

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

Minutes of the meeting of the Parochial Church Council on Tuesday 29 April 2025 in St John's Hall

Present:

Mthr Mitzi James, Fr Jeremy Foot, (chair), Paul Bates, Marion Berry, Ian Buswell, Mary Englefield, Cheryl Graham, Heather Livermore (secretary), Peter Livermore, Michael Mansfield, Elaine Plumb, Annie Tucker.

| Item | | Action by |
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| 1 | Apologies for absence Fr Jeremy Foot, Joan Young, John Wright and Jack Williams | |
| 2 | Minutes of previous PCC meeting Minutes of the previous PCC meeting held on 11 February 2025 were approved by the PCC and signed by Mthr Mitzi. | |
| 3 | Actions and Matters Arising | |
| 3.1 | 8.3 CHiPs – Action: Mthr Mitzi will contact the scheme and set up a meeting | Mthr Mitzi |
| 4 | Policy Reviews | |
| 4.1 | Accounting Policies and Procedure | |
| 4.2 | Risk Management Policy Statement John had sent his apologies, but had sent a summary of changes to the PCC, of which there were just a few minor changes. Approved: Both policies were approved by the PCC and signed by Mthr Mitzi Action: The signed copies were given to Heather to scan them and send them to Roy to publish on the parish website and John will file at both churches | Heather John |
| 5 | Future Services St John's Patronal Service in June after the Flower Show Mthr Mitzi to set a date for another Pet Service Marion suggest having a Hymns and Pimms in July/August, Mothers' Union will be doing a Hymns and Hospitality. ACTION: Cheryl will speak with Nathan. | Cheryl |
| 6 | Preparation for Annual Meeting The date of the Annual Meeting is Sunday 18 May after the Church Service at St Luke's. Heather thanked people for sending their reports and she had been working hard on the Annual Report. Mthr Mitzi had a couple of hard copies of the draft report to give out and she will email it out within the next few days. There will be photos to make it more interesting for people to look at and read. There will be hard copies of the report at the APCM, but people will be encouraged to download it from the website or have it emailed to them. | |

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| | Heather has sent out the Agenda and the Minutes to the PCC. We do need more people on the PCC and there is a vacancy for the Synod. | |
| 7 | Safeguarding Mthr Mitzi thanked Cheryl and Annie for their help with Safeguarding. Cheryl has been looking for a group training session but hadn't found anything. Action: Mthr Mitzi will get in touch with Michelle the Safeguarding person, Mary will also speak to Louise and a date to be arranged. | Mthr Mitzi Mary |
| 8 | Health and Safety | |
| 8.1 | Fire Training – this is offered as part of the contract we have with Precision. A Monday morning date is popular. Action: Date to be arranged | Mthr Mitzi |
| 8.2 | First Aid Training – Paul is providing a training session on Monday 12 May. Mthr Mitzi spoke about getting a defibrillator to have outside St Luke's church. The BHF do give free ones to charities, including churches, applications will reopen this summer, it will also need a supply of electricity. Someone has come forward who would like to donate money either towards the cost of the defibrillator if we are unable to get a free one or with the cost of arranging the electric. Mthr Mitzi will also contact The Friends of Hilly Fields. | |
| 9 | Mission and Pastoral Work | |
| 9.1 | Youth children and youth ministry and engagement. Over Easter it was estimated that approximately 1000 children came into our churches, these include Bubble Church, Children's Church, different schools for their Easter services. Mthr Mitzi is liaising with Alison, the Chaplain at Wren school and all is going well. There will be a Light Party on Friday 31 October, an alternative to Halloween, Rev Mandy James is happy to lead with Cheryl. The Children's Craft morning went well and another one to be held in August dates to be considered are either 4 or 11 August. The URC have a week Summer Kids Club 28 July to 1 August. It was agreed that we should offer to help with crafting on an afternoon. One of the mums has volunteered to help with Bubble Church. Action: Mthr Mitzi to put Cheryl and Mandy James in contact with each other | Mthr Mitzi |
| 9.2 | Growing Good Course As reported at our last meeting, The Church Urban Fund (CUF) have developed the Growing Good course to help churches flourish and explore the connection between social action, discipleship and growth. The first session took place yesterday with +Rob launching it. It was a great session with St Mary Magdalene church. | |

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| | <p>As +Rob said we don't need to do big things, we already have lots in place, we might need to tweak things to make us more welcoming and to grow. One thing that came from the meeting was another Notice Board to be by the West Door, this path is in constant use and people walking by may not see our Notice Board. Someone has come forward to offer to pay for the cost, but we will need to get permission to put it up.</p> <p>Agreed: To have another Notice Board and to look at how to proceed with this.</p> | Mthr Mitzi |
| 10 | Finance | |
| 10.1 | <p>Financial Report</p> <p>John had given his apologies, but provided a Commentary on the Accounts for the year ended 31 December 2024. There were no questions and Mthr Mitzi thanked John in his absence</p> | |
| 10.2 | <p>Stewardship Report and Review</p> <p>Marion reported that the Stewardship was down on last year. Stewardship Sunday is due on 1 June, but Marion asked if next year this could take place before Lent.</p> | |
| 10.3 | <p>Common Fund Letter</p> <p>Everyone had seen the letter that had been sent from Bishop Sarah. John has proposed that we keep our offer as the same as last year £57.5k. The deadline is 31 July and there are various meetings about the Common Fund taking place, unfortunately John is unable to attend, but if anyone can please go and report back. Mthr Mitzi asked the PCC to have a think about our offer and then a decision to be made at our next meeting.</p> | |
| 10.4 | <p>Edmonton Area Grant/Loan</p> <p>There is a deadline of two years to pay back the £20k loan from Edmonton Area Council, John has proposed that we pay it back now.</p> <p>Agreed: It was agreed to pay the loan back now.</p> | |
| 10.5 | <p>Pattie Skeats Bequest Update</p> <p>Mary said there was no update, the solicitor who had been working on our matter has left the firm, but Mary was in touch with him as he was happy still be involved. The solicitor will chase it, but said that all things in South Africa take a long time. Mary was thanked for all her work and time.</p> | |

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| 11 | <p>Buildings</p> <p>St John's and St Luke's church, hall and grounds</p> <p>Marion said there was no change at St John's and still awaiting on several Quinquennial items and for the structural survey which should now be 20 May. Ian said that there was urgent work from the Quinquennial, and he would chase it.</p> | |
| 12 | <p>Social and Fundraising Events</p> <p>Mary reported that the quiz night had been very successful, there have been lots of compliments on the Quiz Master and he will be coming again on 18 October. We give him a "donation" of £50 but it was felt this should increase to £100 as he provides everything and comes from Nazeing. Mary will book him for next year as it is so popular. It was decided to sell raffle tickets for the May Fayre before the start as people come in, so as not to prolong the break.</p> <p>Agreed: To increase donation to £100.</p> <p>Heather said that she needs to arrange a meeting for the Talent show and once the APCM and fayre is out of the way she could concentrate on that.</p> | |
| 13 | <p>Any Other Business (to be given to the Chair before the meeting)</p> <p>There wasn't Any Other Business.</p> | |
| 43 | <p>Dates of future meetings for 2025:</p> <ul style="list-style-type: none"> • Sunday 18 May 2025 APCM with election of officers at St Lukes after church • Thursday 26 June – St John's 7.00pm • Sunday 28 September – St John's 11.45am • Sunday 30 November – St Luke's 11.45am | |

Signed _____ Date _____