

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

Minutes of the meeting of the Parochial Church Council on Tuesday 28 September 2025 in St John's Church

Present:

Paul Bates (chair), Doreen Addy, Ian Buswell, Mary Englefield, Cheryl Graham, Mthr Mitzi James (Minutes), Peter Livermore, Michael Mansfield, Elaine Plumb, Annie Tucker, John Wright and Joan Young

Item		Action by
	The meeting began with a prayer and an acknowledgment of the hard work and contribution that Marion Berry, Churchwarden Emeritus who has now moved home had made to Clay Hill Parish and St John's and vote of gratitude was given	
1	Apologies for absence Fr Jeremy Foot, Heather Livermore, Rafael Feyi-Shonubi	
2	Minutes of previous PCC meeting Minutes of the previous PCC meeting held on 26 June 2025 were approved by the PCC and signed by Paul Bates.	
3	Actions and Matters Arising	
4	Policy Review	
4.1	Health and Safety	
4.2	Safeguarding	
4.3	Volunteer Policy	
	Minor changes from HL noted and made	
	Approved: All policies were approved by the PCC and signed by Paul Bates.	
	Action: JW took the signed copies to scan them and send them to Roy to publish on the parish website and file in both churches	JW
5	Future Services Harvest Festival is next week – the PCC agreed that, in addition to a food collection for the North Enfield Food Bank we will also donate a proportion of the financial donations to a special appeal from Noah's Ark Children's Hospice.	
	Advent there will be a Discipleship course on The Creed and also a daytime Advent of Poetry – likely with coffee after midweek Eucharist	Mthr Mitzi / Peter
	Christmas – Services discussed and agreed that St John's School will again be invited to design our Christmas Card – deadline of 16 November	

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	There will be no Baby Loss service this October, but our Blue Christmas service will include those bereaved of their children.	
6	<p>Safeguarding</p> <p>CG gave an update. The DSO who was on long term sick leave has now left the Diocese and so urgent cases CG will refer to the Diocesan lead.</p> <p>We are still waiting for news on a local Enfield PCC Safeguarding Training. All PCC members are required to undertake foundation training.</p>	Mthr M
7	<p>Health and Safety</p> <p>Nothing to report (please can we have Precision Review on Next Agenda)</p>	HL
8	Mission and Pastoral Work	
8.1	<p>Young children and youth ministry and engagement</p> <p><u>Parish</u></p> <p>Mthr Mitzi thanked all our volunteers who help with Children's Place of Welcome Craft Mornings, Children's Church and Bubble Church</p> <p>There will be another Craft Morning for Children the Monday of Half term</p> <p>There will be our first Light Party at St Luke's on 31st October</p> <p>The Bishop is booked to attend our parish for Confirmations on Sunday 21 June 2026</p> <p><u>Schools</u></p> <p>St John's School have their termly Eucharist this Friday at 2.00pm all parishioners very welcome</p> <p>Mother Mitzi goes in and takes regular collective worship with all the children (younger ones separately) and Bible Study with Year 4 children</p> <p>Natasha S is now also a Foundation Governor, so we now have four members of the Parish on the Governing Board (others are Mother Mitzi, Michael M and Heather L.</p> <p>School Confirmations will take place at St John's on 13 February 2026</p>	Cheryl
8.2	<p><u>New leader for Clay Hill Singers</u></p> <p>AT gave an update; we are still praying and advertising through local singing networks for a successor to Claire Stogden. Annie, Valerie, Elaine and all the volunteers were thanked for keeping things going until half term.</p>	Mthr M and AT
8.3	<p><u>New and Replacement Notice Boards for St Luke's</u></p> <p>John Rhatigan provided an update via JW that our application has been agreed 'In Principle' but as there was a question regarding the impact on heritage raised it has to be heard at Full Planning Meeting. A generous parishioner has pledged to cover the cost of the new notice board.</p>	John R and JW
8.4	<p><u>Defibrillator</u></p> <p>JW provided an update – The Diocese have granted our application to affix a defibrillator machine to the porch of St Luke's. We were turned down for our</p>	

