

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

**Minutes of the meeting of the Parochial Church Council on Thursday 27 April 2017,
commencing at 7.30pm, Jean Price Hall**

Present:

Paul Bates (Chair), Marion Berry, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Gillian Medcalf, Elaine Plumb, Maureen Shapland, John Wright, Joan Young.

Item		Action by:
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| 1 | <p>Apologies for absence:
Andrew Reid, Roy Tungatt, Monica Wood.</p> | |
| 2 | <p>Minutes of the previous meetings:
Minutes of the previous meetings held on 7 February 2017 and 5 March 2017 were approved and signed by the Chair.</p> | |
| 3 | <p>Actions and Matters Arising from meeting on 7 February 2017 and not included on the Agenda:</p> | |
| 3.1 | <p>Item 4 Future appointment:</p> | |
| 3.1.1 | <p><u>Noted:</u> The advertisement and appointment documentation referred to a Priest in Charge in error. The PCC was pleased to note that Peter Godden has been appointed as Vicar of the Parish.</p> | |
| 3.2 | <p>Item 7.4 Deanery Synod representatives:</p> | |
| 3.2.1 | <p><u>Noted:</u> The Parish is required to elect two representatives. Mary Englefield had been elected but there remains one vacancy.</p> | PCC |
| 4 | <p>Safeguarding Policy:</p> | |
| 4.1 | <p><u>Received:</u> The annual Safeguarding Report from David Ryan, the Safeguarding Officer (Appendix A).
The PCC thanked David and the Children’s Champions, Paul Bates and Cheryl Graham, for their work in this area.</p> | |
| 4.2 | <p><u>Agreed:</u> David Ryan to continue as Safeguarding Officer.</p> | |
| 4.3 | <p><u>Agreed:</u> To circulate the Child Protection Advice for Volunteers in the Parish to the PCC, and to print copies for the churches and halls, together with the completed Safeguarding Statement which needed to be signed by the incumbent.</p> | Secretary |
| 4.4 | <p><u>Noted:</u> The Safeguarding Policy was due for review in June 2018.</p> | |
| 5 | <p>Finance:</p> | |
| 5.1 | <p><u>Received:</u> The Finance Report and Commentary on the Accounts as at 19 April 2017 (Appendix B).</p> | |

Reported: Total income to date was £35,597 and expenditure £26,651.

5.3 Received: The Stewardship Report for the first quarter to 31 March 2017 (Appendix C).

Reported: £6,812 had been received of the £36,611 pledged for the year.

5.4 Received: The estimated Operating Budget 2017 for the parish with a comparison to the actual budget for 2016 (Appendix D).

Noted: It was expected that income from weddings would be considerably reduced.

Approved: The PCC approved the Operating Budget 2017.

5.5 Received: The Accounting Policies and Procedures (Appendix E).

Approved: The PCC approved the Accounting Policies and Procedures.

5.6 Considered: A report on Charity Risk Management from the Treasurer as part of the parish's annual submission to the Charity Commission (Appendix F).

Received and discussed: An initial draft Risk Analysis (Appendix G) was discussed to identify potential risks.

Agreed: Marion Berry would formalise the Risk Assessment Analysis.

M Berry

Noted: This was required for the Archdeacon's visitation on 31 July and would be formalised with Fr Peter.

J Wright

Vicar

Agreed: To include this as an interactive process at the November "Away Day".

J Wright

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

6 Services:

6.1 Noted: Fr David Nash would preside over the St John's Patronal Festival joint service on 25 June. This would be his final Sunday service during the interregnum. Agreed: To present a gift to Fr David.

J Wright

Wardens

The PCC thanked Fr David for his support and service to the parish.

6.2 Discussed: The arrangements for Fr Peter's Licensing service on Monday 26 June. Noted: Information was required from the Area Dean and Archdeacon.

Wardens

7 Parish Visitation:

7.1 Noted: The Archdeacon's Parish Visitation would be on Monday 31 July 2017. The most recent Visitation had been in 2012.

