

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

Minutes of the meeting of the Parochial Church Council on Tuesday 7 February 2017, commencing at 7.30pm, St Luke's Church

Present:

Andrew Reid (Chair), Marion Berry, Ian Buswell, Rosemary Dixon (Secretary), Mary Englefield, Cheryl Graham, Peter Livermore, Michael Mansfield, Elaine Plumb, Maureen Shapland, Roy Tungatt, Monica Wood, John Wright, Adil Vittachi (guest).

Item		Action by:
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- 1 **Apologies for absence:**
Paul Bates, Anna Erikson, Gillian Medcalf, Joan Young.

- 2 **Minutes of the previous meeting:**
Minutes of the previous meeting held on 24 November 2016 were approved and signed by the Chair.

- 3 **Actions and Matters Arising not included on the Agenda:**
 - 3.1 **Item 3.1 and 5 Future appointment:**
 - 3.1.1 Noted: The Parish Profile had been posted and emailed on 4 December 2016 to the Bishop of Edmonton and other officers as required in advance of the Section 12 meeting of 15 December.

 - 3.1.2 Noted: An Extraordinary meeting of the PCC had taken place on 15 December 2016. This was a Section 12 meeting to approve the Parish Profile and the Bishop's Statement and agree the selection procedure for the new incumbent. Present were The Bishop of Edmonton, Archdeacon of Hampstead, the Churchwardens, the Parish Representatives and two further members of the PCC (Marion Berry and Michael Mansfield). (Appendix A).
Noted:
 - The Bishop and Archdeacon congratulated the PCC on creating a well-crafted and impressive Parish Profile, and offered some suggestions. The Profile will be used as a model for other vacancies in the Edmonton area.
 - The advert in the Church Times would be based on the Profile.
 - The Bishop provided a copy of his Statement which would accompany the Profile.
 - The Bishop had suggested a third Parish representative be appointed from the wider parish community. Adil Vittachi has since agreed to be appointed.
 - The Selection Panel would comprise The Bishop of Edmonton (Rt Rev'd Rob Wickam), the Area Dean (Rev'd Stuart Owen), the Parish Representatives (Cheryl Graham, Peter Livermore, Adil Vittachi).

 - 3.1.3 Noted: The revised and completed Parish Profile, including the dvd of the parish, had been forwarded to the Bishop and other officers who were very complimentary. The Bishop commented that the dvd had been the first

received in this context.

The Profile is available at http://www.clayhillparish.org.uk/parish_profile.pdf (Appendix B).

The PCC thanked Roy Tungatt for his work on the Parish Profile.

4 Future appointment:

4.1 Noted: The advertisement, costing £800 for two issues, had been placed in the Church Times on 13 January 2017 with a closing date of 9 February 2017.

4.2 Noted: The interviews would take place on Thursday 23 February.

4.3 Noted: The need to confirm the arrangements for shortlisting, including whether this could be achieved by email or required a meeting. P Livermore

4.4 Discussed: The arrangements interviewing the candidates, including the schedule for the day of interviews.

Proposed, subject to the Bishop's advice:

- The interviews would take place in the Jean Price Hall and start with morning prayer and breakfast.
- The candidates would visit St John's Church with the Churchwardens, St John's School with Roy Tungatt, the Vicarage with Mary Englefield, and lunch would be provided either at the Jean Price Hall or St Luke's Café. Marion Berry volunteered to chauffeur the candidates around the Parish and between venues.

Agreed: Detailed arrangements could not be formulated at this stage without knowledge of the number of candidates.

Agreed: To request from the Bishop whether there was a set format for the interview, whether there were pre-set questions to include, and the length of time each interview may last.

Noted: Travel expense forms would be available, and advice would be sought on whether this is paid by the Parish or Diocese.

Agreed: Peter Livermore would contact the Bishop's Office for further guidance concerning the Interview day. P Livermore

4.5 Suggested: That prior to the interviews, members of the PCC might visit the candidates' parishes, depending on their current roles, to observe the candidates in action. PCC

The PCC thanked Adil Vittachi for attending the PCC meeting.

5 Finance:

5.1 Received: The Commentary on the accounts for the year ended 31 December 2016 (Appendix C).

Reported: There was a surplus over expenditure of almost £15,000, which was the sixth consecutive year an increase had been achieved. The General

Fund over £41,000. Although Stewardship Scheme contributions and collections were down on 2015, the fall had been compensated by hall lettings.

