including Social and Fundraising:

9.1 18 May: Summer party. Noted that plenty of people had volunteered to help, including setting up and clearing up.

8 June: Quiz Night.

Noted: The Jazz Evening planned for 1 June had been postponed.

10 Winter Night Shelter:

Received: A verbal report from Peter Livermore.

Noted: The Shelter had finished in early April after completing 14 weeks, the longest to date. The Shelter had accommodated 27 guests. Most had moved on to find sheltered accommodation, sometimes temporary, but the Charity kept in contact. 80 volunteers plus the Scout Group had helped. The new showers were a bonus as only one other shelter had them.

Proposed and agreed: Local companies who donated food to be name-checked on the parish website and newssheet.

Noted: The Facebook posting had been successful in promoting the Shelter, and can be used to advertise this and other events requiring donations. St John's School had a Twitter account which could also be used.

Reported: The Old Enfield Charitable Trust had queried the requirements of

curtains and freezer, probably because the application had been submitted a little late in the season. Valerie Budd on behalf of the Mothers' Union stated that the MU would donate towards the cost of the curtains. The OECT will be approached again in good time for next year with regard to the freezer.

The PCC thanked Peter Livermore and John Rhatigan for their work on this project and thanked the Mothers' Union for the offer of the curtains.

11 New Schools within the Parish

Reported: Planning applications are expected to be submitted for two new schools for the Chase Farm site within our parish: One Degree Academy (Primary) which will eventually have around 720 pupils, and Wren Academy (Secondary) with 1280 pupils, reaching full capacity in 2026. The Wren Academy had a Christian ethos. These are due to open in 2021.

Agreed: Roy Tungatt will report further information as it becomes available to him via St John's School. R Tungatt

12 Scout Group

Reported: There was always a good turn-out for family services and a good relationship with the church.

Noted: There would not be a parade at the June Family Eucharist Service as it was a bank holiday.

13 Any other business:

13.1 Discussed: How the PCC could support the Vicar in his ministry.

Agreed: Andrew Reid would consult with the Vicar. See Addendum. A Reid

13.2 Proposed: That Anne Osborne be reappointed as Governor of St John's CofE Primary School.

Approved: The PCC approved the re-appointment of Anne Osborne as Governor.

13.3 Received: A consultation document from the Business Committee of the General Synod concerning term limits for Deanery Synod members to be completed and returned by 10 July.

Considered: The consultation document proposed seven options (Appendix E).

Agreed: Option One, that no more than two successive terms of three years be served, but that the APCM has the power to disapply that limit. The PCC secretary would complete and return the form. Secretary

13.4 Proposed and Agreed: John Rhatigan be co-opted onto the PCC. Secretary

13.5 Reported: Following a news item regarding Metro Bank, the Treasurer confirmed that the Parish account was secure.

14 Dates of next meetings:

PCC: On Thursdays at 7.30pm:

- 11 July (Jean Price Hall)
- 19 September (St Luke’s Church)
- 14 November (St Luke’s Church)

There would also be an Autumn AwayDay.

Signed:

Date:

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ADDENDUM

to

Minutes of the meeting of the Parochial Church Council on Thursday 16 May 2019

Item		Action by:
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13.1 Andrew Reid had met with Fr Peter to discuss ways to ease his current workload.

Reported: That the PCC continue to manage non-service related items:

Fund raising and Social Events (Committee)

St John's Lych Gate project (Marion Berry, John Wright)

St Luke's Hall flat (Andrew Reid)

Parish Administration (Mary Englefield)

Finance (John Wright)

Stewardship (Marion Berry, John Wright)

Mothers' Union link (Valerie Budd)

Noted: The St Luke's Hall future planning and Buildings sub-committee are on hold at present.

Resolved: Any issues needing Fr Peter's input should be forwarded to John Wright or Andrew Reid in the first instance.