

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

Minutes of the meeting of the Parochial Church Council on Tuesday 23 April 7.00pm in St John's Church

Present:

Mthr Mitzi James, Fr Jeremy Foot, Paul Bates (chair), Marion Berry, Ian Buswell, Mary Englefield, Cheryl Graham, Heather Livermore (secretary), Peter Livermore, Elaine Plumb, Anne Tucker, John Wright and Joan Young

Item		Action by
1	Apologies for absence Doreen Addy, Michael Mansfield and Jack Williams	
2	Minutes of previous PCC meeting Minutes of the previous PCC meetings held on 1 February 2024 and 3 March 2024 were approved by the PCC.	
3	Actions and Matters Arising There were no Matters Arising	
4	Policy Review	
4.1	Accounting Policies and Procedures – Contained a few minor changes, the account is now online.	
4.2	Risk Management Policy Statement: There were no changes. It was noted that the Health and Safety Office role is still vacant. Mthr Mitzi to ask Jack (the younger) if he would consider the role. Approved: Both policies were approved by the PCC and signed by Paul Bates Action: The signed copies were given to John Wright to scan them and send them to Roy to publish on the parish website and Mary will file at both churches	Mthr Mitzi John Wright
5	Future Services Weekday Eucharist Wednesday at 9.15am alternating the churches, 1 st , 3 rd and 5 th Wednesday at St Luke's and 2 nd and 4 th Wednesday at St John's starting from 1 May. Another evening service will be held approximately once a month, on a Tuesday evening at 7.30pm, the first one will be on 30 April. This will be a trial to see how it goes. St John's Patronal This is on Sunday 23 June, Mthr Mitzi is hoping to get a guest preacher	

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	<p>Pentecost Sunday 19 May (day after May Fayre) Mthr Mitzi has invited Canon Neil Evans from St Paul's Cathedral to be our guest preacher.</p>	
	<p>Sung Choral Evensong This is hoped to be once a term, Fr Jeremy will look at dates</p>	Fr Jeremy
6	<p>Mission and Pastoral Work</p>	
6.1	<p>Youth Ministry</p> <ul style="list-style-type: none"> • Cheryl said that the Children's church was well attended and the same families coming to Bubble Church come to the Children's church too, it is very encouraging. • The Craft Mornings are going very well with good feedback from the families attending. One mother has emailed to say she would like to start a playgroup, voluntarily, Mthr Mitzi will have a chat with her first and report back. • The Bubble Church is also going well, Mthr Mitzi has received emails to say how much the children are enjoying the service. • Paul reported that the school is going from strength to strength and Mthr Mitzi is doing assemblies, parents have started to attend church and Raphael has asked them to do the readings and there are more baptisms coming up. • Mthr Mitzi said that the Chaplain at Wren School is taking a sabbatical for personal reasons. Mthr Mitzi has been in touch with Lavender School and One Degree and hopes to build relationships. 	
6.2	<p>Warm Welcome/Welcome Hub Peter provided a report, Warm Welcome started in November 2021, although many warm welcome spaces close during the Spring and Summer, Clay Hill has been open all year. The Children's craft mornings are part of the Warm Welcome and Mothers' Union often have meetings at the same time and are incorporated. Fr Jeremy suggested looking ahead to help during the school holidays as parents find it difficult and expensive and there is very little in the area. Peter said that he had been looking to buy soft play equipment, but storage is a consideration. Mthr Mitzi said that we could have a Lego Club, which is good for all ages, perhaps funding could be found to help with the costs.</p>	
6.3	<p>Pastoral Care Mthr Mitzi said that after the pandemic and the vacancy there needs to be a more co-ordinated approach to the pastoral care, such as who to pray for, who needs a visit, who isn't very well etc and someone to bring it all together. Training is available. Paul said that Julia goes to the Macy Garden every day and there are a group of people who go and the garden is important to them. Agreed Elaine Plumb to be Pastoral Care Co-ordinator</p>	