- 5.2 Received: The Stewardship Report for the 9 months to 31 December 2016 (Appendix D).
Reported: Total loss due to number of leavers, deaths of members, delinquent pledges, totalled £1,494.
- 5.3 Noted: John Wright would be attending the Archdeacon's Common Fund Meeting in May.

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

6 Services:

- 6.1 Noted: Rev'd David Nash would be officiating at the Ash Wednesday, Maundy Thursday and Holy Week services. The Palm Sunday procession would start from St John's, and meet David for the Blessing of Palms at St Luke's.
Agreed: To hold a Tenebrae Service at St John's on Good Friday.
Noted: The Easter Eve service is being held at St Mary Magdalene's Church.
- 6.1 Discussed: The length of the family services, currently including sermon and Eucharist, and whether to return to a shorter sermon and no Eucharist. This would be a matter for the new incumbent.

7 Annual Parochial Church Meeting:

- 7.1 Received and approved: The Churchwardens' Reports for both churches (Appendix E).
- 7.2 Received and approved: The Annual Report and Financial Statements (Appendix F). The Report was signed by the Chair and has been forwarded to the Independent Examiner.
Noted: The Treasurer warned that the surplus over expenditure would decrease in future.
- 7.3 Received and approved: The Parish Annual Report (Appendix G).
Noted: The full Report, including the Reports from Churchwardens, Choir, Mothers' Union, Winter Night Shelter, House Groups, Vicar's Report would be available in both churches two weeks prior to the APCM.
- 7.4 Noted: The Parish was required to elect two Deanery Synod Representatives at the APCM for the term 1 June 2017 to 31 May 2020. The PCC was pleased that Mary Englefield was willing to be nominated again.

- 7.5 Noted: Roger Dean, formerly Lay Vice Chair of the Deanery Synod, had agreed to Chair the APCM.
- 7.6 Noted: The annual revision of the Electoral Roll was underway, and notices were displayed at the doors of the churches.
Noted: The number of parishioners on the Roll governed the maximum number of PCC members to be elected: Up to 100 names on the Roll provided a maximum of 9 members; over 100 would be 12 members. Currently the number was wavering around 100. Consequently the APCM notices displayed in the Churches referred to the election of 9 members, although 12 might be possible when the Roll closes.
- 7.7 Noted: Notice of the Annual Parochial Church meeting was displayed in both churches, together with the Notice of Election of Churchwardens.
- 7.8 Noted: Nomination forms for PCC, Churchwarden and Deanery Synod were currently available in both churches.

8 Buildings:

8.1 St John's lych gate:

Noted: The necessary documents had been received for applying for a faculty to dismantle and reconstruct the lychgate.

Agreed: The lych gate was in a dangerous condition and was a serious risk to the public.

Resolved: To apply for a Faculty to dismantle the lych gate as an emergency and construct a replacement.

Noted: The tree roots may mean that the gate is moved slightly from its current position. Due to clay on one side and sand/gravel on the other, moving it up the path would not make a difference to the problem of subsidence.

Noted: The process is expected to take some time and will require serious fund-raising, and applications would be made to English Heritage and Enfield Conservation Trust. No valuations had been received to date.

Agreed: As the investigation bore-hole was expected to cost between £3-5,000 plus fees, to enquire whether the bore-hole could be incorporated into the foundation trench.

Wardens

8.2 St Luke's piano:

Noted: The piano had been bought and installed.

8.3 Halls:

Noted: Plans for the refurbishment of St Luke's Hall were in hand.

8.4 Health and Safety:

Noted: The PCC was pleased to note that Marion Berry had volunteered to take on the role of Health & Safety Officer.

9 Forthcoming Events:

9.1 May Fair:

Agreed: The date of the May Fair to be Saturday 20 May.

Agreed: To form a Fair Committee. Peter Livermore would liaise with Cindy P Livermore
and Michael Byrd, Gill Medcalf, Valerie Budd, Anna Erikson concerning the
organisation. A request for volunteers would be placed on the newsheet. M Englefield

10 Any other business:

10.1 Noted: Consultation will begin at the end of the year for a new Bishop of London. Anyone who has wishes or thoughts about the characteristics of the new Bishop are asked to inform the Deanery Synod members before the next Deanery Synod meeting.

12 Dates of next meetings:

- APCM: 12 noon Sunday 5 March 2017, St Luke's Church, followed by a brief PCC meeting to elect officers.
- PCC: 7.30pm Thursday 27 April 2017, Jean Price Hall.

Signed:

Date:

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