

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

Minutes of the meeting of the Parochial Church Council on Tuesday 25 April 2023 7.00pm in St John's hall

Present:

Father Jeremy Foot, Paul Bates (chair), Marion Berry, Ian Buswell, Mary Englefield, Cheryl Graham, Heather Livermore (secretary), Peter Livermore, Anne Tucker, Jack Williams and John Wright

Item		Action by
	The meeting began with an opening prayer.	
1	Apologies for absence Michael Mansfield, Joan Young and Doreen Addy	
2	Minutes of previous PCC meeting Minutes of the previous PCC meetings held on 2 February 2023 and 5 March 2023 were approved by the PCC.	
3	Actions and Matters Arising Carried forward:	
3.1	Communications Action: Take and display photos of all PCC members – photos were taken just before the meeting. Still need to take Doreen, Michael and Joan, also Mthr Mitzi when she arrives.	
4	New Incumbent – Mthr Mitzi James	
4.1	Licencing The Licencing will take place on Sunday 11 June at 6.00pm at St Luke's church. Fr Jeremy agreed to take the lead in organising the day. Fr Jeremy and Mary have spoken to Mthr Mitzi about who she would like to invite and there will be others on the list too. Mary has arranged the invites, which will be sent out very soon. Shirley Rumbol is organising the catering, although she is unable to be at the Licencing as she is away. There will be a working party to clean and tidy the church. It was agreed to have the West Door open. Fr Jeremy will do the Order of Service, Mthr Mitzi will choose the hymns. Nathan will be in charge of the music. Annie said that she will put arrangement of flowers in the church. Paul will organise a Serving Team. Noted: After the meeting Paul Bates formally invited the scouts to Mthr Mitzi's Licencing.	
5	Policy Review	
5.1	Accounting Policies and Procedures: Contained a few minor updates.	
5.2	Risk Management Policy Statement: There were no changes. It was noted that the Health and Safety Office role is vacant.	

Minutes of PCC Meeting on Tuesday 25 April 2023

Item	Action by
<p><u>Approved:</u> Both policies were approved by the PCC and signed by Paul Bates</p> <p><u>Action:</u> 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 in the safe at both churches</p>	John Wright
<p>5.3</p> <p>Policy for the Sale and Consumption of Alcohol at Parish Events: This is a new policy, which John Wright kindly created, to clarify the situation about the TEN (Temporary Event Notice) and if people were allowed to bring their own alcohol to parish events. John Wright contacted the council, who confirmed that the Parish needs to have a TEN in place if we are selling alcohol at an event, however, people are able to bring in their own alcohol for their own consumption and not for resale. Heather Livermore said that she objected to the Policy and considered it unnecessary as it was largely reiterating the legal requirements. A vote took place – four people voted to have the policy and eight were against it.</p> <p><u>Agreed:</u> Not to have the Policy for the Sale and Consumption of Alcohol at Parish Events.</p>	
<p>6</p> <p>Future Services</p> <p>Coronation: Saturday 6 May at 7.30pm in St Luke’s there will be a sung Coronation Choral Evensong.</p> <p>Corpus Christi: It was noted that this falls on the same day as Mitzi’s licensing Sunday 11 June and therefore no special service is required.</p> <p>Ascension Day: Thursday 18 May – <u>Agreed:</u> not to have an Ascension Day service.</p>	
<p>7</p> <p>Mission and Pastoral Work</p> <p>7.1</p> <p>Youth Ministry school engagement</p> <p>Paul Bates reported that all was well at St John’s school. One teacher is leaving soon, the school have received a lot of applications for the post. The school have 100 students with a half form entry. Fr Jeremy asked if the school have a School Leavers service, which they do. Fr Stephen, from St Michael’s, has been kindly helping, however when Mthr Mitzi comes Paul will remind the school that Mthr Mitzi will be able to fulfil these obligations. Cheryl Graham and Marion Berry confirmed that the school had Easter and Ash Wednesday services at the church. Mary Englefield said that the school are being very supportive regarding the May Fayre and will display posters and flyers and sell raffle tickets, also on 19 May the school will hold a cake sale on behalf of the Parish.</p> <p><u>Noted:</u> Paul Bates is the Parish Children’s Champion – this was missed from list of roles on the PCC meeting on 2 February 2023.</p>	

