

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

Minutes of the meeting of the Parochial Church Council on Thursday 2 February 2023 7.00pm in St Luke's church

Present:

Father Jeremy Foot, Paul Bates (chair), Doreen Addy, Marion Berry, Ian Buswell, Mary Englefield, Katherine Gough, Cheryl Graham, Michael Mansfield, Heather Livermore (secretary), Peter Livermore, John Rhatigan, Jack Williams and John Wright

Item		Action by
	The meeting began with an opening prayer.	
1	Apologies for absence Elaine Plumb and Sarah Smith	
2	Minutes of previous PCC meeting Minutes of the previous PCC meeting held on 17 November 2022 were approved by the PCC.	
3	Actions and Matters Arising Carried forward:	
3.1	Communications Action: Take and display photos of all PCC members and prepare a summary to be given to the congregation. The photos are still to be carried forward. The summary hasn't been done as yet as Heather Livermore has had a lot to do. Agreed: Instead of doing a summary it was agreed that a copy of the PCC Minutes would be put on the website and a copy put up in the porches of both churches. Action: Heather to send the Minutes to Roy for the website and physically put them in the porches.	Heather Livermore Heather Livermore
3.2	Item 8.4 Enfield Scout Group Sponsorship Agreement Paul Bates confirmed that Jaz had countersigned the Agreement and it was now in the safe.	
3.3	Item 11.4 Participation in the Eco Church Peter Livermore confirmed that he had spoken to Alison Philips regarding the Wren Academy getting involved with the Eco Church and the Parish.	
4	Vacancy Update	
4.1	Shortlisting Shortlisting is on Sunday 5 February. Peter Livermore, one of the Parish Representatives along with Cheryl Graham, said that four applications had been received all based in London. Peter will contact the Bishop to discuss the issue of the vicarage. Jack asked	

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	who would be on the interview panel, Fr Jeremy said usually it is the Parish Representatives, Bishop Rob, the Archdeacon and the Area Dean – Steven Gallaher.
4.2	<p>Interview Day</p> <p>The interviews will be on Tuesday 28 February, St John’s school is keen to be involved. Peter Livermore said after the meeting with the Bishop a schedule will be put in place.</p>
5	<p>Preparation for Annual Meeting</p>
5.1	<p>Confirmation of the Annual Meeting</p> <p>The date was confirmed as Sunday 5 March 2023 after the Sunday service.</p>
5.2	<p>Approval for the PCC Accounts for 2022 supplemented by the Commentary on the Accounts</p> <p>John went through the Commentary on the Accounts for the Year ending 31 December 2022 Report. The Parish incurred a deficit of just under £10K the deficit would have been higher without a one-off grant from the Diocese of £2641. Stewardship receipts were down by 8.5% and baptisms, weddings, funerals and interments of ashes receipts were just one third. Fortunately the Parish is seeing a benefit of the long-term lease for St Luke’s hall with Nursery on the Hill. Operating expenditure costs increased by over 17%. In 2021 the Parish changed payment of insurance premiums from annual to monthly resulting in a technical “saving of around £8K, if insurance was exclude the increase in expenditure would be 8.6%. The Parish give £57K to the Diocese Common Fund as promised, maintenance and minor repairs totalled around £12K, churchyard expenditure was over £4K mainly for the two trees at St John’s. Gas and electricity fixed price contracts renewed on 1 October only two months at the new rates are included so the £1,200 increase was comparatively small. However, increased usage charges which include £5K standing charges will have a significant impact on expenditure in 2023. There had been no queries from the Auditor.</p> <p>Agreed: All agreed the Commentary on the Accounts for the Year ending 31 December 2022</p> <p>Approved: The Accounts were agreed by all and signed by Marion Berry and Paul Bates</p>
5.3	<p>Receipt of the Parish Activities and Group Reports for 2022</p> <p>Heather Livermore confirmed that she had received all the reports and had sent a copy of the Draft Annual Report for comments. Fr Jeremy will also do a report.</p>