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7	Finance	
7.1	Financial Report	
	<p>John provided a commentary on the accounts as at 17 April 2024. There is a deficit this year of £12,243.</p> <p>Income: Since November contactless giving is £506, which includes £81 from Bubble Church (3 sessions) and £55 from the craft morning. Contactless giving are also eligible for Gift Aid.</p> <p>Expenditure: Architect for St Luke's quinquennial repairs is £1,227. New chairs with arms for St Luke's Lady Chapel have been purchased and funded by MU and others. Professional fees for the Skeates bequest £1,755, so far approx. £15,000 has been spent on the fees, however this will be given back once the money comes through. Gas and electricity costs are still high.</p> <p>John suggested that the PCC may need to look at how much the parish pay to the Common Fund as it is a very big expenditure. John suggested that this is looked at during the next PCC meeting in June with a view to temporarily reduce it.</p> <p>Peter asked if there will be an increased income from the hall, John confirmed that in April 2026 the income will rise to £50,000 from £25,000.</p> <p>St John's organ needs an overhaul.</p> <p>Repair issues identified during 2020 quinquennial surveys on both churches.</p> <p>John suggested that there is a need for a parish-wide risk and priority list, this could be financed by grants or fund raising. Mthr Mitzi suggested there is a sub committee of the Wardens and the Treasurer.</p> <p>John said that during the November PCC meeting it was agreed to change the bank account to on-line banking, forms have now been submitted and all being well John will be set up very soon.</p>	
7.2	Stewardship	
	<p>Marion provided a report, Stewardship was down 1% from last year, there had been 6 new people who have joined, but a couple of members have sadly passed away.</p>	
7.3	Pattie Skeats Bequest	
	<p>Mary said there was nothing to report.</p>	
8	Buildings	
8.1	St John's church, hall and grounds	
	<p>Marion said there had been delays in having the structural survey carried out, repairs need to be carried out. The organ needs repairs and Marion is waiting for the fourth report/quote to come in. The application to Heritage of London for a grant was unfortunately declined.</p>	

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8.2	<p>St Luke's church and grounds</p> <p>Ian said that the architect has a Specification of Works, List B do not need a faculty. The windows in the west end need a specialist. There is pointing/stonework to be done and lots more.</p>	
9	<p>Social and Fundraising Events</p> <p>Mary said that the quiz night on Saturday was very good with 13 tables and raised approximately £900. Another quiz is booked in November. Mary has already thanked the Quizmaster. It is possible to have more tables, but he will need help with marking. The May Fayre is on 18 May, raffle tickets are being sold and banners are ready. A Temporary Event Notice (TEN) needs to be obtained in order to sell Pimms and Beer. Ian kindly volunteered to get it. John said that he had obtained the Small Lottery Licence for the year. The Flower Festival is on 22/23 June with displays inside the church. Marion to contact people to ask them to do floral displays. Atkinson boards will go up advertising the Fayre and the Flower Festival and will raise £250. After the success of the last Parish Lunch there will be another one, date to be confirmed but will be held on the third Sunday in the month at St Luke's. Fr Jeremy said sausages and mash would go down well.</p>	Marion
10	<p>Any Other Business (to be given to the Chair before the meeting)</p> <p>Marion said she has a quote of £1,475 for gutter cleaning for both churches and John Rhatigan is waiting for feedback. John Wright will let Ian know how much was paid last year. It was agreed that Marion, Ian and John Rhatigan come up with a solution.</p> <p>Marion said that the next Fire Evacuation should be done in September when the scouts are in church. Fr Jeremy asked if we have to do an evacuation, it is a recommendation only and not in red. Sides people need to be aware of things and it doesn't necessarily need to be a drill. A drill isn't the only part of fire safety. It was agreed that this should be looked at during the next PCC meeting.</p>	
11	<p>Dates of future meetings for 2024:</p> <p>Saturday 29 June - St John's - 10am (preceded by breakfast for those who wish to attend)</p> <p>Sunday 29 September – St Luke's after church 12.00 noon</p> <p>Thursday 21 November – St Luke's at 6pm (preceded by Evening Prayer at 5.30pm)</p>	

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Signed _____

Date _____