

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

Minutes of the meeting of the Parochial Church Council on Thursday 29 June 7.00pm in St John's hall

Present:

Mthr Mitzi, Father Jeremy Foot, Paul Bates (chair), Marion Berry, Ian Buswell, Mary Englefield, Cheryl Graham, Heather Livermore (secretary), Peter Livermore, Michael Mansfield, Anne Tucker, Jack Williams and Joan Young

Item		Action by
	The meeting began with an opening prayer.	
1	Apologies for absence John Wright	
2	Minutes of previous PCC meeting Minutes of the previous PCC meetings held on 25 April 2023 were approved by the PCC.	
3	Actions and Matters Arising	
3.1	Communications <u>Action:</u> Still need to take a photo of Doreen	
3.2	9.3 Contract for annual servicing of the organ blowers in both churches John Wright obtained a quote from Watkins and Watson Ltd for a biennial maintenance/service visits. The quote was £274.03 (inc VAT) for each church to be undertaken every even year commencing 2024 in September/October. John signed the service agreement on behalf of the PCC as he had not received any negative comments or requests.	
3.4	11.1 Interments Roy Tungatt has added a section to the parish website with plans and lists of interments at both churches	
3.5	11.2 DBS Bob Bell has been set up as lead recruiter and all the PCC should have received an email from thrityone:eight, the Diocese umbrella organisation who deal with our DBS	
4	Policy Review	
4.1	Data Protection Policy - Several small changes have been made	
4.2	Policy on Recruitment of Ex Offenders – No changes	
4.3	General Privacy Notice – Some small changes	

Approved: The three policies were approved by the PCC and

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signed.

Action: The signed copies were given to Heather Livermore to scan them and send them to Roy to publish on the parish website and Mary will file in the safe at both churches

Heather
Livermore

5.0 Future Services

Mthr Mitzi had invited the Bishop of Edmonton to our Patronal Festival at St Luke's on 15 October. Interim Bishop Jonathan responded that he was unable to make the morning service, but could come in the afternoon, but the meeting preferred not to have a change in services.

Mthr Mitzi has also been in contact with Fr Edward Dowler to invite him back to preach and so it was agreed that Mthr Mitzi ask Fr Edward if he was available to come on 15 October.

There will be an evensong with choir on that day too.

Mthr Mitzi will also invite Fr Peter Godden and Caroline back to visit at some point as they left during Covid and did not get the Clay Hill Farewell that outgoing vicars usually have.

Agreed: Mthr Mitzi to extend invitations to both Fr Edward and Fr Peter

Mthr Mitzi

On Monday 3 July it is the National Bereaved Parents Day and also July is the month of awareness. Mthr Mitzi would like to hold a special service one day during the month, date TBC.

Noted: St Luke's was open on the morning of Monday 3 July for prayer, overlapping the Place of Welcome and the service held on Saturday 15th July

A Pet service and Blue Christmas were discussed and will take place later in the year. The Dormition of the Blessed Virgin Mary is on Tuesday 15 August and there will be a service around that time.

It was agreed to have one service on a Sunday at alternative churches for the time being, with the intention to have a service in both churches on a Sunday. Jack said that he did not like one of the churches being closed every other week and we should get back to having a service in both churches as soon as possible.

Agreed: For the present to have one service on a Sunday in alternative churches, but to reintroduce a service at both churches each Sunday as soon as possible.

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6	<p>Archdeacon's Visit</p> <p>The Archdeacon will visit the parish on Wednesday 13 September in the evening. The Churchwardens usually take the lead on this Mthr Mitzi will ask Maura, PA to the Archdeacon, for a questionnaire sheet, which is usually done online.</p> <p>Action: Mthr Mitzi to ask for a questionnaire sheet</p>	Mthr Mitzi
7	<p>Safeguarding</p> <p>Mthr Mitzi has met with the Diocese Safeguarding Officer, there is one person in the area who is cause for concern. Whilst the parish has been in vacancy we have not been using the new Diocesan Safeguarding Dashboard and so are one of the few parishes that are 'Red'. Mthr Mitzi and Cheryl have met and are working on ways to get our parish on "Green". Mthr Mitzi stressed the importance of Safeguarding. The Requirements are not merely, a tick box exercise and a safe church is all our responsibilities. Mthr Mitzi is hoping, like other parishes, to hold a Safeguarding Sunday, which will include teaching and a special sermon so that the whole congregation remains informed.</p>	
8	<p>Internet Provision</p> <p>Ian will get some quotes for temporary Internet provision, so that Mthr Mitzi can work in the churches whilst she is without a vicarage. Ian is waiting to hear back from Adam Bacon. Marion will look for the old router to save on costs.</p>	
9	<p>Mission and Pastoral Work</p>	
9.1	<p>Youth Ministry</p> <p>Paul reported that he and Michael are school governors at St John's school and would also like Nathan Hulse to consider becoming a governor too. Paul said that the children were excited to have Mthr Mitzi and they were wonderful with their singing during the Licencing Service. A new teacher has been appointed to replace one that is leaving, she has been training at the school and has now finished and able to take on the position. Two new Teaching Assistants have been appointed. The school have a new vision statement and the children are learning it by heart. On 7 July the school have a learning walk of faith. Paul and Michael will attend a Governor's meeting on 13 July. Paul has taken on the Health and Safety role and Safeguarding lead for the school. Joan Young goes into the school to help with reading. Paul, Michael, Marion and Joan were thanked for their work with the school and helping to build links.</p>	

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Cheryl and Mthr Mitzi are attending a zoom training session on Bubble Church, which is a service designed for young children and their families. There will be a Children's service in August as usual. Thanks to Cheryl, Paul and Michael for all that they do.

