

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

## Minutes of the meeting of the Parochial Church Council on Saturday 29 June 10.00am in St John's Church

### Present:

Mthr Mitzi James (chair), Fr Jeremy Foot, Doreen Addy, Paul Bates, Marion Berry, Ian Buswell, Mary Englefield, Heather Livermore (secretary), Peter Livermore, Elaine Plumb and Joan Young

Item		Action by
1	<b>Apologies for absence</b> Michael Mansfield, Jack Williams, John Wright, Annie Tucker and Cheryl Graham,	
2	<b>Minutes of previous PCC meeting</b> Minutes of the previous PCC meetings held on 23 April 2024 and the Stading Committee dated 15 April 2024 were approved by the PCC.	
3	<b>Actions and Matters Arising</b> Mthr Mitzi said that the pastoral care initiative has been working really well and there has been an increase in reaching out to others and people have commented how much they have enjoyed visits and phone calls. People have also been welcomed back to church and thanked everyone for their care. Mthr Mitzi will ask Jack Hughes about becoming the Health and Safety Officer.	Mthr Mitzi
4	<b>Policy Review</b>	
4.1	<b>Data Protection Policy</b> – Mthr Mitzi reminded everyone that they should be aware of confidentiality and GDPR and that we should never use people's names - even in reports to the PCC. People need to be confident that their information is kept safe by us and will not be discussed. Training to be looked at. Please speak to Mthr Mitzi if anyone needs any information or clarification.	
4.2	<b>Policy on the Recruitment of Ex Offenders:</b> There were no changes.	
4.3	<b>General Privacy Notice</b> No changes	
	<b>Approved:</b> All policies were approved by the PCC and signed by Mthr Mitzi	
	<b>Action:</b> The signed copies were given to Heather to scan them and send them to Roy to publish on the parish website and Mary will file at both churches	
5	<b>Future Services</b>	
5.1	St Luke's 125 <sup>th</sup> anniversary is on Friday 22 November 2024, which will incorporate a talent show, including craft displays and a special	

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service. There will be a working party including Mthr Mitzi, Fr Jeremy, Heather and others to be asked. As November is such a busy month including the PCC meeting on 24 November after the church service the anniversary needs to be planned.

### Other Services

- Special Sunday evening services with the choir to be confirmed by Fr Jeremy and Nathan
- Bereaved Parents's service Saturday 13 July 12 noon at St Luke's
- Church Warden's Commissioning Ceremony Monday 15 July 7.00pm
- Religious Education Day Wednesday 17 July all day and will include St John's school with the 11.00am Eucharist at St John's
- Harvest Sunday 6 October with parade at St Luke's
- Pet Blessing service 6 October (changed to 22 September) at St Luke's in the afternoon
- Baby Loss Awareness Service of Light – a Nationwide day Tuesday 15 October 7.00pm – church TBC
- St Luke's Patronal Sunday 20 October with Fr Peter as guest preacher.
- Blue Christmas Saturday 14 December 4.00pm at St John's

### November services

- Sunday 3 November at St Luke's including Bubble Church
- Sunday 10 November 9.00m Children's Church and 10am Remembrance Service including the scouts at St Luke's
- Sunday 17 November Eucharist at St John's
- Sunday 24 November Eucharist at St John's

### Fr Jeremy Licence

Although Fr Jeremy is licenced to carry out his ministerial work, his single parish licence expired when Mthr Mitzi became our vicar. Support ministers, like Fr Jeremy, are in great demand. The Church Wardens are happy for him to stay in our parish and Fr Jeremy and Julia are also happy to stay. Therefore, Fr Jeremy will be licenced Associate Vicar to our parish hopefully in Michaelmas. Mthr Mitzi has written to the Bishop and the Archdeacon to ask them for their availability.

Mthr Mitzi asked everyone to have a think if there are any other services that people would like to have. Paul asked if people in the congregation could bring up the wine and bread as we used to, this was agreed although to be thoughtful to those who may be vulnerable, handwash to be available and for the serving team to be responsible. Mthr Mitzi said that Rafael was doing a great job of

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	inviting new people to read and thanks were given to Joan for building up his confidence.	

### 6 Mission and Pastoral Work

#### 6.1 Youth Ministry

Paul said that there had been a School Governor's meeting. An ex-teacher has offered to become a lay Governor – Lillian Saunders – if anyone knows any reason why she shouldn't please let Paul know. There are now approximately 100 students and because of the links with the church, thanks to Mthr Mitzi, Joan and Paul, more children from the school are coming to church. There will be an end of school Eucharist for the leavers and their family and Mthr Mitzi will offer confirmation classes. Paul was very impressed with the RS teacher and the children's knowledge and also with their standard of reading, thanks again to Joan who goes into the school to help.

Bubble Church is going well and nurturing leaders. We have been given a gift of a parachute. Special thanks to Cheryl for her work with the Children's church, 12 children and babies attended at the last service and those who come to Bubble Church have started to come to the Children's church as well.

#### 6.2 Pastoral Group

Mthr Mitzi is thinking about people who could be part of the team, please everyone to keep praying about this. Many thanks to Elaine for co-ordinating the group.

#### 6.3 Eucharistic Ministers

All the Church Wardens should be Eucharistic Ministers, Doreen and Ian are licenced already therefore Marion needs to be licenced. It was also agreed that Peter, Valerie, Kajan and Heather should be licenced too.