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5.4	<p>Electoral Roll Update Heather Livermore confirmed that there is a revision of the Roll between 1-17 February and notices had been put up in both churches and in the Newsletter. Application forms are at the back of the church for any new people. Heather said that after the APCM she would be stepping down from the Electoral Roll Office and also as the DBS Checker for the Parish.</p>	
5.5	<p>Nominations for Churchwardens and 12 elected PCC Members All Churchwardens and PCC Members need to fill in a form if they wish to stand again, there are vacancies on the PCC. <u>Action:</u> Heather will put a notice in the Newsletter to see if anyone would like to come onto the PCC or take up other roles.</p>	Heather Livermore
6	<p>Future Services The following services were agreed:</p> <ul style="list-style-type: none"> • Ash Wednesday – 22 February evening service time TBC • Passion Sunday 26 March – Choral Evensong • Palm Sunday – 2 April, blessings of palms at St John's and for those who are able to walk through Hillyfields to St Luke's • There was a discussion regarding Tenebrae, Fr Jeremy and the choir will produce a schedule. • Lent course – during Lent once a week Dust and Glory: A Lent journey of faith, failure and forgiveness is the Church of England's Lent theme for 2023. <p><u>Action:</u> John Wright will get a banner with the Easter services but will need confirmation by second week of March <u>Action:</u> Fr Jeremy and choir to produce a schedule for the Tenebrae.</p>	John Wright Fr Jeremy
7	<p>Internet Provision A report of Broadband Feasibility and costs was provided by John Rhatigan. BT are the telephone and broadband provider for the vicarage; however they are expensive and there are cheaper options. There are lots of benefits of installing Wi-Fi in the churches and Paul Bates thanked John for all the information. After a discussion it was agreed that we should wait until we have a new incumbent and for this to be reviewed again.</p>	
8	<p>Mission and Pastoral</p>	
8.1	<p>Warm Welcome Update A report on the Warm Welcome Update was provided by Peter Livermore. The Warm Welcome started on Monday 21 November at St Luke's in the café 10.00am until 12 noon. It has been popular and so far there have been about twelve people coming each week. Peter contacted other churches in the area to work in partnership</p>	

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	<p>with the Warm Welcome. Rev'd James Lawson from St Mary Magdalene church visited with Alison Reeve, church warden and also Ann Rolland. They discussed the opportunity to work collaboratively in several areas, they have opened a Warm Welcome on a Wednesday afternoon.</p>	
8.2	Night Shelter Update A report on the Night Shelter was provided by Peter Livermore. All People All Places - APAP – are seeking to set up a static shelter and there will be scope for churches to be involved. APAP have been running a day centre in Edmonton offering housing advice for rough sleepers and those at risk of homelessness in Enfield. There is increasing demand at the day centre and there is scope for our parish to get involved and support this work, by providing hot lunches or to gather and distribute various provisions for people who are homeless.	
8.3	House Group Update A report on the House Group Update was provided by Peter Livermore. The House Group restarted in June 2022 after the Lent course and meets in St Luke's church on the second Tuesday of the month. The group started with Corpus Christi and then looked at the influence of women in the Bible, including Phoebe, Esther and Mary Magdalene. They then looked at the Old Testament and began to look at Isaiah, it was intended to look at the relevance of Isaiah's prophecies in the Advent season, however due to the snow the session had to be cancelled. Hopefully next Advent Isaiah will be revisited. February's session will be on how to evangelise and then the Lent course will take over each week.	
8.4	Prayer Group Although the Prayer Group was not on the Agenda Paul Bates said that he enjoyed going along. Heather Livermore said that it was going well, about 10 people came, it is once a month at St Luke's at 9.30am on a Saturday morning.	
9	Finance	
9.1	Financial Summary for 2023 A Financial Summary was provided by John Wright, which only showed one month only.	
9.2	Cash Flow and Budget Forecast for 2023 John Wright provided the budget for this year which showed a £12.5k deficit assuming that there will be a May Fayre with a raffle, Flower Show, two quizzes and Christmas raffle. More effort needs to be made to fund raise.	

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9.3	<p>Stewardship A Stewardship report was provided by Marion Berry, there are now 50 members in the scheme. John Wright reported that three quarters of the stewardship money is given by less than ten people. The risk that if one of these people should leave the scheme it could bring a big drop of income. Discussion took place on how to bring in more people and more money.</p>	
9.4	<p>Annual Stewardship Review Marion Berry reported that the Stewardship review is due at the beginning of February, but needed to be mindful of the cost of living and that people might not be able to contribute more than they already are giving but might be able to support the parish with their time or talents. Marion said that letters will be going out to Stewardship members asking them to consider even increasing a £1 per month, which will help.</p>	
9.5	<p>Pattie Skeats Bequest Mary Englefield said that there had been no update since 10 January 2023 when the Standing Committee met to discuss a letter that Mary had received from the Executrix with the valuations of the property. A single offer from an owner of an adjacent property had been made and the committee (and an unanimous decision from the PCC by email) had agreed to accept the offer of R5,000,000 (approximately £241K) all-inclusive with the single sitting tenant. Mary said she had not heard anything since.</p>	
10	<p>Buildings</p>	
10.1	<p>St John's church, hall and grounds Marion Berry provided the PCC with a report. The vestry will be used for Sunday Evening Prayers whilst its cold,. The organ blower failed just before the 9 Lessons and Carols, the blower has been repaired, but other work carried out earlier in the year has prompted the thought to look for a grant to cover the repairs and maintenance costs. Adam Bacon has kindly provided head mics for the celebrants, National Churches Trust have confirmed a grant for 50% of the structural survey and the survey has been carried out. The two diseased oak trees have been felled.</p>	
10.2	<p>St Luke's church and grounds Ian Buswell reported that the toilet and seat needs to be mended and the bell rope is fraying.</p>	