Paul reported that the Scouts are doing well, there are over 100 in the pack with a waiting list. It was good to see the Scouts at the Licencing.

9.2 Social Media

Heather provided a report on social media, the parish has been actively using Facebook since October 2017 and Twitter since January 2018. It is a good way of communicating to the wider community, sharing information, and finding out what is happening. On Twitter the parish has 243 follows and Facebook 415 followers. Our Tweet on Easter Day to give the good news that Mthr Mitzi was going to be our vicar was viewed 5,739 times and liked 76 times.

10 Finance

10.1 Commentary on the accounts as at 31/5/23

John Wright provided a commentary on the accounts, total income to date was £42,508 and expenditure £48,161 with a deficit of £5,652. John forecasts an overall deficit of £12,700 for the year. Mary reported that the May Fayre made a net profit of £2,497.78 plus £170 from the Atkinsons boards. The total includes £716.50 raised by St John's school and the Scouts donated all the BBQ food. Mary and her team were thanked for all their efforts.

10.2 PCC Offer to the Dioceses for the Common Fund Contribution for 2024

John Wright provided a briefing note, the PCC offer must be sent to the Area Finance Adviser by the end of July 2023. The Diocese has estimated that the Parish Standard Cost for 2024 will have increased by 4%. Discussion took place: our parish is forecast to be in a deficit are we in a position to pay more, the parish was in vacancy for two years but continued to pay a high contribution, if a figure is given then we must be able to pay it.

Agreed: the PCC will pay the same amount as last year £57,000

10.3 New Treasurer

Unfortunately, nobody has come forward and therefore the parish may have to pay someone to do the role. Someone will need to shadow John, or it could be two people. It would be good to have a "home grown" treasurer.

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	<p>We could speak to other churches to see if there is a possibility of sharing their treasurer. John needs to provide a Job Description and put down what is essential. As John is so efficient it might put others off doing the role. Marion spoke about account packages that could be used to make the role easier. Thanks were given to John Wright and all that he does.</p>
10.4	<p>Stewardship Report Marion Berry provided a report on the Stewardship and said that the income remains stable.</p>
10.5	<p>Pattie Skeats Bequest Mary Englefield was very pleased to report that after three plus years of hard work the sale of the South African property has been completed. Mary has the Conveyancers Certificate, the completion took place on 23 May 2023. The final fee payments are being calculated and the proceeds transfer should take place reasonably soon. Mary received another telephone call, this time from a friend of the tenant, but she did not enter into any discussion. It was estimated that after all fees and expenses have been paid and the rate of exchange approximately £168,000 could be due, but this is just an estimate. A very big thank you to Mary for all her hard work and tenacity.</p>
11	<p>Buildings</p>
11.1	<p>St John's church hall and grounds Marion Berry provided a structural survey report. Marion has raised funds to pay for the survey which was £1500 + VAT. To have the drawings done will be £700 Marion will look for a grant to cover the cost of the drawings. The organ needs to be repaired Tarquins will provide a quote and Marion will also look for possible grants. Thanks to Marion for all her hard work. Action: Marion to look for grants</p>
11.2	<p>St Luke's church and grounds Ian Buswell said that there are outstanding Quinquennial repairs and he will meet with Mthr Mitzi to go through them together. Thanks to Julia Bates for all her help in the Garden of Rest, which are looking beautiful.</p>
11.3	<p>Eco Church Peter Livermore provided a draft proposal between Clay Hill and Wren Academy to see if the students want to be involved. The survey will be done in individual groups, including representatives from the parish. A discussion will need to take place in the new school year so students can familiarise themselves with the survey and with other churches</p>

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	that already have the Eco Award. Although the survey has already been done at Clay Hill there has been no validation, the Wren students can be critical friends. Mthr Mitzi was surprised as she thought that the church were already further ahead and saw that worship has achieved Gold level. Peter said that the wider church has not got involved and there has been no wider discussion.	
12	<p>Social and Fundraising Events</p> <p>Marion said there are left over plants from the Flower Show she said it made approximately £1,000. Unfortunately, there is no Social and Fundraising Committee. Fr Jeremy said there should be a better footing and be supported beyond the PCC and actively recruit from within the congregation. Set a date and tell everyone to meet after a service and build up from there. Need to appoint a Chair for the Committee. The following agreed to be part of the committee: Marion, Annie, Elaine and Mary.</p> <p>Agreed: A meeting on 23 July after the service.</p>	
13	<p>Any Other Business</p>	
13.1	<p>Mthr Mitzi reminded the PCC of her email that she sent out to the PCC</p> <ul style="list-style-type: none"> • What do you think we do well at Clay Hill? • What do you think we should concentrate on improving? • Is there anything that gets in the way? <p>Please don't forget to respond ASAP.</p> <p>Action: All to respond to Mthr Mitzi's email.</p>	ALL
14	<p>Dates of future meetings for 2023 – all meetings start at 7.00pm</p> <p>Tuesday 19 September 2023 – St Luke's</p> <p>Thursday 23 November 2023 – St Luke's</p>	

Signed _____

Date _____

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