

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

Minutes of the meeting of the Parochial Church Council on Thursday 21 February 2019, commencing at 7.30pm, St Luke's Church

Present:

Rev. Peter Godden (Chair), Marion Berry, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Gillian Medcalf, Elaine Plumb, Monica Wood, John Wright, Joan Young.

Item		Action by:
1	Apologies for absence: Paul Bates, Andrew Reid, Roy Tungatt.	
2	Minutes of the previous meeting: Minutes of the previous meeting held on 29 November 2018 were approved and signed by the Chair.	
3	Actions and Matters Arising and not included on the Agenda:	
3.1	<u>6.2 Permission to distribute Holy Communion:</u> <u>Noted:</u> The Bishop's Office had confirmed that no DBS check was needed with the exception of those authorised to take Communion to people in their own homes. <u>Noted:</u> One person had requested to be removed from the list. <u>Noted:</u> The Bishop's Office had been informed of the names and would issue certificates.	
3.2	<u>Proposed:</u> That Gill Medcalf be co-opted onto the PCC for this meeting and up to the APCM. <u>Approved:</u> The PCC approved this proposal and the Vicar welcomed Gill to the Parochial Church Council.	
4	Vicar's Report:	
4.1	The corrected Advent Service Booklets had arrived from the printers in time for the services.	
4.2	The Christmas Cracker event had been hugely enjoyable and thanks were expressed to all who had made it a joyful occasion. Money had also been raised.	
4.3	Special occasions were when Roy Tungatt preached for the final time as a licenced Lay Reader and John Wright was presented with a gift for his retirement from being organist and choirmaster.	
4.4	Thanks were also given to all those who covered for the Vicar during illnesses.	
4.5	The Blue Christmas service had been well attended.	
4.6	460 children and adults had attended the Christingle Service. 500 is the maximum capacity and consideration would be given to having two services.	

- Thanks were expressed to Marion Berry, Health and Safety Officer, the Churchwardens, and to all others who helped in running the service.
- 4.7 The attendance figures for Midnight Mass were down on last year by 20, possibly due to the fog. The Christmas Day figures were also slightly down, but the party in the hall had been very good fun.
- 4.8 People had expressed their approval of the Service booklets for Advent, Christmas and Epiphany.
- 4.9 Sadly Tina Beckford, of 12th Enfield Scout Group, died in January. Thanks were given to all those who prepared for the service ensuring it went well.

5 Finance:

5.1 Finance Report:

Received: The Finance Report and Commentary on the Accounts as at 21 February 2019 (Appendix A) from the Treasurer.

Reported: The total income was £13,485 and expenditure £10,366, resulting in a surplus of £3,118.

Noted: Further expenditures will include St John's Lych Gate, repairs as per the Quinquennial surveys, St Luke's roof repairs to church and hall, St Luke's flat improvements.

Reported: The current account had been opened with Metro Bank. The Barclays account will remain open until all transactions through the Stewardship Review had been transferred.

5.2 Charity Commission:

Agreed: To consider this issue at the next full PCC meeting.

Treasurer

5.3 Stewardship Report:

5.3.1 Received: The Stewardship Annual Report (1 January to 31 December 2018) (Appendix B) from the Stewardship Recorder.

Reported: The annual total pledged with tax claimable was £41,846. The total collected was £37,739.88. There was a loss of £4,106.88 from the pledged amount.

Reported: The Stewardship Renewal programme would end on 28 February.

5.3.2 Reported: An alternative to the Stewardship Scheme was "Parish Giving", run by the Church of England rather than the Parish. Benefits of participation would be less work within the parish as it automatically claims from HMRC on the parish's behalf.

Proposed: The Stewardship Officer forwards "Parish Giving" literature to the PCC for future consideration.

Stewardship Officer

5.4 Fundraising Report on monies raised

Received: The Events and Funds Raised during 2018 report from The Social and Fundraising Committee (Appendix C).

Noted: Nett funds raised during 2018 were £10,732.70.

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

and Stewardship Recorder, and Gill Medcalf and Marion for their Fundraising organisation and success, and all who had contributed time and effort to the fundraising events.

6 Services:

6.1 Noted: The following services were planned during Lent and Easter:

- Ash Wednesday: The Vicar and others would be offering “Ashes to Go” to commuters at Gordon Hill Station; Imposition of Ashes said service at St Luke’s; the School Easter Service; Sung service at St John’s.
 - Palm Sunday: Procession from St John’s to St Luke’s.
 - Maundy Thursday: Evening service at St Luke’s.
 - Good Friday: Service at St Luke’s; Evening Tenebrae at St John’s.
 - Holy Saturday: Evening Vigil at St Luke’s.
 - Easter Day: Service at St Luke’s.
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- Mothering Sunday: One service – at St Luke’s, with Church Parade.
 - First Sunday in April: All Age Service.