Minutes of PCC Meeting on Tuesday 25 April 2023

Item		Action by
7.2	<p>Warm Welcome/Welcome Hub</p> <p>Peter Livermore provided a report regarding the Warm Welcome. The Parish have been part of the Warm Welcome Spaces initiative since 21 November 2022 at St Luke's on Mondays in the café 10.00am until 12.00pm. There are hot drinks, cakes and activities such as boardgames. Everyone in the community is welcome and there are approximately 12 people who come each week.</p> <p>The national campaign was a reaction to the massive increase in energy costs, however many people come for friendship and enjoy the company and conversations with each other, rather than just coming to keep themselves warm. As Spring approaches, many of the Warm Welcome Spaces are closing, but there is clearly a need to continue and develop further what we are doing in Clay Hill.</p> <p>“Places of Welcome” is a growing network of locally run community places where people can go for a friendly face, a cup of tea and a conversation. There are currently over 450 across the UK. It is proposed that we call our Warm Welcome the Clay Hill Place of Welcome and register with the Places of Welcome Network. As the weather improves it will be held outside the church having a more visible presence in the local community. We will also look at extending the range of activities on offer.</p> <p>Agreed: The Warm Welcome will now be known at the Clay Hill Place of Welcome</p>	
8	<p>Finance</p>	
8.1	<p>Financial Report</p> <p>John Wright provided a commentary on the accounts, he said that there has been nothing exceptional in the last two months. The total income year to date was £26,020 and expenditure £27,892 resulting in a deficit of £1,872. However, normal operating income and expenditure were respectively £26,290 and £27,522 with a deficit of £2,231. John is forecasting an overall deficit of £10,140 for the year.</p> <p>John reported that on 11 April he noticed a Direct Debit for £3,100 had been taken from the Parish account, which he did not recognise. The Direct Debit was payable to Stripe (similar to PayPal). John contacted Metrobank who refunded the money and deleted it off the account and will make further investigations. Paul thanked John for his tenacity and vigilance.</p>	
8.2	<p>Stewardship Report</p> <p>Marion Berry provided a report on the Stewardship, this year there are only 45 members – 50 last year. There has been a 3% increase of £1,946 in pledges, which amounts to £32,388, together with Gift</p>	

Minutes of PCC Meeting on Tuesday 25 April 2023

Item		Action by
------	--	-----------

Aid of £6,589.50 totals £40,241.25. Stewardship scheme leaflets and pledge forms are available in both churches to encourage people to join.

8.3 Legacies Fund and Closure of Night Shelter Fund

John Wright provided a briefing note on the Legacies Fund. He said in preparation for his giving up the Treasurer role in March there are two items to tidy up.

John requests that the PCC consider re-designation and reallocation of £4,463, the residue in the designated legacies fund, before we have to set down the rules for using Pattie Skeates legacy. The main element was £24,400 received in 2016 from a former chorister and PCC member. The legacy has been used to fund A-frames, cover and damp chasers for the pianos in both churches. Also £2,600 was used to clear the outstanding balance of St John's LychGgate repairs and £1,250 for painting lettering on St John's refurbished noticeboard. John proposes that the PCC transfer the residue of the funds to the general fund and the Legacy Fund is closed.

Agreed: It was agreed to close the Legacy Fund and transfer the funds to the general fund.

The current balance of the Night Shelter fund is £403.14 and has remained unchanged since July 2020, apart from a £1000 donation from the fund to APAP. It is very unlikely that we will host a night shelter in St Luke's in the future. John proposes that the remaining balance be sent as a donation to APAP and the fund is closed. John said that a special fund should only be set up and used for an active project and, once the project has been completed, the fund should be cleared and closed. Peter Livermore declared an interest as he is a Trustee of APAP.

Agreed: It was agreed to close the Night Shelter fund and give the remaining balance to APAP.

There are items from the Night Shelter project still in church, such as the beds and the bedding, which are taking up space. Peter said that APAP will not need the bedding, but as Mthr Mitzi has a background in homelessness she might have some ideas as to who might benefit from them and would be best to wait for her to come.

8.4 Pattie Skeats Bequest

Mary Englefield provided an update on the Bequest. Mary had had a phone call from the tenant in South Africa on 22 March 2023. The tenant said that we have no right to evict her and make her and her family homeless. Mary listened to her, but made no comment or entered into any discussions. Mary said it was quite unnerving and

Minutes of PCC Meeting on Tuesday 25 April 2023

Item		Action by
------	--	-----------

didn't know who the tenant had got her phone number. She reported it to the solicitor. The Executrix was required to appoint a Litigation Attorney on the tenant's behalf after the tenant's Attorney created much upset.

The arrears of the utility fees and payments to the end of June are approximately £26,000, the Executrix has to arrange bridging finance to settle this.

Otherwise, the sale is progressing, the solicitor said that was no problem with the tenant as there was no tenancy agreement.

