

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

Minutes of the meeting of the Parochial Church Council on Thursday 12 February 2026 in St Luke's Church

Present:

Mthr Mitzi James, Paul Bates (chair), Ian Buswell, Mary Englefield, Cheryl Graham, Heather Livermore (Secretary), Peter Livermore, Michael Mansfield and John Wright

Item		Action by
1	<p>Apologies for absence Doreen Addy, Elaine Plumb Joan Young and Annie Tucker</p>	
2	<p>Minutes of previous PCC meeting Minutes of the previous PCC meeting held on 30 November were approved by the PCC and signed by Paul Bates.</p>	
3	<p>Actions and Matters Arising There were no matters arising.</p>	
4	<p>Future Services Mthr Mitzi has produced a booklet with all the services during Lent. Ash Wednesday Fr Staffan will be at Gordon Hill station. St John's school Eucharist on Friday 13 February in St John's. Palm Sunday will start from St Luke's with the blessing of the Palms and a procession through Hilly Fields to St John's.</p> <p>During Lent: Monday evenings - Christian Contemplation in St Luke's and on zoom. Tuesday evenings - Lent course in St Luke's and on zoom</p> <p>16 July Church Wardens Commissioning church TBA</p>	
5	<p>Preparation for Annual Meeting It was agreed that the APCM will take place on Sunday 31 May 2026.</p>	
5.1		
5.2	<p>Approval of the PCC accounts for 2025, John W has prepared the PCC accounts and the Independent Examiner will come to St Luke's on Monday 23 February to sign them off. It looks a little different this year because of Pattie Skeat's bequest. The money spent on legal costs has been transferred to the General Funds. The general operative expenditure made a surplus, stewardship is down. John was thanked for his work on the accounts.</p> <p>Agreed: The PCC accepted the Accounts for the year ended 31 December 2025.</p> <p>Action: Mthr Mitzi and Ian Buswell signed the accounts</p>	

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5.3	Heather L has sent out an email asking for reports for the Annual Report, she would like them before Easter.
5.4	Bridget Nash, the Electoral Roll Officer has the information needed and knows what to do.
5.5	Forms were given out at the end of the meeting for nominations for Churchwardens and elected PCC members.
6	<p>Safeguarding</p> <p>There were no Safeguarding issues to report. Safeguarding Sunday was last week. Training for PCC - Unit 1 is mandatory can be done on line or at church, perhaps after a Sunday service and invite church members to take part.. Mthr Mitzi said our parish is on red until the training is done. Paul has ordered pocket guidelines which he will give out. Cheryl has received a letter from the new Archbishop of Canterbury to thank her for her work in her Safeguarding role.</p> <p>A Risk Assessment and Management for Recurrent Episodic Illness has been circulated with thanks to Paul for his help.</p>
7	<p>Health and Safety</p> <p>Nothing to report</p>
8	<p>Mission and Pastoral Work</p>
8.1	<p><u>Young children and youth ministry and engagement</u></p> <p>There was a Governors meeting at St John's school, Gill Compton went to the meeting and this will now go to the next Synod meeting. All Agreed: Gill C to be a Foundation Governor</p> <p>Ruth from the URC will be helping to lead some assemblies at the school. The Children's Church is going well, the Squirrels are now attending Bubble Church along with the leaders. Scouts have the dates for their attendance on the first Sundays.</p>
8.2	<p><u>Notice Boards for St Luke's</u></p> <p>John W provided a project report which was circulated, the two boards were ordered in November, planning application for the new board has been submitted and now awaiting planning permission. Thanks to John W and John R for all their help with this matter.</p>
8.3	<p><u>Parish Away Day</u></p> <p>We can use Jesus Church Charis Centre and Poppy at St Peter's will facilitate the date is yet to be confirmed.</p>