PCC

7.2 Noted: The Parish Visitation Questionnaire (Appendix H) needed to be completed and returned by email to the Archdeacon's PA by 24 July together with the Mission Action Plan and/or Strategic Plan and a number of lists, reports and information – see Appendix H.

Treasurer

Wardens

Secretary

Agreed: John Wright would co-ordinate the completion of this document.

- 7.3 Noted: A number of items needed to be available for the Archdeacon on 31 July – see Appendix H. Treasurer
Wardens
Secretary
- 7.4 Noted: The proposed timetable for the Visitation (Appendix I): PCC
- 5.30 Meeting with Incumbent
 - 6.30 Meeting with Churchwardens
 - 7.30 Meeting with PCC
 - 8.30 Meeting with members of the leadership team
 - 9.00 2nd meeting with Incumbent
- 7.5 Noted: During the Visitation the Archdeacon will meet the PCC to hear their views about and discuss with them: PCC
- What is going well in the parish;
 - What have been the changes and developments since the Visitation in 2012;
 - What are the current challenges;
 - What are the areas and opportunities for development;
 - How our Mission Action Plan relates to Capital Vision 2020.
- 7.6 Agreed: To carry this item forward to the next PCC meeting. J Wright
Secretary
- 8 Buildings:**
- 8.1 **St John's:**
- 8.1.1 **Lych gate:**
- Received: A report from Joan Young on the current state of the lych gate.
- Noted: The Architect's unofficial estimate for the works was £39,000 (including VAT). The lych gate was not a listed structure and VAT may not be re-claimed. The wardens were awaiting consent from the Architect to dismantle the lych gate. Due to uncertainty regarding the nature of the foundations it was currently unknown what foundations would be required until the result of the bore hole investigations were received.
- Noted: £13,400 had currently been allocated to the project. As the structure is not listed, funding organisations are limited. The School was keen to be involved. Fundraising ideas and help was required.
- Noted: The lych gate must be dismantled as soon as possible for safety reasons but cannot be rebuilt until sufficient funds are available. There would therefore be an extended period of time without the lych gate.
- 8.2 **St Luke's:**
- 8.2.1 Noted: Two estimates had been received for the priority Quinquennial issues. Wardens
- Agreed: To employ Fullers.

- 8.2.2 Noted: An accident had occurred in the disabled toilet due to the wet floor. This issue had been identified and would be included in the above renovations.
- 8.2.3 Reported: A cavity approximately 5 feet deep of unknown origin had been discovered between the church and Macy Garden. Enfield Historical Society was interested. The hole had been made safe and would be filled/capped later in the year. M Berry Wardens
- 8.3 **Halls:**
Noted: The election would bring more income for both halls.
Noted: St Luke’s hall required redecorating.
Noted: An energy efficiency survey for the Diocese will be taking place, and work may be required.
- 8.4 **Health and Safety:**
Noted: The Health & Safety Officer was compiling a Risk Assessment and would undertake an update of the policy. M Berry
- 9 Forthcoming Events:**
- 9.1 May Fair, Saturday 20 May:
Noted: The publicity was in hand with 30 Atkinson sale boards to be installed. The fair would start at 12 noon with the dancing display at 1pm. The event was licensed for music. The Scout group would run the barbeque.
- 10 Any other business:**
- 10.1 Received: Peter Livermore’s report on the Winter Night Shelter 2016/17 (Appendix J).
Noted: The three aims of the Shelter had again been met successfully. The PCC thanked Peter and his team for their incredible work for this cause.
- 12 Dates of next meetings:**
- PCC: 7.30pm Tuesday 4 July 2017, Jean Price Hall.
This will be mainly informal but will include preparations for the Visitation.
 - Visitation: 31 July 2017, St Luke’s Church.
5.30pm Vicar; 6.30pm Churchwardens; 7.30pm PCC; 8.30pm Leadership Team; 9pm Vicar.
- Provisional dates:
- PCC: 7.30pm Thursday 14 September 2017, Jean Price Hall.
 - PCC: 7.30pm Tuesday 7 November 2017, St Luke’s Church.

Signed:

Date:

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