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	application to the British Heart Foundation to defray costs, but we were given a generous donation following Paul B's First Aid Refresher at church.	
	<u>Agreed:</u> PCC gave unanimous approval to affix a defibrillator to the exterior of the porch area	JW
	<u>Action:</u> JW to contact British Heart Foundation to purchase defibrillator and case for a discounted price	
8.5	<u>Enfield Deanery Synod meeting 1 July 2025</u> Report circulated prior to meeting – thanks to PL	
8.6	<u>Parish Away Day</u> Mthr Mitzi has secured a Facilitator (Poppy Hughes, vicar of Grange Park) and we await the PCC of Jesus Church to advise on whether we can use their Charis Centre on a reciprocal basis. Discussion on whether we should have a theme, but the Meeting felt it best to be led by Poppy and give the Holy Spirit a chance to guide us as a parish. The Meeting also agreed that we want as many parishioners as possible to take part, especially our young people and children whose voices and opinions we want to hear.	Mthr M
8.7	Community Update (inc. Clay Hill) Report circulated prior to meeting – thanks to PL	
9	Finance	
9.1	<u>Financial Report</u> JW provided a Commentary on the Accounts, balance sheet and budget prior to the meeting	
9.2	<u>Stewardship Report and Review of and New Recorder</u> With the departure of Marion B, JW has kindly agreed to be interim recorder and update the procedures. He has been researching an online package that will work with our current accounting package. <u>PROPOSAL FOR CHANGE OF STEWARDSHIP RECORDER</u> It is proposed to approve a change of "Authorised Official" (the person approved to undertake Gift Aid claims from HMRC) from Marion Berry to John Wright and to change the "Responsible Person" (the person with legal responsibility for running an organisation in HMRC records) from Peter Godden to Mitzi James. <u>Agreed:</u> Also, PCC Approval given to adopt MyGiving Online System with an additional cost of £14pcm and to the name changes proposed <u>Action:</u> JW to action	

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10	Buildings	
10.1	<p><u>St John's church, hall and grounds including Quinquennial repairs</u> Marion had circulated a report prior to the meeting. DA will extend her Churchwarden duties to include St John's, including liaising with the headteacher of our school.</p> <p>Building and quinquennial repairs at St John's will be carried forward by JW</p> <p><u>PROPOSAL FOR QUINQUENNIAL REPAIRS AT ST JOHN'S CHURCH</u> It is proposed is to undertake remedial work to repair a number of cracks identified in the Structural survey report by Stand Consulting Structural Engineers and in accordance with the Outline Schedule of Work for Repairs specification prepared by Ablett Architects on 30th May 2025. These cracks correspond to some of the worst cracks identified in the Quinquennial Survey Inspection Report of 5th February 2025. It is also proposed to submit an application to the DAC for either a faculty or List B approval for this work and to apply to the Edmonton Area Council for a grant + loan towards the costs and any other suitable sources of grants.</p> <p>Three quotations for this work were obtained from companies were on the Quinquennial Architect's list for work at St Luke's and so considered to be suitable for this work: Stone Edge Conservation £14,638.42 + VAT London Stone Conservation £8,880 + VAT, Fullers £3,690 + VAT Fullers was discounted due to poor experiences with their work on St John's chancel ceiling and a very sparse quotation. The Quinquennial Architect was asked to review the other two estimates, and his comments are below: Stone Edge have picked up and individually priced all the items in our specification. Their quote seems to be around the figure was expecting. London Stone breakdown, it seems, only includes for brick reinforcement and repointing repairs and not all the items in our specification. Their quote seems low and, again, this may be because they haven't included everything. Suggest we should also include provision of approximately £2,000 + VAT for follow up work by the Quinquennial Architect and possibly Stand Consulting.</p> <p><u>Agreed:</u> PCC Approval given to instruct Stone Edge to begin work <u>Action:</u> JW to action</p> <p>A question was asked as to how much the organ at St John's would likely to cost to be repaired and the most recent estimate is between £15,000 and £20,000</p>	JW
10.2	<p><u>St Luke's church and grounds including Quinquennial repairs</u> IB made his report to the meeting</p>	

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- 10.3 St Luke's Hall - Rent Review
 JW gave an update on matters. A building survey will need to be carried out before the Rent Review. Permission was given by the Standing Committee in the Summer for NOTH to install air conditioning.

11 Social and Fundraising Events

ME gave an update
 The next quiz will be held on 18 October
 In November there is the Clay Hill Talent Show (when the Christmas Raffle Tickets will be launched) and a Wreath Making workshop
 On 13 December St Luke's is hosting the Mayor of Enfield's Charity Carol Fundraising Concert

12 Any Other Business (to be given to the Chair before the meeting)

There was no Any Other Business.

13 Dates of future meetings for 2025 and 2026

Mthr Mitzi advised that the Archdeacon will be making his triennial Visitation on Tuesday 8 September. Following a discussion, it was agreed that the PCC would meet twice in September rather than try to combine the two events.

- Sunday 30 November – St Luke's 11.45am
- Thursday 12 February – St Luke's
- 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
- Tuesday 8th September – St Luke's
- Tuesday 29 September – St John's
- Sunday 29 November 11.45am after the service – St Luke's

The meeting closed with prayer

Signed _____ Date _____