There is a Christian Study course starting in September, three people have shown an interest. Michael Mansfield has said that he is ready to take the next step into Lay Ministry, he is already preaching and contributing a lot to the parish.

**Agreed:** Marion Berry, Peter Stockman, Valerie Budd, Kajan Saravanapavan and Heather Livermore to be licenced at Eucharistic Ministers

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### 7 Health and Safety

The Fire Evacuation was discussed, Marion said there were four exit points at St Luke's and two at St John's, with the doors opening inwards. The Scouts will not parade in September and therefore could not help being fire wardens. Marion said that a drill was a recommendation from Precision. Mthr Mitzi said there could be a compromise and instead of a drill, training could be offered instead so people are aware of what will happen if there is a fire. The "Welcoming Team", people in a position of authority and anyone else wanting to know should have training e.g how the doors open, where the fire extinguishers are and the ramps etc. It was agreed that more people should be recruited for the Welcome Team.

Paul has offered to give first aid training too.

The wheelchair that was at St Luke's was borrowed by a home that came to the warm welcome and has not been returned. Ian said that he had one that he could give.

**Agreed:** Doreen and Joan to give the Welcomer's names to Mthr Mitzi and to recruit more welcomers.

Paul and Heather to get dates for the first aid.

Doreen  
Joan  
Paul  
Heather

### 8 Safeguarding

Mthr Mitzi said that Cheryl regularly meets with the Diocese Safeguarding Team. Fr Jeremy said that he has recently had an advanced DBS check.

### 9 Finance

#### 9.1 Financial Report

John Wright sent his apologies, but provided a commentary on the accounts as at 24 June 2024. An overall deficit of just over £10,000 is forecast for the year. John was thanked for his work and there were no questions.

#### 9.2 PCC Offer to the Diocese for Common Fund Contribution for 2025

For the first time the Archdeacon sent a letter to all parishes outlining the financial situation and recommended that our parish should give £63,000. John Wright sent a report to the PCC, and his suggestion was £45,000 due to deficits of nearly £40k in the past five years, despite not having any major building work projects and a further £11k deficit forecast. Mary proposed that the contribution should be kept the same as this year, £57,500, we now have Mthr Mitzi as our vicar who is living in the vicarage and the Diocese have been generous in the past helping with funding projects. Discussion took place and then a vote. 11 people voted to keep the contribution at £57,500 and one person voted to offer £45k. However, as the meeting was not quorate it was agreed to send an email to all PCC members and anyone who wished to have a say/vote who was not at the meeting to let Mthr Mitzi know by Friday 5 July.

Heather

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**Post Meeting Note:** Heather sent an email to the PCC members straight after the meeting on 29 June and gave the deadline as Friday 5 July. Mthr Mitzi did not receive any emails and therefore £57,500 would be the contribution for 2025.

### 9.3 **Stewardship Report**

Marion provided a report, and the stewardship seems to be static, 13 members increased their contributions.

### 9.4 **Pattie Skeats Bequest**

There was nothing to report.

## 10 **Buildings**

### **St John's and St Luke's church, hall and grounds**

Marion said that she wanted to fund raise for the organ, Mary asked whether this had been agreed by the PCC. Mthr Mitzi said that at our last meeting the Treasurer recommended that we organise a schedule of works in order of priority and so that there is one list to cover all the church buildings. We have not done that yet. The organ has been maintained, but not had any major investment, such as at St Luke's organ and as it was not new to begin with there is a concern it will stop working at some point.

The quinquennial work that needs to be carried out on both churches was discussed and there are three urgent priority building works that are needed two at St Luke's: brickwork, stonework and the roof and one priority at St John's: the porch. In order for the PCC to make future decisions on the building works the Standing Committee will meet in the next few weeks to consider an overall plan of the priorities. The money for the works will come out of church funds and grants to be looked at as well.

The PCC approved of the schemes for quinquennial repairs at both St John's and St Luke's churches and to accept the following tenders:

St Luke's church: Stone Edge Conservation dated 17 June 2024 for the price of £58,632.56 + VAT

St John's church: Stone Edge Conservation dated 23 January 2024 for the price of £5,427.78 + VAT

It is also expected that the Quinquennial Architect will provide advice during both projects which will be charged in addition on a time basis.

Ian said that he had a quote for the bell rope at St Luke's of £750 and this was agreed. It was also agreed that the guttering should be cleared and Ian will contact the providers to go ahead.

**Agreed:** That this work should go ahead ASAP and an email to be sent to all PCC members to let Mthr Mitzi know if anyone wishes to

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disagree with the decision – **Post Meeting Note:** Heather sent an email to PCC Members, nobody emailed to disagree.

### 11 **Social and Fundraising Events**

Mary said that the May Fayre was a good event and raised approximately £2,379.00 and thanked everyone involved. There will be a concert in September/October and a quiz on 9 November. On Tuesday 30 July there is a trip to St Paul's cathedral. Marion said that the Flower Festival had raised approximately £1,400. The Flower Festival was very lucky with the good weather. Appreciation was shown to all those who worked so hard to make these events a success. It was felt that holding the Flower Festival over two full days was a lot to ask of our volunteers, especially with not as many visitors. Suggested that we end earlier next year – displays still on view at and after church.

### 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 2024:

Sunday 29 September – St Luke's after church 12.00 noon

Thursday 21 November – St Luke's at 6pm (preceded by Evening Prayer at 5.30pm)

Signed \_\_\_\_\_ Date \_\_\_\_\_