9 Buildings

9.1 St John's church hall and grounds

Marion Berry provided a report. The full structural survey was carried out, copies of the report have now been received and copies will be sent to claim two grants to cover the cost. Fire drills were carried out in both churches. Unfortunately, both sheds have been broken into, a can of petrol was taken and bolts and padlocks taken off the shed doors. Solar powered security lights could be fitted, and a notice put up to deter intruders.

9.2 St Luke's church and grounds

Ian Buswell said that there was nothing new to report.

9.3 Contract for annual servicing of the organ blowers in both churches

John Wright provided a briefing note. St John's organ blower was repaired in December 2022 and the firm Watkins and Watson serviced the organ blower in St Luke's church. They recommended that the blowers should be serviced annually. In January 2016 there was a refurbished organ blower installed in St Luke's and serviced in July 2017 and again in 2022. The servicing depends on the usage, if it is being used for normal Sunday services, wedding and funeral services it could be left for 18 months or two years. Watkins and Watson are offering an annual service agreement to maintain the blowers of both organs for £228.36 at each church. John proposes that the PCC set up this agreement to minimise the risk of possible unexpected problems. Ian Buswell suggested that the servicing is done every two years. John proposed that Tarquin Wiggins, the organ tuner should come before 11 June. The Legacy Fund, which was predominately used for music, could be used to fund the servicing of the organ blowers. It was agreed to find out how much the servicing of the organ blowers would be and if there were any grants available.

Action: John Wright to find out the cost of the service.

John Wright

Minutes of PCC Meeting on Tuesday 25 April 2023

Item	Action by
<p>9.4</p>	<p>Eco Church</p> <p>Peter Livermore said that he had been in contact with Alison Philips, the Chaplin at Wren Academy and it was suggested to wait until the new school year in September. At the moment the students are busy with exams and it is coming towards the end of the school year. It will be an opportunity for Mthr Mitzi to engage with the school. Peter is working with Alison to scope out what can be done with the students.</p> <p>John Wright said he had attended a webinar on solar panels for the church roofs and had useful reports. St Luke's doesn't use as much electricity as St John's and therefore it might not be cost effective for St Luke's. John said that he will write up his notes and see how to go forward with it. A structural survey might be needed to see if the roof can take the weight and we may need to look at a new roof soon. Marion said that the Archdeacon mentioned a large grant was to be made to the London Diocese and spoke to him about funding for solar panels.</p>
<p>10</p>	<p>Social and Fundraising Events</p> <p>Marion Berry said that Atkinsons Boards advertising the May Fayre and Flower Show had been put up that day. Mary Englefield said that the May Fayre was all in hand, a poster has been done, which will be put up and flyers will go out. Raffle tickets are now available. Marion said that the Archdeacon had agreed to open the flower show. On Sunday 7 May there will be a bring and share lunch after the service to celebrate the Coronation.</p>
<p>11</p>	<p>Any Other Business</p>
<p>11.1</p>	<p>Interments</p> <p>John Wright proposed that the Parish website should have the plans and lists of all interments in the garden of rest at both churches on it, Sue Buswell has done a lot of work on this.</p> <p><u>Agreed:</u> To have the Interment plans and list on the Parish Website</p>
<p>11.2</p>	<p>DBS checks</p> <p>Heather Livermore said that the Parish need to look at who should have a DBS check as this had lapsed during Covid. Robert Bell had agreed to become the Parish DBS checker, Heather will get the form from the umbrella organisation, Thirtyone:eight, to get him enrolled and started ASAP.</p> <p><u>Agreed:</u> Michael Mansfield, Paul Bates, Cheryl Graham, Joan Young and Marion Berry should all have an Enhanced DBS check as they were working with children or vulnerable adults. The rest of the PCC should have a Basic DBS check.</p>

Minutes of PCC Meeting on Tuesday 25 April 2023

Item		Action by
11.3	<p>Action: Heather to forward Robert Bell's application to become a DBS checker and liaise with him getting the PCC checked ASAP.</p> <p>Readings of Electricity John Wright has been taking the readings of the electricity in both churches and he is hoping that as we approach May and the weather is warmer there will be no heating and the readings will be lower.</p>	Heather Livermore
11.4	<p>Evacuation Jack Williams said that he was concerned about the second exit at St John's being a Fire Exit as it is very difficult to access, especially for people who have a disability and mobility issues. John Wright said that in the last ten years during the annual inspections it is noted and they appreciate the problems we have. It was also noted that the likelihood of a fire starting in the church when occupied, requiring people to leave via the second exit is extremely low.</p>	
12	<p>Dates of future meetings for 2023 – all meetings start at 7.00pm</p> <p>Thursday 29 June 2023 – St John's Tuesday 19 September 2023 – St Luke's Thursday 23 November 2023 – St Luke's</p>	

Signed _____

Date _____