7 Buildings:

7.1 St John’s Church:

7.1.1 Reported: The issue regarding the heaters had been resolved.

7.1.2 Lych Gate

Noted: Contact had been made with the Crews Hill Residents’ Association’s Chair to locate any local contractors with the required specialization. No local firms had been located, although two in the areas of Hertfordshire and North London had been contacted and quotations received. One, Between Times, was comparable to the Bakers of Danbury quotation.

Considered: The applications from Bakers of Danbury and Between Times.

Noted: Bakers of Danbury was a known entity and had provided very satisfactory work previously.

Agreed: To accept the quotation from Bakers of Danbury.

Resolved: That the Churchwardens contact the Architect immediately to accept Bakers of Danbury within the deadline for the quotation which would expire in the next two days.

J Young

7.2 St Luke’s Church:

7.2.1 Reported: During a recent snowfall, water had been found at the base of an inside pillar, possibly due to snow filling the gutter. Since then the water had disappeared.

Noted: A drone had surveyed the inside and outside of the church to establish the scale of repairs needed to the roof and there did not appear to be any obvious problems with the pillar.

Wardens

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 Noted: There were no issues to report.

7.4.2 See Confidential Annexe.

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

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

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

7.5.2 Noted: Andrew Reid would take over the role of Health & Safety Officer from Marion Berry, who was now churchwarden.

The PCC thanked Marion Berry for her work as Health & Safety Officer and Andrew for taking on the role.

8 Safeguarding:

8.1 Noted: There were no issues to report.

9 Annual Meeting:

9.1 Approved: The PCC approved and accepted the Annual Report for 2018, Financial Review and Churchwardens' Reports (Appendix E).

9.2 Noted: The Annual Accounts had been approved by the Auditor.

Noted: Roger Seaton had stated that he was willing to continue as Auditor for 2019.

Received: A summary of the Annual Accounts (Appendix F) from the Treasurer.

Approved: The PCC approved and accepted the Annual Accounts and they were signed by the Vicar and a Churchwarden (Marion Berry).

9.3 Reported: Heather Livermore would take over the role of Electoral Roll Officer from Marion Berry. The PCC thanked Heather for taking on this role.

Noted: 2019 was renewal year for the Electoral Roll and notices had been placed in both churches.

Noted: The date of the APCM would be moved to Tuesday 30 April 2019 to accommodate the Electoral Roll renewal schedule.

10 Social Events and Fundraising Committee:

10.1 Reported: The Committee had been formed with members Marion Berry, Nicola Bugliani, Mary Englefield, Wendy and Malcom Foster, Emily Lawlor and Gill Medcalf.

11 Compassion and Bridge of Hope Children's Ministry:

Reported: Immaculate will complete her training this year and the funding via Compassion will finish at this point.

Noted: A decision was needed as to whether to sponsor another child, or to transfer this funding to the Bridge of Hope, or to allow the sponsorship to lapse.

Agreed: To consider this more fully at the next meeting.

Noted: Jane Disney was the contact for Compassion. People with standing orders regarding Immaculate's sponsorship would need to be informed in due course of their options.

Secretary
M Wood

12 Winter Night Shelter:

Received: A verbal report from Peter Livermore.

Noted: The Shelter was going well. There were over 90 volunteers, a quarter of which were new. Social media postings had created an enormous response and it was agreed that this would be a good platform to use for other parish events.

The PCC thanked Peter Livermore for his work on this project.

13 Toilet Twinning:

Noted: This was an initiative by Tear Fund, a Christian organisation, which reports that 2.3 billion people do not have a toilet, and this situation causes danger particularly to women. A household latrine can be provided for £60 in the country of our choice. A certificate is provided, with a photograph.

Proposed: To twin the churches' four toilets.

Agreed: To have an end-of-service collection at the March church parade, and to inform the Scout Group in advance suggesting that each person donates £2.

Vicar
P Bates

14 Forthcoming events:

Reported: The following social and fundraising events were being planned

- Quiz night: 2 March (sold out)
- Summer fete: 18 May, 11am to 3pm (Co-ordinator – Mary Englefield)
- Concert by the English Jazz Orchestra
- Autumn Quiz Night
- Flower Show
- Wedding dress exhibition
- Christmas Cracker

15 Any other business:

Reported: Fire retardant curtains for St Luke's Church doors may cost approximately £1,200.

Agreed: To explore any cheaper options.

Agreed: Peter Livermore would explore whether funding was available via the Winter Night Shelter.

Agreed: If funding was available, to go ahead with purchasing the curtains.

16 Dates of next meetings:

NEW DATE:

APCM: Tuesday 30 April, 7.30pm, St Luke's Church

PCC: On Thursdays at 7.30pm:

- 16 May (Jean Price Hall)
- 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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