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8.4	<p><u>Inclusive Church</u> The PCC has had time since the last meeting to read the paperwork provided and consider if our parish should be part of the Inclusive Church. All Agreed that the parish becomes part of Inclusive Church and this will go onto the website.</p>	
8.5	<p><u>Pastoral Matters</u> Fr Jeremy will lead an Alpha course after Easter, St Mary Magdalene church have been invited as well. The model railway, which was left to the parish by Roger E has now moved to the Whitewebbs Museum and has been well received and being repaired. The Growing Good course will meet on Monday 9 March at St Luke's to review what has been going on in our parish and at St Mary Magdalene. There will be a choral evensong on 1 March at 5.00pm at St Mary Magdalene church.</p>	ALL
9	Finance	
9.1	<p><u>Financial Report</u> John W provided a Commentary on the Accounts, balance sheet and budget prior to the meeting. The electricity meter has been upgraded in St John's. A discussion took place as to how much money in the current account should be kept.</p>	
9.2	<p><u>Stewardship Report and New Recorder</u> John W provided a report which was circulated. John W will finish his temporary duty on 5 April and a new Recorder needs to be found.</p>	
9.2.1	<p>Annual Stewardship Review John W has drafted letters to go out to people on the Stewardship and Electoral Role, people on the Bubble Church list could have emails. Mthr Mitzi said that is not just about giving financially, but also of time and skills.</p>	
9.3	<p><u>Pattie Skeats Bequest</u> Mthr Mitzi gave out a "voting" document with priorities that were discussed at the Extraordinary meeting held on 25 January. Everyone to fill them in and pass to Heather L. Discussion took place about the interest and if it should go into General Funds or back into the bequest. This will also be voted on.</p>	
9.4	<p><u>Common Fund Letter</u> Heather L had circulated a thank you letter from Diocese of London.</p>	

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10	Buildings	
10.1	<p><u>St John's church, hall and grounds including Quinquennial repairs</u> The Architect has signed off the project and one more invoice to be received. Urgent items have been identified on the Quinquennial at a cost of £9,400 + VAT. John W hopes to claim the VAT back from The Listed Places of Worship Grant Scheme, which will finish at the end of March and so there is an urgency to get the paperwork /invoices for all agreed works submitted. <u>All Agreed</u> £11,295 including VAT to be paid from the General Fund for the cost of the urgent work</p>	
10.2	<p><u>St Luke's church and grounds including Quinquennial repairs</u> Ian B made his report to the meeting, the lyme trees in the Macy Garden have been pollarded.</p>	
10.3	<p><u>St Luke's Hall - Rent Review - update</u> The valuation has been done, the Diocese can negotiate on our behalf or have a professional negotiator. John W has asked Adil's advice and to draft a Memorandum. We have new Energy Support Certificates.</p>	
11	<p>Social and Fundraising Events Mary E gave an update There will be a Children's Craft morning on Monday 16 February and also on 30 March. 14 March – Easter Wreath Making 18 April – Quiz Night 16 May – May Fayre Mary E requested help at the Fayre and any ideas, prizes needed, TEN and Alcohol Licence and a coordinator for the estate agent boards. A discussion about St John's patronal arrangements took place, Saturday 27 June church to be open with an Evensong, BOHCM would like to do a tea – more details to follow.</p>	JW
12	<p>Any Other Business (to be given to the Chair before the meeting) Paul B has got some First Aid refresher dates: 9 March, 8 June, 14 September and 14 December and will get a defibrillator "training unit" from Amazon. He also reported that there has been drug transactions in the Macy Garden.</p>	

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Dates of future meetings for 2026

- Thursday 23 April preceded by St George's Day Service – St John's
- APCM Sunday 17 May after the service 11.45am – St Luke's
- Thursday 2 July – St John's
- Wednesday 9 September – St Luke's - Archdeacons visitation
- Tuesday 29 September – St John's
- Sunday 29 November 11.45am after the service – St Luke's

The meeting closed with prayer

Signed  Date 03 May 2026