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10.3	<p>Participation in the Eco Church: A Rocha UK's award scheme Marion Berry provided a report on the Eco Church, the Parish had a successful application to the A Rocha's award scheme, a small group in the PCC had reviewed and worked to update the sections with no grades to allow an action plan to be established to move them forward. The aim was to make a presentation to the PCC before approaching parishioners to participate and set up their own team. Marion's report stated that sadly, from her point of view, Fr Jeremy wants wider involvement to move the project forward and requested that Peter Livermore take it over. Peter will speak to Alison Philips, Chaplin at Wren Academy, to involve the students. Marion said she hoped this was more successful than the attempts to involve the uniformed groups, who had promised a bug hotel which hadn't happened.</p> <p>Fr Jeremy said that he was unable to accept the report as it was rather negative and was not happy with it. A long discussion took place on how to proceed with the Eco Church and is the Parish focussing on climate change? Peter Livermore had been in touch with the Alison Philips who was keen to get the students involved with the project.</p> <p>Action: Peter Livermore to continue to speak to Alison Philips, the Chaplin at Wren Academy and to put a brief together.</p> <p>Action: To get advice from St Michael's church or Christchurch Southgate about their Rocha UK award and how to proceed.</p>	<p>Peter Livermore</p> <p>Peter Livermore</p>
11	<p>Social and Fundraising Events A report on social activities was provided by Marion Berry. Last year just over £6K was raised by Parish events. Fund raising is an issue. Ian Buswell said that the concerts by Enfield Chamber Orchestra and Enfield Choral Society along with Martin Stogden's concerts, that were held at St Luke's, brought in a lot of money for the Parish. It was agreed that St Luke's church needs to be used for concerts and should be encouraged.</p> <p>Marion asked Paul if he could speak to his friend Dave about another Quiz night.</p> <p>Mary Englefield said that she was willing to co-ordinate the May Fayre. It was agreed to hold the Fayre on Saturday 20 May.</p> <p>Heather Livermore asked if there could be a Bring and Share lunch after the church service on Sunday 7 May to celebrate the Coronation and this was agreed.</p> <p>Agreed: May Fayre Saturday 20 May 2023</p>	

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	<p>Action Mary to start to prepare for the May Fayre Agreed: To have a Bring and Share Lunch on 7 May.</p>	<p>Mary Englefield</p>
12	Any Other Business	
12.1	St John's School	
	<p>Paul Bates said that he is now a Governor at St John's School and was encouraging the parents to bring their children to the Children's service at St John's. He reported that since Fr Peter had left, the school felt that there wasn't the continuity with their relationship with the church. Fr Jeremy said that he would contact the head teacher. The school are looking for a Foundation Governor, Heather will put it on the Newsletter to see if anyone is interested. Paul said that the Head Teacher would like to come to a PCC meeting. It was agreed that a section on the PCC should have a school engagement and youth ministry. Paul had put together a poster to put up in the school with links for the Parish Website. Heather reminded him to put the Parish Facebook and Twitter links on too. Michael Mansfield said that it would be good to start up the Sunday School, however at the moment there is nobody that could be a teacher or lead it.</p>	
	<p>Action: Fr Jeremy to contact the HT at St John's school.</p>	<p>Fr Jeremy</p>
	<p>Action: On the Agenda to have school engagement and youth ministry.</p>	<p>Heather Livermore</p>
	<p>Action: Heather to put a notice on the Newsletter about a Foundation Governor</p>	<p>Heather Livermore</p>
12.2	Fire Drill	
	<p>Marion said that on 5 February that there will be a Fire Drill in St Luke's, thanks to all who had offered to be a Steward and she will give instructions on what to do. She had spoken to people with limited mobility on where they should go at the end of the service. St John's will have a Fire Drill on the 4th Sunday.</p>	
12.3	Draft policy for the consumption of alcohol policy	
	<p>John Wright had drafted a policy on the consumption of alcohol for the PCC. A discussion took place on the TEN notice, as it was unclear from the wording on the licence that if the Parish have a TEN notice if people can still bring their own alcohol to consume at the Parish events. Marion said that she would not be applying for any further TEN notices for the parish events.</p>	
	<p>Noted: After the meeting John Wright contacted Enfield Council Licensing team for clarification and they confirmed that people are permitted to bring alcohol to an event when we have a TEN provided it is for their own personal consumption and they do not attempt to sell it to other people. With this clarification Marion said that she is happy to get the TEN notices again.</p>	

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12.4 St Luke's Hall - Skylight

John Wright reported that the Nursery on the Hill wanted to pay for two large skylights to be put into the large flat roof in the hall, which they hope will stop the leakages and prevent heat loss. There are two options either replace like for like or replace with glass panels. It was agreed that there should be quotes for both options.

Agreed: Get quotes

12.5 St Luke's Hall – Rent

John Wright said that he had spoken to Ian Buswell and Adill regarding the Nursery on the Hill's rent. It had been agreed that every 5 years there would be a review of the rent, this will happen in 2026. At the moment the rent is £25K, in 2026 the rent will be £48K or a revalued rent, which is a big jump. Instead on the 4th year increase the rent by £4K and the 5th year by £5K and raised over 4 years. This needs to be agreed by the Nursery on the Hill.

Signed _____

Date _____